

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
January 11, 2012**

Present: Mark Gluesing – Chairman, Janet Carter Bernardo – Vice Chair,
Sam Warner, Reg Foster, Mike Retzky, Lita Young

Absent: Carol Boulris, Jane Howard

Town Staff: Patricia Carey – Staff Liaison
Nicole DiCicco – Recording Secretary

The meeting convened at 7:35 PM in the Webster Conference Room located in the Public Services Administration Building (PSAB).

Review and Acceptance of Minutes of Meetings – December 14, 2011: Ms. Bernardo made a motion to approve the minutes of the December 14, 2011 meeting. The motion was seconded by Mr. Retzky and was approved unanimously.

Chairman Updates: Mr. Gluesing briefly reviewed the applicant questions submitted by the Committee and wanted to remind members to be sure that questions asked are relevant to CPC need. The Committee only needs to consider the eligibility of a project when asking questions of the applicant.

Administrative Budget and Liaison Stipend: In Ms. Carey's unexpected medical absence, Mr. Gluesing has been handling much of the CPC paperwork over the past month. He has found that the time necessary to complete these tasks has been far greater than the two hours The Committee had originally sanctioned to Ms. Carey each week and that an additional hour would bridge this gap. **Mr. Warner made a motion to approve the motion to increase the CPC Staff Liaison weekly administrative stipend from two to three hours per week. The motion was seconded by Ms. Bernardo and was approved unanimously.**

CPA Financial Information: Mr. Gluesing was able to request the following balance information from David Davison, Finance Director:

Community Housing	\$485, 100
Historic Resources	\$148, 320
Open Space	\$426, 900
Reserve	\$1, 131, 200
Free Cash	\$1, 570, 853
<i>Expenditure for Debt Service on Town Hall:</i>	<i>\$550, 000</i>

An invoice for \$3,750 in annual dues to the Community Preservation Coalition was received. Ms. Carey has already submitted information to the Town finance department to begin processing this bill.

Future Meeting Schedule:

- Meeting - **Wednesday, January 25th, 7:30pm**, PSAB: Webster Conference Room
- Project Presentations for FY2012-1, FY2012-3 and FY2012-4 - **Wednesday, February 8th, 7:30pm**, PSAB: Webster Conference Room
- Project Presentations for FY2012-2 and FY2012-5 - **Wednesday, February 29th, 7:30pm**, PSAB: Webster Conference Room
- Public Hearing - **Wednesday, March 14th at 7:30pm**, Town Hall: Highland Conference Room

Topics for Future Agendas: NONE

Application Review:

FY2012-02: Charles River Center – South Street Home: Ms. Young and Mr. Warner met with representatives of the Charles River Center (CRC) Project and provided answers to questions, which are attached (*see Addendum 1 and 2*) and were reviewed by the Committee. Also included is information on a similar project in Wayland.

FY2012-05: Town Manager – Preservation of Open Space, Purchase of Land: Ms. Carey informed the group that at this time there is still not a CPC eligible property to be considered and that FY2012-5 is currently a place holder in the event that a viable project becomes available during a time that CPC is not accepting new applications.

8:20 PM - At this time the one present Historical Society Board member, Mr. Gluesing exited the room during conversations and voting on the Historical Resources applications. (Ms. Boulris and Ms. Howard the two additional Historical Society Board members were absent from the January 11th meeting entirely.)

Mr. Gluesing plans to return after conversations regarding FY2012-1, FY2012-3 and FY2012-4 concluded

Present Quorum: Janet Carter Bernardo – Chairman in the absence of Mr. Gluesing, Sam Warner, Reg Foster, Mike Retzky, Lita Young

FY2012-01: Needham Historical Society – Artifact Storage Upgrade:

Ms. Bernardo has submitted the Committee's project questions to Gloria Greis, Executive Director of the Needham Historical Society and is currently awaiting her responses.

FY2012-03: Needham Historical Commission – Heritage Project, Historical Inventory: Mr. Foster has had contact with Rick Hardy, Chairman of the Needham Historical Commission and has arranged a meeting for the two of them to sit down to discuss the Committee's questions and concerns. Mr. Foster also notified Mr. Hardy of the historical project presentation date of February 8th to ensure he would be available on that particular night.

FY2012-04: Town Clerk – Preservation of Historical Records: Mr. Retzky has not yet spoken to Tedi Eaton, Needham Town Clerk to arrange a time to review the Committee questions with her, but will meet with her next week and make her aware of her project presentation date of February 29th.

8:30 PM - Mr. Gluesing returned to the meeting room at this time to close the meeting.

Adjournment: Mr. Foster made a motion to adjourn the meeting at 8:30 PM. Ms. Young seconded the motion. The motion was unanimously approved and the meeting was adjourned at 8:30 PM.

Respectfully submitted,

Nicole DiCicco
Recording Secretary

January 11, 2012

Report on meeting with Charles River Center.

On January 4, 2012, Lita Young and Sam Bass Warner met with three executives of the Charles River Center (CRC), Maria McTernan, Director of Development, John Grugan, President, and Tony Bono, Finance Officer.

By way of introduction Mr. Grugan offered some explanation of the program for which they were seeking help. The Charles River Center offers residential services to about 600 disabled residents from its catchment area of Newton, Needham, Wellesley and Natick. These are adults 22 years and older. The application to Needham's CPC calls for the construction of a 5 to 6 resident unit single floor structure. The law requires all residents must be able to exit in 3 1/2 minutes in case of fire so the design calls for a barrier free building, residents sleeping in hospital beds, single room occupancy, with a door to the exterior so the bed might be pushed out. The design for this proposed building has been drawn by Weaver & Associates, architects in Belmont. They developed these plans for a building in Wayland that has not yet been constructed (plans are to start construction in March 2012). The design calls for a structure size of 33 x 92 feet. It is not clear what standard of "greenness" the design meets. The architect proposes to place it towards the rear of the long 1 1/2 acre lot at 1285 South Street. The existing house will be raised. The current zoning for the property is Rural Residence.

Lita next led us through the list of 19 questions that we have received.

FY2012-2, Charles River Center: South Street Home

1. Have they closed on the property (application stated December closing)?

They have closed on the property in late December 2011.

2. What was final purchase cost?

The final purchase cost was \$355,000.

3. Where did initial funds for property purchase come from?

The funds for the purchase came from the CRC fundraising and bonds. They will later issue bonds to draw on a pool of money from the Mass. Development Bank, an institution that is designed to lend to institutions like the CRC. The Bank of America stands as surety to the state in case of CRC default.

4. What is demolition schedule, if there is one? Do they have a planned timeline?

The CRC has an application in to the Needham Building Dept. for a demolition permit. They expect to demolish in January or February 2012.

5. Has any testing been done, such as septic perc, soil boring for construction

information?

No testing of soil has been done yet. It will be part of the site work supervised by the architect after demolition.

6. Has CRC built NEW small group homes before, if so, when was the last?

CRC has a number of residences scattered over the towns of Newton, Needham, Wellesley, and Natick. It built 3 new homes in Needham in the 1970's. All its other units are remodeled homes (none new construction). This proposed unit, and the Wayland unit, would be the first newly constructed residences.

7. What determines 5 vs. 6 residents? Is the building design for 5 or 6?

The state office of Developmental Services will be the final decision maker on the issue of 5 vs. 6 residents. The decision hinges on the degree of handicap of the proposed residents and therefore how much staff will be required for the building.

8. Does public funding require different bidding and construction processes, such as for publicly bid projects? Are they familiar with these processes and requirements and have they factored it in to their overall costs, and the cost estimate?

No one knew if public funding by Needham would change the bidding process, but doubt was expressed about any change from normal private practice. The CRC said they would look into this matter. They stated that they have had Federal Grants before for remodeling homes and it did not change their bidding/construction process. They also stated that the Town of Wellesley has given them money in the past through their CPC, and it did not change the process.

9. Would this be in-house project management?

CRC and the architect, Weaver and Assoc, would perform the project management. The same architectural firm helped them build the new CRC in 2001.

10. What other sources of funds might be available to them? How much money do they expect to be able to raise from other sources? Do they have any progress on other funding sources? What happens if they do not receive funds from these sources?

The funding for the project will be through fundraising efforts by the CRC, bonding from Mass. Development Bank, and Needham's contribution. Mr. Grugan doubted that any federal funds would be forthcoming since the HUD budget for such projects had been severely cut. Ms. McTernan will be forwarding a list of the foundations she will be requesting funding from. If they do not receive any funding their fall back plan is to increase their bond issue.

11. *Is this a 40B project? Number of units that will count towards Needham's affordable housing units?*

Yes, it is a 40B project. The units, 5 or 6, are all considered affordable units and will count toward Needham's quota.

12. *While this will create "new" affordable housing units, they have a very limited market, and are not provided for the general affordable housing population. How strong is this need?*

The need for these units is strong for two reasons: 1) older disabled population that cannot do stairs, and 2) after age 22 adults not eligible for SPED funding, so DSS has to take care of population; given the increase in premature births and autism, there is a large increase in this population. There are currently 33 people on the waiting list in the CRC catchment area.

13. *What is the breakdown of the \$800,000 for the project? Provide construction cost estimate from builder. Is their cost estimate appropriate for this particular site?*

The project breakdown estimates are: \$355,000 for acquisition, \$650,00 for construction, plus some sum for site work, that is a total of over \$1,005,000. The building will be approximately 3,000 square feet.

14. *What is the operating budget for the house once it's up and running?*

The operating budget will be \$650,000 per year, mostly personnel and food.

15. *Do they need to go to the planning board to change the zoning? Has anyone talked to the Planning Board or Zoning Board of Appeals?*

Mr. Grugan sees no difficulty with the zoning. He says the CRC receives an "educational use exemption." In addition, it is a 40B project.

16. *Will the Town have any "ownership" of the home given the large investment requested?*

The question of a lien or some town ownership or control of the property needs to be looked at by all concerned. There needs to be some protection against the CRC selling the property or leasing it for other uses. Mr. Grugan mentioned that Massachusetts Bonds are subordinate to any other liens, so he will look into this issue.

17. *Not clear about the residents. They are adults with "complex disabilities." Will the house need 24/7 supervision? Is it bordering on a health care facility?*

These are adults 22 years and older who no longer qualify for Special Education but are funded by the Mass. Department of Developmental Services (Mass. DDS) These adults are cared for until they die. They contribute 75% of the Social Security Disability Entitlement they receive to

CRC. They have 24/7 supervision: from 3 pm to 7 am they are supervised in the group home. There they are served food and attended by 3 staff in shifts 3-11 and 11-7. From 7 am to 3 pm they are in day programs at the CRC or elsewhere.

18. *The location is far from the town center (2 miles) and the ARC. Will the residents be able to move about? Do they have cars?*

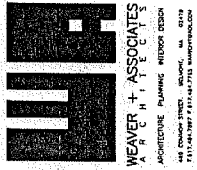
The residents will go off to day programs in two vans until 3p.m. when they will return to the house. Most residents are wheelchair bound. The staff will have cars.

19. *The Planning Board will surely want to know about the parking layout and the landscaping, so will the neighbors. Has the neighborhood been surveyed to see if this project will not be opposed?*

At this point the neighborhood has not been surveyed. They will be sending a letter to the neighbors.

Both Lita and Sam urged the CRC to get in touch immediately with Lee Newman and any relevant town authorities. Also Sam suggested planning for an exploratory party for the nearby landowners. In addition we shared with them our committee's calendar for seeking approval for their application in steps to the May 7 Town Meeting, and invited them to the February 29th meeting and the Public Hearing on March 14th.

Sam Bass Warner and Lita Young



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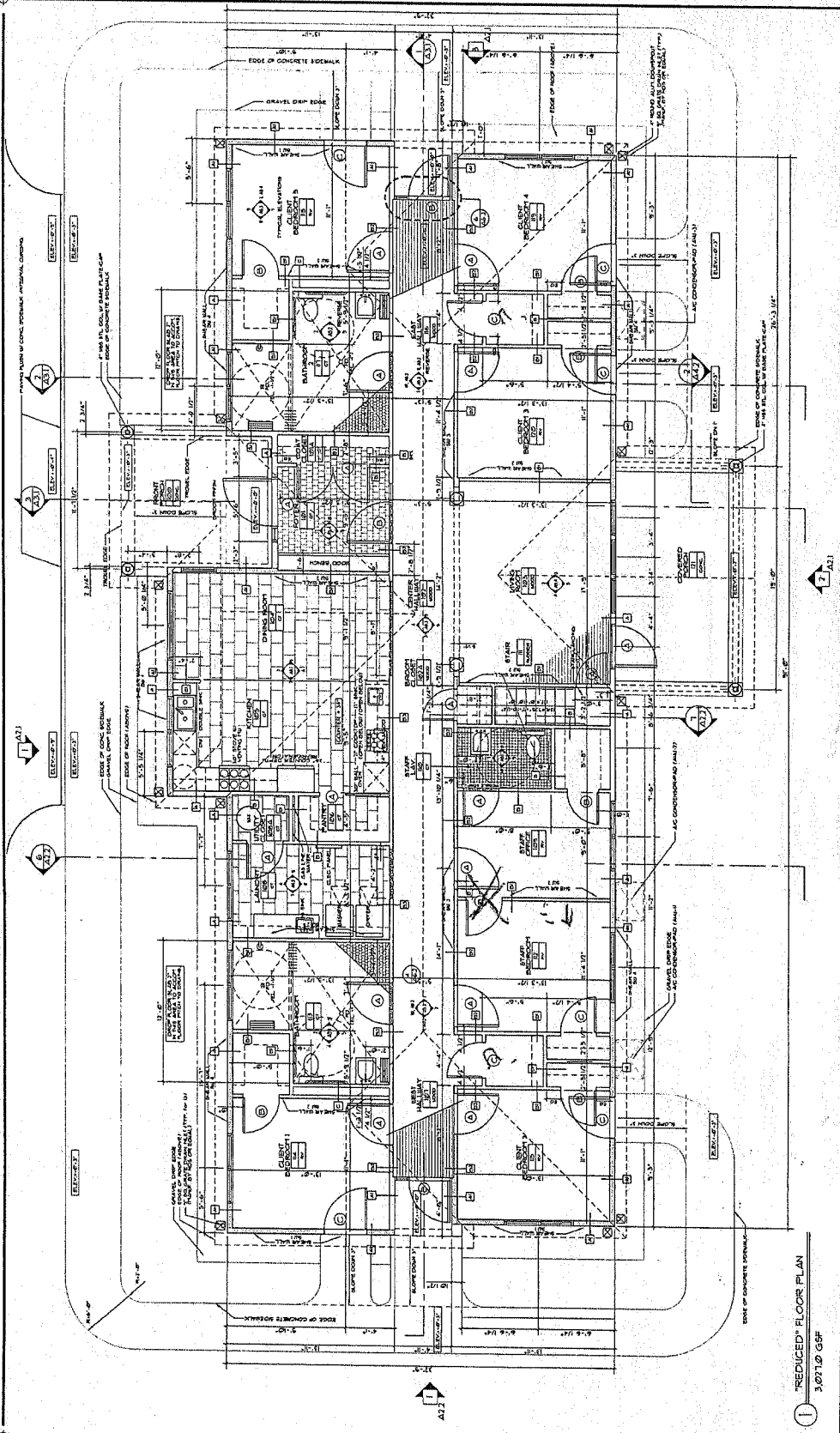
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CHARLES RIVER CENTER
GROUP RESIDENCE
WATLAND, MA.

PRELIMINARY FLOOR PLAN

Scale: 1/4" = 1'-0"	Drawn By: ATU
Checked By: [Signature]	Approved By: [Signature]
Date: DEC. 10, 2011	Drawn No: A1.2



① "REDUCED" FLOOR PLAN
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④ FLUMBING ACCESSORIES

③ FLUMBING FIXTURES

② APPLIANCES