

# STEP ONE

## **TOWN OF MIDDLEBOROUGH APPLICATION FOR COMMUNITY PRESERVATION ELIGIBILITY**

**NOTE: This application step enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, Step 2 - Application for Funding must be completed.**

**Date:** June 29, 2012  
**Project Title:** Nemasket Apartments Window Project  
**Applicant/Contact Person:** Josephine Ruthwicz  
**Name of Organization:** Middleborough Housing Authority  
**Address:** 8 Benton Street, Middleboro, MA 02346  
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**CPA Category** (check all that apply):     **Open Space**     **Historic Preservation**  
    **Recreation**     **Community**

### **Housing**

**CPA Purpose ( check all that apply)**     **Acquire**                                     **Create**  
    **Preserve**                                  **Support**  
    **Rehabilitate / Restore**

**CPA Funding Requested:** \$ 20,000                    **Total Project Cost:** \$ 60,000

**1. PROJECT DESCRIPTION:** *Provide a brief project description, including how your project accomplishes the goals of the CPA. Include an estimated budget*

**Project Description** In 1958 MHA constructed the first elderly housing development in Middleborough. This development is known as Nemasket Apartments. Nemasket -1 Apartments is located between Frank, Park and Sproat Streets and Nemasket -2 is located on Maddigan Way. Nemasket -1 Apartments, the location of the CPA project, consists of forty (40) one-bedroom units in a campus style setting with the apartments surrounding a grass park and a community building. The portion of our Nemasket Apartments Window Project to be funded with the Community Preservation grant will entail substitution of all of the original 1958 sliding windows in the ten apartments located at 11 and 15 Park Street with energy efficient double hung windows. The Park Street buildings were chosen because they are serviced by the same heat and hot water systems; therefore, upon completion it will be easier to identify cost savings. The existing apartment windows are single pane, metal sliding windows which are very inefficient (See Exhibit A – pictures of 11 Park Street windows). We can no longer locate replacement parts for the window locking mechanism; the same situation exists for the window screens- which are now duct taped in. The windows are heavy and no longer able to be easily opened or closed by the elderly tenants. In 2009 MHA completed a Capital Needs Assessment which identified and prioritized the capital needs of all our housing developments. Window replacement at the Nemasket Apartments was listed as a priority. In the fall of 2010 the Middleboro Gas & Electric Department conducted an energy audit due to our high utility

consumption. It was determined that there was substantial heat loss due to lack of air sealing at doors and windows. In conjunction with the CPA component of the Nemasket Window Project, Middleborough Housing Authority (MHA) will fund the cost of insulation and exterior siding on the façades below the new windows in order to maximize energy and cost savings. These façades presently have no insulation and consist only of sheetrock on the interior and a plywood panel on the exterior. Additionally, MHA will fund the cost of the MHA employees to implement both components of the project. It is anticipated that the project will cost 40% more if not completed by MHA staff. Once the proposed changes are completed, the elderly tenants will feel warmer in winter, more comfortable in the summer, but most importantly, retain their housing.

**Project accomplishes the CPA Goals of Preserve and Support**

The Nemasket Window Project meets the goals of the CPA by preserving existing low income housing in our community. By supporting this project, the housing for our low income elderly residents will be protected from destruction. The MHA continually endeavors to provide decent, safe and sanitary housing to low income residents of Middleborough. There consistently is a need for affordable housing for our seniors as demonstrated by our wait list of 151 applicants. Due to the demonstrated need for affordable housing in our community, MHA’s objective continues to be preservation of our existing affordable housing. Our state reporting agency, the Massachusetts Department of Housing and Community Development (DHCD), feels that many units are no longer cost effective to be leased up and have recommended that the units be left vacant or razed unless they can be made more energy efficient and cost effective. We have recently seen many units in Taunton and Fall River razed for this reason. Due to the constant need for affordable housing, MHA prefers to preserve our existing affordable housing.

**Estimated Budget**

The Nemasket Window Project will be comprised of two components. The CPA component of the Nemasket Window Project will entail removal of the five sliding windows in each of the ten apartments of the 11 and 15 Park Street buildings and then installing energy efficient double hung windows, resulting in a total of fifty new windows. Reflected below is an estimated price from Harvey Windows for the number and sizes of windows we will need for this project. The MHA component of the project will include plywood and insulation to be attached to the existing façade in the front and rear of each building below the present windows. Clapboard style Hardiboard will be the exterior siding. This same Hardiboard was recently installed on the Nemasket Community Building and will compliment the Nemasket Apartments housing complex. By implementing both components, we will be able to provide a safer, more comfortable and energy efficient apartment for our elderly tenants. As previously stated, as a cost savings measure, all labor will be supplied by experienced MHA maintenance staff. Below is a breakdown of anticipated project costs:

Double hung, insulated windows	\$ 400 x 50 windows	=	\$ 20,000
Insulation, plywood, Hardiboard			\$ 5,000
Misc supplies ( caulking, paint, nails, Tyvek, etc)			\$ 2,000
Labor – windows	\$ 25 /hr x 360 hrs	=	\$ 9,000
Labor – façade	\$ 25/hr x 960 hrs	=	<u>\$ 24,000</u>
<b>TOTAL PROJECT COST</b>			<b>\$ 60,000</b>

**2. PROPOSED TIME LINE:** *Submit a project implementation schedule of key milestones*  
**Project Implementation Schedule** The Nemasket Window Project is expected to be completed within six months of notification of award. Once approval is received, the procurement for windows will begin and other necessary supplies can be ordered. Additionally, the permit application will be submitted to building department - as a municipal agency completing the

work, there is no permit fee. There are five sliding windows in each apartment. These windows will be removed and double hung insulated windows will be installed. It is anticipated that it will take four to eight weeks for the windows to be delivered. MHA maintenance staff will install the windows in the ten apartments and insulate and install the façade improvements on both buildings. Assuming grant notification after spring 2013 town meeting the implementation schedule of key milestones will be as follows( weather permitting):

<u>Milestone</u>	<u>Dates</u>
Award Notification	July 2013
Window Procurement	July – August 2013
Supplies Received	September 2013
Installation	October- November 2013
Completion	December 2013

**3. SOURCES OF FINANCIAL SUSTAINABILITY FOR FUTURE MAINTENANCE:**

*Submit documentation of financial sustainability & anticipated resources for future maintenance*

**Financial Sustainability and Resources for Future Maintenance**

The Nemasket-1 section of the Nemasket Apartments was constructed in 1958 with state funds on town donated land. There is no mortgage on the property. MHA’s operating budget for the 400-C Program, which includes the Nemasket Apartments, is derived from apartment rental income and state subsidy. In our 2012 fiscal year (1/1/12-12/31/12) the operating budget includes our state subsidy for the 400-1 Program in the amount of \$100,710 (\$93.25 per month per unit) and our maintenance materials budget of \$32,000. The operating budget for the 400-C developments is approximately these amounts annually (See Exhibit B – 400-C Budget). The Maintenance Material budget will fund the MHA component of the project. MHA has three (3) full time maintenance staff who will implement this project. The maintenance employees each have over 25 years experience in the construction field. The attached budget provides documentation that MHA has the financial sustainability for future maintenance of the Nemasket Apartments Park Street buildings.

**4. OTHER KEY ELEMENTS** *Submit documentation of community support*

**Community Support** - The MHA Director met with the residents of the Nemasket Apartments at their monthly tenants’ association meeting of May 14, 2012. All residents residing in both sections of the Nemasket Apartments development are eligible to participate in the Nemasket Tenants Association (NTA) meetings and activities. At the May meeting, the Director explained the Community Preservation Act, the application process and potential eligible projects. The tenants unanimously and enthusiastically supported a CPA application that would preserve their housing and eliminate the drafty windows (See Exhibit C - NTA letter of support). At their June 20, 2012 meeting, the MHA Board of Commissioners voted to authorize the Director to submit a Community Preservation application for the Nemasket Apartment Window Project (See Exhibit D - MHA letter of support). DHCD has encouraged local housing authorities to apply for CPA and other grant funds to assist with capital needs and also supports our CPA application (See Exhibit E - DHCD letter of support). The project has also been reviewed with the Building Inspector, who has informed us that since MHA staff will be implementing the project, no permit fee will be required.