

CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM

CDBG GENERAL PROGRAM APPLICATION - 2010

Lead Community TOWN OF YARMOUTH

Additional Communities NONE

Contact Information: Name: NAT TUPPER; Tel. 846 9036

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Project Title: BARTLETT CIRCLE COMMUNITY Building
RENOVATION + EXPANSION

Program Category: Public Service ; Public Infrastructure/Facility ;
Housing ; Downtown Revitalization ; Economic Development

Select your CDBG "National Objective":

Low/moderate income: Area-wide ; Limited Clientele ; Direct Benefit
Presumed Group BARTLETT CIRCLE (Identify group)
Slum/Blight: Area-wide ; Spot Basis

Amount of CDBG funds requested \$ 165,000

Total estimated project cost \$ 316,000

Name of Authorized Official: NATHANIEL TUPPER

Signature of Authorized Official: 
Town Manager

1) Summary

This proposal seeks funding for renovation and expansion of the Bartlett Circle Community Building in Yarmouth. The project addresses safety, accessibility and emergency preparedness concerns and improves the building's use as a senior center. CDBG money will cover materials, electrical, plumbing and foundation work ("trade work") and architect services. The total cost of the project is \$316,000 if prevailing wages are paid for all the labor. We will use volunteers for the non-trade labor, saving \$75,000.

Bartlett Circle is a 28-unit complex of independent living apartments built around a central community building. The 30 tenants are low income elders with an average age of 79 and average income of \$18,000/yr. The 960 sq. ft. center serves as mail room, laundry room, and garage for lawn equipment and fuel, and a small social center for residents.

The garage will be moved to a new shed; the existing kitchenette expanded; restrooms reconfigured to make one large wheelchair-accessible bathroom with a shower; a ramp added for increased accessibility. Backup electricity, heat and stove will be propane fueled so the space can serve as an emergency/warming shelter. A 500 sq. ft. addition will provide space for social and wellness programming and an emergency shelter.

2) Management of Project

A. The grant will be managed by the Town of Yarmouth in collaboration with Yarmouth Senior Housing, Inc., a 501(c)(3) non-profit corporation. Yarmouth Senior Housing owns and manages Bartlett Circle, which it built in 1976.

B. The Town of Yarmouth has extensive experience managing construction 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 who is an experienced CPA.

Yarmouth Senior Housing recently completed Phase I of this project focused on renovation of the Bartlett Circle apartments to address safety and accessibility issues with entrances, walkways and lighting. Phase I, costing \$327,252, was completed on budget and on time in October of '09. Yarmouth Senior Housing will use the same executive team to oversee Phase II, the renovation of the Community Building: Executive Director Sandra McCatherin (20 years of experience as a property manager), Board President Margaret Downing (25 years in operations management), Architect Frank Oliva and the Board of Directors Building Committee.

This grant will cover all the "trade-work" including plumbing, electrical and foundation work. We plan to use volunteer labor (for non-trade work) on the project, similar to the approach used by Habitat for Humanity, the United Church of Christ and other faith based organizations that have successfully used this model on long term home building and renovation projects in New Orleans. The United Church of Christ Disaster Response Team of Maine will provide volunteer technical resources for implementation of the project. Volunteers will do the framing, siding painting, etc. Instead of hiring a general contractor, we will use the following volunteer construction management team:

- **Project Manager** has responsibility for overall oversight of the project and reports to the executive team. This person hires the other two positions, facilitates the project schedule, and is responsible for overall communication, work progress and incidentals. The Project Manager ensures the Construction Project Manager and Volunteer Coordinator have what they need to do their jobs and actively assists them in meeting their goals. Lori Whittmore will fill this position. She has over 15 yrs. experience managing construction projects nationwide for the

General Services Administration. She has several years experience working on volunteer recovery efforts in New Orleans in conjunction with the United Church of Christ's efforts in that area.

- **Construction Project Manager** has responsibility for making sure the project is adequately scoped and sourced with materials, manpower and money. The Construction Project Manager oversees day to day construction, ensures that work conforms to plans and the job is progressing as it should. The Construction Project Manager ensures that all permits, code and safety matters are attended to. Tim Brown will fill this role. Tim has over 30 years in business as a sub-contractor, specializing in both commercial and residential carpentry in greater Portland. He has served as project manager representing owners and developers, and as general contractor on many projects. His contracting business encompasses a broad spectrum of construction services including, design/drafting, excavation, set up of footings and foundations, dry walling, insulation, painting, interior trim, mill work and all types of siding.
- **Volunteer Coordinator** has the responsibility for recruiting and resourcing all volunteers. This person develops the informational material for recruiting, makes connections with and gains the commitment of not-for-profits, community groups, schools and faith based organizations. The VC creates the repository and database of volunteer information including skill sheets, waiver and release information and other important items. Our plan is to share a volunteer coordinator position with one that is already deployed elsewhere. A request for this position is pending with National Disaster Ministries.

C. Yarmouth Senior Housing through its Executive Director and Board of Directors will continue to responsibly manage Bartlett Circle as it has for the last 33 years.

4) Readiness to Proceed

Completed to date:

- Architect's construction plans and specifications for the renovation incorporating ADA standards completed;
- Engineering on the renovation, incorporated in architect's work completed;
- Cost estimates completed;
- Permitting of the renovation completed;
- Liability insurance review completed;
- Matching funds secured; \$15,000 cash; \$88,650 in kind; \$24,250 line of credit. Total: \$127,900 secured.
- Management job descriptions finalized;
- Data base for volunteer information in place;
- Management team identified except for one position (Volunteer Coordinator);
- Red Cross survey for designation as a shelter completed.

To be completed:

- Architect's construction plans, including engineering, for the addition;
- Permitting of the addition;
- Recruit additional volunteer teams from regional faith based organizations, local service organizations and neighborhood groups;
- Secure remaining funds and in-kind donations: \$23,100;
- Secure Volunteer Coordinator.

Potential Impediments to Project Initiation: None except lack of funding.

5) Need for the Activity

A. The Bartlett Circle Community Building is the only community building in Yarmouth for low income elders. It stands as it was built in 1976. The location of the garage, with flammable fuels, next to the laundry room and stove, presents a potential safety concern. The Yarmouth Fire Chief recommends the equipment and fuels be moved to a separate building. The Yarmouth Town Code Enforcement Officer recommends replacement of the 33 year old combination stove/sink/refrigerator unit. The two bathrooms are not accessible to residents with mobility issues. There is no ramp access to the building. The space available for activities (385 sq. ft.) is barely sufficient for a community event: once seated, no one can move until the event is over. The space is insufficient for activities/programs that involve movement such as wellness exercise classes. The expanded space will accommodate 25 people in a meeting style set-up and 50 people in an audience style set-up.

The building is not equipped to serve as a shelter for the residents in the event of an emergency such as an extended power outage. All utilities are currently dependent on electrical power and the amount of space is inadequate. The kitchenette is inadequate for meal preparation. There is no shower facility. Propane fueled equipment, an accessible bathroom with shower, expanded food preparation capacity, a ramp and additional space will combine to create a shelter-ready building.

B. According to the 2000 Census, Yarmouth is home to 1,391 persons aged 62 and over. Approximately 44% of the town's seniors are considered low to moderate income, earning 80% or less of the county's median income. This CDBG project will serve over 50 of the town's low to very low income seniors. At Bartlett Circle, the median income is \$18,000, approximately 30% of the county's 2008 median income of \$55,558. Many of these residents are just barely living independently. Many face significant challenges due to advanced age and medical issues. Because Yarmouth is overall a relatively affluent community focused on school aged children and relatively high market value housing, the housing needs of low and moderate income residents are more starkly contrasted and the housing cost issues somewhat more pronounced. All of the 30 residents (7 males, 23 females) of Bartlett Circle fall into the low to very low income category and will benefit directly from use of the renovated and expanded Community Building. Once the Community Building space is expanded, there will also be an opportunity to include other Yarmouth low income elders in social and wellness programming at Bartlett Circle. For example, there are 26 residents at Yarmouth Falls Apartments, a nearby for-profit, low income elder housing project, who could be included in these activities.

Expansion of the Community Building dovetails with the town's emergency shelter plan by adding emergency capacity specifically designed to meet the needs of low and very low income elders, many of whom are fragile and at risk. The 500 sq. ft. addition will configure the Community Building to serve all Bartlett Circle residents as a warming station/shelter should the need arise. This will allow them to safely stay in their neighborhood with as little disruption as possible for the duration of the emergency rather than transporting them to a large general shelter ill equipped to meet the needs of this group. The owner of Yarmouth Falls Apartments has identified unmet emergency shelter needs for approximately 7 of his lowest income residents. According to Red Cross shelter square footage guidelines, the added square footage of the addition will allow these people to be sheltered at the Bartlett Community Building along with Bartlett residents.

C. 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. In an effort to assist with housing cost affordability, the

Town provides supplemental fuel assistances to LIHEAP eligible residents, has sponsored and subsidized affordable housing projects, and supports a community emergency fuel assistance program beyond basic General Assistance program levels. This Community Building project enhances the social health of low income elders in the town via increased social and wellness programming directed specifically to their needs. In the event of an emergency, the building will provide an alternative to isolation and possible harm for low income elders in the Bartlett Circle neighborhood. This project concretely supports age and economic diversity in the town.

D. The Town's Capital Improvement Program carries a high priority (but still unfunded) concern for establishing an emergency shelter to house Yarmouth's fragile and at risk populations during crisis periods. Advanced age, cognitive, mobility and health issues make this population especially difficult to protect and serve during an emergency. During the 1998 Ice Storm and the 2007 Patriot's Day storm, many in this population had no where to go, were unable to effectively access assistance, were reluctant to leave the perceived security of their home to seek help and ultimately were left to fend for themselves. This was especially true for elders with no family in the area. The reconfiguration of the Bartlett Community Building fills a hole in the town's disaster plan by addressing the specific needs of these low income elders.

The Town also has identified a need for community gathering, meeting and social spaces, specifically for the elderly. This was identified as a lingering concern of the Town expressed in its current Comprehensive Plan, the latest draft update to the Plan (to be vetted in February 2010) and in its 5-year Capital Improvement Plans adopted annually. This project directly addresses this need.

6) Need for CDBG Program Funds

A. If Yarmouth and Yarmouth Senior Housing do not receive CDBG funds, the project will be postponed indefinitely as we search for other funding. In the interim, safety, accessibility and emergency preparedness issues will continue to be a concern.

B. This application seeks only partial funding of the Community Building project. The grant amount requested is highly leveraged by both volunteer labor and matching funds. If only part of the grant request is allowed, we will pursue one or more of the following steps depending on the amount of funds granted: reduce the scope by eliminating the additional space and renovate within the current foot print (deleting the emergency shelter objective); seek donated materials; postpone the project while we seek additional funding.

C. Yarmouth Senior Housing is a non-profit corporation that operates solely on rental income. It receives no federal or state funding. It does not have the ability to fund this project itself. In '09, it funded Phase I, the renovation of the apartments and walkways to address safety and accessibility issues, by refinancing its mortgage, tapping out its savings and soliciting donations from the citizens and organizations in town. Groups held numerous, very well supported fund raisers over a 9-month period. Yarmouth citizens, churches, service organizations and the town contributed over \$60,000 to the first phase of this project. For Phase II, while we will dramatically reduce the cost of the Community Building renovation project by using volunteer labor (several groups in Yarmouth have already come forward to volunteer), the project can't go forward without funding for materials and the trade work/architect services.

D. We have received either funds or in-kind donations from the following sources: Town of Yarmouth, Yarmouth Lions, Yarmouth Rotary, Architect Frank Oliva, the residents of Bartlett Circle and Bath Savings (in the form of a line of credit). We are seeking funds from the United Church of Christ National Disaster Ministries (\$20K). We plan to seek additional funds or in-kind donations from other Yarmouth service organizations, the Red Cross and FEMA.

TOWN OF YARMOUTH

MINUTES OF YARMOUTH TOWN COUNCIL MEETING

Meeting: No. 12- 09/10
Date: January 7, 2010
Time: 7:00 P.M.
Place: Log Cabin

Roll Call of Members

P = Present A = Absent T= Tardy

P Erving Bickford, 23 Westcustogo Road
P Jeffrey Darrell, 208 Bayview Street
P Mark Hough, Chair, 355 Bayview Street
A Thomas Renehan, 11 Winter Street
P William Schaffer, 20 Center Street
P Carl Winslow, West Main St
P Kent Peterson, 47 Royall Meadow

The meeting was called to order at 7:00 P.M. with Mark Hough presiding. Roll call was taken. Minutes of meetings No. 11-09/10, 12/17/09 6-0

A. Public Hearings

Item No. 54:

Be it Resolved by the Yarmouth Town Council that an application to the Cumberland County Community Development Block Grant program for Community Building improvements at Bartlett Circle is hereby endorsed, and

Be it Ordered that the Town Manager is hereby authorized to accept any grants, gifts, or donations, including in-kind service donations for the project and to execute and administer any CDBG program funds grant that may be awarded for this project.

(6-0)

7) Budget – Construction Projects

Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering Architect Services	\$15,000		5,000 in kind	\$20,000
Materials/Supplies	\$100,000	\$10,000****	\$6,900 in kind \$8,100 to be raised	\$125,000
Labor/trades*	\$50,000			\$50,000
Volunteer Labor/non-trades**			\$75,000 Volunteer in-kind	\$75,000
Project Management Volunteers***			\$20,000 grant request pending	\$20,000
Permits		\$1,750 in kind		\$1,750
Construction Contingency 10%			\$24,250 line of credit	\$24,250
Total Costs	165,000	\$11,750	\$142,250	\$316,000

*This figure covers the cost of site and foundation, electrical and plumbing work. Bids will be obtained and the workers will be paid Davis-Bacon wage rates.

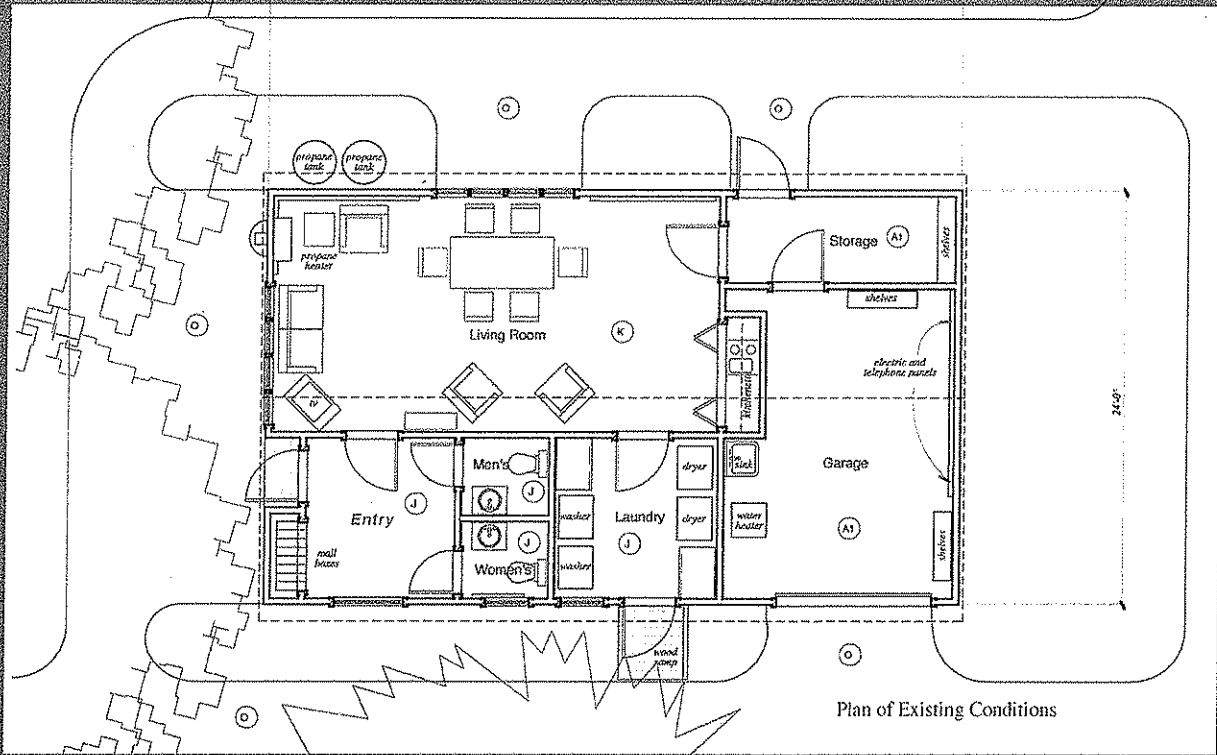
**This figure represents the value of volunteer time. Volunteers will perform non-trade work such as framing, siding and painting under the supervision of a volunteer Construction Manager, with the support of volunteer Project Manager and Volunteer Co-coordinator. The rate of \$15/hr. was used per IRS regulations.

***This figure represents a stipend for the volunteer Construction Manager to cover his expenses.

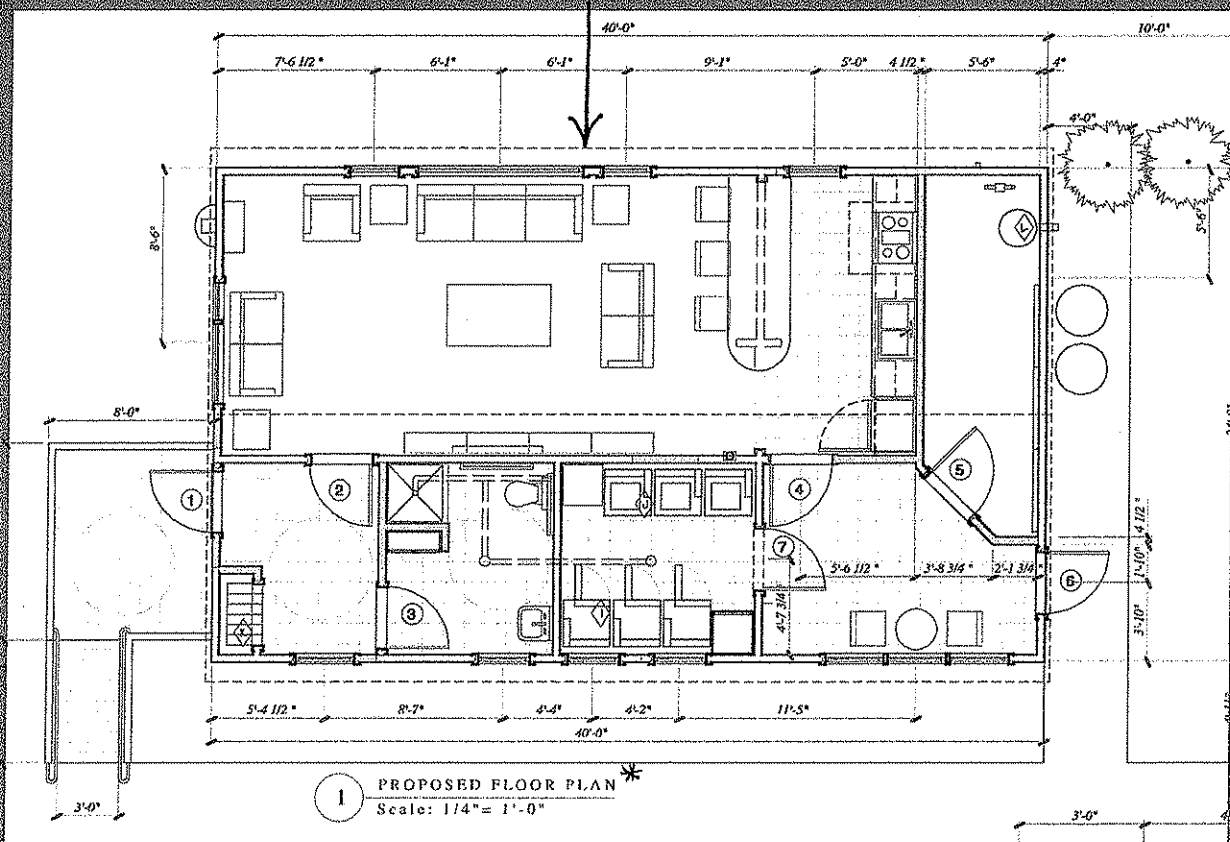
**** \$10,000 payable over 3 years.

3) Implementation Schedule

	March '10	April '10	May '10	June '10	July '10	Aug '10	Sept '10	Oct '10	Nov '10	Dec '10
Contract				X						
Reporting				X	X	X	X	X	X	X
Preliminary grant Notice	X									
Design for addition		X	X							
Permits for addition				X						
Organizing Volunteers			X	X	X	X	X	X	X	
Project Bids to the Trades				X						
Contract awards w/ Trades					X					
Construction Phase						X	X	X	X	
Construction Inspections						X		X		X
Construction wrap-up										X
Occupancy permit										X
Project Completed										X



500 sq. ft. Addition will go here.



**500 sq. ft. addition not yet designed*

