COMMUNITY PRESERVATION COMMITTEE TOWN OF NEEDHAM, MASSACHUSETTS

Minutes of Meeting September 30, 2015

PRESENT: Gary Crossen - Chair, Lita Young – Vice Chair, Paul Alpert, Robert Boder, Reg

Foster, Mark Gluesing, Peter Oehlkers, Mike Retzky

ABSENT: Ron Furman

STAFF: Patricia Carey, Staff Liaison

Kristen Wright, Recording Secretary

GUEST: Peter Pingitore, Needham Housing Authority Chairman

William DeBear, Needham Housing Authority Commissioner Scott Brightman, Needham Housing Authority Commissioner Debra Jordan, Needham Housing Authority Executive Director

Mr. Crossen called the meeting to order at 7:42 PM in the Highland Room at Town Hall.

Discussion:

FY2016-1 Seabeds Way Housing – *Liaisons* – *Mark Gluesing and Lita Young* This request is for \$600,000 construction funds for emergency repairs and construction defects corrections under Community Housing.

Mr. Crossen, Ms. Young, Mr. Gluesing and Ms. Carey attended the Finance Committee meeting earlier this evening to get their questions and feedback on the Seabeds Way application. Mr. Gluesing and Ms. Young will gather questions from the Finance Committee to be answered by the Housing Authority. NHA Executive Director Debra Jordan provided updated project information (*See Appendix A - C*). Mr. Gluesing will work with Ms. Jordan and the Needham Housing Authority on the presentation of information, and help with preparations for the Public Hearing.

Next Steps and Meeting Dates: Due to timing, the Public Meeting originally scheduled for Wednesday, October 7th has been changed to Wednesday, October 14th at 7:30PM. The following meeting will be on Wednesday, October 21st at 7:30PM.

<u>Minutes: September 16, 2015:</u> Mr. Retzky made a motion to approve the minutes of the September 16th meeting and the motion was seconded by Ms. Young. The minutes were unanimously approved.

Adjournment: Mr. Gluesing made a motion to adjourn the meeting at 8:23PM. Mr. Retzky seconded the motion and the meeting adjourned at 8:23PM.

Respectfully submitted,

Kristen Wright, Recording Secretary

Note: The Needham Housing Authority received funding from other sources, and chose to withdraw their application prior to the public hearing and Special Town Meeting, without prejudice.

Kristen Wright

From:

Patricia Carey

Sent:

Tuesday, September 29, 2015 11:07 AM

To:

Gary Crossen; Kate Fitzpatrick; Kristen Wright; Lita Young; 'Mark Gluesing'; Michael Greis (mgreis@comcast.net); Michael Greis (michael_greis@needham.k12.ma.us); Mike Retzky; Paul

Alpert (paulalpert@aol.com); Peter Oehlkers; RBODER@comcast.net; Reg Foster; Ron Furman

Subject:

FW: Seabeds Way Update

Attachments:

SBW Sources & Uses as of 09302015.pdf; CPC Application Update 09252015.pdf

From: Debra Jordan [mailto:djordan@needhamhousing.org]

Sent: Tuesday, September 29, 2015 11:05 AM

To: Patricia Carey; Mark Gluesing (mjgarchitect@verizon.net)

Subject: Seabeds Way Update

Good Morning,

Could you please forward this information to the Committee members as I think it may be helpful for the discussion tomorrow night? I am also sending this information to the Finance Committee.

I created the attached spreadsheet, which shows the Seabeds Way project as a whole including costs to date and costs to be incurred for building repairs. I also included the spreadsheet I sent last week, which relates specifically to the building costs to be incurred. The new spreadsheet shows that the total Seabeds Project will costs \$1.79MM including remediation and repair work done to date plus construction costs of \$1.35MM. Of that total proposed amount, \$333,735 or 19% will come from NHA reserves, \$287,299 or 16% from insurance, 13% from HUD Emergency funds, 19% from HUD Annual Capital funds, and 33% potentially from CPA funds.

It is also important to note that NHA made a decision to allocate its own resources, and sought out HUD funds to cover 67% of the project, or \$1,191,658. We are asking Needham to assist us with 33% or \$600,000 of funding. Considering the scarce resources we get and the reduced federal funding over the last decade, I think we have done an excellent job of committing resources to the best of our ability to cover this extraordinary and unanticipated circumstance.

If we do not get \$600,000 in CPA funds, we will complete phase 1 and we will not be able to complete phase 2. We will not move forward with Linden Chambers in the near future, as we will have to use remaining reserve funds for partially completing phase 2. Without CPA funds we would not undertake a full phase 2 including windows and doors which definitely need replacement. We would be replacing sliding doors on an emergency basis.

With \$600,000 in CPA funds, we would finish phase 2, and begin looking at Linden Chambers in 2016/2017. Thanks,

Deb

Debra Jordan Executive Director Needham Housing Authority 28 Captain Robert Cook Drive Needham, MA 02494 781-444-3011 ext. 212 djordan@needhamhousing.org

NEEDHAM HOUSING AUTHORITY		
SEABEDS WAY PROJECT	· · · · · · · · · · · · · · · · · · ·	
SOURCES & USES OF FUNDS		
AS OF 09/30/2015		
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Sources of Funds To Date	207.000	
Insurance Proceeds	287,299	
HUD Capital Funds 2013	60,000	
NHA Reserves	89,059	-
Total Sources of Funds To Date	\$ 436,358	
Use of Funds To Date		
Emergency Remediation & Repair	\$ 402,589	
Snow & Ice Removal Services	9,899	
Resident Relocation Costs	8,303	
Supplies- Paint & Cove Base	2,695	<u> </u>
Electric Door Repair & Exit signs	752	
Building Permits	400	
Engineer-Structural Analysis	9,500	
Industrial Hygienist	2,220	
Total Use of Funds To Date	\$ 436,358	
Work To Be Completed-Source of Funds		
HUD Emergency Capital Funds-2015	227,571	17%
Annual HUD Capital Fund Grant-2014	125,000	9%
Annual HUD Capital Fund Grant-2015	158,053	12%
NHA Reserves	244,676	18%
CPA Funds Request	600,000	44%
Total Work To Be Completed Source of Funds		100%
Work To Be Completed -Use of Funds		
Construction Costs- Phase 1 (Vareika Construction)	558,900	
Construction Costs - Phase 2	596,400	
Total Construction Costs	\$ 1,155,300	
Owners Project Manager- VERTEX		
Engineer/Architect- Russo Barr	35,000 60,000	_
General Conditions	105,000	
Total Soft Costs		
Total Work To Be Completed - Use of Funds	200,000 \$ 1,355,300	
Total Work To be Completed - Use of Funds	\$ 1,355,300	
Total Project Summary Source of Funds		
Insurance Proceeds	287,299	16%
HUD Emergency Funds	227,571	13%
HUD Annual Capital Funds	343,053	19%
NHA Reserves	333,735	19%
CPA Funds Request	600,000	33%
Summary Source of Funds	\$ 1,791,658	100%
Common Har of Family		
Summary Use of Funds		
Emergency Remediation & Repairs	436,358	24%
Construction & Soft Costs	1,355,300	76%
Summary Use of Funds	\$ 1,791,658	100%

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NEEDHAM HOUSING AUTHORITY SEABEDS WAY PROJECT COMMUNITY PRESERVATION FUNDING REQUEST UPDATED AS OF 09/25/2015

- Bids were opened 09/23/15. There were 3 bidders with base bids of \$547,700, \$645,725, and \$659,000. There were alternates for gutters and 50 year architectural shingles.
- The lowest responsible bidder was Vareika Construction of West Bridgewater, MA with a total bid including alternates of \$558,900.
- The board will vote on awarding the contract on 09/29. A pre-construction meeting will be held on 10/2 with construction starting the week of 10/5. Estimated completion is six to eight weeks depending on weather conditions.
- We were notified on 09/24/15 that HUD was awarding us an emergency capital fund grant of \$227,571. We had originally requested \$430,500. The funds may be used towards the general construction costs including siding, balcony repairs, interior finishes, and soft costs. We are extremely pleased with this amount as we were told we had only a 25% chance of receiving any money and our grant request was returned to us twice before final approval.
- HUD funds must be used to directly pay costs; they may not be used to reimburse NHA for any
 previous bills paid or any bills paid with other funds. We cannot use reserve funds and
 reimburse ourselves.
- The attached spreadsheet is designed to show our original request, the updated information from Russo Barr, and the new information now that the bids have come in and we know about the HUD grant.
- Our original plan called for all the siding to be replaced at one time. After engaging the services
 of Russo Barr, we determined that the siding would have to be done in phases due to estimated
 costs and timing of funds. We could only commit to a project for which we had sufficient funds.
- Phase I includes shingle roof replacement with 50 year architectural shingles, gutters, insulation, balcony repairs, interior repairs, and partial replacement of the siding.
- Phase 2, which we hope to accomplish in the spring of 2016 includes finishing the siding replacement, replacing windows, and sliding doors.
- We are leaving a contingency amount of \$100,000 in the plan to cover potential rot, mold, or construction defects which may come up as the roofing and siding are removed. The contingency also covers soft cost for phase 2.
- At this time, we are still projecting a need for \$600,000 in CPA funds.

	NEEDHAM H	OUSING AUTHOR	ITY		
	SEABEDS	WAY PROJECT			
	COMMUNITY PRESE	RVATION FUNDS	REQUEST		
					-
		NHA	Russo Barr	NHA	
		Original	Revised	Revised	
		Estimates	Estimate	Estimate	
		CPC Meeting	CPC Meeting	CPC Meeting	
		08/26/15	09/09/15	09/30/15	
	Construction Costs				
1	Siding- Phase 1	200,000	150,500		
2	Siding-Phase 2	200,000	See line 9		
3	Roofs	200,000	190,000		
4	Interior Repairs & Insulation	50,000	159,060		
5	Balcony Repairs	125,000	120,000		
6	General conditions	0	105,325		
7	Contingency	<u>0</u>	<u>21,747</u>		
8	Construction Costs	\$775,000	\$746,632	\$558,900	Actual Bid
	Phase 2				
9	Replace remaining siding	0	180,000	180,000	
10	Replace windows	0	86,400	86,400	
11	Replace sliding doors	0	230,000	230,000	
12	Contingency	100,000	14,892	100,000	
13	Total Phase 2	\$100,000	\$511,292	\$596,400	
14	Total Estimated Construction Costs	875,000	1,257,924	1,155,300	
15	Owners Project Manager	35,000	35,000	35,000	
16	Engineer/Architect- Russo Barr	60,000	60,000	60,000	
17	General Conditions	130,000	See line 6	105,000	
18	Soft Costs	225,000	95,000	200,000	
19	Total Costs	\$1,100,000	\$1,352,924	\$1,355,300	
	Estimated Funding	-			
20	HUD Capital Improvement Funds-2014 & 2015	348,753	348,753	283,053	
21	HUD Emergency Grant 2015	0	0	227,571	New Grant
22	NHA Management Cash Reserves	151,247	404,171	244,676	
23	CPC Grant Request	600,000	600,000	600,000	
24	Total Estimated Funding	\$1,100,000	\$1,352,924	\$1,355,300	

SOURCES:

HUD Capital Improvement Funds- Held By HUD NHA Management Cash Reserves CPA Funds Requested

Total Sources of Fund

\$1,100,000

775,000

225,000

100,000

000,009

151,247

348,753

USES:

Hard Costs - Roofing, siding, doors, interior finishes Soft Costs- OPM, Architect, engineers, fees, testing Contingency

Total Uses of Funds

\$1,100,000

RBA

RUSSO BARR ASSOCIATES, INC.
33 Center St., 2nd Floor, Burlington, Massachusetts 01803 tel 781.273.15371 fax 781.273.1695 e-mail Info@russobarr.com

SCHEMATIC DESIGN ESTIMATED CONSTRUCTION COST

Buildings 1, 2, 3 & 4 Needharm Houseling Authority Seabook Way Needharm, Massachusetts Date serious	Proje	ect:	Roofing & Siding R	eplacement and Interior Repairs Project	"-			Sheet
Needharn Nassachusetts								
Date								
Date Property Pr				,				
Description				usetts				
Description Description Otto Units U			,					Date
Description								
Schematic Design Construction Cost Estimate - Phase 1	rojec	ct Number:	2015064					
Schematic Design Construction Cost Estimate - Phase 1					Mat	erials	& Labor	
Schematic Design Construction Cost Estimate - Phase 1			-	Description	Qtv	Units	Unit Cost	Total
								
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Bidg 2					5.000	SF	\$10.00	\$50,000
Bidg 3					-			\$50,000
Siding Replacement (Vinyl Siding					<u> </u>			\$40,000
Siding Replacement (Vinyl Sidin Type A (new vinyl siding)								\$50,000
Siding Replacement (Vinyl Sidin Type A (new vinyl siding)								\$190,000
Type A (new viryl siding)	3 3	Siding Replac	ement (Vinyl Sidir					
Type B (sides of closets w/ exist. siding)	-	Type A (new v	inyl siding)		9,000	SF	\$12.00	\$108,000
Type C (partial repair of exist. Siding at flashing areas)				siding)	1,500	SF	\$15.00	\$22,500
Interior Repairs Interior closed and ceiling (insulate, sheetrock & paint) 140 st/closet, 46 closets 6,440 SF \$10.00 \$64,40 Interior Closet Floors - 30st/closet, 46 closets 1,380 SF \$7.00 \$9,66 Electrical (light fixtures) 1 LS \$10,000.00 \$10,00 \$10,00 Attic Insulation 15,000 SF \$5.00 \$75,00 \$75,00 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$159,06 \$120,00	•	Type C (partial	repair of exist. Sid	ing at flashing areas)	1,000	SF	\$20.00	\$20,000
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Balcony Structural Repairs 24]]	Electrical (light	fixtures)	-	1	LS	\$10,000.00	\$10,000
Balcony Structural Repairs 24 EA \$5,000.00 \$120,000 \$1		Attic Insulation			15,000	SF	\$5.00	\$75,000
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