

**Cumberland County Community Development Program
2013 CDBG General Program Application**

Project Title Bartlett Circle Windows Replacement Project

Lead Community Yarmouth

Additional Communities NA

Contact Information Name Margaret Downing

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Email mdowning@maine.rr.com Tel (207)846-9295

Program Category

Public Infrastructure/Facility Downtown Revitalization

Public Service Housing Economic Development

CDBG "National Objective"

Low/Moderate Income: Area-Wide Limited Clientele

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

Slum/Blight: Area-Wide Spot Basis

Amount of CDBG Funds Requested \$55,000

Total Estimated Project Cost \$85,850

Name of Authorized Official Nat Tupper, Yarmouth Town Manager

Signature of Authorized Official 

1. Project Summary

The focus of this project is the replacement of 143 windows in the apartments at Bartlett Circle. Bartlett Circle was built in the mid '70's in Yarmouth by Yarmouth Senior Housing, Inc. It is a neighborhood of 28 affordable garden-style, walk out apartments for low income seniors who are able to live independently. The apartment windows are original to the apartments.

This project will replace these 143 windows with vinyl framed, low-E glass windows with screens and increase the insulation around each window. The residents are the immediate beneficiaries. Importantly, the new windows will put the apartments in compliance with the life safety code, providing room for escape and capacity for a firefighter, wearing gear, to enter should the doorway be blocked. The residents will not only experience proper emergency egress routes in the bedrooms, they also will have lower heating costs, significantly improved air flow management and the option, in summer, for room air conditioners. Other outcomes include a reduction in cold air drafts, reduced window maintenance, improved energy efficiency, and reduced fading of furniture and rugs.

A vendor will be selected to remove the old windows and install the new ones. The Yarmouth Senior Housing executive director will be in charge of the project.

2. Need for the Activity

2.a. The 143 old windows are:

- not in compliance with the current life-safety code for bedroom emergency egress,
- in many instances inoperable due to broken, irreplaceable crank mechanisms,
- drafty and allow for significant heat loss,
- lacking screens
- subject to rot and leaking,
- do not accommodate window air conditioners.

2.b. All of the 30 residents at Bartlett Circle are affected by these issues. All of them are in low to very low income households.

2.c. This project will impact the safety, health and housing expenses of this group of low to very low income seniors. The first priority is to assure the apartments comply with current life safety standards. The new bedroom windows will accomplish this goal, providing a required emergency exit through the bedroom as well as allowing access to a firefighter if other routes are blocked. The next goal is to provide a healthful environment in the apartments. Most of the residents are in their 70's and 80's. People of this age are particularly susceptible to chills from cold drafts. They also are more severely impacted by heat waves in the summer. The new windows will dramatically cut down on drafts in the winter. They will also easily open and

close allowing residents to create optimum air flow when it's hot and even install a room air conditioner- which is not possible with the old window style. Windows with screens will allow the residents to keep windows open on hot summer nights. The new windows will also help reduce the residents' heating costs. Most of them are living on social security alone with a median income at Bartlett Circle of \$18,000, approximately 30% of the county's 2011 median income of \$57,267. Even small reductions in heating cost will make a difference for them. Finally, having quality, well maintained affordable properties for elders is important for Yarmouth and the region.

2.d. The Town of Yarmouth and its community have long recognized the need and desire to create more affordable housing options, and to find ways for the elderly and lower income residents to remain in the community. The town's comprehensive plan contains an explicit commitment to affordable housing for elders long term. Quality construction that is well maintained is a critical component to enacting this commitment. Property owners of affordable senior housing need to stay on top of a well considered capital improvement plan so the town doesn't slide backwards or fall behind in its plan. This windows replacement project at Bartlett Circle is the next step in a multi-year plan of renovation in this neighborhood.

3. Management of the Proposed Activity

3.a The project will be managed by the Yarmouth Senior Housing executive director and a committee of the board of directors. They will finalize the specifications, select the vendor and monitor the vendor's work via daily check-ins with the work crew.

3.b. The Town of Yarmouth has extensive experience managing renovation projects of this size and larger including renovation of the elementary and high schools, construction of public works and wastewater treatment facilities, expansion of the Town Hall and renovation of the town library. Town resources include an engineer and building inspector as well as financial systems and controls under the guidance of the Finance Director.

Yarmouth Senior Housing is also quite experienced in successfully managing a number of projects of this scope and greater in the past six years. These projects include renovation of the apartments' front entrances, walkways and exterior lighting, and expansion and renovation of the Bartlett Circle community building.

3.c. Bartlett Circle has been in existence for 37 years. It is owned and operated by Yarmouth Senior Housing, Inc. a 501(c)(3) organization founded in 1975, with an active 12 member board of directors. Maintenance and operation of Bartlett Circle lies at the heart of the YSH mission to provide affordable housing to seniors of modest means.

4. Demonstrate that the project is ready to proceed

An ad hoc committee of the board of Yarmouth Senior Housing was formed last summer. The committee conferred with the town manager, created draft specifications for the project, obtained cost estimates from four area vendors, presented the project to the town council and obtained their support, discussed permitting fees with the appropriate town employee and secured or applied for the requisite matching funds.

Except for the pending \$5,000 grant request, there are no impediments to project initiation.

7. Need for CDBG program funds

7.a. Yarmouth Senior Housing's sole source of revenue for the operation of Bartlett Circle is rents which are just sufficient to cover operating costs. Yarmouth Senior Housing has received a bequest of \$25,000 which the board earmarked for this windows replacement project. Other than that money, YSH does not have the funds to handle a project of this size without assistance.

7.b. Yarmouth Senior Housing has applied for a grant of \$5,000 in additional funds from the town's Doughty Trust Fund. The town has agreed to waive \$850 in permitting fees for this project.

7.c. If CDBG funds are not received for this project, approximately one third of the windows will be replaced using the available YSH bequest money. If only partial CDBG funds are received, windows will be replaced up to the limit of the available funding. Replacement of the remaining windows will have to wait until additional funds are available. Costs are likely to be higher if the project is broken down into a multi-year, phased approach.

Budget - Construction Projects				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering	NA	NA	NA	NA
Land Costs	NA	NA	NA	NA
Materials/Supplies	NA	NA	NA	NA
Construction Costs	\$55,000	\$5,000	\$25,000	
Project Management	NA	NA	NA	NA
Other				
1. Permit		\$850		
Total Costs	\$55,000	\$5,850	\$25,000	\$85,850
Provide the basis for determination of budget amounts:				
Construction costs: based on estimates from four local vendors.				
Permit Cost: based on the town's schedule of fees.				

<u>Project Implementation Schedule</u>					
<u>Activity</u>	July-Sept. '13	9/15-10/30	Oct.-Dec. '13		
Contract/ Environmental Review	X				
Reporting		X	X		
Bid Process	x				
Construction started		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.
Cash	Municipal Cash	\$			Yes / No	
	Other Cash	\$25,000	Yarmouth Senior Housing, Inc.		Yes	
	Other Cash	\$5,000	Doughty Trust Fund of Yarmouth		No	
	Other Cash	\$			Yes / No	
In-Kind/ Donation	Municipal In-Kind & Donation	\$850	Town of Yarmouth	Waiver of permit fees calculated by town schedule	Yes	
	Other In-Kind & Donation	\$			Yes / No	
	Other In-Kind & Donation	\$			Yes / No	
	Other In-Kind & Donation	\$			Yes / No	
TOTAL MATCH		\$30,850				

Meeting: No. 6- 12/13
Date: December 20, 2012
Time: 7:00 P.M.
Place: Legion Hall

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

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

- P Randall Bates, 30 Tannery Lane
- P David Craig, 25 Madison Drive
- P Leslie Hyde, 112 Pleasant Street
- P Andrew Kittredge, 607 North Road
- P James MacLeod, 170 Berryfield
- P Pat Thompson, 148 White's Cove
- P Steve Woods, 64 Glen Road

The meeting was called to order at 7:00 P.M. with Steve Woods presiding. A moment of silence was held for the recent tragedy in Newtown, Ct. Roll call was taken. Approved minutes of meetings No. 5 – 12/13 November 15, 2012.

Public Comment: none

Item No. 49: Liquor license and a Special Amusements Permit to the Royal River Grill House and to Romeo's Pizza.

Be it ordered that issuance of a full time malt, spirituous, and vinous liquor license and a Special Amusements Permit is hereby approved for both the Royal River Grill House and Romeo's Pizza.

(7-0)

Item No. 50: Special Amusements Permit to Gather.

Be it ordered that issuance of a Special Amusements Permit is hereby approved for Gather.

(7-0)

Item No. 51: Resolution authorizing a grant request to the Maine Bureau of Parks and Lands for funding assistance on the West Side Trail development.

Be it Resolved by the Yarmouth Town Council in town council assembled that the Parks and Public Lands Management Committee and the West Side Trail project team are hereby authorized to solicit and receive funding and technical assistance from the Maine

Bureau of Parks and Lands and/or other State and Federal agencies for planning and construction of the West Side Trail project, and
Be it ordered that the Town Manager is hereby authorized to receive, account for and expend such funds as may be received consistent with the grant purposes and conditions.

(7-0)

Item No. 52: Resolution authorizing sponsorship of a CDBG application on behalf of Yarmouth Senior Housing Inc. (Bartlett Circle).

Be it Resolved by the Yarmouth Town Council in town council assembled that the Town Manager is hereby authorized to solicit and receive Community Development Block Grant funding in support of, or to pass through as a sub-grantee to, Yarmouth Senior Housing Inc for window replacements at Bartlett Circle, and

Be it ordered that the Town Manager is hereby authorized to receive, account for and expend such funds as may be received consistent with the grant purposes and conditions.

(7-0)

Item No. 53: Report from North Yarmouth Academy regarding phases of their campus master planning and development.

Rick Abbondanza current NYA Board member, and Susan Burns, NYA Board of Trustees Real Estate Committee presented an overview of their plans which are being prepared for submission to the Planning Board.

No action taken.

Item No. 54: Amendments to Chapter 309 of the Yarmouth Town Code (Dog Control Ordinance)

Be it ordained by the Yarmouth Town Council is town council assembled that Chapter 309 of the Yarmouth Town Code (Dog Control) is hereby amended at Article IV by adding Section D. to read as follows:

Chapter 309 Article IV D.1. No dogs are permitted at Sandy Point Beach between Memorial Day and Labor Day, inclusive.

(7-0)

Item No. 55: Amendments to Chapter 701 of the Yarmouth Town Code (Zoning)

Be it ordained by the Yarmouth Town Council is town council assembled that Chapter 701 of the Yarmouth Town Code (Zoning) is hereby amended at Article II by adding Section C.5. i. to read as follows:

Chapter 701 Article II.C. 5.i. {read : Article Roman Numeral 2, Section C, subsection 5,eye} Municipal athletic facilities not in view of a public street.

i (roman numeral 1) However, the Community Services Director or High School Athletic Director shall approve the design and content of all signs to be installed.

(7-0)

Item No. 56: Appropriation of funds from the Municipal Buildings Maintenance Reserve

Be it ordered that a sum not to exceed \$14,000 is hereby appropriated from the Municipal Buildings Maintenance Reserve for re-shingling of the Log Cabin roof.

(7-0)

Item No. 57: Authorizing the Town Manager to execute contracts and proceed with plans, permit applications, bids and construction contracts for improvements to the Public Works facility.

Be it ordered that the Town Manager is hereby authorized and directed to execute contracts and proceed with plans, permit applications, bids and construction contracts for improvements to the Public Works facility consistent with the referendum authorization of November 6, 2012.

(7-0)

Item No. 58: Appointments

Harbor and Waterfront: Tim Rich for a 3 yr term to expire 12/31/15

Shellfish Conservation: Landis Hudson for a 3 yr term to expire 12/31/15

Parks and Lands: Dick Grimm for a 3 yr term to expire 12/31/15; Ian Cromarty for a 2 yr term to expire 12/31/14

Sports and Recreation: Michael Griffin and Sam Mangino each a 3 yr term to expire 12/31/15

Recycling: Pam Kelly and Eric Dyer each for a 3 yr term to expire 12/31/15

(7-0)

Item No. 59: To hear the reports of the Council Chair, Committees, delegates, liaisons and the Town Manager

Councilor Woods reported on the recent employee appreciation social recognizing the retirement of Dan Jellis, Town Engineer and the new Town Engineer Steve Johnson. Also reported on the new Yarmouth History Center and how impressive the new facility is. Councilor Bates reported that he had attended an Sports and Rec meeting and discussions are being held about additions to the High School athletic fields (adding buildings). Also reported on the safety forum held by Superintendent Paolucci, it was informative. Councilor Kittridge attended a recent Shellfish meeting and their concern regarding the green crabs harming the shellfish harvest population. Councilor Thompson gave a report on a PACTS meeting with MDOT and upcoming policy changes.

Adjourned at 8:45 PM

Respectfully submitted,

Jennifer S. Doten, Town Clerk



YARMOUTH SENIOR HOUSING, INC.

**P.O. Box 163
Yarmouth, ME 04096**

January 25, 2013

Yarmouth Senior Housing received a bequest of \$25,000 in 2011. The board of directors earmarked this money for the windows replacement project at Bartlett Circle. We have this money in hand deposited in our account at Bath Savings.

A handwritten signature in dark ink, appearing to read 'Margaret Downing', is written over a light-colored background.

Margaret Downing
President
Yarmouth Senior Housing, Inc

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TOWN OF YARMOUTH

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04096

Phone: (207) 846-9036

Fax: (207)846-2403

Nathaniel J. Tupper
Town Manager
Email: ntupper@yarmouth.me.us

January 28, 2013

The town is applying for this grant to install new windows at Bartlett Circle. In support of the project, the town will waive the permit fees of \$850.

Sincerely,



Nathaniel J. Tupper
Yarmouth Town Manager

