

2020 CDBG

Housing, Public Infrastructure, and Public Facilities Applications

Housing

1	County Wide	Habitat for Humanity- Home Repair	\$90,000.00
2	Windham	Port Resources - Group Home Renovations	\$50,800.00
			\$140,800.00

Public Infrastructure and Facilities

3	Gray	Yarmouth Rd Micro Park	\$51,284.00
4	Gray	Newbegin Community Playground	\$67,248.00
5	Gorham	Pedestrian Safety Improvements - Little Falls	\$48,720.00
6	Harpswell	Cundy's Harbor Library Repairs	\$69,640.00
7	Westbrook	Lincoln Street Boat Launch	\$148,000.00
8	Windham	Angler Road Streetscape	\$86,400.00
9	Yarmouth	Yarmouth Community Campus	\$250,000.00
			\$721,292.00

**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	NONE		
Project Name	Habitat for Humanity of Greater Portland (Cumberland County): Critical Home Repair Program for Health and Safety Issues		
Mailing Address	659 Warren Ave, Portland, ME 04103		
Project Address	Throughout Cumberland County		
Authorized Official	W. Godfrey Wood, Executive Director	Phone 207-329-7126	Email Godfrey@habitatme.org
Project Director	Same	Phone	Email
Financial Contact	Dana Whitney, Director of Finance	Phone 207-772-2151	Email dana@habitatme.org
Person who completed the Application	W. Godfrey Wood	Phone 207-329-7126	Email godfrey@habitatme.org
Amount of CDBG Funds Requested	\$ 90,000	Total Project Budget Estimated \$160,000	
DUNS Number	802633722	Tax ID: 22-2570213	

Name and Signature of Authorized Official

W. Godfrey Wood

Date

W. Godfrey Wood

JAN 15, 2020

2020 CDBG General Program Application

General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. - 10 points.

This project is an expansion of our existing multi-home renovation program, offered throughout Cumberland County, to perform repairs for families with health and/or safety issues in their homes. Habitat for Humanity of Greater Portland's Critical Home Repair service helps low-income homeowners make needed repairs so they can continue to live in a safe, healthy and affordable home. This program is part of Habitat for Humanity's effort to serve homeowners who are affected by age, disability, or family circumstances. The Critical Home Repair program requires only an affordable payment from the homeowner for a portion of the repair costs, with the balance provided by Habitat and our sponsors. Homeowners must have lived in the home for three years, be current on mortgage, and the building assessed for less than \$200,000. Owner will contribute sweat equity if able.

Examples of work to be done include but are not limited to:

Roof leaks, Accessibility issues, ramps, grab bars, etc, Stair repairs, unsafe heating systems, Structural work, not to include foundations, Install smoke and carbon monoxide detectors.

Habitat will review the applicants' homes for needed repairs, then prepare a scope of work and price recommendation. Families will pay only a portion of the actual costs of materials and sub-contracted labor, based on their income. Specifically, for example, if the materials and contracted labor are \$5,000, the family's income as a percentage of Area Median Income will be the percentage of costs they pay. A family of four making 30% of AMI (\$23,000) will repay only 30% of repairs, or \$1,500. Plus contribute some sweat equity hours. Habitat will donate the balance of the project costs.

We are requesting the CBDG funding of \$90,000 to expand our program to serve more families, by covering the a portion of the costs of building materials, and an administration fee to cover the costs of visiting applicants, hiring of a part time program manager, and the subsequent processing of applications and invoicing.

The program is overseen by Godfrey Wood, Executive Director and Chad Mullin, Construction Manager.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points

- a. Convey the magnitude and severity of the issue to be addressed.

It is unknown how many low income families live with the problems we are addressing, but data indicates that Maine's well known high percentage of older individuals has 37% of them with incomes of less than 80% of AMI. More telling is that homeowners are much more likely than renters to be cost burdened (more than 30% of income spent on housing.)

Our exhibits show before and after projects and comments about the families served.

- b. Identify the total number of people affected by the issue.

We believe there are hundreds of families affected by health and safety issues in their homes who are unable to afford the needed solutions. Since starting this program we have received

more than 30 inquiries and tens of applications.

- i. Out of the total number of people affected, identify the number of people from low/moderate income households.

All repairs will be for low-moderate income families

- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Carrying out these repairs will relieve many communities of burdens these families may become to their communities, financially, socially, and in emergency services.

- c. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

Our construction projects align with the social, planning and financial missions of Cumberland County

3. Provide a response to the three questions concerning management of the proposed activity – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.
The project will be overseen by Godfrey Wood, Executive Director of Habitat for Humanity who had many years of experience in real estate, and Chad Mullin, Construction Manager who has over 15 years of experience building and renovating homes. Our construction crew has rich experience doing repair projects with other Habitat Affiliates across the country.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
The applicant has recently launched a program and has already successfully scoped and repaired more than 12 homes in just a few months.
- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.
Habitat's Board has unanimously voted to operate and maintain this program for the foreseeable future

4. Demonstrate that the project is ready to proceed – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
N/A
- Describe any existing and/or potential impediments to project initiation.
- N/A

Family #1

A widow in Portland contacted us after she was unable to keep up with repairs on her home after the death of her husband. She lives with her adult son and grandchild. She receives social security, and her son receives disability due to a back injury that leaves him unable to work. This home had a major roof leak which had gone unattended for well over a year. She saved until she had enough to repair the roof, but just then her furnace died. She was forced to use her roof savings to replace the furnace, leaving her nothing to fix the roof, which caused more damage. After being approved for the Critical Home Repair program the homeowner says "It was such a relief to know that help was out there, and that Habitat would not only make the repairs to my roof, but make the repairs affordable!"



Before



After

Family #2

Over the past several years Rebecca from Portland has experienced diminishing mobility and disabling knee issues, leaving her unable to work. The handrails and steps on her front door were rotted to the point of being unsafe and dangerous. The rails on her side entrance were loose and unstable, making it very difficult to get in and out of her home safely. Habitat replaced her front stairs as well as secured the handrails on her side entrance, giving her the freedom to access both entrances. "Knowing I can safely go in and out of my home has lifted a huge weight off my shoulders; I'm no longer afraid!"



Before



After

Family #3

Jack is a veteran from Freeport and double leg amputee. He uses a wheel chair to get around, but was unable to enter his bathroom with his wheelchair due to the door opening being too narrow. Using the bathroom was extremely difficult and hazardous for him since he would have to get out of his wheelchair to enter the space. We were able to widen his doorway and replace his sink. These changes made his bathroom accessible and safe for him to use on his own.



Before



After

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
The project/program is already underway. This is an expansion based on needed financial support. It will allow us to serve more families even when we are occupied building new homes for deserving Habitat families.
- Describe any existing and/or potential impediments to project initiation
N/A

For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

- List sources and amounts of matching funds on match sheet provided (*Appendix III*).
 - Are the funds secured?
 - If yes: Provide documentation
 - If no: Describe what is pending or next steps
5. **Budget for project**. Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - 5 points
- Describe how funds, including match when applicable, will be distributed between project elements.
 - Limit the budget and budget description to that portion of your program that is applicable to this application.

Applications will not be accepted without a completed budget.

6. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - 5 points

7. **Need for CDBG Funds** (Answer either 7A or 7B)
7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the **need for CDBG program funds** - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
CDBG Funds are critical to financing all aspects of this program, in particular cost of goods and qualified sub-contractors. Without CDBG funding our capacity to meet the needs of this vulnerable and low income population will be severely restricted.
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Yes, we currently have 2 bank sponsors who contribute a total of \$7,000 per year for visibility and marketing/advertising, and we regularly solicit restricted donations and contributions.

- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

The program would have to be scaled way back due to our financial constraints.

7B) ECONOMIC DEVELOPMENT ONLY

Economic Development/Job Creation Related Projects Only – 15 points

This question will be answered by applicants seeking assistance for a private business. The project will meet a CDBG “national objective” by creating jobs for low/moderate income persons.

- a. Detail the financing package for the project, the steps taken to meet the business’s capital needs and the need for CDBG funds to fill a financial “gap”.
- b. Specify exactly what the CDBG funds will be used for, i.e. capital equipment, facility improvement, working capital, etc.
- c. Describe the role the CDBG funds will have on the business’s ability to remain competitive and create jobs within the period July 2020 to June 2020. Identify the number of jobs to be created during this period.
- d. Describe the market the business operates in, i.e., competitors, costs and product demand. What risks does the business face?
- e. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

8. Distress Score

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

9. Multi-Jurisdictional Bonus

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**

- i. How will low/moderate income residents in each participating community benefit from the project/activity?

Residents in every community can benefit since this is a county wide program

- ii. What role will each applicant community play in the project/activity?
N/A

- d. Application must be endorsed by officials from all communities. **Use form found in Appendix V.**
- e. Distress score for multi-jurisdictional applicants:
 - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
 - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

Appendix III: Project Implementation Schedule

There are many types of potential CDBG funded projects, each with their own set of typical activities and timelines. The lists below contain typical activities for different types of projects and are not exhaustive; *your own individual project may have other activities that you'll want to identify and include.*

Some activities, e.g. construction of a building, infrastructure, or a planning project will be linear. Others, like housing rehabilitation may be repetitive as more projects are undertaken.

Fill in the activities that will occur and your best estimates of the time frame. A two year time horizon is provided in the table; however, you may include in additional table page if needed. You are not required to fill in two years of activities if your project will take less time.

Examples of Project Specific Activities

Construction Projects

- Local approvals & permits
- Matching funds
- Procurement of architect/engineer
- Design phase
- Specification development
- Contract bid
- Contract award
- Contract start
- Construction
- Construction wrap-up
- Final completion & final payment

Housing Rehabilitation

- Development of services RFP
- Selection of service contractor
- Solicitation of rehabilitation contractors
- Marketing of program
- Client intake and screening
- Home inspections, project development
- Implementation of rehabilitation activities

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash			Yes / No		
	Other Cash			Yes / No		
	Other Cash			Yes / No		
	Other Cash			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
TOTAL MATCH						

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.
² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

**Habitat for Humanity of Greater Portland
Critical Home Repair Program, Budget 2020**

ASSUMPTIONS:

# Repairs		40
Avg Repair	\$	3,000
Pmnts received		<u>40%</u>
Total Paid	\$	48,000

Ordinary Income

CBDG Grant	\$	90,000
Homeowner Repair Payments	\$	48,000
Corporate Sponsors	\$	<u>7,000</u>
TOTAL INCOME	\$	145,000

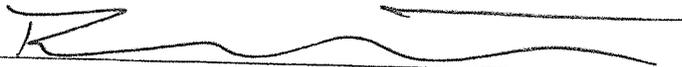
Expense

Cost of Repairs	\$	120,000
Compensation	\$	50,616 (Salary, Ins, Taxes, Benefits)
Vehicles and Auto Insurance	\$	6,100
Liability Ins	\$	500
Tools	\$	2,500
Office and Support		
TOTAL EXPENSE	\$	<u>179,716</u>
Net Income (loss)	\$	(34,716)

**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Windham		
Project Name	Port Resources Windham Group Home Renovations		
Mailing Address	Windham Town Hall 8 School Road Windham Maine 04062		
Project Address	109 Forbes Lane, Windham, ME 04062 15 Billabong Way, Windham, ME 04062		
Authorized Official	Barry Tibbetts (town manager)	207-892-1907	batibbetts@windhammaine.us
Project Director	Tim Bruns	207-828-0048	tbruns@portresources.org
Financial Contact	Robin DeFrees	207-828-0048	rdefreest@portresources.org
Person who completed the Application	Stu Simon	207-828-0048	ssimon@portresources.org
Amount of CDBG Funds Requested	\$50,800	Total Project Budget	\$63,500
DUNS Number	11-951-4966	Tax ID:	010367582

Name and Signature of Authorized Official



Date

1/29/20

Port Resources CDBG Grant Application

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- b. Narrative Responses**
- c. Implementation Schedule Page**
- d. Budget Page, matching funds page, letter of secured match**
- e. Endorsement letter**
- f. Photos of two of the needs in this grant proposal**

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PORT RESOURCES
*Dedicated to serving adults and children with
developmental and behavioral health challenges*

January 29, 2020

Dear Cumberland County Community Development Office:

Port Resources is pleased to submit the enclosed Program Year 2020 Cumberland County CDBG grant application.

To familiarize you with our organization I have included in this letter a short overview of our programs and services.

Mission Statement: "Port Resources is dedicated to empowering people with developmental and behavioral health challenges to live meaningful and fulfilled lives in their communities."

Our History and Current programming: Port Resources, a nonprofit organization based in South Portland is a recognized premier provider of specialized social services for adults and children with developmental disabilities and mental health disorders. For more than 30 years the organization has been providing support to adults and children with a wide range of challenges; including Autism, Down syndrome, traumatic brain injuries and mental health disorders.

Our skilled and certified staff provides an array of direct support services to improve the quality of life for over 400 individual consumers.

Port operates and manages 20 well maintained group residences where 75 consumers live with 24/7 direct support services. Our outreach services offer consumers, both adults and children the opportunity to receive services while living in their own home or at home with their family or guardian. Over 300 consumers receive outreach and/or outpatient services at Port's counseling center.

If you have any questions or would like additional information please contact me directly.

Thank you for your consideration.

Best Regards,

Stu Simon, Development Director

280 B Gannett Drive
South Portland, ME 04106
Toll Free 888.690.0048
Ph: 207.828.0048
Fx: 207-772.3743
www.portresources.org

1. Provide a brief summary (400 words maximum) of the proposed project.

The proposed group home rehabilitation projects outlined in this grant proposal would be undertaken at the following locations in the town of Windham, ME: 109 Forbes Lane and 15 Billabong Way.

These residences are home to a total of 8 individuals with developmental disabilities and mental health challenges. Their ages range from mid-thirties to early sixties. The listed homes in this proposal have varying rehab needs.

Tim Bruns, Port Resources' Maintenance Manager and Certified Rehab Technician has triaged the needs for each home. Later in this proposal you will learn about Tim's stellar qualifications to manage the Windham properties rehab projects from the bidding process to completion. Needs of most importance among the two properties include:

- Installation of heat pump systems – Both Homes
- Replacement of kitchen cabinets – Forbes
- Replacement of kitchen counters and range hood -- Billabong
- Interior painting – Both homes
- Exterior painting – Billabong
- Replacement of common space flooring – Forbes
- Exterior rot repair -- Billabong

These needs account for approximately 85% of the \$63,500 in rehab costs associated with this proposal. (CDBG= \$50,800 / Port Resources 20% match= \$12, 700). Later in this proposal you will see a cost breakdown of all needs for each home.

2. Provide a response to the four questions below, defining and justifying the need for the activity.

a. Convey the magnitude and severity of the issue to be addressed:

The two group homes in Windham addressed in this grant proposal have rehabilitation needs that affect the quality of life and safety for the eight residents with developmental disabilities, mobility issues and mental health disorders.

The costs associated with maintenance and repair for the two properties is a financial challenge for our organization. Each of our group homes has a small reserve fund required by the Maine State Housing Authority. However, these funds are not sufficient to address the major rehab needs of each home. Housing rehab funding from a Community Development Block Grant will help to sustain these vital properties and the affected residents.

Below is a breakdown of all needs for each home.

109 Forbes Lane Property:

- Flooring replacement in living room, dining room, sitting room, kitchen (\$5,500 estimated costs)
- Heat pump system installation for two floors: (\$12,000 estimated costs)
- Interior painting: (\$10,000 estimated cost)
- Kitchen cabinet replacement: (\$8,000 estimated cost)

15 Billabong Way:

- Heat pump installation for one floor: (\$6,000 estimated cost)
- Exterior rot repair and painting: (\$7,500 estimated cost)
- Interior painting: (\$7,500 estimated cost)
- Kitchen counter and range hood replacement: (\$3,500 estimated cost)
- Basement air exchanger replacement, new toilets and shower/tub control replacements: (\$3,500 estimated cost)

The Forbes Lane residence was built in 1979 and the Billabong home was built in 1984. The proposed needs are to replace original and aging items. The needs are pretty self-explanatory. But there is more to this request than the needs themselves.

Our goal is to provide the people we serve an environment to support their health and well-being. Here's an example. We are proposing heat pump systems to replace aging and inefficient window unit air conditioners in both homes. Each home currently has 6 window unit air conditioners.

The current system of window units does not provide even cooling temperatures with some areas too cold and others not cool enough. Plus, the sound of window unit compressors kicking on and off in bedrooms and common areas and the inherent vibration sounds of window units has an adverse effect on our residents. At times these temperature and noise inconsistencies trigger dis-regulated behaviors.

Direct support staff must then intervene to re-direct client stress and anxiety to a calmer state of mind. The people we serve thrive on consistency in their day to day lives. The current window unit air conditioners create a dangerous situation that would be alleviated with quiet and unobtrusive heat pump cooling systems that keep all areas of the home at a consistent temperature.

Another renovation listed above is to replace the common area flooring in the Forbes Lane group home. The flooring is currently a combination of carpet, vinyl and laminate flooring, all at least 25 years old. Over time the flooring has become worn, uneven and difficult to keep clean. As part of their disabilities our residents have balance and awareness issues and are prone to possible falls on uneven surfaces. New flooring throughout the common areas would significantly lessen this problem.

So as you can see the proposed work has a very human side to it. But not just for the eight current residents. In the past 20 years 26 different individuals have lived at Forbes

Lane and Billabong way. The proposed improvements will enhance the lives of a similar number of people for many years to come.

b. Identify the total number of people affected by the issue.

The eight residents of the two group homes addressed in this proposal receive Maine Care (Medicaid) funding and fall into the LMI category.

c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Our residents view their dwellings as “home,” not just a place to eat and sleep. Like any of us, Port’s group home residents desire to live in inviting and comfortable homes they can take pride in.

The rehab projects outlined in this proposal will provide the people we serve this opportunity. The Maine Department of Health and Human Services mandates that agencies providing residential services for people with developmental disabilities and mental illness provide safe and comfortable homes devoid of institutional elements.

The conundrum is that this is an unfunded mandate. Opportunities such as the CDBG program provide Port Resources the opportunity to best serve our group home residents.

d. Construction related activities: Convey how the project relates to the community’s long-range planning and capital improvement needs.

The housing rehab capital improvement projects will benefit our residents and the greater community.

Our Residents: Housing rehab capital improvements will increase the usefulness and livability of the homes for the eight residents that live in the two Windham group homes.

The Community: The capital improvement rehab projects will enhance the value of the Windham properties by restoring curb-appeal aspects of the properties as well as updating and upgrading interior components of the properties.

3. Provide a response to the three questions concerning management of the proposed activity.

a. Define *who* will manage the grant project and *how* they will manage it.

Upon receipt of a CDBG grant award, Port Resources is well positioned to immediately move forward on the rehabilitation process of the two Windham

group homes. Our Certified Rehab Technician and Maintenance Manager Tim Bruns will manage the project.

Tim has worked with numerous vendors in southern Maine throughout his 30+ year career and has a proven track record of bidding out projects and selecting cost efficient vendors with the expertise required to do the job right.

He is also well versed on construction permit rules and regulations, allowing this project to move speedily ahead and avoid delays associated with the lack of knowledge of the permit process.

Tim will make on-site visits to each property throughout the duration of the rehab projects to evaluate quality of work and the defined specs and timelines of the contractors of record. Upon completion, he will be inspecting all work. Tim will also be on-site for all state or local inspections that are required.

b. Explain the experience of the applicant in undertaking projects of similar complexity.

Tim Bruns, Port Resources' Maintenance Manager and Certified Rehab Technician of the proposed work identified the problems associated with each of the two Windham group homes. Tim has extensive experience in rehabilitation and renovation projects.

Prior to coming to Port Resources, Tim spent fifteen years as a Maintenance Manager with the Public Housing Authority. In that time, he managed numerous large projects such as: one hundred kitchen renovations, thirty boiler replacements, large flooring projects, parking lot paving and additions. Overall, he has over 30 years of experience in public housing maintenance and repair.

THE CDBG program has been a wonderful source of support for our organization affording us the opportunity to make our homes comfortable and safe. Since 2017 we have been awarded CDBG construction grants from many jurisdictions.

Tim has been the project manager for two construction grants from the city of Portland, two from South Portland, two from York County and we recently completed a Cumberland County block grant for 5 of our group homes in Gorham. In fact, Community Development Director Kristin Styles commented to me on how smoothly our Gorham projects went.

c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

Port Resources maintains a capital improvement "Five Year Plan" which is continually updated with new information derived from routine inspections. The

order in which capital fund projects are completed is determined by a number of factors including safety and health concerns and available funding.

There is a preventative maintenance program for all facilities which covers all major building structural and mechanical components. Some maintenance tasks are completed by house staff when practical, by maintenance personnel or, when necessary, by outside vendors. We have annual service contracts for the HVAC, fire alarm, sprinkler, water filtration and elevator systems.

Routine daily repairs and improvements of the facilities are carried out by maintenance personnel, or outside vendors when necessary. There is a work order system utilized by staff for various repair requests.

4. Demonstrate that the project is ready to proceed.

For construction related projects:

The following steps have been taken on the larger projects outlined in this proposal:

Heat pump systems: Consulted with HVAC technicians to determine what would be most practical, cost effective cooling appliances to install.

Common area flooring: Type of flooring and colors /patterns for each space has been determined.

Interior painting: A range of paint colors and finishes have been selected for each space.

Exterior painting/rot repair: Areas to be repaired have been determined. The materials to be used for repairs have been determined. Paint color and finishes have been selected

Kitchen renovations: Consulted with clients, care providers and other support staff to determine how best to renovate kitchens to suit client and staff needs.

- Describe existing and/or potential impediments to project initiation: None

For Projects Requiring a match

Are the funds secured? Yes. See attached letter from Karen MacDonald, Port Resources Executive Director.

7. Need for CDBG Funds: 7A) NON-ECONOMIC DEVELOPMENT ONLY

a. Why are CDBG funds critical for commencement/success of the project?

The two Windham group homes are financed through the Maine State Housing Authority, which requires us to maintain a modest maintenance reserve account to manage the repair needs of these properties.

Without CDBG funding, a project of this scope and size would:

- Entirely drain the reserve (as well as require additional resources from the organization)
- Impede our ability to complete other necessary repairs and preventative maintenance over the coming year. These funds ensure that our other 18 group residences remain in good working order and are safe for the vulnerable clients that reside there.

b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Upon award of a Community Development Block Grant Port Resources will seek in-kind donations and non-profit discounts for materials and labor to offset costs associated with this rehabilitation project.

c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If CDBG funds are not received the needs listed in this grant proposal would fall back into the overall group home “triage” list of needs for Port’s twenty group homes.

Port would be left in a position to continually patch-up and fix existing problems on old and outdated equipment and infrastructure. In the long-run this is not a financially sound method but the only option available due to budget constraints.

Of course if a problem arises that cannot wait, for example a boiler that will no longer function Port Resources would find the funds through its emergency funds or line of credit funding for emergency situations.

If Port receives partial funding our Maintenance Manager Tim Bruns would produce one list of needs for both group homes ranked by severity. Partial funds would be allocated to these needs until the funding is exhausted.

8. Distress Score

Based on the rankings in Appendix I: 2020 Community Distress Scores; the town of Windham has a distress score of 5.

Appendix IV: Budget

<u>Construction Projects</u>				
Cost Category	CDBG Funds	State/Local Funds	Match funds	Total
Design/Engineering				
Land Costs				
Materials/Supplies	25,180		6295	31,475
Construction Costs				
Project Management				
Other				
1. labor	25,620		6,405	32,025
2.				
3.				
4.				
Total Costs	50,800		12,700	63,500
<p>Provide the basis for determination of budget amounts:</p> <p>Combined projects (Forbes and Billabong properties) were calculated at: 49% for materials and 51% for labor</p> <p>Per site: Billabong: 46% for materials / 54% for labor Forbes: 52% for materials / 48% for labor</p>				

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PORT RESOURCES

*Dedicated to serving adults and children with
developmental and behavioral health challenges*

January 27, 2020

Cumberland County Community Development Office
142 Federal St.
Suite 102
Portland, ME 04101

To whom it may concern:

This letter is to inform the Cumberland County Community Development Office that Port Resources will provide a 20% match if awarded a Community Development Block Grant for housing rehabilitation projects in two homes located in Windham, ME. It is estimated that the 20% match will amount to \$12,700.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen', with a long, sweeping horizontal line extending to the right.

Karen MacDonald, Executive Director

Town of Windham

Office of the TOWN CLERK
LINDA MORRELL
8 School Road
Windham, ME 04062

voice 207.892.1900

fax 207.892.1914

January 29, 2020

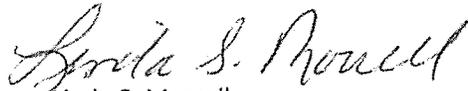
Cumberland County
Community Development Office
142 Federal Street, Suite 100
Portland, Maine 04101

To Whom It May Concern:

I, Linda S. Morrell, attest that on Tuesday, January 28, 2020 the Windham Town Council voted 7-0 in Favor of approving Order 20-014: To endorse an application for Community Development Block Grant (CDBG) funds for the Group Home project as proposed by Port Resources.

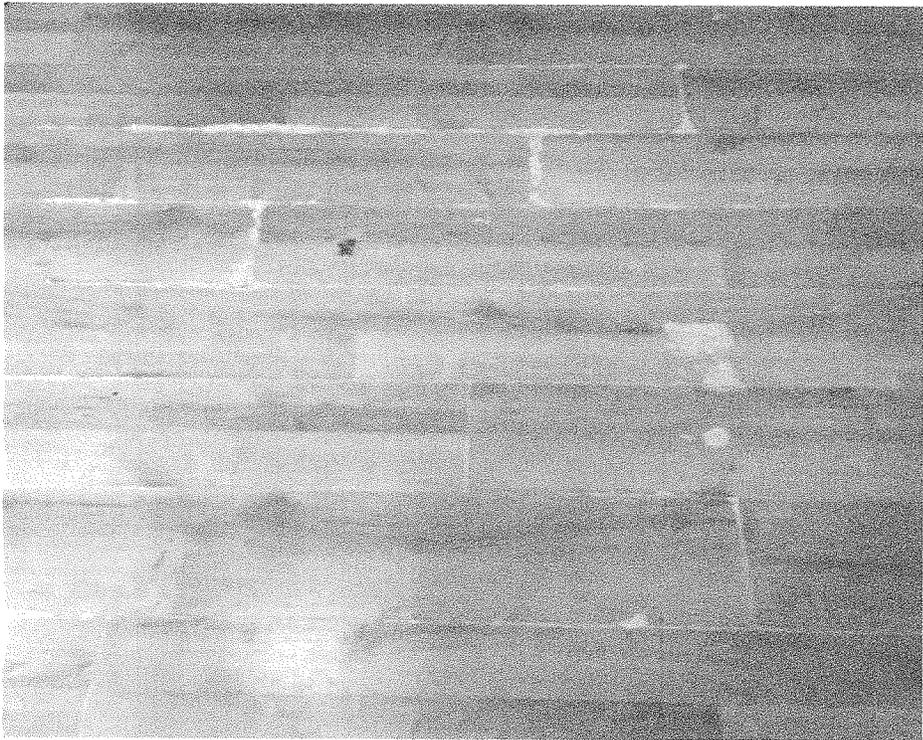
I have also attached the Council minutes that includes Order 20-014.

Sincerely,



Linda S. Morrell
Town Clerk, CCM

A section of Forbes group home damaged and uneven flooring that requires replacement



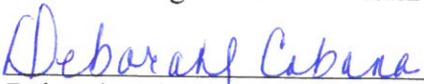
A section of the Billabong group home siding that requires exterior rot repair and painting

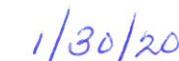


**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	Town of Gray Maine Community Development Department – Project Management Community & Economic Development Committee - Collaboration		
Project Name	TBD (Greenleaf?) Park: Public input will be sought on the naming of the park.		
Mailing Address	Town of Gray Henry Pennell Municipal Complex 24 Main Street Gray, ME 04039		
Project Address	5 Yarmouth Rd, Gray Maine 04039		
Authorized Official	Deborah Cabana	Phone 207-657-3339	Email dcabana@graymaine.org
Project Director	Kathy Tombarelli	Phone 207-657-6980	Email ktombarelli@graymaine.org
Financial Contact	Katy Jewell	Phone 207-657-3339	Email kjewell@graymaine.org
Person who completed the Application	Kathy Tombarelli: Town Planner Rachel Lyn Rumson CEDC Member	Phone 207-657-3112	Email ktombarelli@graymaine.org
Amount of CDBG Funds Requested	\$ 51,284	Total Project Budget \$61,059	
DUNS Number	07-399-5391	Tax ID: 01-6000183	

Name and Signature of Authorized Official


Deborah Cabana, Town Manager


Date

2020 CDBG General Program Application

General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. - **10 points.**

Focus your answer on issues *such as, but not limited to*: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

The Town of Gray proposes to build a micro-park or “parklet “on a .2-acre blighted parcel acquired by the Town in 2017. Located in Gray’s Village Center, the parcel is within a quarter mile of the Gray Public Library, the Gray Historical Society, and the Gray Municipal Complex. It is adjacent to an Aroma Joe’s and across the street from the local food pantry. There are retail shops, salons, and restaurants all within walking distance. The lot has compacted soils that have been stripped to the substrate by wind, rain, sun and vehicular traffic. Currently, drivers use it as a cut through to avoid traffic lights and as a rest stop.

The Town Planner held a posted site walk in October 2019 for the Community and Economic Development Committee (CEDC) members who had recently embarked on an effort to re-vitalize the village area, which was also attended by a representative from the Gray Historical Society and the adjacent Gray First Congregational Church.. As a result of the walk a CEDC volunteer, who is an expert in permaculture design, prepared a site analysis and conceptual plan for the micro-park that serves as a basis for this proposal.

The park design incorporates a food forest and a pollinator meadow. It will also include picnic tables, a covered pavilion, and plantings to screen the park from passing vehicles. The addition of natural and usable space in a densely developed area will offer a respite; a tree-canopied space out of the way of traffic, protected by knee walls and hedges. Berms and swales will shape the otherwise flat topography into a passive irrigation system that will flow along the contours of the landscape to support revegetation. In the spring of 2020, the Public Works Department will add a guardrail to curtail the cut-through traffic and to handle stormwater on the site.

The goal in creating this micro-park is to create a small outdoor public place designed for the enjoyment of residents, workers, and visitors. Design elements will include casual seating areas, pocket gardens and landscaping, and other engaging features. In the future we hope to incorporate interactive art installations. It will also be a stop on the Gray Historical Society’s planned Gray Historic Walk (to begin implementation in 2020). The Town Planner/Community Development Department will oversee implementation. The Town will undertake this project with the help of volunteer or paid consultant (s) as needed.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points
 - a. Convey the magnitude and severity of the issue to be addressed.
 - b. Identify the total number of people affected by the issue.
 - i. Out of the total number of people affected, identify the number of people from low/moderate income households.
 - c. Describe to what extent the` project makes in the long-term measurable difference in the economic and social health of the region.
 - d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

The proposed park will be in census designated Gray CDP (village) where 884 of the 7,761 Town population resides (2010 census). Approximately 64.9% of the village residents are from low/mod income households; many live in the village because they do not drive or cannot afford a car.

The area proposed for improvements is walkable to various public facilities; Gray Public Library, Newbegin Gym, Pennell Park, Gray Historical Society, and Fiddlehead Center for the Arts. Nearby businesses include retail, restaurants, and various professional services. The site is connected to a paved, municipally-owned parking lot that is connected to the public sidewalk on Main Street. There are opportunities for neighboring businesses to benefit from the public seating area proposed as part of the park. We believe this park will draw more people to the village and encourage longer visits, supporting local businesses. It may also serve as a catalyst for future investment from village businesses and residents in their own properties. Finally, this project helps realize improvements envisioned by a previously funded CDBG planning grant for the Hancock Block.

Existing conditions encourage cut-through vehicle traffic which presents a public safety issue to pedestrians. In addition, the currently untreated stormwater is carried onto Yarmouth Road where it can freeze in cold weather and create driving hazards. The town will eliminate this traffic with a wooden guardrail/fence. The site has a blighting effect on nearby houses and businesses.

With this work, the park will be gem in the urban bustle. Trenches will be dug, and soil amended for three canopy trees and hedgerows to be planted. Pollinator gardens will line pathways, diverse and densely planted hedges will protect the space from the street and canopy trees will shade a grass area. A network of swales and a permeable parking area will support plants and retain rainwater. Access points and pathways will be inviting, ground-lit and handicapped-accessible.

The rehab of the site into a beautiful, floral place that can be used by the public is a high priority of the CEDC and the Town Council. The CEDC will coordinate with the town's new Gray Open Space Committee and the Comprehensive Plan Steering Committee to advocate for resources to maintain this new park going forward, and to connect it to other planned walking/biking trails in the village and throughout the town.

3. Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The Town Planner with input from Community Development Department staff members will oversee the administration of the grant and work with other Town Departments and professional consultants as needed. Construction will be a cooperative effort between the Planning staff and Public Works departments, as well as the Community Economic Development Committee (CEDC), community volunteers and contractors. The Town has successfully implemented other similar CDBG grants for planning purposes, as well as a 2015 Recreational Trails Program grant to build and upgrade other walking trails in the village center (undertaken in collaboration with the Gray Bike-Ped Committee). These grants were overseen by the Town Planner/Community Development Dept.

The Gray CEDC will not have oversight or implementation responsibilities for the project, but there will be a role for the committee members. The Gray CEDC will recruit volunteers, residents and local businesses to donate labor, benches, materials, or other elements needed to build the park. Specifically, the CEDC will organize a “Friends of Greenleaf Park” (actual name TBD) volunteer group when construction commences in 2020. The volunteers will help spread wood chips, crushed stone, plant trees during the construction process. Going forward, they will provide ongoing maintenance such as weeding, picking up branches and keeping invasive species at bay. In the fall of 2019, the Gray CEDC planted 250 daffodil bulbs to jumpstart this project.

The funds requested will pay for the final design work for the passive irrigation earthworks, the seating areas and pavilion, the permeable parking area and planting scheme. The Town Planner and consulting engineer are experienced in bidding and overseeing the successful completion of a wide range of construction projects.

4. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any existing and/or potential impediments to project initiation.

Before anything else can be accomplished, the pass-through traffic must be eliminated, and stormwater treatment implemented. Public Works will be taking care of these problems regardless of grant status because it has been identified as an issue by the Public Works Director. A typical wood guardrail has been selected and costed by Public Works for this purpose. Beginning to add soil amendments and preparing the site for plantings will be secondary to the installation of the guardrail segments and the stormwater management and conservation plan.

A preliminary process which included input from the CEDC & Gray Historical Society and other stakeholders determining what elements should be included or excluded in the park has been completed. A local permaculture designer provided a site assessment and put together a variety of ideas on how the area could become a place people would inhabit. The conceptual plans for the park are completed with some variations for specific aspects of the park that will be finalized with additional public input. Costing has been estimated based on this conceptual design.

On January 21, 2020 the Town Council endorsed submitting this application (the approved minutes of that meeting will be available on February 4th). Following grant approval, we will hold a public workshop where conceptual plans will be shared, and input will be sought for specific elements as well as ideas for the naming of the park. Additional input would be sought from abutting property owners. The final plans will be reviewed and approved by the Town of Gray Public Works Director with input from the Town's Consulting Engineering firm. Before construction, the project will be brought to the Planning Board for Site Plan Review at the earliest available date. This will be an additional opportunity for public and abutter input. This application will require Pre-Application and final Site Plan approval. Building Permits will be required for some of the design elements.

Funding is the primary impediment to initiating construction, hence this proposal.

For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

- List sources and amounts of matching funds on match sheet provided
- Are the funds secured?
 - If yes: Provide documentation
 - If no: Describe what is pending or next steps

5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV).* - **5 points: Please see Appendix IV**
 - Describe how funds, including match when applicable, will be distributed between project elements.
 - Limit the budget and budget description to that portion of your program that is applicable to this application.
6. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - **5 points: Please see Appendix III**
7. **Need for CDBG Funds** (Answer either **7A** or **7B**)

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the **need for CDBG program funds** - **15 points**

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

The CDBG funds requested by the Town of Gray for this project are needed in order to proceed with this project. The Town acquired this property in 2017 and although it undertook significant efforts to secure the site which included the removal of an old foundation and grading, nothing additional has been done to improve the site.

The Town is currently seeking additional funding from other sources for this parcel. Due to collaboration on another project with the Cumberland County Soils and Water Conservation District (CCSWCD), we became aware of potential funds that could be utilized on the water conservation and community garden aspect of this project. In January 2020, CCSWCD applied for this grant funding on the Town's behalf.

The Gray Historical Society will be coordinating with the Town and has appeared before the Town Council for a proposed Gray Historical Walk. Stops have been identified and funding has been secured for specific locations for monumentation; one of those locations will be at the 5 Yarmouth Road Micro-Park.

The CEDC has been a primary contributor on this project to date. The CEDC will continue to partner with the Planning/Community Development Department to recruit and work with volunteers, residents, and business owners who might be interested in volunteering or donating towards various elements in the park. The CDBG funds are critical to give this project the boost that it needs to move forward. Without the funds, the only improvement for the foreseeable future will be to add a guardrail.

7. Distress Score

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

The Town of Gray's Distress Score is 5

Appendix III: Project Implementation Schedule

Activity	Q #1 J – S 2020	Q #2 O – D 2020	Q #3 J – M 2021	Q #4 A – J 2021	Q #5 J – S 2021	Q #6 O – D 2021	Q #7 J – M 2022	Q #8 A – J 2022
Engineering Review	X							
Reporting		X		X		X		X
Review by Planning Board	X							
Grading by Public Works	X			X				
Compost, Soil Amendments, Minerals, Mulches	X			X				
Applicable Town Building Permits			X					
Pavilion Final Design RFP			X					
Order Trees			X					
Plant Trees				X				
Excavation Swales and berms Trenches	X							
Soil Test	X							
Pantry Garden Raised beds Rain barrels				X	X		X	X
Historical Marker				X				
Pavilion					X	X		
Final landscaping Perennials & Annuals								X
Project Completion								X

Appendix IV: Budget Construction Projects

Cost Category	CDBG Funds	Municipal Cash	Municipal In-Kind	Other Funds	Total
Permaculture Design Consultant	\$1,500			\$1,800 volunteer in-kind	\$3,300
Town Engineering Review		\$2,175			\$2,175
Materials/Supplies	\$36,200				\$36,200
Construction Costs	\$10,363		\$1,500 Public Works in-kind & Equipment Use		\$11,863
Project Management & Oversight	\$1,500		\$1,800 Planning Staff in-kind		\$3,300
Historic Monumentation				\$2,500 GHS	\$2,500
Land Costs					
Other					
1. Construction debris removal	\$500				\$500
2. Contingency	\$1,221				\$1,221
Total Costs	\$51,284	\$2,175*	\$3,300**	\$4,300	61,059

Provide the basis for determination of budget amounts:

*2,175 is 20% of the amount initially asked for at the time of Pre-Application. In response to the 12/30/2019 email indicating the availability of more funds for general application projects, we have been able to expand the scope of our project but do not have additional cash funds allocated.

**The budget for Municipal in-kind does not include the assessed value of the land listed in the previous table of \$47,400.

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	\$2,175	FY 21 Town Budget	20% Original Pre-Application Request	No		Town Council endorsed at January 21 st meeting. FY 21 Budget/Town Warrant June 2020
	Other Cash	\$2,500	Gray Historical Society	Historical Monumentation & Bench	Yes		
	Other Cash	\$TBD	NACD/CCSWCD Community Agricultural Planning Program Grant	TBD	No		Support/intent NACD/CCSWCD January 2020
	Other Cash	TBD	Community & Economic Development Committee Outreach	TBD	No		CEDC outreach for community donations, volunteer labor
In-Kind/ Donation	Municipal In-Kind & Donation	\$47,400	Assessed Land Value	FY 2020 Assessed Land Value	Yes	http://grayme-assessment-data.org/property-record/account-4480	
	Other In-Kind & Donation	\$ 1,800	Volunteer Contribution: Conceptual Permaculture Design	60 hrs. @ \$30/hr.	Yes		
	Other In-Kind & Donation	\$ 1,500	Public Works Labor & Equipment Use	\$1,000 Averaged PW Staff & \$500 Equipment Use	No		FY 21 Budget; Town Warrant June 2020
	Other In-Kind & Donation	\$1,800	Planning Staff Project Management & Grant Reporting	60 hrs. @ \$30 Town Planner	No		FY 21 Budget; Town Warrant June 2020
TOTAL MATCH		\$57,175					

¹ Please see Appendix V

² Please see Appendix V

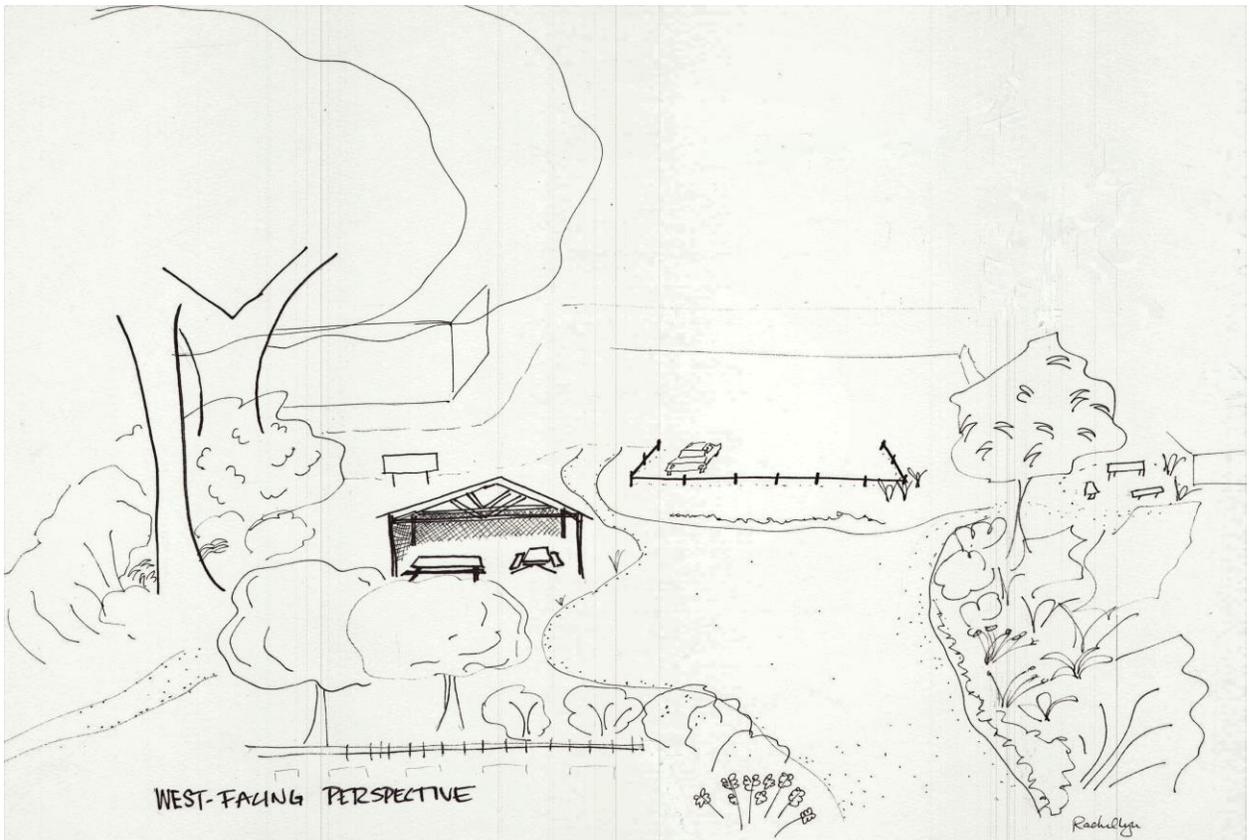
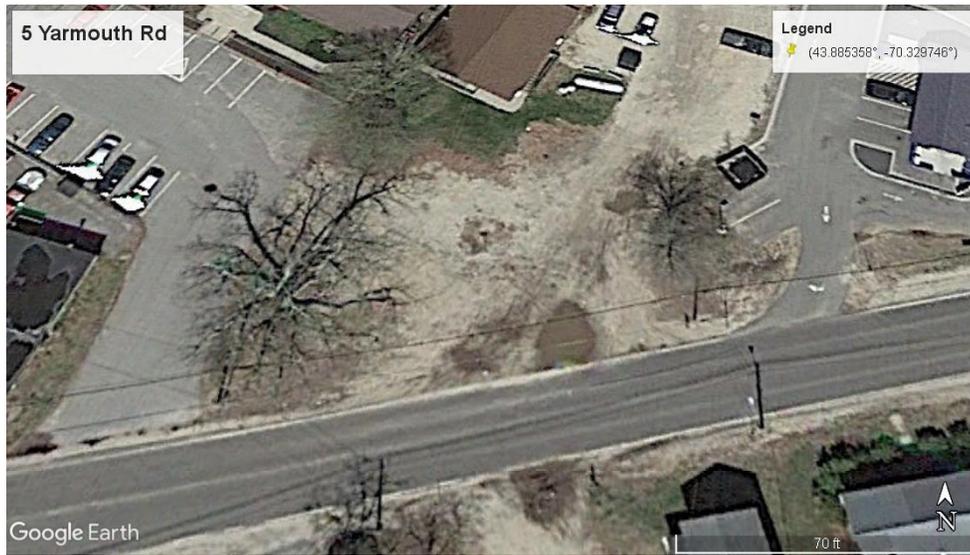
Appendix V:

In the endorsement of this application, the Town Council agreed to use the Town-owned property, currently assessed at \$47,400 for the micro-park. The conceptual design for this project was donated in-kind at a value of \$1,800. The Town Council also endorsed Planning Dept. and Public Works staff in-kind of \$3,300 as well as \$2,175 in Municipal cash to complete this project.

Funds from the CBDG grant would be used towards final design, materials, landscaping, construction costs and project oversight. Specific schedules have been prepared for the costs associated with landscaping and materials required for the project. Other funding has been sought from Cumberland County Soil and Water Conservation District (CSWCD) to be used to offset costs associated with stormwater conservation implementation-dependent on grant funding for CSWCD.

The Gray Historical Society (GHS) is finalizing the design of the historic marker that will recognize historical structures and events that occurred in the village and has secured funding for construction and installation of a monument and bench in the pocket park (estimated at \$2,500).

Appendix VI: Existing Conditions & Conceptual Rendering



**Route 115 / 5 Yarmouth Road / formerly Greenleaf Street
Gray, Maine**

**Latitude: 43.885358° (43°53'7.28792"N) Longitude: -70.329746° (70°19'47.08415"W)
Elevation: +308 ft Magnetic Declination: -15.12°**

Appendix VII: Micro-Park Elements

Canopy Trees and Pollinator Beds



Edible “Fedges” and Living Fences



*Seating Areas, Rain Collection &
Pantry Garden*



**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Town of Gray, Maine Community Development Department		
Project Name	Newbegin Community Playground (Name TBD)		
Mailing Address	Town of Gray Henry Pennell Municipal Complex 24 Main Street Gray, ME 04039		
Project Address	Newbegin Gym & Pennell Park 20 Main Street Gray, ME 04039		
Authorized Official	Deb Cabana Town Manager	Phone 657-3339	Email dcabana@ graymaine.org
Project Director	Kathy Tombarelli Town Planner	Phone 657-3112 x114	Email ktombarelli@graymaine.org
Financial Contact	Katy Jewell Finance Director	Phone 657-3339	Email kjewell@graymaine.org
Person who completed the Application	Kathy Tombarelli Town Planner Dean Bennett Rec Dept. Facilities Director	Phone 657-3112 x114	Email ktombarelli@graymaine.org dbennett@graymaine.org
Amount of CDBG Funds Requested	\$ 67,248	Total Project Budget \$80,448	
DUNS Number	07-399-5391	Tax ID: 01-6000183	

Name and Signature of Authorized Official

Deborah Cabana, Town Manager

Date

2020 CDBG General Program Application

General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. **- 10 points.**

Focus your answer on issues *such as, but not limited to*: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

We are proposing to build the "Newbegin Community Playground" in the heart of Gray Village behind Newbegin gym in Pennell Park. It will be an ADA-accessible playground primarily designed to serve children under the age of five.

The only playground in the Town of Gray is located at Russell Elementary School. Once school is in session, there is not a playground available for preschool children in the community to use during school hours. Families with preschool children must travel to surrounding communities for access to a playground. The playground will be located on Town property near Newbegin Gym and the Little League field. This playground will also serve children that come with their parents while older siblings are participating in youth programs and activities offered year-round on the Pennell Municipal Complex grounds.

The project would include earthwork and concrete pad sites in preparation for the Pebblefex surface and the playground equipment. In addition to the playground structure(s), we would be including a landscaping plan that would incorporate canopy trees, raised gardens, & self-watering containers. We are using materials and plantings that offer longevity and safety as well as keeping maintenance in mind for our buildings & grounds and parks & recreation staff members. Other elements include benches, a shaded picnic area, a water line and water fountain, recycle bins & trash receptacle, solar bollard-type lighting, and a paved ADA path to the playground area.

The primary emphasis is to provide recreational opportunities for Gray residents. However, the Recreation Department works closely with its counterpart in New Gloucester and the two towns share a school district, so it is likely that children from that town will benefit as well. Depending on the availability of space, Recreation Department programs may be accessed by youth from other towns including Poland, Raymond, and North Yarmouth, so it is likely some of those youth and families will utilize the playground as well. The primary staff in charge of grant administration will be Kathy Tombarelli, Town Planner. Construction oversight will be Dean Bennett, Recreation Facilities Director with input as needed from Mose Russo, Buildings & Grounds Director.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points

- a. Convey the magnitude and severity of the issue to be addressed.
- b. Identify the total number of people affected by the issue.
 - i. Out of the total number of people affected, identify the number of people from low/moderate income households.
- c. Describe to what extent the` project makes in the long-term measurable difference in the economic and social health of the region.
- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

The park is in a "census designated area" where 64.9% of the 7,761 (2010 Census Data) residents in the census tract are LMI households. Except for the playground at Russell Elementary School there is no other playground equipment available for children. That equipment is not accessible for public use during regular school hours, which leaves the entire pre-school population without a playground option. This new playground installation provides an opportunity for pre-school and elementary age children to use the equipment during the day, or while older siblings are involved in Park & Rec programming or Little League.

With its connection to the Pennell Park and a segment of the Village Area Loop Trail (VALT), this playground will further promote healthy opportunities for recreational activities for both parents and children. The VALT segment is a ½ mile loop that circumnavigates the Town facilities at Pennell Park. The playground will be nestled behind the basketball court and adjacent to the Little League Field and the Village Area Loop Trail. Pennell Park is also the site of the Recreation Department's summer day camp, so younger campers can benefit from the new playground as well.

Protected from foul balls by fencing & a netted batting cage, the playground will be accessed via existing Municipal parking through a new paved path adjacent to the basketball court and the Gray Little League snack shack. The playground will also be within walking distance for many residents.

The playground is supported by the town's 2018 Bike-Ped Plan which seeks to connect recreational facilities and destinations through walking and biking trails. The proposed water-line running to the playground area for a drinking fountain potentially benefits the Little League facilities by connecting the snack shack to water. The water line will also create a spigot that will support summer field maintenance and flooding the ice-skating area in the winter.

3. Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

Kathy Tombarelli, Town Planner, and Dean Bennett, Parks & Recreation Facilities Director, will be the key Town personnel with input as needed from other Town staff. The Town will oversee the playground construction and grant administration. These staff are both housed in the town office in Pennell Park which facilitates communication. They will meet weekly or more frequently as needed to plan and implement the project.

The Town Planner and the Recreation Facilities Director worked together in 2015-2017 on the Recreational Trails Program grant that funded the segment of the trail in Pennell Park. While the grant was written by a volunteer on the Bike-Ped committee, the day to day project oversight was a highly successful team effort that required soliciting bids, overseeing the contractor's work, coordinating Public Works involvement, and supervising volunteers.

The Parks & Recreation Facilities Director is charged with oversight and maintenance of the town's recreation facilities. The proposed playground is located in Pennell Park and will be added to his list of facilities to maintain. He will include any future maintenance costs in his budget proposals to the town council for approval in the annual budgeting process.

4.
5. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any existing and/or potential impediments to project initiation.

The playground will be located on town-owned property. The conceptual plans for the playground, walkway and landscaping are completed. The plans will be finalized by March of 2020. The appropriate playground equipment, particularly for the target age group of 18 months – 5 years is still being selected with input from other experts and towns that have completed similar projects. The path, the Pebbleflex surface, and specific components of the playground will meet ADA standards for accessibility

Additional input was sought on January 15, 2020 from Town Parks & Recreation staff members including the Children's Program Administrator, the Recreation Programmer, & the Child Care Services Coordinator with attention to safety concerns and conflict with other Town

programming. The playground location selected is best suited to meet the needs for installation, visibility, maintenance, and safety and the least conflict with existing programs.

On January 21, 2020 the Town Council voted to endorse submitting this application (the approved minutes of that meeting will be available February 4, 2020). No state permits will be necessary, but Site Plan Review approval will be required from the Staff Review Committee (designated authority for projects under 2,500 sf) which is comprised of the Town Planner (or designee if conflict), the Planning Board Chair, and the Gray Code Enforcement Officer (CEO).

Following grant approval, the Town will authorize final plans to move forward and the project can be brought to the Planning Board or Staff Review Committee which will be dictated by the final project design. As with all Town projects, local permits will be secured, and any required inspections will be performed by the CEO. Funding is the only impediment to beginning construction.

6. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - **5 points**
- Describe how funds, including match when applicable, will be distributed between project elements.
 - Limit the budget and budget description to that portion of your program that is applicable to this application.

Please see the Appendix IV budget for this project.

7. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - **5 points**

Please see Appendix III for the implementation plan for this project.

8. **Need for CDBG Funds** (Answer either 7A or 7B)
7A) NON-ECONOMIC DEVELOPMENT ONLY
Provide a response to the three questions demonstrating the **need for CDBG program funds** - **15 points**
- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
 - b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
 - c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

A community playground that is accessible to younger children, particularly during school hours, has been identified by residents and staff as a need in our community. Due to the costs associated with purchasing and installing safe playground equipment, CDBG funds are critical to supplement town funding.

We will seek funding from other sources which may be able to offset a portion of the project expenses. For example, the Little League may benefit from a segment of the water line for the drinking fountain if they could connect the Little League snack shack to the water line. Additionally,

the costs associated with a portion of the paved accessible trail access may be a mutual benefit for the Little League organization.

If the project does not receive CBDG funding, we will likely not proceed in FY 21. If partially funded, dependent on the amount of funding, the project might move forward but would be phased or reduced in scale. Staff & Volunteer labor will be utilized when appropriate, but the cost associated with the purchase of the playground equipment is an obstacle for our community.

8. **Distress Score**

The distress score for Gray is 5

9. **Multi-Jurisdictional Bonus** **N/A**

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

Although not applicable, as stated earlier, the Town of Gray Recreation Department works closely with its counterpart in New Gloucester and the two towns share a school district, so it is likely that children from that town will benefit as well.

Appendix III: Project Implementation Schedule

There are many types of potential CDBG funded projects, each with their own set of typical activities and timelines. The lists below contain typical activities for different types of projects and are not exhaustive; *your own individual project may have other activities that you'll want to identify and include.*

Some activities, e.g. construction of a building, infrastructure, or a planning project will be linear. Others, like housing rehabilitation may be repetitive as more projects are undertaken.

Fill in the activities that will occur and your best estimates of the time frame. A two year time horizon is provided in the table; however, you may include in additional table page if needed. You are not required to fill in two years of activities if your project will take less time.

Examples of Project Specific Activities

Construction Projects: Local approvals & permits
Matching funds
Procurement of architect/engineer
Design phase
Specification development
Contract bid
Contract award
Contract start
Construction
Construction wrap-up
Final completion & final payment

Project Implementation Schedule								
<u>Activity</u>	Q #1 J – S 2020	Q #2 O – D 2020	Q #3 J – M 2021	Q #4 A – J 2021	Q #5 J – S 2021	Q #6 O – D 2021	Q #7 J – M 2022	Q #8 A – J 2022
Reporting		X		X		X		X
Final Design phase	X							
Engineering Review	X							
Staff Review Committee and/or Planning Board Review/Approvals		X						
Public Hearing		X						
Town Permitting			X					
Public Input/Park Name Designation						X	X	
Site Preparation		X	X	X				
Contract Bid /Award for Playground Equipment		X	X				X	
Installation & Hardscaping				X	X	X		
Final Construction							X	
Final Landscaping								X
Project Completed & Final Payment								X

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	\$1,000	FY 21 Budget		NO		February 4, 2020 Town Council Minutes; FY 21 Town Budget; June 2020 Town Warrant
	Municipal Cash	\$5000	Recreation Department Sub-D funds		YES	Recreation Sub-D Fund	
	Other Cash	\$					
	Other Cash	\$					
In-Kind/ Donation	Municipal In-Kind & Donation	\$2,900	Land Value		YES	Percentage of total acreage / assessed land value	
	Other In-Kind & Donation	\$2,800	Recreation Facilities Director Project Coordination, Bid Prep, etc.	100 hrs. @ \$28/hr.	NO		FY 21 Town Budget/ June 2020 Town Warrant
	Other In-Kind & Donation	\$3,320	Public Works & Building & Grounds Staff	40 hrs. @ \$83/hr.	NO		FY 21 Town Budget/ June 2020 Town Warrant
	Other In-Kind & Donation	\$1,080	Town Planner Project Oversight & Grant Reporting	36 hrs. @ 30/hr.	NO		FY 21 Town Budget/ June 2020 Town Warrant
TOTAL MATCH		\$16,100					

¹ Recreation Sub-D account is funded by Building Permit fee. Funds are in place.

² Municipal funds & in-kind staffing dependent on FY 21/June 2020 Town Warrant. Town Council approved application 1/21/2020

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	Municipal Cash	Municipal In-Kind	Total
Design/Engineering		\$1,000		\$1,000
Construction	\$9,377		\$3,320 Buildings & Grounds Staff	\$9,377
Playground Structure & Pebbleflex Surface	\$47,200	\$5,000		\$52,200
Landscaping	\$3,600		\$1,400 Recreation Facilities Director	\$3,600
Supplies & Materials	\$5,690			\$5,690
Other				
1. Grant Administration			\$2,480 Town Planner & Recreation Facilities Director	
2. Contingency	\$1,381			\$1,381
Total Costs	\$67,248	\$6,000	\$7,200*	\$80,448
<p>*In-Kind does not include \$2,900 in-kind land value Extensive research for costs associated with playground equipment & surfaces was completed by the Recreation Facilities Director, Dean Bennett. He has had extensive experience in this area.</p>				

Appendix V: Project Photos

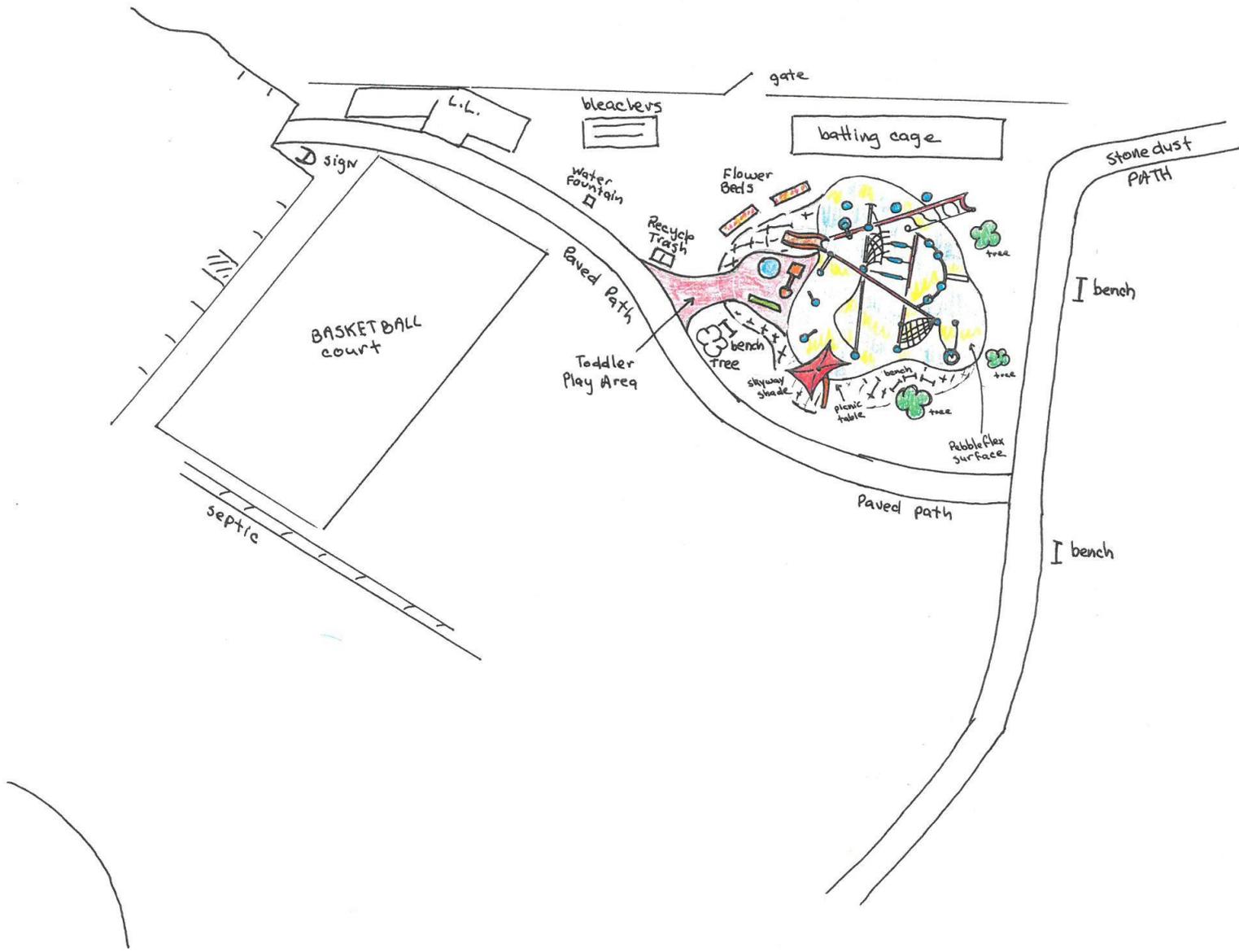
NEWBEGIN COMMUNITY PLAYGROUND (example)



*Climbers, Rush Slide,
Ring Tangle, Wobble
& Noodle Pods,
Spinners*



Pebbleflex Surface





**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	Town of Gorham		
Project Name	Pedestrian Safety Improvements for Little Falls Village		
Mailing Address	75 South Street, Suite 1 Gorham, ME 04038		
Project Address	75 South Street, Suite 1 Gorham, ME 04038		
Authorized Official	Ephrem Paraschak, Town Manager	Phone (207) 222-1650	Email eparaschak@gorham.me.us
Project Director	Tom Poirier, Director of Community Development	Phone (207) 222-1625	Email tpoirier@gorham.me.us
Financial Contact	Sharon LaFlamme, Finance Director	Phone (207) 222-1611	Email slaflamme@gorham.me.us
Person who completed the Application	Kevin Jensen, Director of Economic Development	Phone (207) 222-1628	Email kjensen@gorham.me.us
Amount of CDBG Funds Requested	\$48,720	Total Project Budget \$76,950	
DUNS Number	09-363-3238	Tax ID: 01-6000179	

Name and Signature of Authorized Official



Date

1/30/2020

2020 CDBG General Program Application

General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. - 10 points.

Focus your answer on issues *such as, but not limited to*: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

The Town of Gorham is requesting CDBG funds to improve pedestrian safety in the Little Falls Village Area. The completed project will benefit the residents of the Upper and Lower Little Falls neighborhoods of Gorham, which are classified as a low/moderate income neighborhood. The goal of the proposed plan is to increase overall pedestrian safety by installing seven (7) rectangular rapid flashing beacon (RRFB) crosswalk signs and Impact Recovery Crosswalk Markers at existing locations. Two (2) Reflective Sign Post panels would be installed at mid-block crosswalks to heighten driver awareness at pedestrian crossings. In addition, seventeen (17) High Intensity Prismatic Reflective Speed Limit signs would also be installed to modernize existing road signage and slow down traffic in the area. The project would be led by Robert Burns Jr., P.E., Public Works Director for the Town of Gorham.

Currently there are eight (8) mid-block crosswalks in the Little Falls Village across heavily traveled State of Maine highways, Gray Road, State Route 202, and Sebago Lake Road/ Mosher Road, State Route 237. The Town proposes to install eight (8) sets of pedestrian flashing crossing beacons in the village so that pedestrians are more visible to vehicular traffic. The flashers would be located at the following sidewalk pedestrian crossing locations: four (4) at the roundabout for State Routes 202 and 237, one on State Route 237 at the intersection with Acorn Street, three located on State Route 202 between Acorn Street intersection and the Presumpscot River Bridge.

The beacons (RRFB) meet the Maine Department of Transportation standards and flash yellow lights to warn vehicular traffic in advance that a pedestrian is crossing the street, providing a safer crossing for both pedestrians and vehicular traffic. Impact Recovery Crosswalk Markers would also be installed at each crosswalk to further draw attention to pedestrian crossings. In addition, existing speed limit signs would be updated with High Intensity Prismatic Reflective Speed Limit signs on State Routes 202 and 237 for both northbound and southbound lanes entering Little Falls Village.

This project seeks to address a specific area identified as a priority in the Plan for the Revitalization of South Windham/Little Falls Village master plan (January 1998).

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points
 - a. Convey the magnitude and severity of the issue to be addressed.
 - b. Identify the total number of people affected by the issue.
 - i. Out of the total number of people affected, identify the number of people from low/moderate income households.

- c. Describe to what extent the` project makes in the long-term measurable difference in the economic and social health of the region.
- d. Construction related activities: Convey how the project relates to the community’s long-range planning and capital improvement needs.

The Town of Gorham has been working, in partnership with the Town of Windham, has prioritized revitalization projects addressing pedestrian needs for the residents of Little Falls village. In 2019, CDBG funds were awarded for the second phase of sidewalk reconstruction in the village to address sidewalks in high-traffic areas that are in severe disrepair. The current grant request seeks to build on this work by improving pedestrian safety in the area at a time of critical importance.

The Gorham Little Falls village area is home to approximately 2,000 residents, roughly fifty percent of whom are estimated to meet the criteria for low to moderate income. The area is identified as a Low/Middle Income wide benefit. The area contains approximately ten businesses, a nearby post office and a Town-owned recreation area with ball fields used primarily by local children.

High traffic speeds and the increased road use by heavy commercial trucks in the area have increased the danger and potential loss of life to pedestrians at both intersections, mid-block crosswalks and roundabouts in the village. Currently, pedestrians crossing at mid-block points have to ensure vehicular traffic see they are about to cross in order to safely make it across the street. The need to reduce speeding and dangerous conditions for pedestrians has been heightened by one recent incident on January 9th, when a 15-year old child was struck by a car in Little Falls. The child sustained minor/major injuries and is expected to make a full recovery, but the Town is committed to doing everything possible to reduce the likelihood of this type of incident occurring again.

The need to make pedestrian safety improvements in Little Falls is central to the overall revitalization efforts taking place in the area. CDBG funds awarded in 2012 were directed towards a beautification project to install new street lights, crosswalks, trees and signage for the village. The Town’s Activity Center and Lakes Region Senior Center located nearby were also upgraded by the Town in 2014 and 2015, and the Little Falls Recreation Area underwent a major renovation of ballfields, courts and facilities, including CDBG funds used to construct new bathrooms. The area has also benefited from increased private investment in housing development and three businesses have relocated to the area, which rely upon pedestrian traffic and on-street parking for their patrons. As more people frequent the services and businesses in Little Falls, it further underscores the need for safe, visible and effective speed-reducing measures to support revitalization.

Gorham and Windham completed “A Plan for Revitalization of South Windham/Little Falls Village” in 1998 to improve the aesthetic appeal of the village, improve livability and enhance the economic vitality of the community. The revitalization plan directly references safety improvements and slowing down traffic in the village as essential for area revitalization.

3. Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.

- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

Robert Burns Jr., P.E., Public Works Director will assume responsibility for managing the project through the Department of Public Works. Mr. Burns is a professionally licensed civil engineer with over 20 years of engineering experience. He has managed several public works projects for the Town of Gorham, including Phases 1 and 2 of the Upper Little Falls Sidewalk improvement project, CDBG-funded initiative.

The Gorham Public Works Department will be responsible for installation and regular maintenance of the road signage and reflective posts/pylons at each location. The Gorham Town Council is supportive of the proposed project and has voted to endorse it (January 28 Special Town Council Meeting).

4. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any existing and/or potential impediments to project initiation.

The Public Works Department conducted a windshield survey on January 29, 2020, and reviewed aerial imagery of the Little Falls area to determine specific locations for each of the proposed various traffic control devices.

Siting and utility location exercises must be completed to determine the exact location for each installation. (See attached maps)

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation

N/A

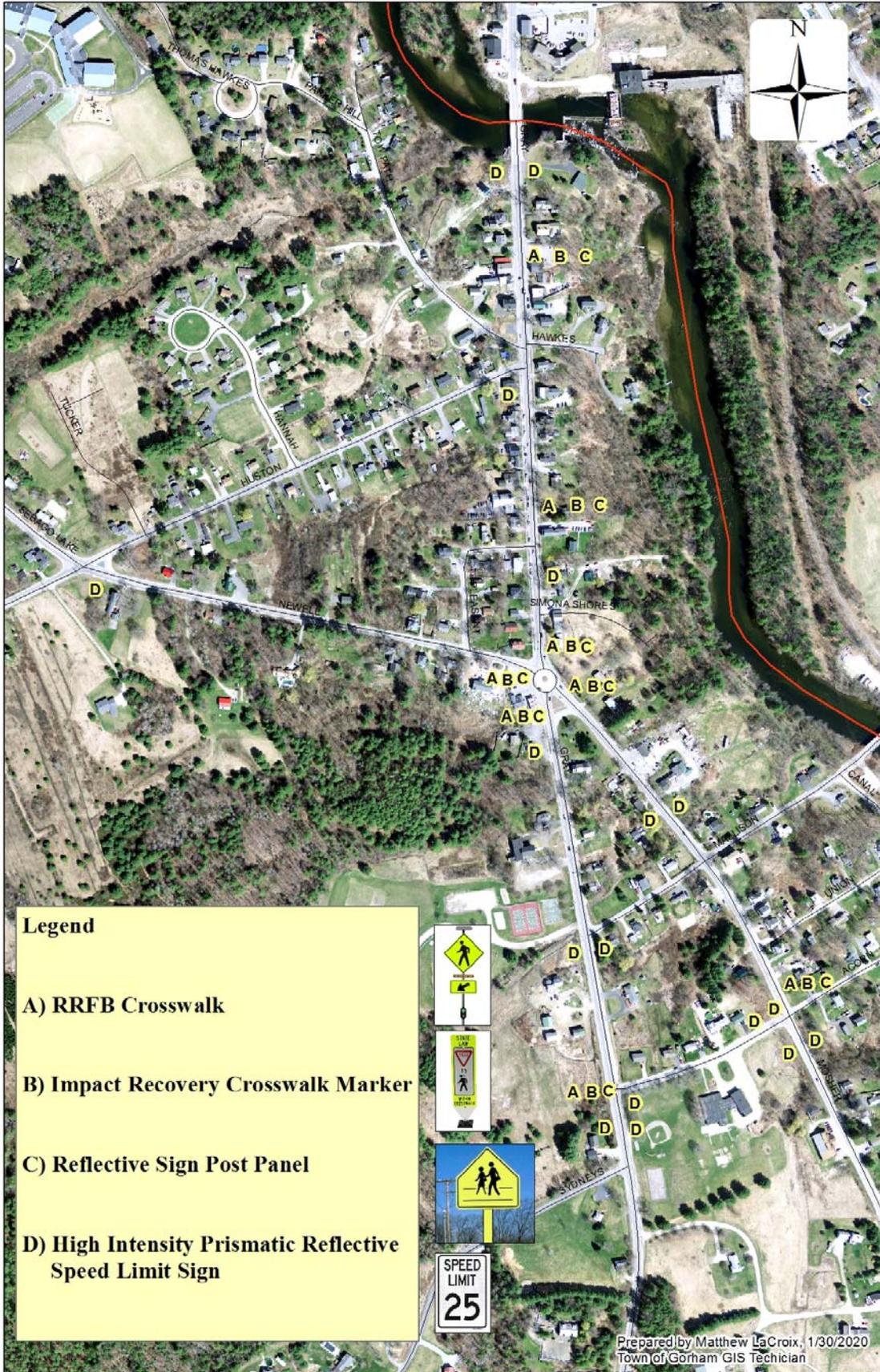
For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development

services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

- List sources and amounts of matching funds on match sheet provided (*Appendix III*).
- Are the funds secured?
 - If yes: Provide documentation
 - If no: Describe what is pending or next steps

See Appendix III for details.



5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV).* - 5 points

- Describe how funds, including match when applicable, will be distributed between project elements.
- Limit the budget and budget description to that portion of your program that is applicable to this application.

Applications will not be accepted without a completed budget.

Robert Burns Jr., P.E., Director of Public Works for the Town of Gorham, provided the budget estimates for materials and labor necessary to complete this project. He has completed several other projects of similar scope of work and is highly familiar with the determining budget and timeline for these project types. (See Appendix IV for budget details)

6. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - 5 points

See Appendix III for details.

7. **Need for CDBG Funds** (Answer either 7A or 7B)

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the **need for CDBG program funds** - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

CDBG funds dedicated to this project will allow the Town of Gorham to complete the necessary pedestrian safety enhancements at the scope necessary to positively affect current traffic conditions in the Little Falls area. The town would be unable to fully fund projected scale and coverage on its own without the support of CDBG funds, thereby reducing the overall impact of project. The effectiveness of this project depends primarily on the installation of modern flashing crosswalk signs, which are too costly for the Town to purchase without support. The lack of CDBG funding would minimize the project scope to include installation of reflective speed limit signs and posts only. These enhancements on their own would not be sufficient to improve overall traffic conditions to the degree needed for the area.

7B) ECONOMIC DEVELOPMENT ONLY

Economic Development/Job Creation Related Projects Only – 15 points

This question will be answered by applicants seeking assistance for a private business. The project will meet a CDBG “national objective” by creating jobs for low/moderate income persons.

- a. Detail the financing package for the project, the steps taken to meet the business’s capital needs and the need for CDBG funds to fill a financial “gap”.
- b. Specify exactly what the CDBG funds will be used for, i.e. capital equipment, facility improvement, working capital, etc.
- c. Describe the role the CDBG funds will have on the business’s ability to remain competitive and create jobs within the period July 2020 to June 2020. Identify the number of jobs to be created during this period.
- d. Describe the market the business operates in, i.e., competitors, costs and product demand. What risks does the business face?
- e. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

N/A

8. **Distress Score**

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

Gorham: 3 (Based on Appendix I: 2020 Community Distress Scores)

9. **Multi-Jurisdictional Bonus**

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**
 - i. How will low/moderate income residents in each participating community benefit from the project/activity?
 - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in Appendix V.**
- e. Distress score for multi-jurisdictional applicants:
 - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
 - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

N/A

Appendix III: Project Implementation Schedule

Project Implementation Schedule								
<u>Activity</u>	Q #1 J – S 2020	Q #2 O – D 2020	Q #3 J – M 2021	Q #4 A – J 2021	Q #5 J – S 2021	Q #6 O – D 2021	Q #7 J – M 2022	Q #8 A – J 2022
Speed control monitoring (pre-installation)	X							
Siting and utility location activity	X							
High Intensity Speed Limit installation	X							
Reflective Sign Post Panel installation	X							
Impact Recovery Crosswalk Marker	X							
Rectangular Rapid Flashing Beacon	X	X						
Speed control monitoring (post-installation)			X	X				
Project Completed:				X				

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	\$12,180	General Funds	20%	Yes	See report of Gorham Town Council Special Meeting (1/28/20)	
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$16,050	Gorham Department of Public Works	Projected staff labor and use of machinery	Yes	See report of Gorham Town Council Special Meeting (1/28/20)	
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
TOTAL MATCH		\$28,230					

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	State/Local Funds	Federal Funds (non-CDBG)	Total
Design/Engineering				
Land Costs				
Materials/Supplies	\$48,720	\$12,180		\$60,900
Construction Costs		\$15,000		\$15,000
Project Management		\$1,050		\$1,050
Other				
Total Costs	\$48,720	\$28,230		\$76,950
<p>Provide the basis for determination of budget amounts:</p> <p>Materials/Supplies:</p> <ul style="list-style-type: none"> • Rectangular Rapid Flashing Beacons: 8 x \$7,000 = \$56,000 • Impact Recovery Crosswalk Markers: 8 x \$350 = \$2,800 • Reflective Sign Post Panels: 8 x \$50 = \$400 • High Intensity Prismatic Reflective Speed Limit Signs: 17 x \$100 = \$1,700 • TOTAL: \$60,900 <p>Construction Costs</p> <ul style="list-style-type: none"> • Public Works labor: 400 hours x \$30/hour = \$12,000 • Public Works machinery: \$3,000 • TOTAL: \$15,000 <p>Project Management</p> <ul style="list-style-type: none"> • R. Burns Jr.: 14 hours x \$75/hour = \$1,050 <p>GRAND TOTAL: \$76,950</p>				

REPORT OF THE
GORHAM TOWN COUNCIL
SPECIAL MEETING
January 28, 2020

Chairperson Phillips opened the meeting.

Roll Call: Chairperson Phillips, Councilors Shepard, Hager, Hartwell, Pratt and Wilder Cross. Also in attendance were Town Manager Ephrem Paraschak, Public Works Director Bob Burns and Director of Community Development, Tom Poirier.

Order # 2020-1-17 Moved by Councilor Shepard, seconded by Councilor Pratt and ORDERED, that the Town Council approve a Community Development Block Grant application to Cumberland County for pedestrian safety improvements in the Little Falls Village. 6 years

Moved by Councilor Shepard, seconded by Councilor Wilder Cross and VOTED to adjourn. 6 years
Time of adjournment: 5:34pm

A True Record of Meeting
01/30/2020

ATTEST _____ 01/30/2020
Laurie Nordfors, Town Clerk

**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Town of Harpswell		
Project Name	Cundy's Harbor Library Improvements		
Mailing Address	PO Box 39 Harpswell, ME 04079		
Project Address	935 Cundy's Harbor Road Harpswell, ME 04079		
Authorized Official	Kristi Eiane, Town Administrator	Phone 207-833-5771	Email keiane@town.harpswell.me.us
Project Director	Linda Prybylo	Phone 207-751-2182	Email ljprybylo@gmail.com
Financial Contact	Terri Sawyer, Deputy Town Administrator	Phone 207-833-5771	Email tsawyer@town.harpswell.me.us
Person who completed the Application	Linda Prybylo Dianne Chilmonczyk Carol Taylor	Phone 207-725-1461	Email chldirector@cundysharbor.me
Amount of CDBG Funds Requested	\$69,640	Total Project Budget \$82,240	
DUNS Number	87-693-2059	Tax ID: 01-6000193	

Name and Signature of Authorized Official

Kristi K. Eiane

 Kristi K. Eiane, Town Administrator

Date

1/29/2020

2020 CDBG General Program Application

1. **Brief summary** of the proposed project. - 10 points.

The Cundy's Harbor Library (CHL), with the support of the Town of Harpswell, is seeking a Cumberland County Community Development Block Grant (CDBG) to help fund improvements to its building and park located in the fishing village of Cundy's Harbor, Harpswell, Maine. The project will involve upgrading a 1300 square-foot building, both the 100-year-old original wing of the library and the 2008 building expansion, and making critical site improvements. This will be accomplished by:

- revising perimeter drainage around foundation, and removing hazardous trees to facilitate regrading landscape to eliminate flooding near the main entrance
- rebuilding and enlarging the main floor entrance deck and handicap ramp with longer lasting hardwood that will need only minimal maintenance going forward
- creating handicap parking adjacent to this ramp, restoring existing plantings removed during demolition and excavation
- waterproofing the interior of the basement and addressing radon readings
- converting basement storage area into a workroom for library materials processing
- repairing and painting the exterior of the building
- installing gutters and downspouts on the roof
- improving lighting and outlets on main floor of the old wing

The project will expand usable work space, improve lighting, add outdoor program space, preserve the exterior of the building, reduce moisture damage overall and improve accessibility for patrons. It will be scheduled to begin in the summer of 2020. The library's Board of Trustees will appoint a project manager, who will interface with the Town of Harpswell, to oversee the project. These improvements will assure a long life for this vital community institution, which directly serves the 1300 residents of Cundy's Harbor and Great Island, many of whom are elderly or meet the moderate to low income standard.

2. **Need for the activity.** - 20 points

a) **Magnitude & severity of issue to be addressed**

The library is identified as a center of the Cundy's Harbor community—the only public space that is open, staffed, and internet connected the whole year. Maintaining the exterior building has been challenging given our proximity to the ocean and the severity of weather. The cost of significant preparation before painting to repair moisture damage has precluded this work for some time. Grading challenges in our front yard make access for our elderly population almost impossible with no handicap parking at the main level of the old wing, where ramp access is located. Two locust trees with invasive root systems further endanger the building's foundation and perimeter drains.

b) People affected:

- Our local population helps to form the demographically oldest community for its size in Maine. There are pockets of poverty, young and old throughout the neighborhoods—out of 1300 residents about 700 qualify as low to moderate—that belie the beauty of the surroundings. Over the years, many of these same folks have contributed to the library, even with meager resources.
- Children’s story time is particularly attractive to families who home school, but many young families and grandparents attend for mornings of enrichment beyond stories.
- Our weekly free Tech Help support sessions are crucial for those who cannot afford those services. When the library is closed, you still see cars in the parking lot using our free 24 hour wifi and external sockets for computer and phone needs.
- We offer free notary public services to patrons on site.
- Community members can research and record their family’s part in the written and oral history of Harpswell, using our podcast and mobile digital lab equipment.
- Patrons can borrow a microscope, a telescope, a tablet, a laptop, even older equipment for their VHS tapes, rather than having to buy these things.
- Many residents come to our programs for free access to lifelong learning.

c) Long-term measurable difference in the economic and social health of the region:

Cundy’s Harbor Library promotes its neighborhood both economically and socially and gives it a year-round base. Cundy’s Harbor, as the longest continuously operating lobster fishing harbor in the state of Maine, is economically dominated by its working waterfront. For six decades the Cundy's Harbor Library has been a vital part of village life and a valued community resource. The library continues to create not just a library, but a year-round facility that serves as a gathering place, a community hub, and a destination where everyone is welcomed, helped, and made to feel at home. The Library Park provides the opportunity for those without access to water to observe the working waterfront.

While the Harbor has nine commercial wharfs, one restaurant, two general stores, a gift shop and lobster pound, a bed and breakfast, the Community Church, the Community Hall/Fire Station--- most of these are only seasonal. The library is open three days a week all year round, serving as an anchor and advertiser to these neighboring institutions.

We regularly measure the library’s success statistically and through surveys and conversations with patrons. This guides our programs and services. We also measure our success with the caliber of staff and volunteers who work at the library. Our annual fall appeal (that supports our operating budget) convinces us that our community wants to invest in the library, in the form of their continued donations. Even small donors are steadfast in their donations every year.

Another measurement is the remarkable increase in patron visits and program attendance. In 1996 when we first started keeping statistics we had 294 patron visits per year. In 2019 we had 1762 patron visits, which includes program attendance, mostly residents in the Harbor.

Regular use of the proposed new handicap parking by disabled patrons, the relief from seasonal flooding in the front lawn, the lack of moisture in the library's basement where archival documents are stored, and the repair and protection of the building's exterior will ensure the continuation of this institution for many more years.

Without a functioning library, the essence of our community, its economic and social health would suffer.

d) **Construction related activities: Convey how the project relates to the community long-range planning and capital improvement needs:**

According to the Town of Harpswell's 2005 Comprehensive Plan, "Libraries are an essential element of a community's infrastructure, providing cultural resources and opportunities for lifelong learning." An action recommendation from the plan states: "Increase financial support for its two local libraries to assist in their expansion and use of member interlibrary loan services." They have targeted new funds this year to help us care for physical plant in our 5-Year Capital Plan. The Town's commitment to libraries is demonstrated in the Plan's goal: "Provide comprehensive library reference, research and recreational reading opportunities for residents of all ages and abilities in a cost-effective, efficient manner."

The Comprehensive Plan's section on **Future Land Use (p. 58)** which establishes categories according to state standards, further states: "**Village Districts:** These areas recognize traditional historical settlements that have grown over the years to include typical characteristics such as churches, **libraries**, schools, general stores, post offices, cemeteries, fire departments and community halls. They also include homes near each other on small lots, allowing residents to walk easily from place to place. They have served as core communities for an island town spread far over land and water. This Plan respects the community values and settlement patterns of Harpswell's villages by encouraging expansion around them on adjacent larger tracts of land. Village Districts are designated for **Cundy's Harbor**, South, West, and East Harpswell, and Harpswell Center. They generally propose a continuation of the traditional mix of uses and intensity of land use found in the existing villages. Preservation of historic structures and homes is encouraged as a means of maintaining community identity and quality of life. The goal of the Village Districts is to promote pedestrian movement and street life by placing homes, shops, workplaces and public buildings in close proximity; to reduce vehicular traffic; to provide locations for town life such as greens, parks, natural lands and civic buildings; to promote living opportunities for residents of all ages and financial means; and to promote a pattern of development that provides for cost effective public investment for required public services. It is the intent of the Plan to guide most new growth to these areas."

3. **Management of the proposed activity** – 10 points

- a) **Management personnel and form:** An experienced general contractor will be hired to manage the project for the Library’s governing board and will coordinate with Town staff on appropriate grant procedures. Linda Prybylo, President of the Cundy’s Harbor Library Board, will oversee the general contractor/project manager.
- b) **Applicant’s experience with similar projects:** Linda Prybylo, is also a retired library director who participated in the construction oversight of a \$1.5 million, 15,000 square-foot Topsham Public Library. In 2004, Linda worked closely with the construction firm Wright-Ryan, reviewing and touring the Topsham site with their project manager checking on the weekly progress of the construction phase for the library. Linda is also the current president of the Cundy’s Harbor Library Board of Directors, a volunteer position which provides her with direct knowledge of the history to the building and the program needs. Serving as previous past president, she was instrumental in the fundraising phase of the Library’s expansion project in 2008.
- c) **Ongoing Commitment:** The CHL Board of Directors and staff are fully committed to the ongoing maintenance and operation of this facility. This year the Board of Directors’ budget request to the Town introduces a new line item that would be set aside strictly as a capital line item. The library’s 5-Year Strategic Plan also makes a commitment to the facility in Goal 3 that directs: “Transform the library facility: a) Transform the interior of the library to a warm and welcoming space; b) Add a handicap parking space and establish a library park and porch.” In addition, the library submits a five-year capital plan to the Town that is part of the budget process.

The library director is responsible for the day to day management of the facility, overseeing lawn care, plowing and contacting our vendors as needed for facility inspection and repairs. The Director alerts the Board of special needs and there is a Board member assigned who chairs an ongoing Facilities Committee charged with yearly review and goal setting.

4. **Project readiness** – 20 points

The project has been discussed at length with the Board of Directors and the Town’s administration. At its January 11, 2020 meeting, the Library Board approved proceeding with the grant application. The Harpswell Board of Selectmen has approved the submission of this application. Should the Cundy’s Harbor Library receive funding, the project is ready to begin on July 1. The Town will assist the library with bidding and reporting requirements.

Match – see Appendix III

5. **Budget for project** See Appendix IV - 5 points

6. **Implementation schedule** See Appendix III - 5 points

7. **Need for CDBG Funds** - 15 points

a) **Critical nature of CDBG support:**

In reality, fundraising shortages and our past dependence on cost saving from staff turnover, have put much needed maintenance on the back burner, allowing us only to address issues on an emergency basis. This year alone there were emergency expenditures for the removal of two hazardous trees and replacement of our failed main computer and printer. This severely depleted our small reserves. Although we do receive funds from the Town, those funds support only half of our operating budget, making it necessary each year to sponsor both an annual appeal as well as smaller fundraisers for the balance of our operating budget. It would take years for the library to save enough capital to address the facilities needs we have currently.

b) **Funds from other sources:** We have relied heavily on and have been successful in getting grants: the King Foundation fully funded our on-demand generator request that allows the library to serve as a community warming center for those in need. Our request for handicap parking from the King and Simmons Foundations were denied. We secured partial funding for these spaces from the Senter Foundation, which helps to provide matching funds for this CDBG grant if so awarded. The Bailey Foundation helped us this year with partial funding for our past tree emergency. We continue to pursue grants, but have exhausted our options for facilities repairs. We plan to apply for grants to support our technology needs for upgrading our other computers, which also is part of our capital plan.

c) **Impact if no CDGB funds:** If CDBG funds were not available, we would be bound to seek funds to augment those we have received from the Senter Foundation for handicap parking by October 2020. We would not be able to proceed with any of the other parts of the project. Since most of the project seeks moisture remediation, doing that piecemeal over many years, would be difficult and not as effective.

8. **Distress Score**

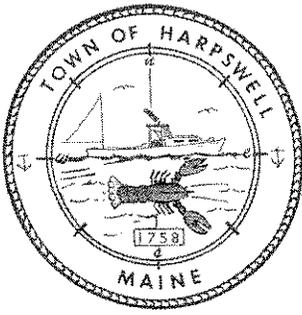
The distress score for Harpswell is 3 with an exception block group 2 (Cundy's Harbor and Great Island).

<u>Project Implementation Schedule</u>								
<u>Activity</u>	Q #1 J – S 2020	Q #2 O – D 2020	Q #3 J – M 2021	Q #4 A – J 2021	Q #5 J – S 2021	Q #6 O – D 2021	Q #7 J – M 2022	Q #8 A – J 2022
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Local permits	X							
Contract bid/award/start	X							
Construction	X	X						
Project Completed:		X						

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash (project management)	\$2,500	Town of Harpswell		Yes / <input type="checkbox"/> No		Need approval of Annual Town Meeting, March 14, 2020
	Other Cash (project management)	\$2,000	Cundy's Harbor Library		<input type="checkbox"/> Yes / No		
	Other Cash (construction)	\$3,500	Senter Grant		<input type="checkbox"/> Yes / No		
	Other Cash				Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$2,100	Town-program support & administrative	60 hrs x \$35	<input type="checkbox"/> Yes / No		
	Other In-Kind & Donation	\$2,500	Program support/oversight	100 hrs x \$25	<input type="checkbox"/> Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
TOTAL MATCH		\$12,600					

Appendix IV: Budget

<u>Construction Projects</u>				
Cost Category	CDBG Funds	State/Local Funds	Federal Funds (non-CDBG) /Other	Total
Project Management		4,500		4,500
Construction Costs	69,640	3,500		73,140
Program support (in-kind)			4,600	4,600
Other				
1.				
2.				
3.				
4.				
Total Costs	69,640	8,000	4,600	82,240
Provide the basis for determination of budget amounts:				
<p>Estimates were obtained from professional contractors for each construction aspect. Project management – 6% of construction costs Other column is in-kind project support and administrative services</p>				



Town of Harpswell

P.O. Box 39

Harpswell, ME 04079

January 27, 2020

Kristin Styles
Community Development Director
Cumberland County
142 Federal Street, Suite 100
Portland, ME 04101

Re: Letter of Support for Cundy's Harbor Library Improvements

Dear Ms. Styles:

At our meeting of January 23, 2020, the Harpswell Board of Selectmen voted unanimously to endorse submittal of the Cundy's Harbor Library application to Cumberland County for its Community Development Block Grant (CDBG) Program.

We consider the Cundy's Harbor Library a valuable community asset and resource, especially for those who reside in the Cundy's Harbor area. The Town of Harpswell has financially supported operations of this library for many years, and now the Town plans to contribute matching funds toward this much needed improvement project.

With the goal of the CDBG program being to promote community development in distressed areas, we believe this project is a strong and compelling candidate for County CDBG funding.

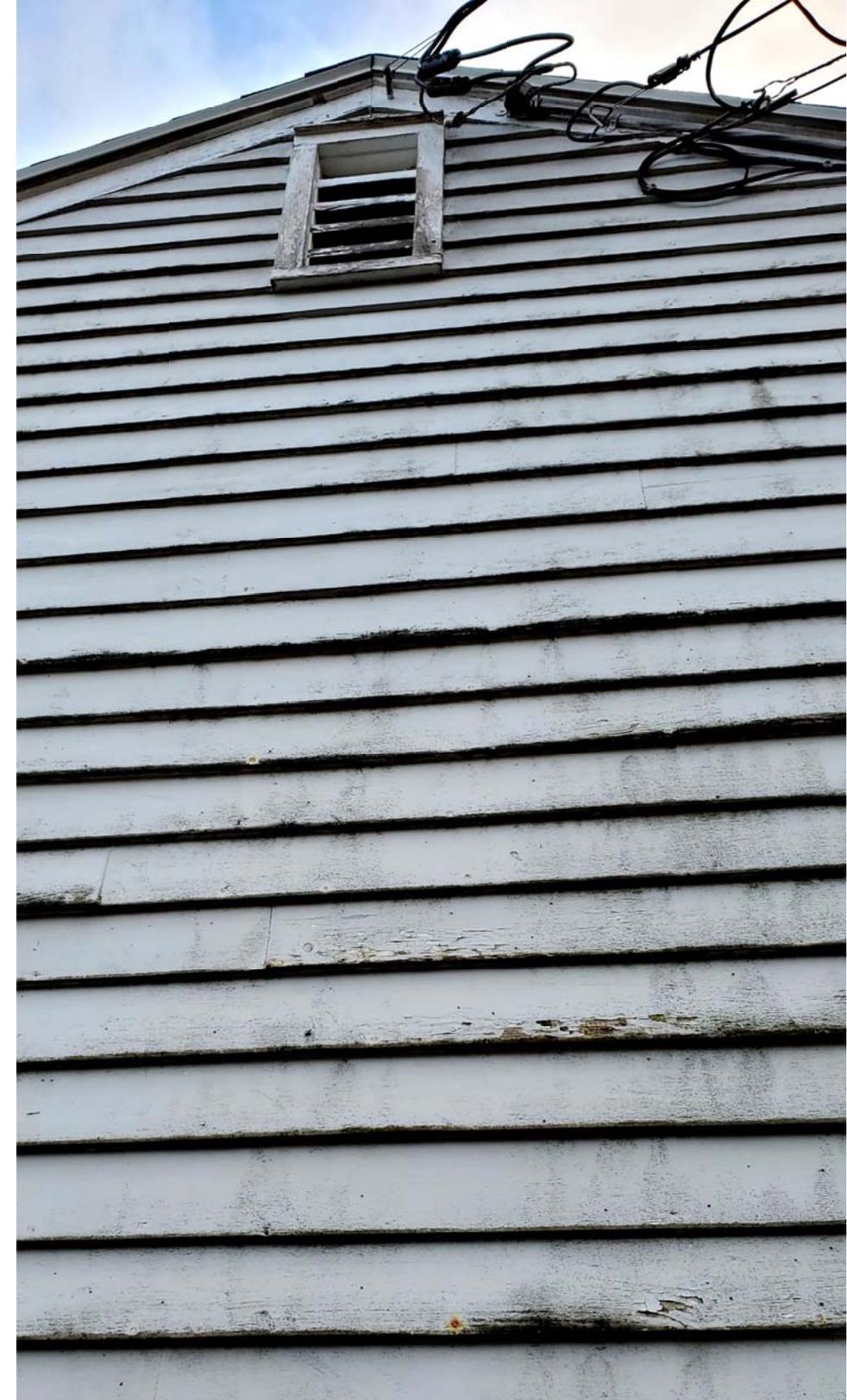
Sincerely,

A handwritten signature in black ink, appearing to read "Kevin E. Johnson", with a long horizontal flourish extending to the right.

Kevin E. Johnson, Chair
Harpswell Board of Selectmen

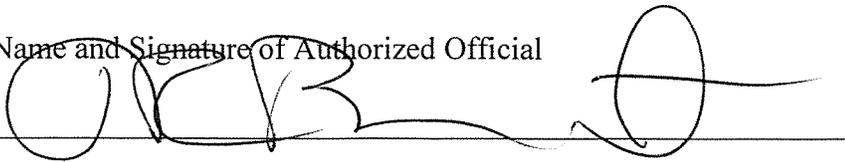


935



Cumberland County Community Development Program
 2020 CDBG General Program Application
 Cover Page

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	City of Westbrook		
Project Name	Lincoln St Boat Launch Accessibility and Enhancement Project		
Mailing Address	2 York Street Westbrook, ME 04092		
Project Address	58 Lincoln St Westbrook, ME		
Authorized Official	Jerre Bryant	591-8110	jbryant@westbrook.me.us
Project Director	Greg Post	207-854-0676	gpost@westbrook.me.us
Financial Contact	Suzanne Knight	591-8130 x 1204	sknight@westbrook.me.us
Person who completed the Application	Jennie Franceschi	854-0638	jfranceschi@westbrook.me.us
Amount of CDBG Funds Requested	\$148,000	Total Project Budget \$268,000	
DUNS Number	073995102	Tax ID: 01-6000038	

Name and Signature of Authorized Official  Date 1.30.2020

2020 CDBG General Program Application

General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. - **10 points.**

Focus your answer on issues *such as, but not limited to*: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

The City of Westbrook, as the project manager and entity in control of the project, is looking to increase the utilization of an existing underutilized public boat launch off of Lincoln Street (58 Lincoln St) along the Presumpscot River by making access to the launch more available and enhancing the experience for our residents and the greater region. The location of the launch is adjacent to our downtown area on the same parcel as our Lincoln St Ice Rink, which is under reconstruction into 2020 to be a 4-season rink.

The project elements include: creation of a formal parking lot to be shared with the Lincoln Street Rink; surface stabilization of the access drive down to the river with an appropriate top treatment to afford better vehicular access to the launch location while reducing erosion and improving drainage; removal of extensive overgrowth of evasive species choking the access way to be replaced with more native vegetation to enhance visibility and upgrade the boat launch access point at the river; improved lighting, signage along with the abovementioned elements will improve the safety of the public accessing this amenity.

We would also be looking to create seating opportunities at the launch as well as installation of a dock system to increase recreational opportunities for swimming and kayaking. The location of the launch is upper stream of Saccarappa Falls and provides access to the Presumpscot River up to Mallison Falls Dam in Windham. Almost 5 miles of open river access.

The current gravel parking lot does not provide adequate ADA access to the area. Access into the site is unsightly, a barrier to access and unwelcoming. This project would be looking to improve access to the greatest extent practicable.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - **20 points**

- a. Convey the magnitude and severity of the issue to be addressed.

The current status is an unstabilized access drive down to the river which is eroding and provides poor access. The area has extensive overgrowth of evasive species choking the access way with limited visibility. There is no lighting or signage to identify the Boat Launch or provide the public with the feeling of safety while accessing this river. The current parking area is in poor condition/was never formally built as a parking area and in need of a full depth reconstruction. The site is under utilized and, to many, is unknown.

- b. Identify the total number of people affected by the issue.

The City of Westbrook is a community of just approximately 18,974 in a regional area that is almost 300,000. The City services not only our local community but that of our neighboring towns and cities which frequent our downtown area amenities. The City feels this project will impact a large percentage of our community and will have a positive influence on our region.

- i. Out of the total number of people affected, identify the number of people from low/moderate income households.

In looking at the areas around this project site, there are between 8-9,000 residents within a 1/2 of a mile which represents just under 50% of the community. The entire City of Westbrook is considered an LMI Census Designated Place, however using our percentages within the Census tract areas, approximately 6,000 people of LMI status would be affected with that number being conservative as this amenity is open to the entire community as well as those throughout the region.

- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Improved public access will be provided to a recreational feature which will draw people to the River from the surrounding communities. The Boat ramp at Lincoln Street just above the falls, provides access to approximately 5 miles of the beautiful Presumpscot River. We hope to see this investment increase our residents utilization of the outdoors whereby increasing their activity and over health. Additionally, the City has made major investments in the downtown area near this project in recent years, which serves the more high percentage LMI neighborhoods. The City is looking to make more improvements to the outdoor recreational opportunities through connections with Sebago to the Sea trails. The City has completed the design of a Riverwalk North trail system to connect into the current Riverwalk and Sebago systems to further expand our ever growing outdoor amenities. The hope is that these types of investments will not only attract new businesses to our downtown but will improve the health of our citizens by offering active amenities for their use. We feel that this investment, along with the \$250,000 4 Season Rink adjacent to it, will act as an economic boost to the City and downtown businesses with the increase in activity expected. Also, the adjacent 4 Season Rink project increases utilization of the space year round vs the predominately winter use as an ice rink.

- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

The community has been focusing its efforts on our open space areas and ways to improve and enhance them. The City has been working on amenities adjacent to the Presumpscot River to provide the public better connection to this amazing resource. Within walking distance of the Boat Launch, "The Riverwalk" has been a significant focus of resources in recent years with the continuation of the trail all along the Presumpscot River and the new pedestrian bridge at Bridge St. The City is committed to reinvesting in the downtown to

revitalize and invigorate our core. This project will pull more people into the core of our community with the enhanced boat access. This project will also address needed capital improvements for ADA access and reconstruction of the current parking lot.

3. Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.

The City of Westbrook will self-perform the maintenance of the grant and conduct the bidding process for the design and construction efforts. Staff from Engineering and Planning will assist in these efforts. Once the grant is awarded, a project manager for this project will be assigned. City Staff have significant experience in the CDBG program and other grant/funding programs where oversight and documentation are a necessity.

- b. Explain the experience of the applicant in undertaking projects of similar complexity.

The City of Westbrook has received and successfully completed several CDBG projects over the years. Additionally, City Staff have also worked on CDBG projects in other communities and understand the documentation requirements. Most recently, the CDBG program provided funding to Westbrook towards the Bridge St pedestrian bridge and pedestrian/streetscape improvements that were part of the MDOT Bridge St Bridge project. Other CDBG projects that are set to start are the 4 Season Rink on Lincoln St, as well as the Cornelia Warren Park Project off Main St.

- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The City of Westbrook's public services department will be the responsible party to maintain the park in perpetuity. The City has a parks & recreation crew that schedules maintenance for all City Parks, which would be the responsible party to maintain the Boat Launch and its amenities. Additionally, all parking lots and sidewalks maintenance are under the general crews of public services. Operations and programing will be managed by the City's Community Services department.

4. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.

The projects will be conducted on City owned land; There is no delay in getting the project underway. Permitting related to work within the Shoreland Zoning will be conducted once the final design is determined and is accounted for in the schedule. Preliminary Cost estimates have been provided on all components of the project with more refined estimates to

be determined once the design work is completed. The City is committed to staying within the budgets provided for the proposed project.

- Describe any existing and/or potential impediments to project initiation.

No Impediments to Project initiation are known.

For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

- List sources and amounts of matching funds on match sheet provided (*Appendix III*).
- Are the funds secured?
 - If yes: Provide documentation
 - If no: Describe what is pending or next steps

5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - **5 points**

- Describe how funds, including match when applicable, will be distributed between project elements.
The CDBG funds as well as the matching funds will be utilized to fund all the project elements that are listed in the cost estimate provided.
- Limit the budget and budget description to that portion of your program that is applicable to this application.

Source of Match and availability:

The City's Match funding has already been allocated from a sale of land. (\$80,000)

\$20,000 Cash Match - Upon notice that this project is chosen for funding by CDBG, the \$20,000 cash match will be submitted to the City's Recreation and Conservation Commission for their recommendation to the City Council for funding.

6. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - **5 points**

7. **Need for CDBG Funds** (Answer either 7A or 7B)

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the **need for CDBG program funds** - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
The CDBG funds are the stimulus for the City to get a project of this magnitude off the ground. The infrastructure needs in the downtown are great and the CDBG program is the perfect fit where the purpose of the fund is to assist communities with revitalization efforts as well as public infrastructure, which this project hits both of those points.
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
The City will not be seeking funds from outside Grant Sources. The remainder of funding would be from internal City sources..
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?
Depend on the level of funding provided, the City would have to evaluate if the project could be scaled back or if we would have to defer to a future allocation.

8. **Distress Score**

Westbrook is 10

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	State/Local Funds	Federal Funds (non-CDBG)	Total
Design/Engineering	-	10,000	-	10,000
Land Costs	0	0	0	0
Materials/Supplies				
Construction Costs	148,000	100,000		248,000
Project Management		10,000		10,000
Other				
1.				
2.				
3.				
4.				
Total Costs	148,000	120,000		268,000
Provide the basis for determination of budget amounts:				
<p>See attached Cost Estimate Provide by Westbrook City Engineer Eric Dudley, P.E. Titled "Lincoln Street 4 Season Rink & Boat Ramp Upgrades"</p>				

Lincoln Street 4 Season Rink and Boat Ramp Upgrades

1/21/2020

ESD

Item	Units	Quantity	Unit Price	Total Cost
4" DIA Electrical Conduit	LF	375	\$ 40.00	\$ 15,000.00
Light Pole Bases	EA	2	\$ 2,000.00	\$ 4,000.00
LED Light Poles	EA	2	\$ 20,000.00	\$ 40,000.00
Common Excavation	CY	640	\$ 12.50	\$ 8,000.00
Sidewalk Type D Gravel	CY	640	\$ 32.00	\$ 20,480.00
12.5mm Base Course - Parking Lot	T	110	\$ 105.00	\$ 11,550.00
9.5mm Pavement Surface - Parking Lot	T	55	\$ 105.00	\$ 5,775.00
Invasive Species Removal	LS	1	\$ 12,500.00	\$ 12,500.00
Pervious Pavement	SF	2700	\$ 40.00	\$ 108,000.00
Wooden Guardrail	LF	125	\$ 35.00	\$ 4,375.00
Erosion and Sedimentation Control	LS	1	\$ 10,000.00	\$ 10,000.00
Mobilization	LS	1	\$ 7,500.00	\$ 7,500.00
Signage	LS	1	\$ 500.00	\$ 500.00

Estimated Construction Cost:

\$ 247,680.00

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash \$80,000	Sale of City Land – Cash in hand		Yes	No documents to attach.	
	Other Cash \$20,000	Open Space Fund -City Approval		No		Project will be presented to the City's Rec & Con Board for recommendation on open space fund usage. City Council to appropriate funds thereafter.
In-Kind/Donation	Other Cash \$			Yes / No		
	Other Cash \$			Yes / No		
	Municipal In-Kind & Donation \$20,000	Project Management Personnel		Yes	No Documents to attach	
	Other In-Kind & Donation \$			Yes / No		
	Other In-Kind & Donation \$			Yes / No		
	Other In-Kind & Donation \$			Yes / No		
TOTAL MATCH						

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.
² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Project Implementation Schedule

<u>Activity</u>	Q #1 J - S 2020	Q #2 O - D 2020	Q #3 J - M 2021	Q #4 A - J 2021	Q #5 J - S 2021	Q #6 O - D 2021	Q #7 J - M 2022	Q #8 A - J 2022
Reporting	X	X	X					
Local approvals & permits	X							
Procurement of Design Services	X							
Design phase	X							
Specification development	X							
Contract bid	X							
Contract award	X							
Contract start	X							
Construction	X	X						
Construction Wrap up		X						
Final Completion/Docs			X					
Project Completed:			X					



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: January 27, 2020

Resolve: 2020-10

ENDORISING THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS

That the Westbrook City Council hereby endorses the City of Westbrook's 2020 Community Development Block Grant application submissions for the Lincoln Street Boat Launch project and for the Intercultural Community Center's Immigrant Families Parent Engagement & Education program, as outlined in the attached exhibit.

First and Final Reading: January 27, 2020

Attest:

City Clerk

Mayor

**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Windham, Maine		
Project Name	Anglers Road Streetscape Project		
Mailing Address	8 School Road, Windham, Maine 04062		
Project Address	Anglers Road, Windham, Maine		
Authorized Official	Barry Tibbetts, Interim Town Manager	Phone 892-1907	Email batibbetts@windhammaine.us
Project Director	Thomas Bartell, Executive Director, Windham Economic Development Corporation	Phone 892-1936	Email thbartell@windhammaine.us
Financial Contact	Susan Rossignol, Finance Director	Phone 892-1907	Email srossignol@windhammaine.us
Person who completed the Application	Amanda Lessard, Planning Director	Phone 894-5900 x6121	Email allessard@windhammaine.us
Amount of CDBG Funds Requested	\$ 86,400	Total Project Budget	\$108,000
DUNS Number	071745418	Tax ID: 01-6000440	

Name and Signature of Authorized Official



Date

1/28/2020

2020 CDBG General Program Application

General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. - 10 points.

Focus your answer on issues *such as, but not limited to*: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

The proposed project will install a bus shelter, benches, and solar powered sidewalk/pedestrian scale lighting on the 800-foot public portion of Anglers Road.

Anglers Road (public) defines an edge of Windham's 21st Century Downtown Planning Area as well as being the access for over 200 residences into the North Windham Commercial District. The proposed pedestrian amenities will help connect the Anglers Road neighborhood to the new Downtown. The new Anglers Commons apartment complex currently under construction will have 42 market rate units with an internal sidewalk connection from Anglers Road (public) to the Donnabeth Lippman Park which will be available for public use. These same residents would have better, safer access to both public and school transit by adding a bus shelter just off Route 302. This project is in Census Tract 4801(2), which is eligible for an Area Wide Benefit infrastructure project.

This project will also serve as a pilot project for Windham's sustainability efforts by designing, installing, and monitoring the performance of solar powered pedestrian scale lighting as well as enhancing public transportation options for area residents.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points

- a. Convey the magnitude and severity of the issue to be addressed.

North Windham is the region's major retail center on US Route 302 (Roosevelt Trail) between Portland, Maine, and North Conway, New Hampshire. North Windham took on this regional retail role in the 1970's, corresponding with the start of a period of relatively rapid and consistent population growth. However, since zoning was established in the early 1970's new residential development was focused away from the North Windham commercial zones, resulting in highly segregated land uses, a large suburban shopping area spread out over two miles of Roosevelt Trail, an incomplete sidewalk network and few public facilities or amenities. Anglers Road pre-existed the development of the North Windham retail center and most of the residences in the neighborhood were constructed more than 50 years ago as seasonal camps on small lots. The Town relocated and constructed the 800-foot public portion of Anglers Road in 2016 to improve the alignment of the signalized intersection and traffic flow on Route 302. In 2018 the Town amended its zoning to allow for additional residential development in North Windham and a 42-unit market rate apartment complex is currently under construction on Anglers Road. The

proposed pedestrian and transit improvements will improve safety and create better access to the commercial district, public and school transportation, and the Donnabeth Lippman Park for both new and existing residents.

- b. Identify the total number of people affected by the issue.
 - i. Out of the total number of people affected, identify the number of people from low/moderate income households.

Within this North Windham community Census Block (004801-2) there are 390 Low to Moderate Income people out of 650 residents. The area has a Low/Moderate Income ratio of 60.00% and falls within the 2020 CDBG LMI Area Wide Benefit of eligible Census Blocks. The overall improvements will benefit the greater neighborhood with the improved safety and convenience the streetscape and transit improvements will provide. The solar powered pedestrian scale lighting pilot project is also a model for sustainability efforts within the region.

- c. Describe to what extent the` project makes in the long-term measurable difference in the economic and social health of the region.

The pedestrian and transit improvements will improve safety and allow for the residents on Anglers Road to better access services in Windham’s Commercial District and the region. The downtown area of North Windham will evolve into a place where people choose to live, work and play due to improved access management, pedestrian and bicycle networks, quality architecture and streetscapes, passive and active open space and better connectivity to existing and new residential neighborhoods adjacent to Route 302.

- d. Construction related activities: Convey how the project relates to the community’s long-range planning and capital improvement needs.

With the 2013 adoption of the 21st Century Downtown Master Plan, the Town of Windham has been working to create a new type of suburban downtown that promotes growth and change in a way that improves the quality of place in North Windham. As recommended in the Plan, amendments to the Land Use Ordinance were passed in 2018 to allow for an increase in economic development and housing opportunities in this zoning district. The increased residential densities that are now permitted result in a greater need for pedestrian amenities and other modes of travel. The installation of a bus shelter, benches, and solar powered sidewalk/pedestrian scale lighting will create a safe and attractive gateway to the Lakes Region as well as the heart to a vibrant town center.

3. Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.

The Town Manager, Finance Director, WEDC Executive Director, and Public Works Director comprise the management team. Their combined oversight will manage the administrative, fiscal and construction aspects of this project.

- b. Explain the experience of the applicant in undertaking projects of similar complexity.

The Town’s management team possesses over 85 years of combined experience with grants, grant application, management, reporting, fiscal oversight and project

supervision having successfully managed multiple Federal, State, and County grant funded construction projects.

- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The Town of Windham will maintain the Anglers Road streetscape improvements through its regular Public Works Department budget and work plan. Windham's Environmental and Sustainability Coordinator will monitor the effectiveness of the solar lighting installation.

4. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.

The Anglers Road Streetscape Improvement Project will proceed through the following steps. Construction of the project will commence upon final design, a successful bid process and contracting and would be completed within six months of the start of the fiscal year.

Design, product purchase, and installation:

The Town of Windham will request design assistance from qualified vendors for photometric and landscape design to ensure appropriate placement of the street lights, benches and bus shelter within the Anglers Road right-of-way. Once designed, the Town will prepare and distribute one or more RFP's for the purchase and installation of the solar lights, benches and bus shelter. An approved vendor(s) will commence installation as soon as possible.

- Describe any existing and/or potential impediments to project initiation.

There are no known impediments to proceeding with this project.

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation

For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

Please see Match Sheet for amounts and sources of matching funds. The matching funds will be secured as part of the Town's FY 2021 Budget as part of the Capital Improvement Program budget.

- List sources and amounts of matching funds on match sheet provided (*Appendix III*).
- Are the funds secured?
 - If yes: Provide documentation
 - If no: Describe what is pending or next steps

5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - **5 points**

Please see Appendix IV for budget.

- Describe how funds, including match when applicable, will be distributed between project elements.
- Limit the budget and budget description to that portion of your program that is applicable to this application.

Applications will not be accepted without a completed budget.

6. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - **5 points**

Please see Project Implementation Schedule attached.

7. **Need for CDBG Funds** (Answer either 7A or 7B)

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the **need for CDBG program funds** - **15 points**

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?

Pedestrian connections from residential areas surrounding downtowns are essential to the success of both the downtown and the residential areas. Windham's plan for the conversion of its North Windham Commercial District into a modern downtown and its connection to the Anglers Road neighborhood is no different. Safe and convenient access to everyday shopping and personal service needs are vital to residents, particularly those whose only reliable means of transportation is walking or public transportation. However, funding priorities continue to favor automobile transportation while funding for improvements to pedestrian and transit infrastructure, particularly in areas of high levels of low-and-moderate income residents is difficult to acquire. The completion of this project depends upon CDBG funding. The location and nature of the pedestrian and transit improvements, the innovative approach with solar-powered lighting, and the limited scope all fit well with the CDBG program.

- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

The Town of Windham has sought funding for implementation of its 21st Century Downtown Plan since its approval in 2013. Applications to PACTS as well as directly to MDOT for streetscape and pedestrian improvements within the 21st Century Downtown Planning area (the US Route 302 Commercial Corridor) have been unsuccessful as those dollars have been prioritized for traffic improvements. While Windham's TIF funds will be used for the match in this project, they have not accumulated to the point where completely funding this project would be possible.

- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If CDBG funds are not received this project will not proceed as described. If a partial award of CDBG funds occurs, the components of the project will be reevaluated with priority given to streetlights, benches, and bus shelter installation in that order.

7B) ECONOMIC DEVELOPMENT ONLY

Economic Development/Job Creation Related Projects Only – 15 points

This question will be answered by applicants seeking assistance for a private business. The project will meet a CDBG "national objective" by creating jobs for low/moderate income persons.

- a. Detail the financing package for the project, the steps taken to meet the business's capital needs and the need for CDBG funds to fill a financial "gap".
- b. Specify exactly what the CDBG funds will be used for, i.e. capital equipment, facility improvement, working capital, etc.
- c. Describe the role the CDBG funds will have on the business's ability to remain competitive and create jobs within the period July 2020 to June 2020. Identify the number of jobs to be created during this period.

- d. Describe the market the business operates in, i.e., competitors, costs and product demand. What risks does the business face?
- e. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

8. **Distress Score**

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

The Windham distress score is 5.

9. **Multi-Jurisdictional Bonus**

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**
 - i. How will low/moderate income residents in each participating community benefit from the project/activity?
 - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in Appendix V.**
- e. Distress score for multi-jurisdictional applicants:
 - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
 - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

<u>Project Implementation Schedule</u>								
<u>Activity</u>	Q #1 J – S 2020	Q #2 O – D 2020	Q #3 J – M 2021	Q #4 A – J 2021	Q #5 J – S 2021	Q #6 O – D 2021	Q #7 J – M 2022	Q #8 A – J 2022
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Design RFP/Design	X							
Product/Installation RFP	X							
Product Purchase/Installation		X						
Project Completed:		X						

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	\$21,600	Windham CIP	20%	<input checked="" type="checkbox"/> Yes / No	Windham's Gateway North "A" TIF fund.	
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
TOTAL MATCH		\$21,600					

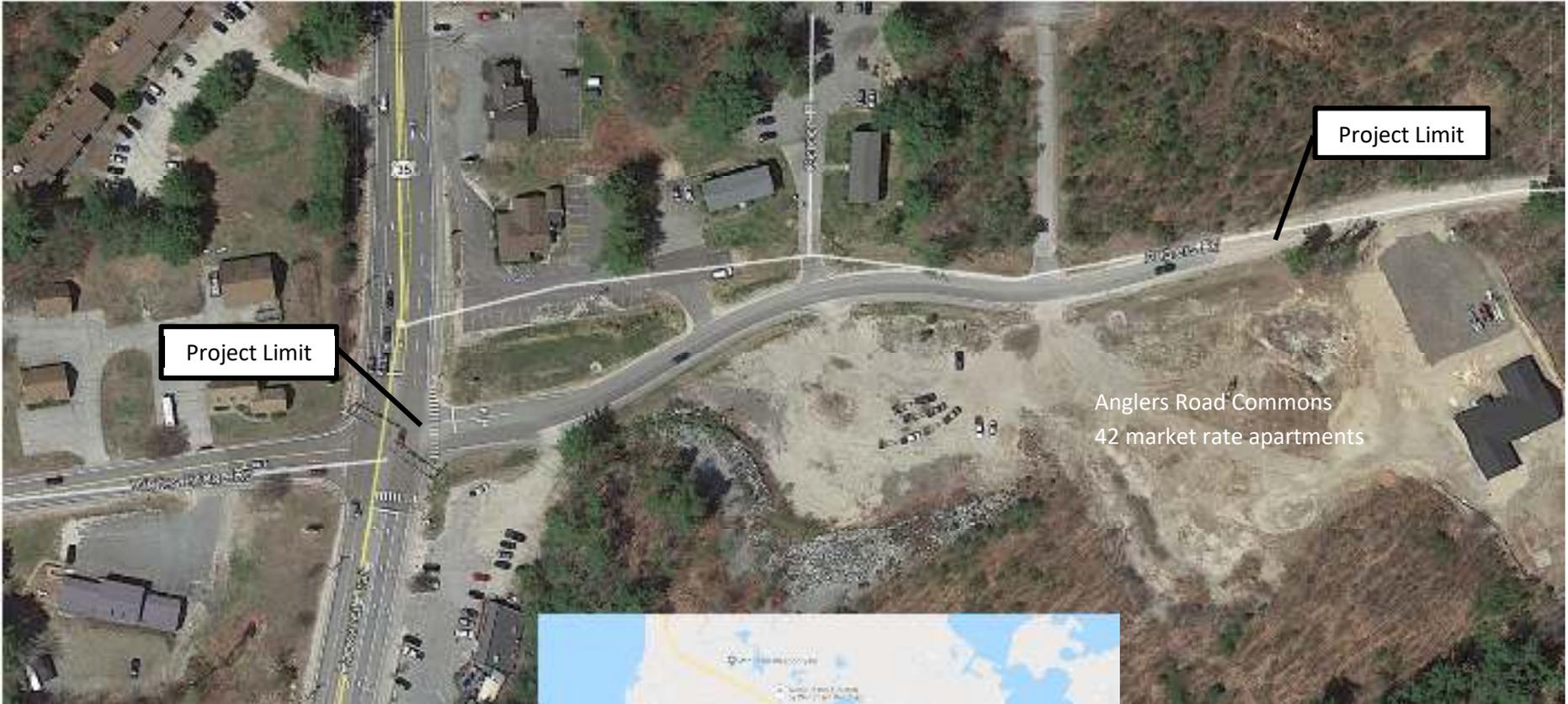
¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix IV: Budget

<u>Construction Projects</u>				
Cost Category	CDBG Funds	State/Local Funds	Federal Funds (non-CDBG)	Total
Design/Engineering	\$4,000	\$1,000		\$5,000
Land Costs				
Materials/Supplies	\$74,400	\$18,600		\$93,000
Construction Costs	\$8,000	\$2,000		\$10,000
Project Management				
Other				
1.				
2.				
3.				
4.				
Total Costs	\$86,400	\$21,600		\$108,000
Provide the basis for determination of budget amounts:				
Materials:				
Solar lighting system (panels, batteries, LED fixture, 15' steel pole) \$8,000 x 8 = \$64,000				
Pole base \$1500 x 8 = \$12,000				
Benches \$1,500 x 2 = \$3000				
Bench base \$1,500 x 2 = \$3,000				
Bus Shelter \$8,000				
Shelter base \$3000				

Windham, Maine Anglers Road Streetscape Project



Anglers Road Streetscape Project

product sample sheet



Town of Windham

Office of the TOWN CLERK

LINDA MORRELL

8 School Road

Windham, ME 04062

voice 207.892.1900

fax 207.892.1914

January 29, 2020

Cumberland County
Community Development Office
142 Federal Street, Suite 100
Portland, Maine 04101

To Whom It May Concern:

I, Linda S. Morrell, attest that on Tuesday, January 28, 2020 the Windham Town Council voted 6-1 in Favor of approving Order 20-015: To endorse an application for Community Development Block Grant (CDBG) funds for a proposed Anglers Road Streetscape project.

I have also attached the Council minutes that includes Order 20-015.

Sincerely,



Linda S. Morrell
Town Clerk, CCM



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, January 28, 2020

6:30 PM

Council Chambers

Council Meeting

I. Roll Call of Members.

Present: 7 - David Nadeau, Tim Nangle, Clayton Haskell, Rebecca Cummings, David Douglass, Nicholas Kalogerakis and Jarrod Maxfield

II. Pledge of Allegiance.

Council Chair Maxfield led the Pledge of Allegiance.

III. Minutes to be Approved:

CD 20-039 To approve the Minutes of the January 14, 2020 Council meeting.

Attachments: Minutes-Town Council-01-14-2020

A motion was made by Councilor Douglass, seconded by Councilor Nadeau, that the Minutes be approved. The motion carried by the following vote:

In Favor: 7 - Councilor Nadeau, Vice Chair Nangle, Councilor Haskell, Councilor Cummings, Councilor Douglass, Councilor Kalogerakis and Council Chair Maxfield

IV. Public Participation.

None.

V. Councilors' Comments.

Councilor Cummings followed up on the email that she and Barry Tibbets received that had to do about a potential guardrail to be put in on Varney Mill Rd.

She also received another email with concerns about low tree limbs on Falmouth Road and they hoped something could be done to take care of that.

In August she received a certificate for attending a Recreational Marijuana Conference Workshop. She was really impressed with it, and was really impressed with Kristin Collins. When Kristin came in and helped the Council with each point, she pretty much covered a MMA conference. The one thing new she learned was a warning. It is still illegal, at the Federal level right now, and is a Schedule 1 drug according to the DEA.

Councilor Douglass thanked Councilor Cummings for sticking to her guns on this and continuing to voice her opinion, even though he does not agree with her.

Councilor Nangle said they were notified in the MMA bulletin that there are more attempts

to water down the recreation Marijuana law. One is to change the distance from a school, and he has asked the Manager to contact the town attorney. He is in favor of the town having their very own set of very strict standards, and wants to take every precaution there is to protect our kids.

VI. PUBLIC HEARINGS.

20-028 To receive public comment and act on proposed amendments to Town of Windham Land Use Ordinance, Chapter 140, Sections 1200 and Appendix A, related to Open Space Impact Fees.

Attachments: 20-028 Cover Sheet

TC packet PB recommend Open Space Impact Fee 11-27-19

Public Hearing Participants:

Priscilla Payne 19 Quartz Circle serves on the board of the Presumpscot Regional Land Trust, which serves six communities in the area. She strongly supports the open space impact fees, and noted she was only speaking for herself. This could have a real impact on our community in the area of conservation for wildlife habitat, recreation and supporting educational opportunities in our schools.

Closed to public hearing.

A motion was made by Councilor Nadeau, seconded by Councilor Douglass, that the Order be approved. The motion carried by the following vote:

In Favor: 7 - Councilor Nadeau, Vice Chair Nangle. Councilor Haskell, Councilor Cummings, Councilor Douglass, Councilor Kalogerakis and Council Chair Maxfield

VII. CONSENT AGENDA.

VIII. UNFINISHED BUSINESS & GENERAL ORDERS.

20-009 To make an appointment to the RSU#14 School Board.

Attachments: 20-009 Cover Sheet

RSU 14 Board Application 1

RSU 14 Board Application 2

School Board - State Legislature Requirements

School Board Resignation Notification

Title 20-A Section 1474 Vacancies

Council Chair Maxfield opened the Order for Councilor's comments on the two applicants. The following Councilors spoke before the vote: Councilor Nangle, Councilor Nadeau, Councilor Maxfield, and Councilor Douglass. They thanked the applicants for stepping up, and they felt that they were both qualified for the position but there was only one vacancy and they had to make a choice. They talked about the many other committees in town that they could join and Councilor Nadeau said he hoped they both run in November.

Votes for Brandi Caceres:

Linda S. Morrell 1-29-2020

In Favor 2-5

Votes for Christina Small
5-2

Town Clerk Linda Morrell swore Christina into the position.

20-014 To endorse an application for Community Development Block Grant (CDBG) funds for the Group Home project as proposed by Port Resources.

Attachments: 20-014 Cover Sheet
Port Resources CDBG 2019 pre-applicaion
Port Resources Windham Presentation

A motion was made by Councilor Nadeau, seconded by Councilor Douglass, that the Order be approved. The motion carried by the following vote:

In Favor: 7 - Councilor Nadeau, Vice Chair Nangle, Councilor Haskell, Councilor Cummings, Councilor Douglass, Councilor Kalogerakis and Council Chair Maxfield

20-015 To endorse an application for Community Development Block Grant (CDBG) funds for a proposed Anglers Road Streetscape project.

Attachments: 20-015 Cover Sheet
2020 Anglers Road CDBG Application

Councilor Nadeau said he hopes we get the grant.

A motion was made by Councilor Douglass, seconded by Councilor Kalogerakis, that the Order be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Haskell, Councilor Douglass, Councilor Kalogerakis and Council Chair Maxfield .

Opposed: 1 - Councilor Cummings

20-020 To approve a mutual aid agreement for police resources and services to aid with public safety emergencies, pursuant to 30-A M.R.S.A. §2674, with municipalities in Cumberland County, and to authorize the town manager to sign the agreement on behalf of the town.

Attachments: 20-020 Cover Sheet
Agreement Between Municipalities JBGH Comments 12-12-19 RL
Agreement Between Municipalities JBGH Comments 12-12-19
CLEAN

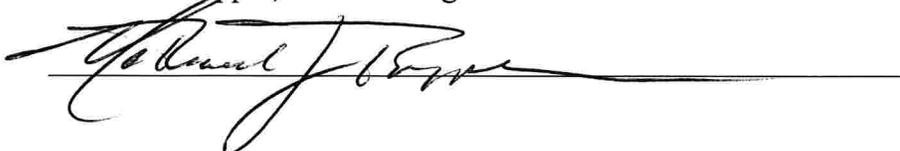
Interim Manager Barry Tibbetts said there are thirteen communities who are all involved in this agreement and all have looked at it, and this allows them to share resources and everyone is treated the same. The Manager said it is a good document and it is good for us.

Councilor Nangle asked if one of our Officers was called to another community and got hurt, does it go on our Workman's Comp or on the other community?

**Cumberland County Community Development Program
2020 CDBG General Program Application
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Town of Yarmouth		
Project Name	Yarmouth Community Campus		
Mailing Address	200 Main Street, Yarmouth, ME 04096		
Project Address	20 Mill Street, Yarmouth, ME 04096		
Authorized Official	Nathaniel Tupper, Town Manager	Phone 846-9036	Email ntupper@yarmouth.me.us
Project Director	Scott LaFlamme, Director of Economic Development	Phone 846-2401 X227	Email slaflamme@yarmouth.me.us
Financial Contact	Dawn Madden, Finance Director	Phone 849-9036	Email dmadden@yarmouth.me.us
Person who completed the Application	Sally DelGreco, Contract Grant Writer	Phone 712-8060	Email sdelgreco@delgrecostrategicpartners.com
Amount of CDBG Funds Requested	\$250,000	Total Project Budget \$300,000	
DUNS Number	0739935030000	Tax ID: 01-60000452	

Name and Signature of Authorized Official
Nathaniel Tupper, Town Manager



Date

1-27-2020

2020 CDBG General Program Application

1. Provide a **brief summary** (400 words max) of the proposed project

The Town of Yarmouth, in partnership with the Yarmouth Community Center Steering Committee and other community providers, requests \$250,000 in CDBG General Funds to renovate the Masonic Lodge in downtown Yarmouth. Funds will support Phase One of a multi-phase renovation and construction project to develop a centralized, multi-generational service center to be known as the Yarmouth Community Campus (YCC).

As Yarmouth has grown in population, the needs of the community have outstripped the capacity of facilities such as the food pantry, medical loan closet, aging in place programs, and youth services, all of which support low to moderate income residents. Through a generous donation of property from the local Masonic Lodge, Yarmouth will centralize and greatly expand provision of services for the community right in the center of town through the YCC.

The existing building has numerous code compliance and accessibility issues in the dining room, bathrooms, and kitchen that require remediation before the space can be utilized by Yarmouth's LMI population. Private funds are being used to develop architectural plans to renovate and update the building. CDBG General Funds will be used to complete Phase One of the YCC development project, specifically the renovation of the Masonic Lodge building by Project Resources, Inc., which will include adding new windows, adding handicap accessible entrances, upgrading the utilities, relocating and remodeling the kitchen, creating ADA complaint bathrooms, and improving substandard code conditions.

The YCC Steering Committee expects to complete the Phase One renovations by 2021 and begin providing services, including Aging in Place programs, multigenerational services, and Meals on Wheels, on site before the end of the year. Completing Phase One and actively using the building to serve the community will help build public support for Phase Two of the project which includes adding a new 8,500 square foot structure onto (or directly adjacent to) the current building and expanding the space available for programs and services. Work is being coordinated with several local non-profit organizations including Yarmouth Cares About Neighbors (YCAN), 317 Main and others.

2. Provide a response to the four questions below defining and justifying the **need for the activity**

a. Convey the magnitude and severity of the issues to be addressed

As Yarmouth has grown in population, the needs of the community have outstripped the capacity of the majority of the Town's facilities which support low-income residents. Many of the Town's community services are located at disparate, and often inadequate, sites. For example:

- The Yarmouth Food Pantry is in a tiny hallway, housed in the basement of the First Parish Congregational Church. It is unheated, not ADA compliant, and provides little privacy for clients. Over 80 families from Yarmouth, North Yarmouth, Freeport, Cumberland, and Pownal (nearly 270 people) use the Food Pantry, which was not designed to support such demand. Its limited freezer and refrigeration space often lead to turning away donations.
- The Medical Loan Closet received 520 equipment requests in 2019. However, equipment is currently stored in a custodial closet of a former one-room schoolhouse. Most of the volunteers are older people and accessing medical equipment is a challenge. Items are awkward and heavy and are piled floor to ceiling due to a lack of space.
- Yarmouth Community Services (YCS) has been housed in a “temporary” trailer behind the Town Hall for the past 18 years. In 2019 YCS served 1,362 meals to Yarmouth’s low-income children through its summer Lunch Crunch program. Over the 2018-2019 winter, YCS’ Operation Bundle Up handed out 109 coats, and many more scarves, mittens, snow pants, hats, etc. to individuals and families in need.
- The General Assistance office accessed by Yarmouth residents is located in Freeport.
- The Town lacks a centralized, accessible location for seniors to gather and access support and information. The local library reports that several older adults are regularly dropped off at the library due to a lack of other places for them to spend the day. The library is not equipped to care for or supervise older adults.

b. Identify the total number of people affected by the issue.

- i. Out of the total number of people affected, identify the number of people from low/moderate income households.

The YCC will be open and available to all 8,900 Yarmouth residents. The Town and the YCC Steering Committee expect 5,000 of the people served by the YCC to be from low/moderate income households.

c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

This project represents a holistic approach that consolidates Yarmouth’s resources into a centralized, accessible location, creating a single point of access for low-income households. In the long term, establishing the YCC will:

- Improve accessibility to the Food Pantry and Medical Loan Closet through better parking, expanded space, ADA compliancy, and improved storage.
- Reduce social isolation by creating – for the first time – a multigenerational space for people of all ages to congregate for a variety of activities in a safe, vibrant environment.
- Provide office space for General Assistance and Yarmouth’s Resource Specialist from Southern Maine Agency on Aging (SMAA).

- Provide workshop space for Aging in Place programs on topics such as mental health, cognitive loss, managing chronic pain, caregiving, Medicare, and financial assistance.
- Increase the overall number of LMI Yarmouth residents accessing social services.
- Provide access to the internet for those who do not have access at home – including seniors, students, and low-income adults.

d. Convey how the project relates to the community's long-range planning and capital improvement needs.

The YCC is one of several major development projects underway in downtown Yarmouth and along Mill Street to connect services and programs and make the downtown more accessible including:

- 317 Main - Directly adjacent to the YCC site - is developing a 200-seat performance art center and additional practice facility for enhanced program offerings and community space (\$3 million project value).
- Develop Railroad Square – adjacent to YCC – to provide 55+ housing with commercial mixed use.
- Improve access to Royal River Park – directly behind YCC – from downtown Yarmouth.
- Implement Yarmouth's recently finalized streetscape improvement plan for the Main Street Village, reaching from Latchstring Park at West Elm Street to Marina Road.
- Expanding parking, including increasing the number of handicap designated spaces, in the downtown to provide more one-stop parking.
- Establish a direct connector from Main Street to the Masonic Lodge

3. Provide a response to the three questions concerning management of the proposed activity

a. Define who will manage the grant funded project and how they will manage it.

Scott LaFlamme, Economic Development Director for Yarmouth, will serve as staff to the Project. Since joining the Town of Yarmouth in 2017, Mr. LaFlamme has established a broad professional network of business owners, developers and realtors which has resulted in over \$55 million in new private development for the community. He will be actively supported by the YCC Steering Committee who will establish a Building Subcommittee to monitor the day to day work of the project and provide regular updates to the Steering Committee and Town staff.

Dale Akeley, President and Owner of Project Resources, Inc., (PRI) has been hired by the YCC as well as the Masons, to complete the renovation and remodeling of the Masonic Lodge. PRI is a Maine-based Construction and Project Management company in business since 1995. PRI is well-versed in all common methods of construction. Their involvement typically begins with the General Conditions soft costs of a project, and runs through all sixteen divisions of construction.

Mr. Akeley has provided input into the attached Project Implementation Schedule and will work closely with the YCC Construction Subcommittee to ensure that construction activities occur on schedule. If adjustments to the Implementation Schedule are necessary, Mr. Akeley will provide a justification and a revised schedule to the Construction Subcommittee on a timely basis.

b. Explain the experience of the applicant in undertaking projects of similar complexity.

As noted above, the Town of Yarmouth has several major development and construction projects underway in the downtown. The Town has managed grant projects and federal funds for projects similar to the YCC for decades, including hiring the professionals required for successful completion. The Town has met and complied with all reporting requirements, submitted technical reports, and accomplished the goals of grant agreements. Since 2004, the Town has been very successful in obtaining (\$1,000,000+) and administering grants from FEMA and the Department of Homeland Security (DHS). Most recently, the Town was awarded \$193,000 from DHS to replace the Fire Department's collection of CBA breathing apparatus.

c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The 99-year lease executed between the Town of Yarmouth and the Masons demonstrates the Town's commitment to continue the maintenance and operation of the YCC. Through sub-leases, the Town will parse out responsibilities for ongoing maintenance and operation to the individual users including the YCC, Masons, 317, the Yarmouth Food Pantry, etc. The Town is committed to making the necessary site improvements such as parking, site accessibility and pedestrian connection to Maine street.

4. Demonstrate that the project is ready to proceed

a. Describe the steps that have been completed or must be completed to bring the project to construction start.

The YCC Steering Committee is confident that construction will start upon the receipt of CDBG funds. The following steps have been completed or will be completed before mid-2020:

- In August 2019, the Masons established a 99-year lease for \$1 with the Town of Yarmouth for use of the Masonic Lodge building.
- ADA/Life Safety code analysis of the building was completed by Yarmouth Building Inspector and Code Enforcement Officer in summer of 2019.
- The Phase I environmental review was completed in the spring of 2019 by Ransom Consulting and came back clean.
- The Town of Yarmouth established the 20 Mill Street Advisory Council comprised of all of the users – Masons, YCC, neighbors, YCS, 317, etc. - in the fall of 2019.

- Yarmouth Town Council approved a sublease to the YCC to renovate the building on December 19, 2019 and subleased a portion of the Masonic Lodge back to the Masons to continue their programming.
- The YCC has hired Dale Akeley to serve as the Project Engineer to oversee construction.
- Mr. Akeley developed cost standards for the renovation and remodel.
- Architectural drawings for renovating and remodeling the Masonic Lodge will be completed by the end of January 2020.
- The YCC Steering Committee will meet with the Masons in January 2020 to discuss the scope and timing of the interior renovation work.
- Site design and engineering activities are currently underway and are expected to be completed by February 2020.
- A traffic study of Mill Street and the area surrounding the Masonic Lodge is currently underway as part of the Yarmouth's CDBG Planning Grant and is expected to be completed by spring of 2020.

b. Describe any existing and/or potential impediments to project initiation.

At this time the only potential impediment to project initiation is adequate funding. If CDBG funds are awarded, the project will move forward as planned. CDBG funds could be used as match to leverage federal dollars to support the project. Yarmouth does not have funds earmarked for this activity and is committed to keeping this project off of the tax rolls due to current budget priorities. Yarmouth has identified sufficient matching funds should CDBG funds be awarded as documented on the attached match sheet.

c. Are matching funds secured? If yes, provide documentation. If no, describe what is pending or next steps.

Matching funds are secured as demonstrated on the attached Match Documentation worksheet.

5. Budget for project. Fill in the attached budget form *and provide the basis for determination of budget amounts*

The required budget form is provided as an attachment to this proposal.

6. Implementation schedule for project: Fill in the attached schedule form (*Appendix III*)

The required implementation schedule is provided as an attachment to this proposal.

7. Need for CDBG Funds

7A) NON-ECONOMIC DEVELOPMENT ONLY

a. Why are CDBG funds critical for the commencement and ultimate success of the project?

To date, nearly all the work to make the YCC a reality has been provided pro bono by committed community volunteers. This includes property surveys, drawings of the current Masonic Lodge with the proposed addition, and legal/business services. CDBG Planning funds were secured in 2019 and will be used to assess traffic patterns, pedestrian safety, turning radius and the overall usability of the Mill Street property. CDBG General funds will allow the Town and YCC to renovate and remodel the Masonic Lodge and create a centralized space that best meets the needs of our low-income neighbors. The YCC Steering Committee expects that programming at the renovated Masonic Lodge will occur by the end of 2020. Using CDBG funds to pay for construction costs will position the YCC Steering Committee to approach Maine foundations and private donors to pay for program-related costs as well as begin to raise funds for Phase Two. Actively using the building to serve the community will help build public support for Phase Two of the project which includes adding a new 8,500 square foot structure onto (or directly adjacent to) the current building and expanding the space available for programs and services. Yarmouth does not have funds earmarked for this activity and is committed to keeping this project off of the tax rolls due to current budget priorities.

b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Matching funds are available and are detailed in the attached budget. The YCC Steering Committee has been actively fundraising for the YCC project for the past three years. It is the intent of the Steering Committee that the YCC will be supported through private donations, in-kind contributions of services, grant money, and special events. To date, approximately \$48,000 in cash has been raised from local residents which will be used to support the project.

c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If CDBG funds are not received, or if only partial CDBG funds are received, the Town of Yarmouth and the YCC Steering Committee remain committed to moving ahead with the project. However, without CDBG funds or with only partial funding available, the difference will have to be made up through private fundraising efforts which will likely delay the project for 12-18 months. This will negatively impact low/moderate income residents of Yarmouth as demand for services continues to increase, adding capacity constraints to an already fragmented and inadequate social safety net.

8. Distress Score

The 2020 Community Distress Score for Yarmouth is 2.

Project Implementation Schedule

<u>Activity</u>	Q #1 J – S 2020	Q #2 O – D 2020	Q #3 J – M 2021	Q #4 A – J 2021	Q #5 J – S 2021	Q #6 O – D 2021	Q #7 J – M 2022	Q #8 A – J 2022
Phase One Construction	X	X						
Final Reporting			X					
Project Completed:			X					

Appendix IV: Budget

<u>Construction Projects</u>				
Cost Category	CDBG Funds	State/Local Funds	Federal Funds (non-CDBG)	Total
Design/Engineering		20,000		20,000
Land Costs		10,000		10,000
Materials/Supplies				
Construction Costs	250,000			250,000
Project Management		20,000		20,000
Other				
1.				
2.				
3.				
4.				
Total Costs	250,000	50,000		300,000
<p>Provide the basis for determination of budget amounts:</p> <p>Please see attached itemized budget from the Project Engineer, Dale Akeley</p>				

YCC - Masonic Hall

8/21/2019

item	unit	rate	totals
general demolition and renovation	1800 sq ft	75	\$ 135,000.00
kitchen/grease trap/hood	one	ls	\$ 50,000.00
new window openings and windows	4	4000	\$ 16,000.00
new entry door opening and door	one	ls	\$ 6,000.00
shared stair security gate	one	ls	\$ 3,000.00
new restroom fitup	2	10000	\$ 20,000.00
parking lot striping	one	ls	\$ 1,500.00
building trim repair	one	ls	\$ 3,000.00
re - roof with new asphalt shingles	one	ls	\$ 18,000.00
contiingency	one	ls	\$ 40,000.00
total budget			\$ 292,500.00

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	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	\$			Yes / No		
	Other Cash	\$48,000	Private Fundraising	YCC Contribution	Yes	Letter attached from YCC Chair Horace Horton	
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$2,000	Scott LaFlamme's time	50 hours X \$39.50/hour	Yes		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
TOTAL MATCH		\$50,000					

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.



January 21, 2020

Cumberland County CDBG Review Committee Members,

The Yarmouth Committee Center is thrilled to submit this CDBG request to help convert the existing Casco Masonic Lodge into a warm and inviting social service hub for Yarmouth and surrounding communities. This project is the first of a multi-phased approach which will result in a much larger community gathering space where Yarmouth's most vulnerable populations can visit and receive necessary assistance.

To show our enthusiasm for this project, Yarmouth Community Center is prepared to contribute \$48,000 in cash toward this initiative. The match will go towards the construction of necessary building upgrades. If you have any clarifying questions, please don't hesitate to contact me at hhorton@ddlaw.com.

Sincerely,

Horace Horton
Chair, Yarmouth Community Center Steering Committee

**TOWN OF YARMOUTH
MINUTES OF THE TOWN COUNCIL MEETING**

Meeting: 7-19/20
Date: December 19, 2019
Time: 7:00 PM
Place: Log Cabin

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

P Meghan Casey 1 South Street
P April Humphrey, 277 East Main St
P Andrew Kittredge, 84 Rogers Road
P Richard Plourde, 87 Pinewood Road
P Timothy Shannon, 47 West Elm St
P Randall Bates, 30 Tannery Lane
P Robert Waeldner, 141 Oakwood Drive

1st Order of Business: Roll Call of Members

2nd Order of Business: To approve the minutes of Meeting 6-19/20 held Nov 21, 2019 and the Record of the Operations Committee held October 30, 2019.
Councillor Kittredge moved to accept and then amended to approve only the 11/21/19 minutes, amended motion passed 7-0.

3rd Order of Business: Public Comment. Kim Connell, Lafayette St & Upper Village business owner and member of Latchstring Park commented she was not aware Latchstring Park Task Force were presenting to the Council last week. She is not in favor of turning into more green space and how important parking is in the upper village.

Item No. 42: Reports.

Chairman Bates reported the Harbor Waterfront Committee received a presentation from an aquaculture representative on oyster beds and a 2 year project. Discussions will continue about this topic.

Item No. 43: Liquor license and Special Amusement permit to each of the following establishments: Gather, Royal River Grill House, Otto, AMVETS

Be it ordered that issuance of a full-time malt, spirituous and vinous liquor license and Special Amusement permit to each of the following establishments is hereby approved: Gather, Royal River Grill House, Otto, AMVETS
7-0

Chairman Bates passed over Items 44 & 45 to await the arrival of key speakers Item 46 taken out of order.

Item No. 46: Authorize the Dog Park Committee to pursue a site concept at Pratts Brook Park for further Town Council consideration.

Whereas, the Dog Park Committee has investigated a variety of potential sites on town-owned lands in Yarmouth for a fenced in off-leash dog park area, and

Whereas, the Committee has made a determination that a portion of Pratt's Brook Park off the North Road parking area of approximately 1.5 acres in size offers the best potential opportunity to create a dog park, subject to additional investigation, outreach to abutters and other stakeholders, engineering review and permit scoping requirements, and the authorization of the Yarmouth Town Council for use of said portion of Pratt's Brook Park for a dog park, and

Whereas, the Committee has reported its preliminary findings and recommendations to the Town Council and has requested guidance from the Town Council on the advisability of further investigation of the North Road conceptual site and the willingness of the Town Council to approve such a dedicated use of the site subject to satisfactory identification and addressing of all relevant abutter, stakeholder, and project development considerations and drafting of reasonable and effective management rules for the long-term success and sustainability of the dog park,

Now therefore be it Resolved by the Yarmouth Town Council in town council assembled that the dog park conceptual plan as presented by the Dog Park Committee is hereby received, and

Be it further Resolved that the Dog Park Committee is encouraged to continue its due diligence efforts and further investigation of the site at Pratts Brook Park to include outreach to abutters and other stakeholders, engineering review and permit scoping requirements, drafting and public vetting of management and operating plans for the proposed dog park, and to report its findings and recommendations to the Town Council upon completion of such work for further Town Council consideration and approval.

Motion by Councilor Humphrey, 2nd Councilor Casey.

Motion as amended to include amendment #1 below, passes 6-1, Kittredge

Motion to amend by Councilor Waeldner, 2nd Councilor Plourde

2 amendments:

1. Stakeholders defined as disc golf users, School athletics, friends and users of Pratt's Brook Park, neighbors and proponents
Passes 7-0
2. (1) Intent to develop the park using private fund, and the town is not being asked to fund and (2) further Town Council action is required but not guaranteed
Fails 2-5, Kittredge, Casey, Bates, Humphrey, Shannon

Item No. 44: Authorize a long-term sublease to Yarmouth Community Center for 20 Mill Street.

Be it Ordered that pursuant to Council Order 72-18/19 voted Feb 28, 2019, the Town Council hereby authorizes a non-exclusive sublease agreement as presented at this meeting for the use and development of property at 20 Mill Street (Masonic Lodge Lot) to Yarmouth Community Center, a copy of said draft lease to be attached to the minutes of this meeting.

7-0

Item No. 45: Authorize submission of a CDBG grant application to help fund Phase 1 of the 20 Mill Street project.

Be it Resolved that the Town Manager or his designee may submit a grant application to the Cumberland County CDBG program committee a funding request to assist with the development of engineering plans, studies, designs, and site investigations as well as facilitation and structuring of future operating agreements on behalf of YCC for development of a Community Center at 20 Mill Street.

7-0

Item No. 47: Options for capital improvements at the Transfer Station/Recycling Center to accommodate safe operations under PAYT

Whereas the proposed cost and scope of improvements to the Transfer Station and Recycling Facility necessary and prudent to implement the PAYT program as voted on April 25, 2019 is revised and

Whereas, the Town Council wishes to reaffirm its resolve to implement a new Pay-As-You Throw Program with changes to the proposed scope and estimated costs of constructed improvements as presented at this meeting,

Now Therefore be it Ordered that Council Order 95-18/19 voted April 25, 2019 is hereby amended as follows:

Now therefore be it Ordered by the Yarmouth Town Council that the Council:

Directs the Town Manager to implement the Transfer Station facility changes most recently presented to the Town Council by the Director or Public Works at this meeting (in substantially consistent with the Modified Option dated December 2019 as drafted by Woodard and Curran Engineers, a copy of which to be attached to the Minutes of this meeting) with the following additional changes:

- Appropriates an amount not to exceed ~~\$770,000~~ \$839,318 for the Capital Improvements;
- Directs the Manager to obtain lease-purchase financing for the Capital Improvements such that (i) the project will be entirely paid for by such financing, (ii) the lease payments will be paid by bag fees from the PAYT program; and (iii) the PAYT program will not increase property tax rates;

- Calls for Amendments to Chapters 306 and 401 to implement a PAYT program with bag fees, with an effective date as of January 1, 2020; unless a different date is established by the Town Council in a vote subsequent to this action.
- Directs the Manager to prepare a public information and awareness program to alert the public that Yarmouth is adopting a PAYT program.
- Directs the Manager to report to the Council on progress toward completion of the Capital Improvements, public awareness, and other necessary steps by October 1, 2019.

And, be it further resolved that this Council intends that all PAYT revenue in excess of the amount required to retire the lease agreement for the Capital Improvements shall be used to lower the property tax rate that the Town would otherwise require.

Original Motion by Councilor Shannon, 2nd Humphrey

Motion to amend the original motion by Shannon, 2nd Humphrey, to correct the \$839,318 to \$ 858,442

Motion to table, Councilor Shannon, 2nd Casey. Table item to 1/16/2020, put on the Ops agenda for 1/9. Passes 7-0

Item No. 48: Executive Session

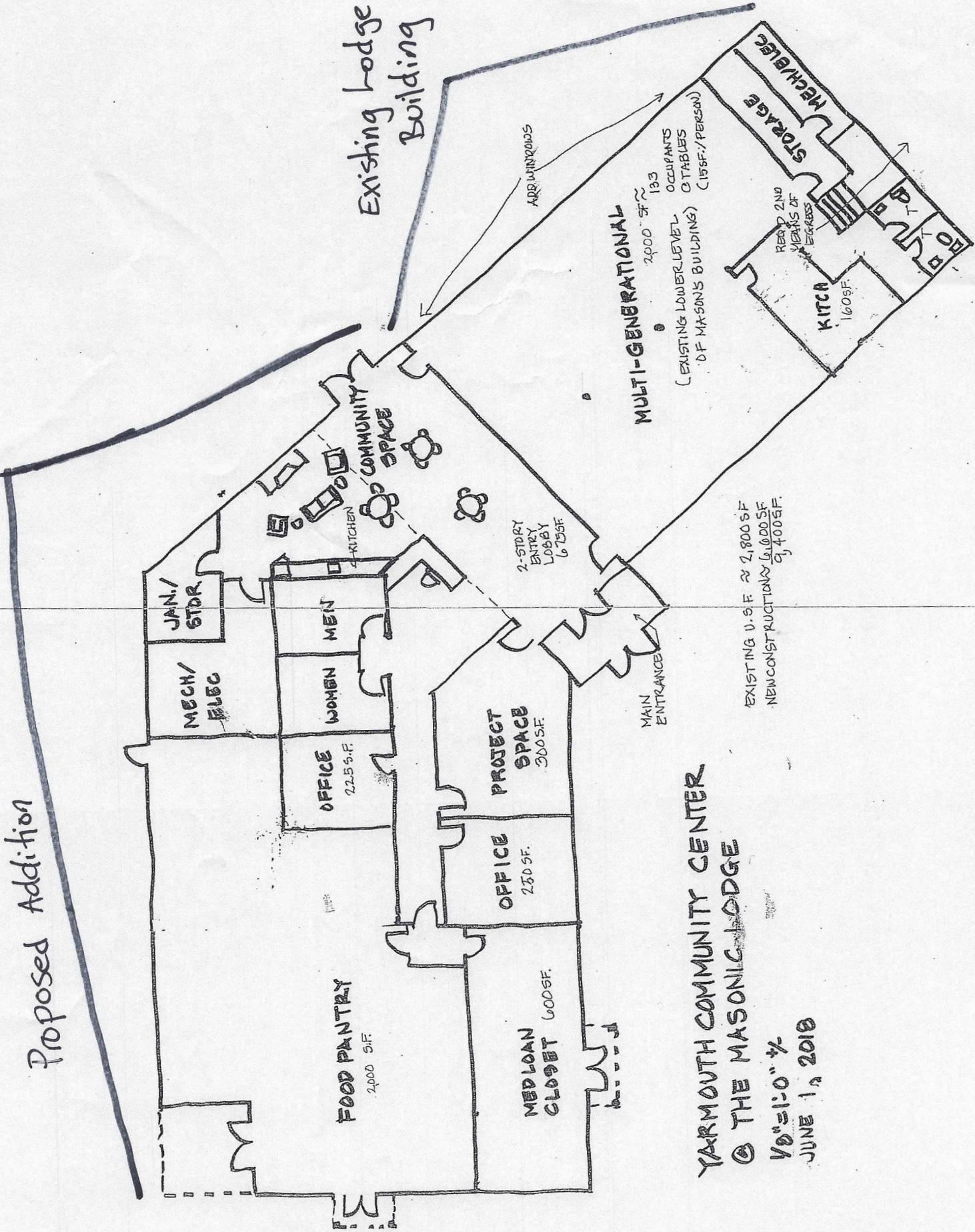
Entered into Executive Session pursuant to Title 1 MRSA 405.6.a

Exited Executive Session - no actions taken

Adjourned at 10:21 PM

Respectfully submitted,

Jennifer S. Doten, Town Clerk



Proposed Addition

Existing Lodge Building

MULTI-GENERATIONAL
 2,000 SF ~ 133 OCCUPANTS @ TABLES (15 SF / PERSON)
 ADD. WORKTOPS

EXISTING U.S.F. ~ 2,800 SF
 NEW CONSTRUCTION ~ 16,600 SF
 TOTAL ~ 19,400 SF

YARMOUTH COMMUNITY CENTER
 © THE MASONIC LODGE

1/8" = 1'-0" +/-
 JUNE 1, 2018