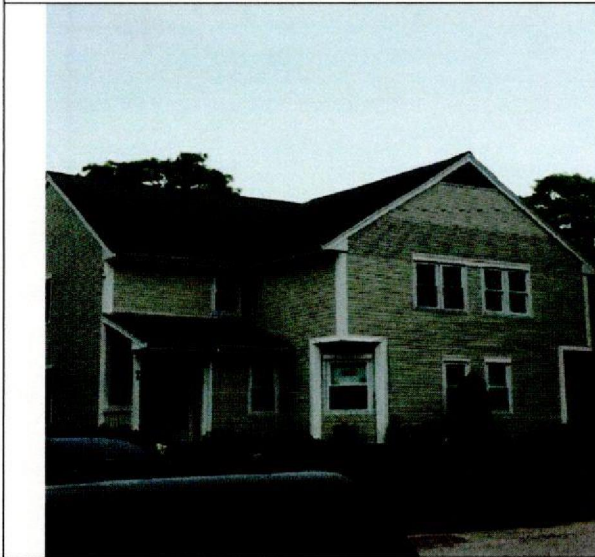
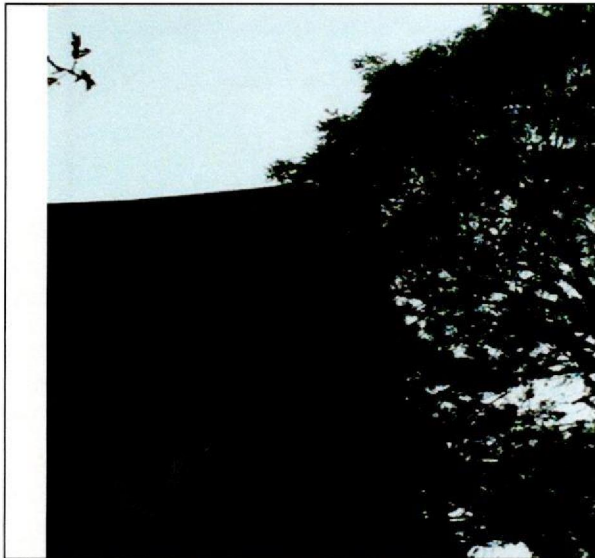


Town of Brewster

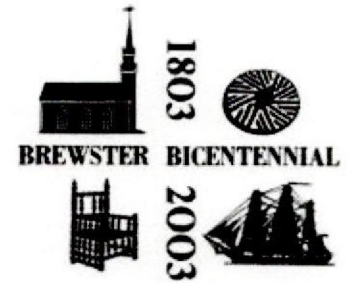
Application for Community Preservation Funding

Submitted: December 1st, 2017





Town of Brewster
Community Preservation Committee
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701 x 133
Fax (508) 896-8089



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted: December 1st, 2017

Name of Project Applicant: Brewster Housing Authority

Name of Co-Applicant(s), if applicable: _____

Name of Contact Person: Leila Botsford

Contact Person's Mailing Address: 7 Job's Fishing Rd., Mashpee, MA 02649

Contact Person's Daytime Phone Number: 508-477-6202

Contact Person's email Address: leila@brewsterhousing.comcastbiz.net

Proposed Project Name: Roofs at Huckleberry

Project Address (or assessor's parcel ID): Huckleberry Lane, Brewster

Project Synopsis: To put new roofs, gutters and downspouts on Brewster Housing Authority's publicly subsidized family housing units on Huckleberry Lane. This multi-family property has 12 2-story duplex apartment buildings, with two (2) ADA accessible buildings containing only 1-story. The property contains a total of 24 rental apartment units on a site of approximately five (5) acres. Construction of the property was completed in 1988. The roofs, gutters and downspouts are original to when the property was built in 1988 and are in dire need of replacement in order to preserve these 24 affordable family units.

Category: ☐ Open Space ☐ Historic Preservation ☐ Recreation ☒ Community Housing

CPA funding requested \$ 130,000.00 Total Cost of Proposed Project \$ 161,610.00

PROJECT DESCRIPTION

Please describe your project, answering all of the following questions in the order presented. Applications will be considered incomplete if all requested information is not provided. Include supporting materials (maps, diagrams, photos, etc.). Please number pages of application. See attached

1. **Project Description:** Describe the proposed project. Is this part of a larger project or an ongoing project?
2. **For Historic Preservation projects:** Attach proof of listing on the State Register of Historic Places or a letter from the Brewster Historic Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster. Please note that rehabilitation projects must comply with the Secretary of the Interior Standards for Treatment of Historic Properties.
3. **CPA Goals/Criteria:** Describe how this project accomplishes the goals and objectives of the CPA (refer to the attached general and issue-specific criteria and identify which of these apply to the project).
4. **Community Benefits:** What are the community benefits of the project?
5. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
6. **Timeline:** What is the schedule for project implementation, including a timeline for all milestones? Please identify any special timing considerations for the project's implementation. If this is part of a larger project, is it phased? What is the timeline for the entire project?
7. **Credentials:** What are the qualifications and relevant experience of those undertaking the project?
8. **Budget/Need for Public Funds:** What is the total budget (sources of funds and uses/expenses) for the project and schedule for expenditure of CPA funds? All sources of funds and expenses must be clearly identified. Provide the basis for cost estimates whenever possible. (Note: CPA funds may not be used for maintenance.)

If this is part of a larger project, what is the budget for the entire project (sources of funds and expenses/uses)?

Clearly identify what additional funding sources are available, committed, or under consideration and why public funding would be appropriate. Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

Provide the most recent audited financial report or if none available, an applicant generated financial report that includes a balance sheet and operating budget. Town-sponsored projects must demonstrate why the project cannot be funded through the Department's or Committee's budget.

9. **Maintenance:** If ongoing maintenance is required for your project, who will be responsible for maintenance and how will it be funded?
10. **Site Control:** If the project involves acquisition of real property, provide evidence of site control (deed, purchase and sale, option, etc.).

Town of Brewster Community Preservation Committee

CATEGORY SPECIFIC CRITERIA

(Identify which of the following criteria apply to your project.)

Open Space Proposals

- ☐ Permanently protect important wildlife habitat, including areas of significance for biodiversity, diversity of geological features and types of vegetation, contain a habitat type that is in danger of vanishing from Brewster or preserve habitat for threatened or endangered species of plants or animals.
- ☐ Provide opportunities for passive recreation and environmental education.
- ☐ Enhance or protect wildlife corridors, promote connectivity of habitat and prevent fragmentation of habitats.
- ☐ Provide connections with existing trails or potential trail linkages.
- ☐ Preserve scenic views or border a scenic road.
- ☐ Protect drinking water quantity and quality.
- ☐ Provide flood control/storage.
- ☐ Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- ☐ Preserve priority parcels in the Town's Open Space Plan/maximize the amount of open land owned by the Town of Brewster.

Historical Preservation Proposals

- ☒ **MANDATORY:** Must be on the State Register of Historic Places or have a letter from the Brewster Historic Commission indicating that the resource has been determined to be significant in the history, archaeology, architecture, or culture of Brewster.
- ☒ **MANDATORY:** Project must meet Secretary of the Interior Standards for rehabilitation and/or restoration of Historic Preservation Properties.
- ☐ Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
- ☐ Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- ☐ Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- ☐ Demonstrate a public benefit and/or public access, or
- ☐ Otherwise provide permanent protection for maintaining the historic resource.
- ☐ Project site should not be privately owned unless there is demonstrable public access and benefit.

Community Housing Proposals

- ☒ Contribute to the goal of achieving 10 percent affordable housing;
- ☒ Promote a socioeconomic environment that encourages diversity;
- ☐ Provide housing that is harmonious in design and scale with the surrounding neighborhood;
- ☒ Ensure long-term affordability;
- ☒ Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- ☐ Convert market rate to public subsidized units;
- ☐ Provide an appropriate mix of rental and ownership housing;
- ☒ Give priority to local residents, town employees, employees of local businesses as allowed by law.

Recreation Proposals

- ☐ Support multiple active and passive recreation uses;
- ☐ Serve a significant number of residents and visitors;
- ☐ Expand the range of recreational opportunities available to all ages of Brewster residents and visitors;
- ☐ Benefit other Brewster committees providing recreational resources to residents;
- ☐ Promote the use of alternative corridors that provide safe and healthy non-motorized transportation

Brewster Community Preservation Project Application
12/1/17
Brewster Housing Authority – Family Housing - Huckleberry Lane 705-02

Project Description:

The Brewster Housing Authority is requesting assistance from the Brewster Community Preservation Committee to update and preserve Huckleberry Lane. Huckleberry Lane, a state subsidized public housing development for low-income families (705-02), consists of 12 duplex style buildings with a total of 24 units built in 1988 on a site of approximately five (5) acres and managed by Brewster Housing Authority. The 29 year old Huckleberry Lane development is in desperate need of updating and repairs in order to preserve this affordable housing asset. The goal of this project is to install new roofs, gutters and downspouts to preserve the envelope of the buildings so work can then be started on the interiors without risk of water penetration.

CPA Goals/Criteria

The primary goal of Brewster Housing Authority is to provide safe and affordable housing to low income seniors and families. This project will serve to preserve Brewster Housing Authority's only family housing site – Huckleberry Lane. Providing housing to this population expands the diversity of the lower Cape community and all public housing units are affordable in perpetuity.

Community Benefit

This funding for preservation of affordable housing at Huckleberry Lane will benefit Brewster by maintaining and preserving its current affordable housing inventory. This will also benefit lower income Brewster residents with an affordable and safe place to live, work and raise their families.

Community Support

Please see attached letters of support from our Regional Capital Assistance Project Manager – Adrienne Danner and our Department of Housing and Community Development (DHCD), Construction Project Manager – Sean Keating.

Timeline

If CPC funding is granted Brewster Housing Authority will immediately let DHCD know and begin the following steps:

1. **Construction Documents** – Prepare and submit construction bid package for solicitation of competitive bids. Duration 6 weeks
2. **Bidding** – Post Request for Bids (RFB) on electronic plan room, local newspaper, COMMBUYS and in the Central Register. Schedule, attend and conduct a pre-bid conference. Receive bids, determine lowest bidder and check references. Award construction contract. Duration 12 weeks.

Brewster Community Preservation Project Application
12/1/17
Brewster Housing Authority – Family Housing - Huckleberry Lane 705-02

3. **Construction** – Commence replacing roofs, gutters and downspouts. Duration 4 weeks. The process of assigning an architect to prepare plans and specifications for the procurement process which will entail public advertising in the local newspaper, COMMBUYS and Project Dog. After the lowest bidder is selected and references are checked the Construction Project Manager will set up a Construction Kick-Off meeting and the Notice to Proceed will be issued.

Credentials

For four years and going forward, the Brewster Housing Authority has been managed by the Mashpee Housing Authority (MHA). This arrangement has been extremely advantageous to the BHA as it allows expansive expertise from the MHA staff to assist in the management of its properties and programs. The housing authority is led by Leila Botsford, Executive Director. Ms. Botsford has over 30 years' experience working for public housing authorities and has a staff that also has many years' experience. Ms. Botsford is certified as a Public Housing Manager, a Massachusetts Public Housing Administrator, and a Tax Credit Compliance Professional.

Budget/Need for Public Funds

The budget to replace 12 roofs, gutters and downspouts and preserve 24 units of affordable housing for this project is \$161,610. We are requesting \$130,000 from the Brewster Community Preservation Committee and will include the remaining \$31,610 as part of our capital plan for FY 18 Formula Funding request which will be submitted September 2018. Since 2011 BHA has received approximately \$535,540 in Formula Funding for capital improvements at both Huckleberry Lane and Frederick Court which is 32 units of senior housing. However, due to the serious lack of funding available to the Commonwealth of Massachusetts' 234 local housing authorities and their total inventory of state subsidized community housing resources, DHCD has advised public housing authorities to apply for CPA funding to conduct preservation work that protects the housing structure from future injury, harm or destruction. This fiscal year DHCD has currently appropriated and approved capital funds in the amount of \$126,982 for the rehab and preservation of three currently vacant and uninhabitable units at Huckleberry Lane and this will greatly reduce the amount of formula funding available for BHA.

The construction cost estimate was developed in DHCD's Capital Planning System (SEE ATTACHED BUDGET AND COST ESTIMATE) which houses all buildings, structures and their components for all public housing authorities in Massachusetts. This construction estimate includes labor at the prevailing wage rate and 25% for soft costs which includes designer fees, admin fees and advertising.

Maintenance & Operation

Brewster Housing Authority has one full-time and one part-time maintenance person who oversees all of BHA's units including Huckleberry Lane and Frederick Court. The maintenance of the roof, gutters

Brewster Community Preservation Project Application

12/1/17

Brewster Housing Authority – Family Housing - Huckleberry Lane 705-02

and downspouts will be included in BHA's annual maintenance plan and BHA will have a warranty visit by the project designer and contractor 9 months after the job is complete.

Site Control

Brewster Housing Authority has 100% site control.

Brewster Community Preservation Project Application
12/1/17
Brewster Housing Authority – Family Housing - Huckleberry Lane 705-02



Brewster Community Preservation Project Application
12/1/17
Brewster Housing Authority – Family Housing - Huckleberry Lane 705-02



Capital Planning System

Logged in as: RCATAdrienne
[Logout](#)

Projects

[Main Menu](#) [Facilities](#) [Inventory](#) [Projects](#) [Reports](#) [Utilities](#) [Find Help](#)

LHA	BREWSTER HOUSING AUTHORITY
Development	041-705-02 -- HUCKLEBERRY LANE
Facility	Development-wide
Unit	ALL (ALL Implied if not selected)
Project	041-705-02-0-17-1143 -- Roof, Gutters, Downspouts

[Project Information](#) [Project Estimation](#) [Project Management](#) [Project Templates](#)

Related Inventory Components

[Remove All Related Components](#)

Facility Number	Class	Subclass	Description	Quantity	Unit	Year Installed	Lifespan	Life Adj	Exp Year	Cond. Assess.	Note
041-705-02-001	Roofing	Roof Drainage	Downspouts, Aluminum	96	VLF	1988	30	0	2018	Fair	Downspout is displaced
041-705-02-002	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	
041-705-02-004	Roofing	Roof Drainage	Downspouts, Aluminum	40	VLF	1988	30	0	2018	Fair	
041-705-02-005	Roofing	Roof Drainage	Downspouts, Aluminum	96	VLF	1988	30	0	2018	Fair	
041-705-02-006	Roofing	Roof Drainage	Downspouts, Aluminum	96	VLF	1988	30	0	2018	Fair	
041-705-02-007	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	
041-705-02-008	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	Downspout separated at joint
041-705-02-009	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	
041-705-02-010	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	
041-705-02-011	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	
041-705-02-012	Roofing	Roof Drainage	Downspouts, Aluminum	100	VLF	1988	30	0	2018	Fair	
041-705-02-012	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-011	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-010	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-009	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-008	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-007	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-006	Roofing	Roof Drainage	Gutters, Aluminum	75	LF	1988	30	0	2018	Fair	
041-705-02-005	Roofing	Roof Drainage	Gutters, Aluminum	75	LF	1988	30	0	2018	Fair	
041-705-02-004	Roofing	Roof Drainage	Gutters, Aluminum	82	LF	1988	30	0	2018	Poor	
041-705-02-003	Roofing	Roof Drainage	Gutters, Aluminum	82	LF	1988	30	0	2018	Fair	
041-705-02-002	Roofing	Roof Drainage	Gutters, Aluminum	91	LF	1988	30	0	2018	Fair	
041-705-02-001	Roofing	Roof Drainage	Gutters, Aluminum	75	LF	1988	30	0	2018	Fair	
041-705-02-001	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		Signs of wear
041-705-02-002	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		
041-705-02-003	Roofing	Roofing Systems	Asphalt Shingle Roof	2,000	SF	1988	25	-5	2008		Signs of wear
041-705-02-004	Roofing	Roofing Systems	Asphalt Shingle Roof	2,000	SF	1988	25	-5	2008		
041-705-02-005	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-10	2003		
041-705-02-006	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		
041-705-02-007	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		
041-705-02-008	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		
041-705-02-009	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		
041-705-02-010	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		
041-705-02-011	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		Signs of wear
041-705-02-012	Roofing	Roofing Systems	Asphalt Shingle Roof	1,482	SF	1988	25	-5	2008		

Labor

Craft	Labor Description	Rate	Hours	Cost Type	Subtotal
Select			0	Dwelling	

Labor Total:

Add Related Inventory Components to Estimation Components

Materials Total:

Others Total: \$6,700.00

Total Development Cost: \$161.610



Regional Capital Assistance Team
Taunton Housing Authority
143 School Street Building I Taunton, MA 02780
Phone: 508-823-6308 Fax: 508-812-7050

November 9th, 2017

Leila Botsford, Executive Director
Brewster Housing Authority
11 Frederick Court
Brewster, MA 02631

RE: Letter of Reference

Brewster Community Preservation Committee:

I am writing this letter in support of Brewster Housing Authority (BHA) receiving CPC funding to address critical capital needs preservation on BHA family housing units located on Huckleberry Lane in Brewster. I have worked closely with Leila at Mashpee Housing authority for several years and most recently as her Regional Capital Assistance Project Manager in Mashpee and Brewster.

As the Regional Capital Assistance Team (RCAT) Project Manager we are tasked with performing annual capital needs assessments, updating and maintaining Housing Authority capital inventory and managing capital construction projects. On June 5th, 2017 I conducted BHA's annual needs assessment and observed that the roofs on all 12 of the family housing units on Huckleberry Lane were in dire need of replacement. When I checked the inventory on DHCD's Capital Planning System (CPS) I discovered that the roofs were original to when the units were built in 1988 and according to CPS inventory report the roofs expired in 2008.

If approved this project will have an immediate and long-term socio and economic benefit to Brewster as it is helping to secure and preserve critically needed affordable family housing.

Please feel free to contact me at my email below if I can be of any assistance or if you have any questions.

Sincerely,

Adrienne Danner

Adrienne Danner, Project Manager
Southeast Regional Capital Assistance Team
adanner@tauntonhousing.com



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Komegay, Undersecretary

November 7, 2017

Town of Brewster
Community Preservation Committee
2198 Main Street, Brewster, MA 02631

To Whom It May Concern,

It has come to my attention that the BHA will be applying for funding to replace the roof shingles at their family development at Huckleberry Lane.

As the construction advisor for the Department of Housing and Community Development, I have overseen several projects at this site. I have taken note of many areas on the various roofs that have missing shingles and ridge caps. These asphalt roof shingles are beginning to fail and need to be replaced asap.

Thank you for your consideration.

Sincerely,


Sean M Keating

DHCD Construction Advisor