

**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 7<sup>th</sup> has been changed to Wednesday, October 14<sup>th</sup> at 7:30PM. The following meeting will be on Wednesday, October 21<sup>st</sup> at 7:30PM.

**Minutes: September 16, 2015:** Mr. Retzky made a motion to approve the minutes of the September 16<sup>th</sup> 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

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**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

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**From:** Debra Jordan [<mailto:djordan@needhamhousing.org>]  
**Sent:** Tuesday, September 29, 2015 11:05 AM  
**To:** Patricia Carey; Mark Gluesing ([mjgarchitect@verizon.net](mailto: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 cost \$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](mailto:djordan@needhamhousing.org)*

|                                                    |                     |             |
|----------------------------------------------------|---------------------|-------------|
| <b>NEEDHAM HOUSING AUTHORITY</b>                   |                     |             |
| <b>SEABEDS WAY PROJECT</b>                         |                     |             |
| <b>SOURCES &amp; USES OF FUNDS</b>                 |                     |             |
| <b>AS OF 09/30/2015</b>                            |                     |             |
|                                                    |                     |             |
| <b>Sources of Funds To Date</b>                    |                     |             |
| Insurance Proceeds                                 | 287,299             |             |
| HUD Capital Funds 2013                             | 60,000              |             |
| NHA Reserves                                       | 89,059              |             |
| <b>Total Sources of Funds To Date</b>              | <b>\$ 436,358</b>   |             |
|                                                    |                     |             |
| <b>Use of Funds To Date</b>                        |                     |             |
| Emergency Remediation & Repair                     | \$ 402,589          |             |
| Snow & Ice Removal Services                        | 9,899               |             |
| Resident Relocation Costs                          | 8,303               |             |
| Supplies- Paint & Cove Base                        | 2,695               |             |
| Electric Door Repair & Exit signs                  | 752                 |             |
| Building Permits                                   | 400                 |             |
| Engineer-Structural Analysis                       | 9,500               |             |
| Industrial Hygienist                               | 2,220               |             |
| <b>Total Use of Funds To Date</b>                  | <b>\$ 436,358</b>   |             |
|                                                    |                     |             |
| <b>Work To Be Completed-Source of Funds</b>        |                     |             |
| 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%         |
| <b>Total Work To Be Completed Source of Funds</b>  | <b>\$ 1,355,300</b> | <b>100%</b> |
|                                                    |                     |             |
| <b>Work To Be Completed -Use of Funds</b>          |                     |             |
| Construction Costs- Phase 1 (Vareika Construction) | 558,900             |             |
| Construction Costs - Phase 2                       | 596,400             |             |
| <b>Total Construction Costs</b>                    | <b>\$ 1,155,300</b> |             |
| Owners Project Manager- VERTEX                     | 35,000              |             |
| Engineer/Architect- Russo Barr                     | 60,000              |             |
| General Conditions                                 | 105,000             |             |
| Total Soft Costs                                   | 200,000             |             |
| <b>Total Work To Be Completed - Use of Funds</b>   | <b>\$ 1,355,300</b> |             |
|                                                    |                     |             |
| <b>Total Project Summary -- Source of Funds</b>    |                     |             |
| 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%         |
| <b>Summary Source of Funds</b>                     | <b>\$ 1,791,658</b> | <b>100%</b> |
|                                                    |                     |             |
| <b>Summary Use of Funds</b>                        |                     |             |
| Emergency Remediation & Repairs                    | 436,358             | 24%         |
| Construction & Soft Costs                          | 1,355,300           | 76%         |
| <b>Summary Use of Funds</b>                        | <b>\$ 1,791,658</b> | <b>100%</b> |

**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 HOUSING AUTHORITY            |                                           |                    |                    |                             |
|--------------------------------------|-------------------------------------------|--------------------|--------------------|-----------------------------|
| SEABEDS WAY PROJECT                  |                                           |                    |                    |                             |
| COMMUNITY PRESERVATION 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                    |
|                                      |                                           |                    |                    |                             |
|                                      |                                           |                    |                    |                             |
|                                      | <b>Construction Costs</b>                 |                    |                    |                             |
| 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                               | 0                  | 21,747             |                             |
| 8                                    | <b>Construction Costs</b>                 | <b>\$775,000</b>   | <b>\$746,632</b>   | <b>\$558,900</b> Actual Bid |
|                                      |                                           |                    |                    |                             |
|                                      | <b>Phase 2</b>                            |                    |                    |                             |
| 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                                   | <b>Total Phase 2</b>                      | <b>\$100,000</b>   | <b>\$511,292</b>   | <b>\$596,400</b>            |
|                                      |                                           |                    |                    |                             |
| 14                                   | <b>Total Estimated Construction Costs</b> | <b>875,000</b>     | <b>1,257,924</b>   | <b>1,155,300</b>            |
|                                      |                                           |                    |                    |                             |
| 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                                   | <b>Soft Costs</b>                         | <b>225,000</b>     | <b>95,000</b>      | <b>200,000</b>              |
|                                      |                                           |                    |                    |                             |
| 19                                   | <b>Total Costs</b>                        | <b>\$1,100,000</b> | <b>\$1,352,924</b> | <b>\$1,355,300</b>          |
|                                      |                                           |                    |                    |                             |
|                                      | <b>Estimated Funding</b>                  |                    |                    |                             |
| 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                                   | <b>Total Estimated Funding</b>            | <b>\$1,100,000</b> | <b>\$1,352,924</b> | <b>\$1,355,300</b>          |

# SOURCES & USES OF FUNDS

## Roofing, Façade Replacement, & Interior Finishes- Planned Work

### SOURCES:

|                                            |             |
|--------------------------------------------|-------------|
| HUD Capital Improvement Funds- Held By HUD | \$ 348,753  |
| NHA Management Cash Reserves               | 151,247     |
| CPA Funds Requested                        | 600,000     |
| Total Sources of Fund                      | \$1,100,000 |

### USES:

|                                                        |             |
|--------------------------------------------------------|-------------|
| Hard Costs - Roofing, siding, doors, interior finishes | 775,000     |
| Soft Costs- OPM, Architect, engineers, fees, testing   | 225,000     |
| Contingency                                            | 100,000     |
| Total Uses of Funds                                    | \$1,100,000 |

### SCHEMATIC DESIGN ESTIMATED CONSTRUCTION COST

Project Number: 2015064

[illegible]