

**Cumberland County Community Development Program
2015 CDBG General Program Application
Community Cover Page**

Project Title: Bailey Island Library Hall Renovation

Lead Community: Town of Harpswell

Additional Communities: N/A

Contact Information

Name: Kristi Eiane, Town Administrator

Address: Town of Harpswell, P.O. Box 39, Harpswell, ME 04079

Email: keiane@town.harpswell.me.us

Tel : 207 – 866 – 5771

Program Category

Public Infrastructure/Facility X
Housing

Downtown Revitalization
Economic Development

CDBG “National Objective”

Low/Moderate Income: Area-Wide X Limited Clientele

Direct Benefit: Presumed Group: Residents (Identify Group)

Slum/Blight: Area-Wide Spot Basis

Amount of CDBG Funds Requested: \$60,000

Total Estimated Project Cost: \$76,983

Name of Authorized Official: Kristi Eiane, Town Administrator

Signature of Authorized Official: 

**Cumberland County Community Development Program
2015 CDBG General Program Application
Community Cover Page**

Project Title: Bailey Island Library Hall Renovation

Lead Community: Town of Harpswell

Additional Communities: N/A

Contact Information

Name: Kristi Eiane, Town Administrator

Address: Town of Harpswell, P.O. Box 39, Harpswell, ME 04079

Email: keiane@town.harpswell.me.us

Tel : 207 – 866 – 5771

Program Category

Public Infrastructure/Facility X

Housing

Downtown Revitalization

Economic Development

CDBG “National Objective”

Low/Moderate Income: Area-Wide X Limited Clientele

Direct Benefit: Presumed Group: Residents (Identify Group)

Slum/Blight: Area-Wide Spot Basis

Amount of CDBG Funds Requested: \$60,000

Total Estimated Project Cost: \$76,983

Name of Authorized Official: Kristi Eiane, Town Administrator

Signature of Authorized Official: 

Bailey Island Library Hall Renovation Project

1. Project Description:

The Bailey Island Library Hall Association (BILHA), in association with the Town of Harpswell proposes an 18-month multi-faceted renovation project to make improvements to the historic Bailey Island Library Hall (BILH). The project will use a competitive bid process to procure contractors for the work and services needed. 1. The project will restore specific existing elements of BILH to maintain its original character and improve safety and structural integrity. CDBG funds are requested for: repairing the doors and windows; replacing basement windows; purchase and installation of a new water heater; the purchase and installation of a new furnace; installation of additional outside lighting; sidewalk repair; an architectural inspection and assessment of the bow in the west wall of the hall; and repair to the original bookcase doors. In-kind will be used to replace knob and tube wiring; repairs to the chimney and fireplace; and exterior painting; 2. The project will undertake upgrades to the BILH to improve accessibility for elders and people with disabilities that will meet ADA compliance criteria. CDBG funds are requested for: upgrades to provide a handicapped accessible bathroom and landscaping to provide a level walkway and ease of access from the main road for foot traffic to the Hall. In total the project is requesting \$60,000 in CDBG funds and BILHA will provide \$16,983 in-kind.

The BILH is prominently situated on the southern-most end of Route 24 on Bailey Island in Harpswell, Maine. It is the third of a string of three islands – Great, Orr’s, and *Bailey Island*, each joined by bridges - located on approximately 20 miles south of Brunswick and 50 miles from Portland, Maine.



The hall is used on a regular basis as a community gathering place and is available for the benefit and enjoyment through various community events - from birthday parties to art exhibits and from weddings to community organization meetings and fundraisers. While the project will serve all Harpswell residents, the primary recipients are from Bailey and Orr’s Island. The total year-round population of Harpswell is 4,845, with over 1,000 residing on Orr’s and Bailey Island. (Orr’s and Bailey’s islands now qualify as a low/moderate income census block group.)

Toni Mark, who grew up on Bailey Island, and previously served as the Grants Administrator for the Alaska Native Heritage Center in Anchorage, AK will serve as the .20 FTE Project Director. She will work closely with the President of BILHA to coordinate activities.

1. Need for the project

- a. ***Magnitude and severity of the issue to be addressed:*** While the Hall is functional, several elements affecting efficiencies, accessibility, and safety have become quite apparent.

- i. **Barriers to accessibility:** Elders and community members with disabilities struggle to be able to attend events at the Hall. The facility lacks full ADA compliance. While there is a ramp to a back entrance, the grounds and walkways are uneven and it lacks a direct access from the main road up to the facility. In addition, the bathroom is not handicap accessible. Overall, these issues pose a safety risk and a barrier to the Hall and events for disabled and elderly patrons. This is further exacerbated by Harpswell's aging population. Maine is the oldest state in the nation. In 2013 it is estimated that 17.81% of central Maine's population will be over 65 years of age and 41.54% will be over 55 years of age; these percentages are expected to grow to 20.48% and 43.64% respectively by the year 2018. Also, according to the US Census, in 2010, Harpswell had higher proportions of residents 45 years and older than Cumberland County and the state, and lower proportions of residents 44 years and younger.
- ii. **Safety issues:** The walkways and entrance from the main road pose safety issues to elders and those with disabilities. In addition, the Hall currently has only three outside lights which poses a safety issue for events occurring in the evening. The Hall is approximately 13,070 sq ft and the lighting is sadly inadequate for its size. The original knob and tube wiring, has over time degraded, exposing some bare wires to air and moisture which increases the chance of a fire or short.
- iii. **Efficiencies:** The current furnace, which was used when installed over 12 years ago, is far from efficient making it very costly to run. As a result events are limited during the colder months of the year. The Hall must be heated during the winter months to prevent damage, and this is very costly. The water heater is far from efficient and is costly to maintain and also lacks the capacity for the larger events. Replacing broken windows and doors will also contribute to energy saving as well as improve the security of the Hall. Combined, these renovation activities will provide the added benefit of significantly reducing ongoing heating and electrical operational costs.
- iv. **Structural integrity:** The Hall, located in a maritime climate, is exposed to coastal storms and periods of damp conditions brought on by dense fog. Painting the Hall protects the structure from the damaging effects of these elements. The chimney needs to be repointed and steel plate replaced. The mortar is crumbling and the bricks are in danger of being dislodged. The bricks in the fireplace need to be replaced to reinforce its structural integrity as well as original character. The BILHA needs to have an architectural inspection and assessment of the bow in the west wall of the hall. Once completed they will be able make plans on any correctional activities. It is anticipated that through this assessment other structural issues that will need to be addressed at a later time will be identified.

Overall, the benefits of addressing these issues include the elimination of safety and security concerns; increased attendance at events from barriers removed; additional programming; and, reduced heating and electrical costs which increases the sustainability of the Hall and operations.

- b. **Out of the total number of people affected, identify the number of people from low/moderate income households:** The total year-round population of Harpswell is 4,845.

Bailey Island Library Hall Renovation Project

Maine's most scenic working harbors, to promote and support the arts. The Hall already hosts many events, which in turn utilizes several local business. Wedding receptions are a good example.

In addition, through the competitive bidding process for the work needing to be done during the project, the BILHA has the opportunity to hire local contractors and business services.

d. Convey how the project relates to the community's long-range planning and capital improvement needs. The Town of Harpswell recognizes the need to preserve its historic character, buildings, and sites. The town's comprehensive plan contains specific language that speaks to this commitment. Specifically, Library Hall sits in one of the traditional villages that the comprehensive plan discusses. This renovation project is one step in preserving the historic integrity of this village.

2. Management of the proposed activity:

Who will manage the project and their experience: Toni Mark, who grew up on Bailey Island, will provide the Project Management for the project at .20 FTE. She will work closely with the President of the BILHA. She will be responsible for setting up and maintaining project files; managing the competitive bidding process from posting the requests for bid to facilitating the selection process with the BILHA; scheduling work and monitoring progress against the project schedule; coordinating with the Maine Historic Preservation Commission on work that affects historic integrity; managing the project budget; submitting CDBG reports; and Liaison with the BILH and Town of Harpswell. Ms. Mark has over five years of experience managing grants. As Grants Administrator for the Alaska Native Heritage Center in Anchorage, Alaska, she managed grants of various sizes and complexities ranging from a \$3,500 Film Festival grants to \$400,000 for a facility expansion project. Key responsibilities included researching state, federal, local and private funding opportunities, grant writing, award negotiations, funder communications, and meeting reporting requirements. Ms. Mark is very familiar with CDBG grants. As General Administrator for the Native Village of Kwinhagak, she assisted the City of Quinhagak, in Quinhagak, AK, in implementing their CDBG for the design and permitting phase for a public safety facility. She also assisted the City of Meykoruk on Nunival Island in AK in meeting reporting requirements and deadlines. She also had hands-on experience managing a major project to close an open sewage dump. This included the scheduling of work, recruiting the work force, ordering supplies and coordinating with EPA and Department of Environmental Conservation. It was closed successfully, on time and within budget.

Ongoing Commitment to continue the maintenance and operation of the facility: The BILHA is fully committed to the ongoing maintenance and operation of the Hall. Over the past five years the BILHA has already taken great strides in accomplishing necessary renovations to the Hall that included: a new well (February 2014), new ceilings and walls, new appliances, new storage building, and refurbishing the original woodwork and floors.

Bailey Island Library Hall Renovation Project

Harpswell is a unique community, shaped by its geography. It consists of long peninsulas, over 30 islands, with 200 miles of ocean coastline. The Merriconeag Sound physically divides the town of Harpswell. On the west is a single peninsula, Harpswell Neck, and to the east, Harpswell's other half which is made up of a string of three islands – Great, Orr's and **Bailey**, each joined by bridges. There is no single community hall or central spot where all of the residents can gather. The BILH serve as the key gathering place for Orr's and Bailey Island. Orr's and Bailey's islands now qualify as a low/moderate income census block group. According to Census Block Group 017102-1 from Appendix II: 2015 Exception Rule List, of the 1,010 residents on Orr's and Bailey Island, 570 are 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: In the fall of 2012, the Town of Harpswell hired a consultant and began planning for an economic development strategy. The process involved numerous meetings with local residents. From Economic Development Plan for the Town of Harpswell, Maine 4-4-213, "The people of Harpswell described that economic development in Harpswell should:

- create more employment opportunities for Harpswell residents
- increase incomes
- help attract and retain new families and sustain a vibrant year-round community
- be in keeping with community character and heritage
- be of appropriate scale and support, not overwhelm, the existing community
- support existing businesses as well as new ones
- be environmentally benign, without pollution or negative impacts on the natural environment."

Maintaining and preserving the BILH in great part helps to achieve these objectives. For over 100 years, the BILH has been a focal point for residents, serving as a gathering place for many community events adding to the vibrancy of the community. Through weddings and receptions, lobster bakes, bake sales and ice cream socials. Through fundraising efforts by the Mingo Club (original book club) formed in 1906, the BILH was commissioned in 1909 and erected three years later on land donated by Mr. and Mrs. Charles Root. Completed in 1911, the BILH was incorporated on October 14 of the same year. On December 31, 2008 the Hall was listed in the National Register of Historic Places as a site important both to the social and educational history of the island, and as a significant example of the work of a master architectural firm, Mann & MacNeille.

Tourism and the arts is a growing sector in Harpswell. Local artists and visiting artists have been able use to the Hall for exhibits promoting their work. Part of the economic development strategy poses to more aggressively promote tourism and the arts in Harpswell. This will attract more summer traffic, thus more exposure for local talent. While Harpswell, in particular Orr's and Bailey Island lack a critical mass of year-round residents to support year-round businesses, there is great potential during the summer months for the Hall, prominently situated on the main road on Bailey Island overlooking the Johnson Field Preserve and Mackerel Cove, one of

Bailey Island Library Hall Renovation Project

The cost of this work was approximately \$40,000 and was paid through fundraising events and Hall rental fees. As recently as December 2014, the BILH paid \$2,400 for repairs to the chimney and fireplace. Today the Hall continues to be sustained by fundraising efforts of the Mingo Club as well through rental fees and donations. The Board of Trustees - all volunteers – provide oversight and management of the facility.

3. **Readiness to Proceed:**

Completed steps: The BILHA has the support of the community in pursuing the proposed project. Through the various fundraising efforts, the community is kept well informed and attendance is always brisk. Cost estimates for the work to be done have been received and a letter of commitment by Toni Mark has been received. The BILHA is also prepared to work with the Maine Historic Preservation Commission for approvals and guidance on all items that may affect the historical integrity of the Hall.

Potential impediments: As the Hall is on the National Register of Historic Places, a potential impediment could be meeting requirements imposed by the Maine Historic Preservation Commission. If funded, the Commission will be involved immediately. Another potential impediment could be scheduling the work to be done around the events planned at the Hall. The project implementation schedule is set for 18 months to minimize any disruptions to the events.

For projects requiring a match: Attached.

4. **Project budget Attached**

5. **Implementation schedule: Attached**

6. **Demonstration of need for CDBG funds (15 points)**

a. **Why are CDBG funds critical for the commencement and ultimate success of the project?** The BILHA has limited funds that they have acquired through fundraising events and fees for events at the Hall. While they will contribute 20% match as in-kind, they will not be able to complete all of the work that is needed. The proposed project contains activities essential for the long-term sustainability of the Hall. The new furnace and water heater, and repairing of external doors and windows will increase efficiencies and lower operational costs. These savings can then be re-invested into future improvements and maintenance. Retrofitting the bathroom to be handicap accessible and landscaping to make the entrances to the Hall accessible will remove barriers to those who may have the most need to attend events. These improvements will increase attendance and may even spur new events. Completion of the project will enhance the BILHA's capacity to meet the existing and growing needs for services and activities of the low-to-moderate income families on Orr's and Bailey Island as well as area-wide in Harpswell.

b. **Have you, or will you, seek funds from other sources? If so, what are those funding sources?** \$60,000 is requested from CDBG; BILHA will provide \$8,300 of their own

Bailey Island Library Hall Renovation Project

funds raised through Hall rentals and fundraisers toward specific activities as in-kind. In addition, volunteer time totaling \$8,683 has been committed to the project.

- c. ***What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?*** CDBG funds are vital to the success of this project. Without these funds the BILHA will not be able to address significant issues that pose safety risks and efficiency losses. Key activities already listed that the BILHA is requesting CDBG funds for will need to be delayed and costs will probably increase. The BILHA will only be able to accomplish those items provided as in-kind, thus significantly limiting the scope of the project.

7. **Community Distress Scores:** 4 points

8. **Multi-Jurisdictional Bonus:** N/A

Bailey Island Library Hall Renovation Project

4. Ready to Proceed: Match Sheet Appendix III

Type of Funding	Match Amount	Source of Match	How is Match Calculated?	Is the Match Secured?	Relevant Documentation	If no, outline and attach future steps to secure match
Cash	Municipal Cash					
	Other Cash					
	Other Cash					
	Other Cash					
In-Kind/Donation	Municipal Cash					
	Other In-Kind	BILHA	Estimates: Knob and Tube Wiring Replacment @ \$1,500; Exterior Painting @ \$5,000	Not Complete		The President of the BILHA is soliciting estimates from local contractors
	Other In-Kind	BILHA	Repairs to chimney and fireplace	Yes	Work was completed in 12/2014	
	Other In-Kind	Project Director: .20 FTE for 52 wks x \$20.10.	Volunteer time for Maine based on 2013 - Source Independent Sector: https://www.independentsector.org/volunteer_time	Yes		
	Other In-Kind	Mingo Club	Volunteer time for Maine based on 2013 - Source Independent Sector: https://www.independentsector.org/volunteer_time . Part-time equivalent at 5/hrs per week for 24 weeks between May and Sept.	Yes		
	Other In-Kind	BILHA/Mingo Club	Mingo Club is allocated \$400 per year for gardening	Yes		
Total Match			\$16,983			

Bailey Island Library Hall Renovation Project

5. Budget for Project: Appendix IV

Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Labor	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 60,000	\$ -	\$ 7,900	\$ 67,900
Insurance	\$ -	\$ -	\$ -	\$ -
Project Management	\$ -	\$ -	\$ 6,271	\$ 6,271
Other	\$ -	\$ -	\$ -	\$ -
Gardening Volunteers			\$ 2,412	\$ 2,412
Gardening Supplies			\$ 400	\$ 400
Total Costs	\$ 60,000	\$ -	\$ 16,983	\$ 76,983

Provide basis for determination of budget amounts

Contractual: Federal request: Price quotations from service providers are being solicited by the President of the BILHA. It is estimated that services and materials to repair the doors and windows; replace basement windows; purchase and installation of a new water heater; installation of additional outside lighting; sidewalk repair; an architectural inspection and assessment of the bow in the west wall of the hall; and repair to the original bookcase doors; handicapped accessible bathroom and landscaping for ADA compliance will total approximately \$60,000. This may change slightly once estimates have been secured. If needed BILHA will prioritize activities to stay within the estimated

Contractual: In-Kind: Price quotations from service providers are being solicited by the President of the BILHA. It is estimated that services and materials replace knob and tube wiring and exterior painting will total approximately \$5,500. The BILH has completed the repairs to the chimney and fireplace in December 2014 for \$2,400. BILH In-kind contribution totals approximately \$7,900. This may change slightly once estimates have been secured.

Independent Sector: https://www.independentsector.org/volunteer_time. Budgeted at .20 FTE, it is anticipated the PM will spend on average 26 hours per month for the duration of the 18-month project.

Gardening Volunteers: In-kind. Volunteer time by members of the Mingo Club for landscape assistance - Volunteer time for Maine at \$20.10/hr based on 2013. This includes 5 hrs per week for 24 weeks between May and September for 1 PTE Mingo Member. Planting of annual, perennials and garden maintenance, as well as watering seed from professional landscaping for ADA compliance.

Gardening Supplies: In-kind. \$400 from Mingo Fundraising will be used to purchase annual and perennials for landscaping around walkway improvements.

Bailey Island Library Hall Renovation Project

6. Project Implementation Schedule

Activity	Q #1 J - S 2015	Q #2 O - D 2015	Q #3 J - M 2016	Q #4 A - J 2016	Q #5 J - S 2016	Q #6 O - D 2016	Q #7 J - M 2017	Q #8 A - J 2017
Set up Grant Files	X							
Meetings with BILHA	X	X		X	X	X		
Consult with Maine Historic Preservation Commission.	X	X	X	X	X	X		
Post Request for Bids	X							
Bid Awards	X			X				
Review Hall Event Schedule	X	X	X	X	X	X		
Schedule Work	X			X				
Renovation/Upgrade work	X	X	X	X	X	X		
Reporting		X	X	X	X	X		
Project Completion					X	X		
Final Reporting					X	X		

Based on 18 month project period