

Braintree Community Preservation Committee
Minutes
June 17, 2013

Present: Linda Raiss (Chair) Dick Fletcher Paul Machado
Anne Murphy (V-Chair) Patrick Flynn Darryl Mikami
John Dennehy

Also Present: Tom Whalen, Director Dept. of Public Works Carolyn Murray, Town Solicitor
Lauren Murphy, Director Housing Authority Barbara Sullivan
Lauren Crook Ann Toland
Christine Stickney, Director Planning &Community Development

Meeting convened at 7:35PM

Braintree Art & Recreation Center – Town Solicitor Opinion: At the 5/20/13 meeting members were provided with a written opinion from Town Solicitor dated 5/20/13 in response to the CPC request of 4/9/13 as to the eligibility of this project to be funded with CPA funds. The Chair asked for discussion with no response she then asked for a vote. Mr. Machado **MOTION** to recommend moving forward and consider the application for funding to rehabilitate the structure at 1969 Washington Street for an Art and Recreation center, seconded by Mr. Dennehy – unanimously voted.

Braintree Art & Recreation Center – CPA Application: Present on behalf of the application were Tom Whalen, Carolyn Murray, Barbara Sullivan, Lauren Crook and Ann Toland. Tom Whalen was asked to speak first on the construction portion of the proposal. Ms. Raiss questioned a statement in the application narrative regarding the zoning and possible need for Zoning Board of Appeal [ZBA] relief. Tom responded that he had met with the Building Department early on and there was no issue with zoning. He did not believe any ZBA relief would be needed. Ms. Raiss asked about the elevator - its location and the necessity of it if all programs were to be held on the first floor and the second floor utilized for storage only. She recapped her discussion with Russ Forsberg of the Building Department. Tom pointed out the proposed elevator location in a former chimney area. He had obtained an estimate from the elevator vendor to support his figure in the budget. The overall proposal is to maximize all floors of the building – thereby requiring it to be handicap accessible. Storage would be in the attic (full set of stairs up) and basement. Ms. Raiss asked that Tom provide that estimate to staff. She asked next if the \$42,000 under Heat/AC included a new furnace and air conditioning units and if the plastering included in the drywall figure [\$7,500.00]. Tom responded yes to all and noted this work would be done by others than Blue Hills Vo-tech (BHV) requiring that prevailing wages be included. Ms. Raiss asked about the overall cost for each of the handicap bathrooms – Tom responded they would be in the range of \$10-12,000 each completely done. Ms. Raiss asked if there was any outside funding for these items listed as “other” and Tom responded that he believes there will be a plumber that may volunteer and there may be others later to volunteer. Paul Machado asked about the work done to date and if the request before the CPC included payment for the work already done. Tom responded that he has been able to access other funding sources for this work – citing the work done by his personnel as well as the BHV.

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Dick Fletcher asked about the three estimates (Tri, Brewster & McGourty) from the fall of 2012 included in the application. The quotes were all substantially below \$200,000 and asked how the Town is saving money using BHV at \$245,000. Tom explained that his estimates included the outside work (site improvements) and elevator and the contractors included the roof and siding in their estimates which will now be done by BHV, who have already done the demolition/gutting to prepare the structure. Dick questioned further that if he subtracted the elevator and exterior work he still could not justify the total project cost as outlined in the budget submitted. Tom explained his budget is estimates and that actual quotes are only valid for 30 days and subject to change.

Anne Murphy asked if the quotes are from individuals or companies. Tom explained the building department assisted him in obtaining quotes for the different divisions of work that he included in the proposed budget.

Linda Raiss asked if the contractors were given a scope of work for providing their estimates or was it a verbal request and if the scope was the same for all three. Some estimates had items (like showers) not included in other estimates. Tom responded there are no showers and that all of the “others” work will have to go out to bid and they will submit proposals. Anything over \$5,000 requires a contract and prevailing wages because it is municipal work.

Anne Murphy noted that part of the problem understanding the figures and justifying the amounts being requested is that more details are needed. She also questioned who will be responsible for the building. Tom replied the DPW and Recreation Departments.

John Dennehy provided his view on the changing estimates and that from a practical standpoint as a project progresses there are changes. It appears Tom is monitoring it the best he can.

Anne Murphy commented that we have put other applicants through extensive review such as the \$2500 for signs in Town Forest. This a quarter of a million dollar request and there is not a clear understanding of the budget. The CPC asked Tom to attend to answer questions. However, we still need some additional back-up of this in writing.

Dick Fletcher added that the estimates we have do not agree with the work to be done. Linda Raiss listed the five categories in the budget as “others” (plumbing, heat/ac, insulation, drywall and elevator) and her desire to see these estimates defined further. Dick Fletcher also added he would like to see how these numbers were arrived at, who was talked with, estimate of materials (such as CY of pavement @ cost). He also noted that Tom said the electrical was done so the budget can deduct the \$1800 in that line item. Dick feels as the CPC we need to justify why we are spending this much money and assures that the funding estimates make sense. Anne Murphy asked if the electrical included the CAD and security. Tom replied that it does include CAD and explained how BELD would provide the security to the house and playground. Darryl Mikami asked Christine about putting these bids out and what it would entail as to the scope of work. Christine responded that they are advertised with the prevailing wages (good for 60 days) and sometimes vendors are on the state bid list.

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Solicitor Carolyn Murray pointed out that equipment purchases maybe on the state bid list but installation is still in need of bidding.

John Dennehy questioned how can we moved forward at the next meeting.

Pat Flynn asked Tom Whalen if these proposals are “tightened” up or are they a bit loose. Tom responded that he felt confident with the plans and estimates. The exterior will be all vinyl and designed as a low maintenance building.

Anne Murphy questioned further asking if the floor plans are true to what will be constructed.

The chair concluded that it appears DPW has a vision, but that is in their minds and it needs to be put down on paper to reflect what they are thinking. She cited flaws in the narrative and her conversations with Building Inspectors.

Carolyn Murray interjected that she participated in the writing of the narrative and the issue of the elevator was being investigated. Demolition began as the application was being assembled and the proposed construction appeared to trigger certain ADA thresholds. On 3/1/13 she sent an e-mail to Russ Forsberg [Local Inspector] asking if the elevator was required. Her concern was that the cost of the elevator might be prohibitive. He responded that it would be if programs would be held throughout the structure. The quote they received for the elevator made it manageable. Since the narrative had been already submitted any contradictions would be due to obtaining a quote later.

Pat Flynn commented that the loose ends need tightening up and Dick Fletcher agreed he would like to have more in writing.

Given the time allotted to discussion of this application, the Chair moved to the committee regarding the operational issues. Mrs. Barbara Sullivan said that she and her committee members could answer questions about the programs and operation. Using poster boards, they showed the proposed floor layouts for the anticipated programs. They explained that they have visited centers similar to the one they envision in other Towns and have gained a lot of knowledge on what they would do. They explained the programs they intend on holding, ages of participants and the hours of operation.

Dick Fletcher asked who will actually run the facility and how it will be financed. Ms. Lauren Crook responded it would be by volunteers like the other communities and that fees are collected. At that time a member questioned where the fees will go and Ms. Crook said it would go back into supplies and furnishings for the programs.

Anne Murphy asked what the expected occupancy of the building is and Tom responded probably 15-30 people. The Fire Chief will determine that number.

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Pat Flynn asked if Town staff would oversee the general upkeep of the facility (janitorial, grounds etc.). Ms. Crook responded that would probably be the recreation department.

Anne Murphy questioned if their group is a 501-3C and Ms. Sullivan responded yes. It is named the Braintree Community Arts Center.

Pat Flynn asked who will establish rules and regulations for use of the building and Ms. Crook responded they have models from the other towns they can use.

Anne Murphy asked about who carries the insurance and Carolyn Murray responded that we are currently insuring the building.

Darryl Mikami asked Ms. Murray if all construction items qualify for funding under the Community Preservation Act. She responded yes, in her opinion. Ms. Crook added that as soon as funding is approved, they will be starting fundraising efforts to furnish the center.

The Chair complimented the committee for their intentions in this regard and expressed her feeling that applicants should seek other funding sources when they are applying for CPA funds.

John Dennehy asked that to that end if we could begin to reach consensus on the threshold question and work the details out as it progresses.

Paul Machado said the first vote taken tonight demonstrates the project is eligible and what is fundable.

Darryl Mikami said that budgets have changed with every project we have reviewed and the proponents need to show us the numbers and justification.

Members each offered their opinion of the additional information needed, consensus being that more definite written estimates from vendors should be submitted and perhaps Christine could assist Tom in this effort. The Chair thanked everyone for attending and the matter was continued to July 22, 2013 for further submission of information.

Braintree Housing Authority (BHA) – Roof Replacement Grant Opportunity

Lauren Murphy, Executive Director of the Braintree Housing Authority [BHA], was present and provided members with a copy of a CPC application. She noted that an opportunity has arisen for the BHA to apply for a grant for capital funds. She would like to apply for roof replacements for a number of their individual housing units throughout the Town explained the different types of housing units eligible for funding consideration. She then indicated that she is not looking for actual funds in hand but rather a commitment by the CPC to consider the project so that she can demonstrate in her application that she has a revenue source for the local match needed to make application. Lauren explained that the Department of Housing and Community Development (DHCD) has an estimator who can provide housing authorities with help in

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arriving to a projected estimate of cost and that is how she arrived at the figure of \$53,100. She did note that she would like to revise the application to ask for \$31,860. If successful in obtaining the grant it would be a minimum of 35 weeks before any construction would start.

Darryl Mikami questioned how many units are you talking about? Lauren responded seven (7) single family homes.

Pat Flynn asked if the roofs were the only items in need of attention or were there other needs. Lauren gave examples of work completed on BHA single family units.

John Dennehy asked if Lauren has prioritized the scope of work and she responded that the units were chosen based on age and a visual inspection from the street. No one has been on the roofs as of yet.

Dick Fletcher commented that he wanted to qualify that Thursday's upcoming deadline is because the state is only choosing a certain number of projects based on their eligibility to be ready for when funding would actually be coming.

John Dennehy **MOTION** that the Community Preservation Committee supports the Braintree Housing Authority's application conditional on final submission of additional information and subject to the state funding once received by the Braintree Housing Authority - vote 6:0:1 (Fletcher-abstain).

Paul Machado noted that the application will need to be amended and additional information provided per the application instructions [a clear description, an estimate of each unit, what is actually being proposed and an estimated timetable for completion of the work]. Lauren estimated from Notice of Award it would be a 20-week construction period. She agreed to have a breakdown by unit, modify her application and would anticipate notice on funding by September. Lauren thanked the members and left the meeting.

Anne Murphy **MOTION** to adjourn the meeting, seconded by Paul Machado – unanimous vote.

Meeting adjourn at 9:15 PM

Respectfully submitted,

Christine Stickney, Planning and Community Development Director