

TOWN OF WILBRAHAM
COMMUNITY PRESERVATION COMMITTEE
240 SPRINGFIELD STREET,
WILBRAHAM, MASSACHUSETTS 01095

APPLICATION INSTRUCTIONS

Step 1: Submit Application

- All proposals for community preservation funding must be submitted using the following application form.
- Project proposals will be accepted through **January 29, 2015** for possible consideration at the 2015 Annual Town Meeting.
- Applications received after the deadline will be held until the next round. Applications must be typewritten and must include a project budget and timeline.
- The Community Preservation Committee (CPC) reserves the right to cancel a funding round at its own discretion, or to decline to recommend funding for any project during a funding round.
- Applicants are also advised to include other supporting information which addresses the funding guidelines adopted by the Community Preservation Committee such as: photographs of site; description of proposed use of site; plans, architectural renderings, studies, etc.; National Register of Historic Places nomination forms; indication of support for the project; demonstration of other funding sources

Please return **twelve (12) copies** of the signed application and all attachments to:

**Community Preservation Committee
Wilbraham Town Office Building
240 Springfield Street
Wilbraham, MA 01095**

Step 2: Presentation and Community Preservation Committee Review

Once a proposal is received, the CPC will review it and report back to the applicant regarding the proposal's status. The committee may schedule a time during a regular committee meeting for the applicant to make a presentation. Once all applications for a given deadline have been reviewed, the committee will discuss the proposals and make funding recommendations.

Step 3: Town Meeting Approval

If the project is approved by the CPC the funds must be appropriated by Town Meeting.

Step 4: Implementation

Upon receiving funds, the recipient must agree to provide status reports on project completion on a schedule to be determined by the CPC. At the completion of the project the applicant must present a final report to the CPC in person.

The committee invites applicants to attend its meetings on **November 13, 2014, December 18, 2014 and January 22, 2015**, at 7:00 PM at the Town Office Building to ask questions and collection information from the committee about the funding possibilities.

The **Community Preservation Coalition** collects information from, and about, all the cities and town with community preservation funds: online at www.communitypreservation.org.

Contact: Peter Manolakis, Chairman, 596-8589, manolakisp@aol.com

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PROJECT PROPOSAL FORM

PROJECT TITLE: Windows in the Pines: Miles Morgan Court Developments

CPA Funding Requested: \$ 98,600 Total Project Cost: \$ 209,440

Name of Applicant: Wilbraham Housing Authority Paula Olsen, Executive Director

Sponsoring Organization (if applicable): _____

Mailing Address: 88 Stoney Hill Road, Wilbraham, MA 01095

Daytime Phone: (413) 543-1700 x101 Email: wilbrahamha@gmail.com

Are supporting documents attached to this form? Yes Number of Pages: _____

Please indicate to which of the Community Preservation categories this project applies :

Open Space Preservation
 Historic Preservation

Affordable Housing
 Public Recreation

PLEASE ATTACH THE FOLLOWING INFORMATION. Please respond to each question separately, indicating the question number. Please type all responses. *(see attached)*

1. General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: What is the nature of support for this project?
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?
6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

QUESTION #1

General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.

The goal of the Wilbraham Housing Authority (WHA) is to install new windows at The Pines (88 Stony Hill Road) and Miles Morgan Developments (12 Miles Morgan Court) for elderly/handicap residents living in Wilbraham.

It is the WHA's plan to apply for Community Preservation funds and use them in conjunction with funding received from the Massachusetts Department of Housing and Community Development to accomplish the change listed below:

- Install new windows at The Pines and Miles Morgan development. The current windows were installed in 1985 at the Pines and in 1989 at Miles Morgan Court. The single-paned windows are very drafty in the winter months, extremely difficult for the elderly residents to open and close, and hard to lock. The windows are a safety concern as well as a constant source of problems and frustration for our seniors. The windows also serve as a means of egress in the event of a fire.
- At more than twenty five years old, the windows have exceeded their lifespan and are deteriorating to the point of not functioning properly and creating a potential safety hazard for residents.

The above changes will improve the integrity of The Pines and Miles Morgan Court Development and make the buildings sustainable for many years to come. This will provide affordable housing options for elderly/handicap residents and a safer and more independent environment for them to live in.

The project would begin in August/September 2015 with preparing a scope and bid package.

The project would be completed with the installation of windows by the spring 2016.

QUESTION #2

Community Need: Why is this project needed?

This project is needed to preserve the integrity of the housing authority buildings The Pines development opened for occupancy in 1985. The single-paned windows that were installed back in 1985 are very large and heavy. They are extremely difficult for the elderly to operate.

The Miles Morgan windows were installed in 1989. These are smaller windows, but are just as difficult to open and close.

New windows are much lighter and easier to manage. The elderly residents, some with arthritic hands, live independently and they need the ability to use their windows with confidence. Some of the more agile residents could use the windows as a means of egress in case of a fire.

QUESTION #3

Community Support: What is the nature of support for this project?

There is a need for safe, sanitary, affordable elderly housing in every community. People are living longer and remaining independent in their own apartment or home for many years. Many of these elderly folks need affordable housing. As the elderly age, they want to maintain their independence. Currently, residents and their families complain about how drafty the windows are and how difficult the windows are to open, close and lock. When elderly residents are unable to lock their own windows, they do not feel safe. The proposal described in this application will improve the functionality of the windows and make the affordable elderly housing available in Wilbraham a safer place in which to live.

QUESTION #4

Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use budget form provided)

The cost to the Willbraham Housing Authority to purchase, remove, replace and dispose of 309 windows is estimated to be \$209,440.

There are 133 windows at the Pines Development with an estimate of \$95,600 to complete the project.

There are 176 windows at the Miles Morgan Development with an estimate of \$91,400 to complete the project.

CPA funds would be used to purchase the 309 windows at an estimated cost of \$98,600.

The Massachusetts Department of Housing and Community Development would fund the remaining estimated cost of \$110,840 to remove, dispose of and install the 309 windows and any soft costs associated with the project.

* see budget form

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BUDGET FORM

Project Name: Window Replacement for the Pines & Miles Morgan Developments.
Applicant: Wilbraham Housing Authority Paula Ober, Executive Director

SOURCES OF FUNDING		
Source	Amount	
Community Preservation Act Fund	\$ 98,600	
Department of Housing & Community Development	110,840	
Total Project Funding	\$ 209,440	

PROJECT EXPENSES		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
133 Windows - Pines Development	55,700	CPA Funds.
176 Windows - Miles Morgan Court	42,900	CPA Funds
Labor and Disposal Cost	88,440	Department of Housing & Community Development
SOFT COSTS (Copying Fees, Bidding, etc)	22,440	Dept of Housing & Community Development
Total Project Expenses	\$ 209,440	

Please feel free to photocopy or recreate this form if more room is needed.

QUESTION #5

Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?

The Wilbraham Housing Authority is committed to providing safe, sanitary, and affordable housing to elderly and handicapped persons of low income. The WHA is funded and regulated by the State of Massachusetts under the Department of Housing and Community Development located in Boston, and has been operating and managing low income housing in Wilbraham since 1971. The Pines development is a Chapter 667 development regulated by Massachusetts General Law 760 CMR 4. The development is designated for elderly and handicapped persons of low income.

The Wilbraham Housing Authority employs two (2) part-time maintenance workers who have been and will continue to be responsible for any ongoing maintenance of the windows.

QUESTION #6

Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

The Pines development is located 88 Stony Hill Road. It is a blue building on the right hand side of the road as you proceed towards Ludlow (see attached map). The Pines is an old school that was converted into elderly and handicap low income housing in 1985.

The Miles Morgan Court Development is off of Main Street between the town center and the Mile Tree school (see attached map).

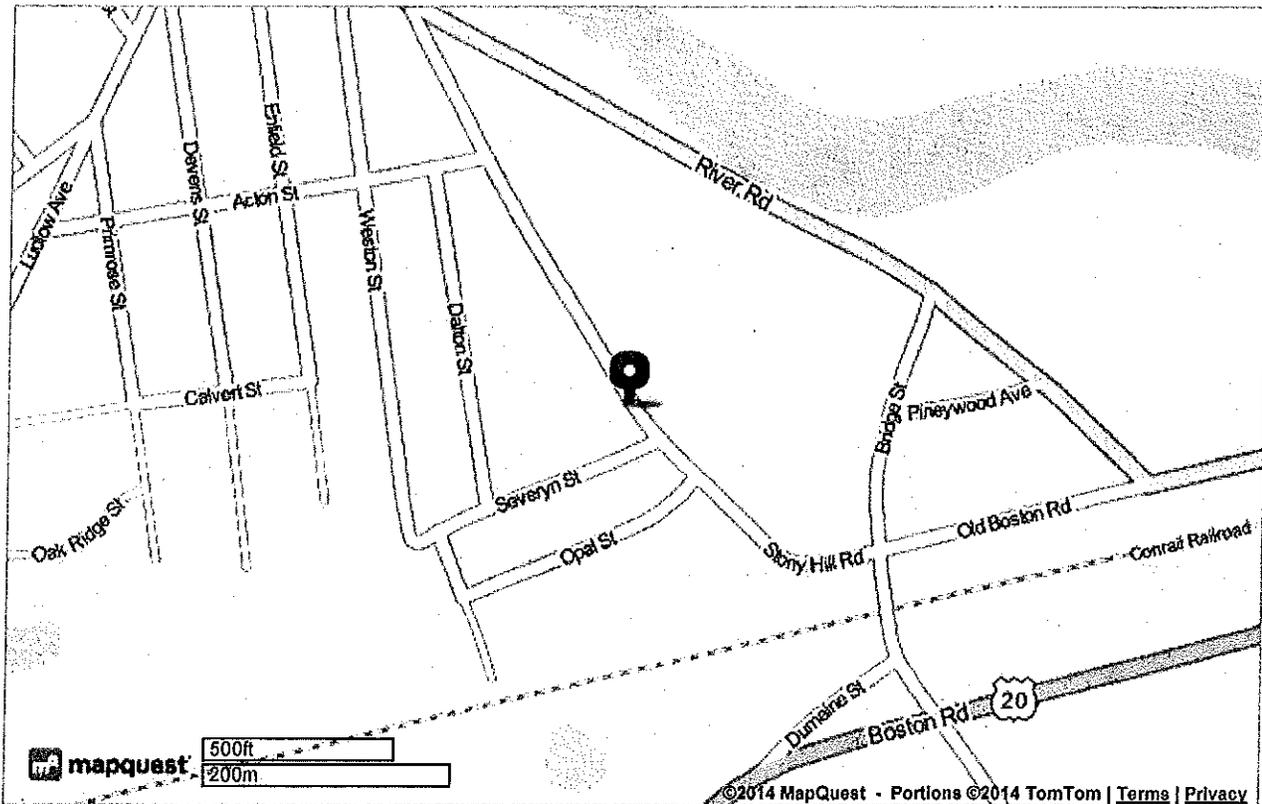


Map of:
88 Stony Hill Rd
Wilbraham, MA 01095-1052

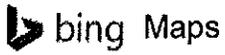
Notes

FREE NAVIGATION APP
SELECT: IPHONE ANDROID

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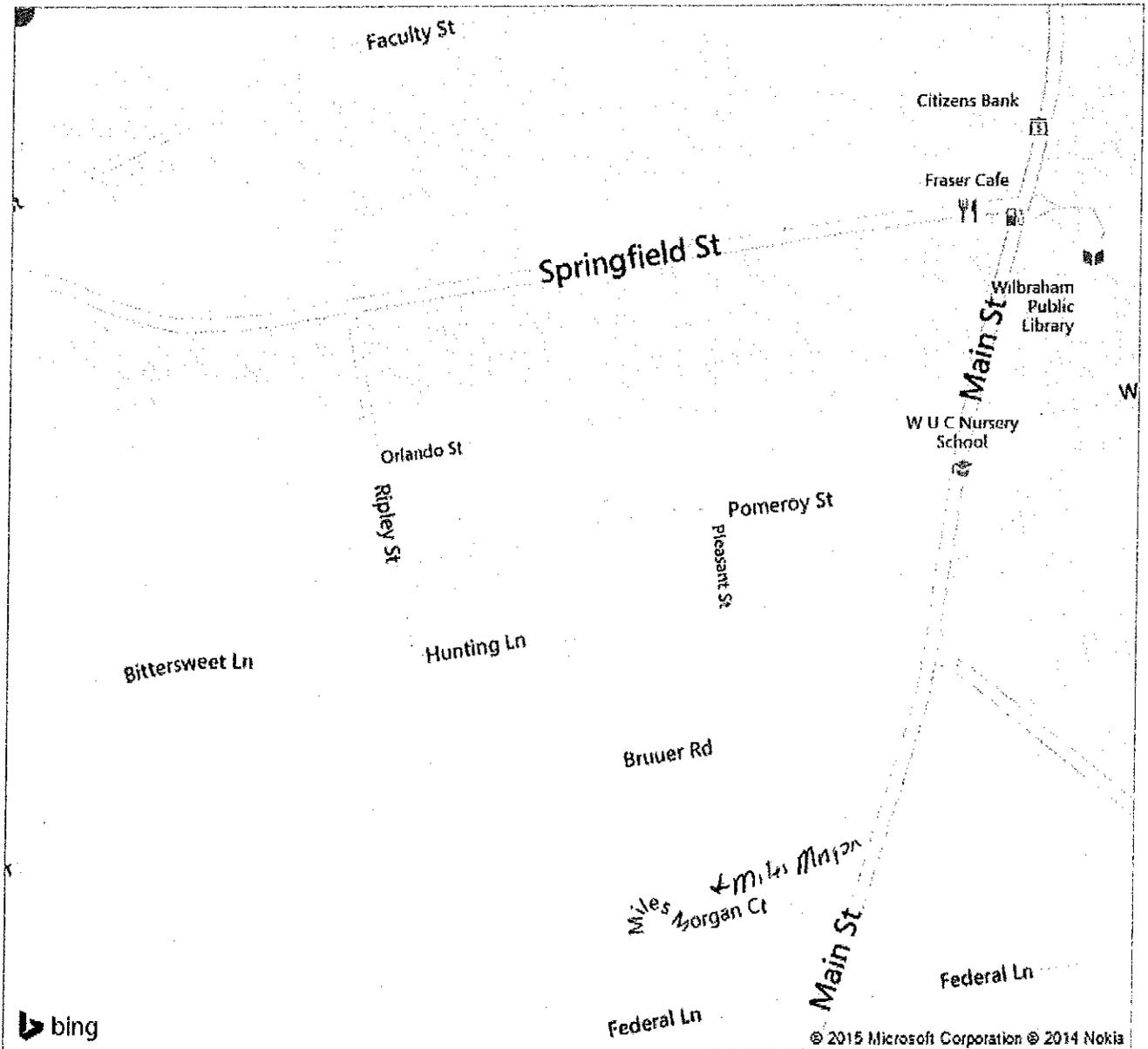
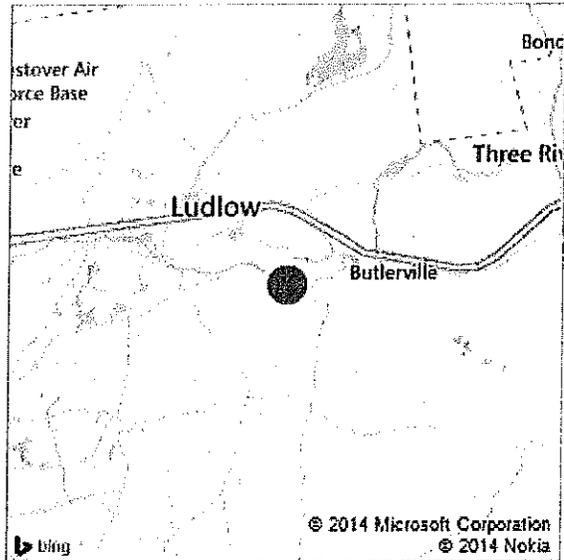
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Wilbraham, MA

Miles Morgan Court Development
12 Miles Morgan Court
Wilbraham, MA

On the go? Use m.bing.com to find maps, directions, businesses, and more



QUESTION #7

Documentation that the applicant has control over the site.

The Wilbraham Housing Authority owns and controls The Pines and Mile Morgan Court, both elderly affordable housing developments (Chapter 667), and nine affordable family housing units (Chapter 705) scattered throughout Wilbraham.

QUESTION #8

Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.

Prior to any work being done, the housing authority will be in touch with the Town of Wilbraham and any town departments necessary to receive the proper permits and conform to all regulations of the Town of Wilbraham.

Additional information, if applicable:

- 7. Documentation that the applicant has control over the site.
- 8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.

Applicant's Signature: Paula Olson Date: 1/23/15

Printed Name: PAULA OLSON

For Community Preservation Committee Use

Received on _____ Reviewed on _____
Recommendation: _____ Amount _____ Funding Cycle FY _____

