

Cumberland County Community Development Program
2016 CDBG General Program Application
Community Cover Page

Project Title Bartlett Circle Renovation

Lead Community Yarmouth

Additional Communities _____

Contact Information Name Margaret Downing

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Program Category

Public Infrastructure/Facility _____ Downtown Revitalization _____

Housing x Economic Development _____

CDBG "National Objective"

Low/Moderate Income: Area-Wide _____ Limited Clientele x

Direct Benefit: Presumed Group Low income seniors (Identify Group)

Slum/Blight: Area-Wide _____ Spot Basis _____

Amount of CDBG Funds Requested \$90,000

Total Estimated Project Cost \$592,750

Name of Authorized Official Nat Tupper, Yarmouth Town Manager

Signature of Authorized Official 

(1) Summary

Bartlett Circle is a 28-unit independent living apartment complex for low and very low income seniors. The apartments are single level-style, in seven buildings arrayed around a central circle. The owner, Yarmouth Senior Housing (YSH), a 501(c) (3) non-profit, built Bartlett Circle in 1976. It has been continuously occupied since then, and it deteriorated badly in the ensuing years. Yarmouth has funding to renovate six of the seven buildings. This application seeks funding for the seventh building.

In 2006, the YSH board began a four phase program of renovation to replace or restore all of the original materials and fixtures dating from construction of Bartlett Circle in 1976. The first three phases are complete. The board has decided to undertake the final phase of renovation at Bartlett Circle this year.

YSH commissioned a capital needs assessment in 2015 and used it to define the scope of this project. The project will address the apartment building envelopes to assure building conservation and heat efficiency. Back roofs, 40 years old and original to the construction of Bartlett Circle, will be replaced and the exterior siding will be repaired and repainted. (Front roofs were replaced in an earlier phase.)

This project will also address necessary interior renovation, replacing original materials and increasing the energy efficiency of each unit. New bathroom exhaust fans and vents will be installed in 11 apartments. (New fans and vents were installed in the other 17 apartments in an earlier phase of renovations.) Additional insulation will be added where needed and vents in all units will be redirected to the back roofs for increased heat conservation. The project scope also includes replacement of original kitchen cabinetry and counters, and bath vanities, medicine chests and toilets in the 28 units. Vinyl, hard plank flooring will be installed in each unit. As apartments interiors are renovated, two apartments will be modified to be fully handicapped accessible. On demand gas water heaters will be installed in the units. Materials will be chosen for durability, environmental friendliness and low maintenance.

The work on the apartments will be done with 30 tenants in-residence, using "occupy rehab" techniques to minimize construction time and tenant disruption. YSH president, Margaret Downing, and YSH executive director, Sandra Barron, will be in charge of the project, working closely with project architect Frank Oliva and with Community Development Services, Inc. which is providing pro bono technical support on this project.

(2) Need for the activity

A. The building envelopes and apartment interiors are now 40 years old. While apartments have been cleaned and "spruced up" as they have turned over, the cabinets, counters, toilets, etc. are dingy and dilapidated and in some instances, unsafe. They must be replaced. Similarly, the building envelopes are original and no longer providing necessary protection and preservation of the buildings. Furthermore, the tenants pay their own heat and electric bills. With costs rising, steps need to be taken to improve insulation and employ more efficient water heaters. Additionally, on demand water heaters will eliminate the risk of tank water heaters failing and flooding apartments, as has happened twice in the past couple years.

B. There are 30 people currently living at Bartlett Circle. All 30 are from low and very-low income households, ranging from 25%-50% of area median income.

C. The need for significantly more affordable housing for low income seniors in Maine is well documented. While new construction is important, equally important is the preservation of existing affordable housing stock. Sustainability and preservation of the property as affordable housing is the focus of this project.

D. Yarmouth's long range plan calls for continued support of community diversity including income and age diversity. In particular, the Yarmouth Comprehensive Plan calls for additional affordable housing for seniors, recognizing that there is currently only a limited amount of such housing available. The town council has repeatedly endorsed and supported Yarmouth Senior Housing's multi-phase efforts to renovate and preserve Bartlett Circle.

(3) Project management

A. The project will be managed by the town of Yarmouth in collaboration with the leadership of YSH. The YSH team is comprised of executive director Sandra Barron, the YSH president Margaret Downing and a board construction committee headed up by the project architect Frank Oliva who has extensive experience with affordable housing rehab projects. This is the third renovation project at Bartlett Circle this team has managed. They will work closely with the selected construction company to design the "occupy rehab" plan and monitor execution of it weekly, with the executive director providing daily communication to impacted tenants as construction moves through the complex.

B. The town of Yarmouth has extensive experience managing projects of this size and larger, including renovation of the elementary and high schools and renovation of the town library. The Yarmouth Senior Housing team has managed several renovation projects ranging in size from \$240,000-\$315,000. Community Development Services, providing pro bono consulting services on this project, has been involved with their clients in the successful development of over \$190 million of affordable housing and community projects.

C Bartlett Circle has been in continuous operation for 40 years. Once this project is complete, it will continue to be managed as affordable senior housing by the YSH board of directors and its executive director. Furthermore, YSH will be signing a retention agreement with the Federal Home Loan Bank of Boston to preserve Bartlett Circle as affordable senior housing for at least 15 years following completion of the renovations as a requirement for its funding of this project.

(4). Ready to proceed

The steps that have been completed are:

- formal capital needs assessment by Carpenters Associates;
- formation of project team;
- selection of architect;
- scope of project defined;
- costs estimated for each design element;
- funding for six buildings secured;
- required match secured.

Steps which must be completed:

- detailed design specifications;
- creation of bid package;
- selection of contractor,
- permitting of the renovations
- secure funding for 7th building

Potential impediment: the possibility of no contractor with "occupy rehab" expertise available to start immediately.

(7) Need for CDBG Funds

A. The Bartlett Circle operations budget is funded solely through rents from the property without any kind of subsidy. The annual Bartlett Circle operating surplus, if any, is typically \$2,000-3,000. Therefore, renovations of this magnitude must be funded by outside sources.

This proposal is for funding to complete the financial package for this project. The total cost of the project is \$592,750. We have secured \$492,750. This is sufficient to renovate six of the seven buildings. The \$90,000 requested here plus the 20% match of \$18,000 will enable us to do the seventh building at the same time as the other six.

B. We have sought and received commitment for funding from the Federal Home Loan Bank of Boston (\$415,000) and the town managed Housing Assistance Reserve (\$10,000). The town also gave Yarmouth Senior Housing permission to use a fund (\$60,000) left over from the demise of the Yarmouth Affordable Housing, a 501(c) (3) organization which closed its doors several years ago. Yarmouth Senior Housing will also use its entire Capital Replacement account (\$17, 750) on this project.

C. The funding in hand of \$492,750, is sufficient to renovate six of the seven buildings at Bartlett Circle. The requested CDBG grant of \$90,000 plus the required match of 20% would be used to complete the 7th building. If the requested CDBG funds are not received, the project will go forward on 24 of the 28 apartments. Management will attempt to find funding elsewhere for the remaining building (four apartments) and the renovation work on those will take place sometime in the future when that funding is secured.

The consequences of splitting up the project this way are several, including loss of efficiencies, increased cost, difficulty in finding an "occupy rehab" contractor interested in doing such a small (4-unit) project, repeated disruption to the residents and property.

(8) Distress Score: 1

Budget

Cost Category	Seventh Building*		First Through Sixth Buildings			Notes
	CDBG Funds	Municipal Funds	FHLB	YSH	Total	
Construction costs			\$344,300	\$44,500	\$478,800	
Architect		\$5,000	\$31,900		\$36,900	
Contingency		\$9,000	\$38,800		\$47,800	
Other soft costs		\$4,000		\$25,250	\$29,250	Capital needs report, permits, etc.
Total Costs	\$90,000	\$18,000	\$415,000	\$69,750	\$592,750	
<p>Provide the basis for determination of budget amounts: Cost estimates for this project were provided by Joseph R. Ponzetti, of Community Development Services, Inc., from preliminary plan specifications and other information provided by the project architect. He has over 35 years of experience in the development, construction, and rehabilitation of housing and commercial property. *The seventh building includes the two handicapped accessible apartments as the apartments in this building are large enough for this modification unlike the other six buildings. There will be 4 on-demand hot water heaters installed in the 7th building versus 2 in the other six buildings on account of the layout of the seventh building.</p>						

Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. ¹
Cash	Municipal Cash	\$10,000	Yarmouth Housing Assistance Reserve	11% of \$90,000	Yes	attached
	Other Cash	\$8,000	YSH Replacement account	9% of \$90,000	Yes	attached
TOTAL MATCH		\$18,000				

Implementation Schedule

Activity	March 2016	April 2016	May 2016	June 2016	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016	Dec. 2016
Contract/ Environmental Review				x						
Reporting								x		x
Detailed project specifications	x	x								
Permits			x							
Requests for bids		x	x							
Contract award(s)			x							
Construction				x	x	x	x	x	x	x
Construction inspections				x	x	x	x	x	x	x
Construction wrap up										x



YARMOUTH SENIOR HOUSING, INC.

P.O. Box 163
Yarmouth, ME 04096

January 20, 2016

To Whom It May Concern

Regarding Yarmouth's CDBG application- local match:

By unanimous vote of the board of directors on January 20, 2016, Yarmouth Senior Housing is providing some of the required 20% local match of \$18,000 by putting \$8,000 from its Replacement Fund into the renovation project at Bartlett Circle.

This money is immediately available.

Jean Libby

Treasurer

Yarmouth Senior Housing, Inc.

In accordance with Federal law and DSHSA Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, write to Director, Office of Civil Rights, Room 320-VI, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C., 20260-9410, or call 1-800-795-3272 (Voice) or 202-725-6282 (TDD). USHHS is an equal opportunity provider and employer.

ATTEST
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TOWN OF YARMOUTH
TOWN COUNCIL MEETING

Jeanne P. O'Brien ccm
Town Clerk 1.27.16

Meeting: 7-15/16
Date: January 21, 2016
Time: 7:00 PM
Place: American Legion Log Cabin

Roll Call of Members P = Present A = Absent T= Tardy

P Randall Bates, 30 Tannery Lane
P David Craig, 25 Madison Drive
P Andrew Kittredge, 84 Rogers Road
P James MacLeod, 170 Berryfield
P Pat Thompson, 148 White's Cove
P Tamson Bickford Hamrock, 50 Hamilton Way
P Robert Waeldner, 141 Oakwoods Drive

1. Roll Call of Members.
2. Minutes of Meeting 6-15/16 held December 17, 2015 were approved (7-0)
3. Public Comment Period: None

Item No. 49: Reports of the Council Chair, committees, delegates, liaisons and the Town Manager.

Reports on liaison activities were given.

Item No. 50: Liquor license to the Robert Boyd AMVETS Post #2 and to the Royal River Grillhouse and Dandelion Catering, and a Special Amusements Permit to the Robert Boyd AMVETS Post #2 and to the Royal River Grillhouse.

Be it ordered that issuance of a malt, spirituous and vinous liquor license is hereby approved for the Robert Boyd AMVETS Post #2 and for the Royal River Grillhouse and for Dandelion Catering, and

Be it further ordered that issuance of a Special Amusements Permit hereby approved for to the Robert Boyd AMVETS Post #2 and for the Royal River Grillhouse.
(7-0)

Item No. 51: Issuance of a malt, and vinous liquor license Otto Pizza.

Be it ordered that issuance of a malt and vinous liquor license is hereby approved for Otto Pizza.
(7-0)

Item No. 51A: Resolution of Endorsement for CDBG funding support for renovations to the apartments at Bartlett Circle.

Be it Resolved by the Yarmouth Town Council that an application to the Cumberland County Community Development Block Grant program for renovations to the apartments at Bartlett Circle is hereby endorsed", and

Be it Ordered that the Town Manager is hereby authorized to accept any grants, gifts, or donations, including in-kind service donations for the project and to execute and administer any CDBG program funds grant that may be awarded for this project.

And, Be it Further Ordered that a sum of \$10,000 is hereby appropriated from the Housing Assistance Reserve as a Town matching pledge toward this project if the CDBG application should be approved in whole or in part.

(7-0)

Item No. 52: Amendments to Chapter 701 of the Yarmouth Town Code (Zoning) as recommended by the Planning Board regarding Backlot standards.

Be it Ordained by the Yarmouth Town Council in town council assembled that Chapter 701 of the Yarmouth Town Code is hereby amended as per a draft set of amendments dated Jan 12, 2016 regarding Back Lot amendments, a copy of which to be attached to the minutes of this meeting.

(7-0)

Item No. 53: Amendment to Chapter 703 of the Yarmouth Town Code (Route One Character Based Code) as recommended by the Planning Board regarding parking waivers.

Be it Ordained by the Yarmouth Town Council in town council assembled that Chapter 703 of the Yarmouth Town Code is hereby amended at Article 1 Sections N.1.(b) and (c) regarding Parking Waivers as per draft presented at this meeting, a copy of which to be attached to the minutes of this meeting.

(7-0)