

TOWN OF WESTON COMMUNITY PRESERVATION COMMITTEE
Project Submission Form – FY24
Summary Form

Submission Date: September 12, 2023

Project Name: Brook School – Building A – Lower Floor Renovations

Project Address: 44 School Street, Weston MA 02493

Brief Project Description: Request for Design Funds to develop convert unused Lower Level space into 2 new units of senior housing at the Brook School Apartments.

Contact Person: Tom Timko

Contact Title: Chair, Elderly Housing Committee

Contact Phone #: 617-308-8099

Contact Email Address: tomtimko@comcast.net

Contact Mailing Address: c/o Brook School Apartments
 44 School Street
 Weston, MA 02493

Sponsoring Organization (e.g., Conservation Commission): Elderly Housing Committee

Eligibility - Only activities designated in “Yes” boxes, below, are eligible uses of CPA Funds. Please mark the box, or boxes, that apply:

	Open Space	Historic Resources	Recreational Land	Community Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes	Yes, if acquired or created with CPA funds
Administrative Fund Request	Yes	Yes	Yes	Yes

Projected Cost (Please add information for additional fiscal years as necessary):

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2022 +prior yr(s).			
2023			
2024	\$50,000	\$50,000	
2025			
Total:	\$50,000	\$50,000	

<p style="text-align: center;">TOWN OF WESTON COMMUNITY PRESERVATION COMMITTEE Project Submission Form – FY24 Application</p>
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Please address the following questions/categories using additional sheets as necessary.

- 1. Goals/Community Need:** What are the goals of the proposed project? Who will benefit and why? Does the project address needs identified in existing Town plans?

Although incremental, the project would provide two units of additional elderly housing in space recently vacated by other Town organizations that have relocated to the newly finished Josiah Smith Tavern and the AIC. The Elderly Housing Committee is constantly looking for space to meet the needs of the growing senior population in Weston. The over-65 population in Weston grew 23 percent since the 2010 Census, and over half those over age 65 earn have limited income, earning below \$75,000 annually. Weston housing is predominantly single-family housing with few options to remain in town if a single family house is no longer feasible due to physical needs, cost considerations, etc. This is consistent with housing needs identified in the 2021 Housing Production Plan (HPP). This project also aligns with many of the HPP Goals:

1. Expand variety of housing options – the additional units would add to the limited supply of rental housing in Weston.
2. Promote a welcoming and diverse community – Brook School provides elderly housing that serves a households of varying incomes and strives to be a welcoming community for all residents.
3. Distribute new housing in strategic locations throughout Weston – the Brook School campus is strategically located providing residents with access to resources and the benefits of a central location (near library, Council on Aging, Town Center services).
4. Ensure new housing options are compatible in scale, siting and design – the units built within the Brook School campus will be contextually sensitive to the community. As this proposal is for units wholly within the existing building envelope, there will be effectively no impact on the neighborhood.
5. Address local housing needs and meet the state’s housing production goals – The need for housing is evidenced by the extensive waitlist for the existing 75 elderly units at the Brook School Apartments; currently there are 187 people on the waitlist (40 have a Weston connection). All new units would be eligible for the Subsidized Housing Inventory (SHI).

The 2019 Aging in Weston: A Community Needs Assessment found there is a need for housing options for the growing senior population and many long-term residents leave Weston due to limited housing options.

Adding on to the current property is an efficient use of resources and builds on the successful model of the Brook School.

2. Project Timeline: Describe project milestones and when they will be completed.

Fall 2023:	Request CPC Funds for Design Development
December 2023:	Select Design Firm
Winter/Spring 2024	Schematic Design, Design Development, Construction Estimates
	Review Construction Funding Options: CPC funds, EHC Enterprise Funds, bond financing
Fall 2024	Potential Town Meeting Request for Funding
Winter 2024:	Project Bidding
Spring 2025:	Construction Start
Fall/Winter 2025:	Occupancy

3. Community and Municipal Support: Describe the nature and level of support for and/or opposition to this project. Additionally, *all applicants must submit the attached acknowledgement executed by the Town Manager.*

Expansion of the inventory of elderly housing generally has community-wide support and is identified in the Housing Production Plan as a local initiative strategy to foster the creation of more housing options. While there has been some concern among residents in the surrounding neighborhood regarding potential impacts of the increased density associated with other, larger proposed projects, this is an incremental increase in the number of units and will trigger no changes to the overall status of the Brook School campus. The design phase will be fairly simple and straightforward, but as with all Elderly Housing Committee initiatives it will be an open and transparent process, involving a range of stakeholders, including neighbors, Brook School Residents, the Council on Aging, etc.

4. Budget: Provide a line item budget and an explanation of how the budget was prepared. Include backup documentation including any proposals for services, professional cost estimates, etc. For community housing development projects, provide phased sources and uses of funds.

At this stage the project budget is based on conversations with the Weston Facilities Management staff and prior EHC experience with similar projects. Once funding is secured a formal RFP would be developed and issued to one of the several design firms that the Facilities Department works with.

5. Other Funding Sources: In addition to CPA Funds, what other funding sources are available, committed, or under consideration? Include commitment letters, and describe any other attempts to secure public or private funding for this project.

The Elderly Housing Committee (EHC) proposes utilizing CPC funds for the design phase of this project. Potential financing options for the construction of the project could be CPC funds, funding from the EHC's Enterprise Fund, bond financing through the Town, or other similar sources. The scale of this project may not make sense for a long term debt service type instrument. The EHC will also investigate applicability and availability of funding through the State's Community Scale Housing Initiative (CSHI) and potentially the Town's allocation of American Rescue Plan Act (ARPA) funds.

6. Implementation: Identify the person/persons responsible for project implementation and describe his/her/their relevant experience.

Tom Timko, Chair of the EHC will be the main point of contact for the project. The project will be overseen by the Permanent Building Committee and the Weston Facilities Department.

7. Comparable Projects: List and describe any comparable projects.

The EHC has successfully undertaken the development and management of the 75 unit Brook School Apartments since the completion of the initial renovations in 1980 and the subsequent construction of Building D in 2004.

8. Operations/Maintenance: If the project is revenue-generating, provide a 5-year operating budget. If the project will not generate revenue but ongoing maintenance will be required, provide a 5 year budget with funding sources identified. (CPA funds cannot be used for maintenance). Identify the person(s)/entity responsible for operations/maintenance.

As this is an incremental change to the overall unit count at the Brook School Apartments, no modifications will be needed to the standard Brook School operating budget. Monyette Vickers is the current Property Manager in charge of the operations of the Brook School Apartments including overseeing maintenance staff. A copy of the annual Brook School budget is available upon request.

9. Multiple Projects: Sponsors with multiple proposals should prioritize them here.

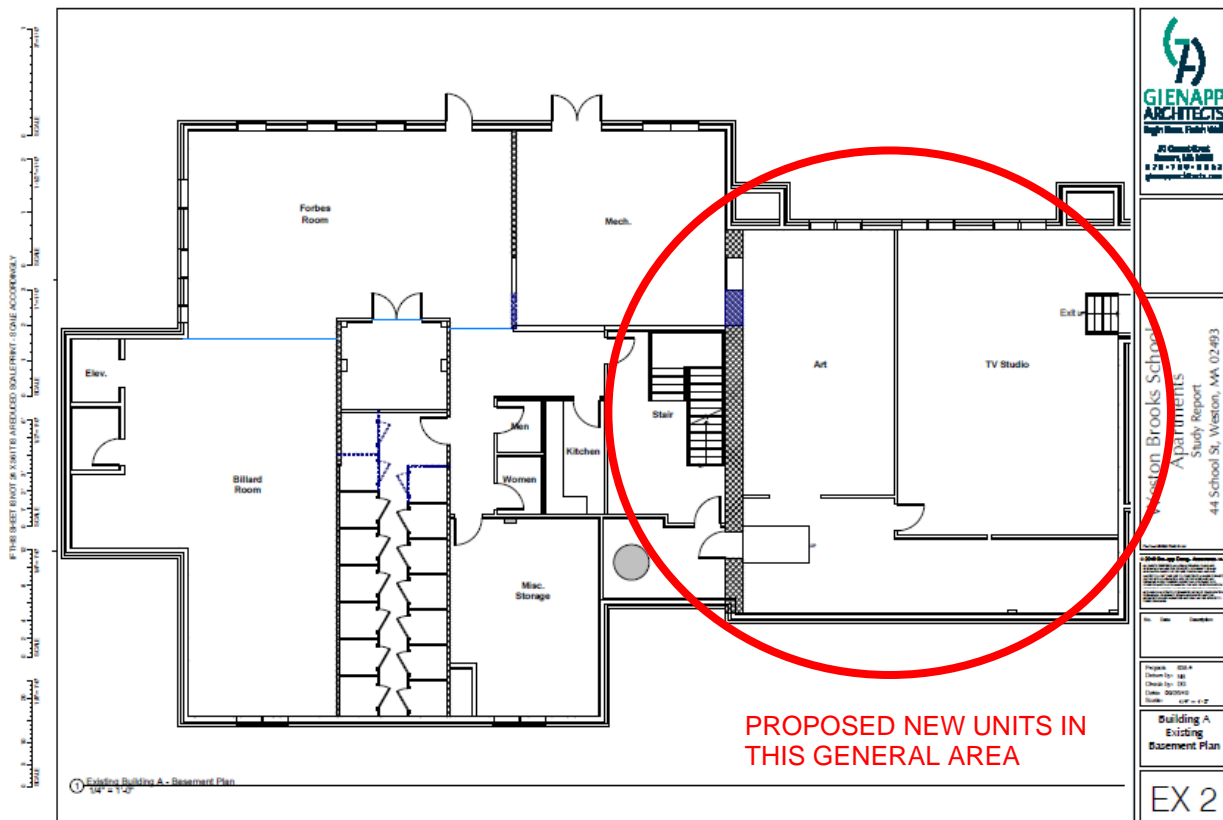
10. Provide Supporting Documentation as Applicable:

- a. Evidence of Site Control (e.g., purchase and sale agreement);
- b. Feasibility Studies;
- c. Appraisal;
- d. Letters of Support;
- e. Maps;
- f. Statistics; and
- g. Other Relevant Information.

SEE BELOW



Figure 1: Aerial Map of 44 School Street, Weston, MA



TOWN OF WESTON
Community Preservation Committee, P. O. Box 378, Weston, MA 02493

ACKNOWLEDGEMENT OF CONSULTATION WITH THE TOWN
MANAGER AND OTHER RELEVANT GROUPS

Please indicate the date(s) of each consultation with Town boards, committees, and/or departments undertaken at the Town Manager's direction:

<u>Board/Committee/Department</u>	<u>Date(s) of Consultation</u>
Elderly Housing Committee	08/01/23; 09/05/23
Permanent Building Committee	To Be Determined
Weston Facilities Department	Discussions ongoing
Weston Affordable Housing Trust	09/06/2023
Council on Aging	Discussions ongoing;
Historic Commission	Future coordination meeting
Board of Health	Future coordination meeting

Town Manager:

Leon A. Gaumond Jr.

Date: