



**City of Beverly
Community Preservation Committee**

Planning Department
191 Cabot Street, City Hall

Beverly, MA 01915
(978) 921-6000 ext. 2343 (978) 921-6187 (Fax)

Staff Contact: Amy Maxner amaxner@beverlyma.gov

CPC Website: <http://www.beverlyma.gov/boards-commissions/community-preservation-committee/>

**2015 CPA PROJECT FUNDING APPLICATION
Project Description Form**

Application and supporting materials must be submitted by Friday May 8, 2015 at Noon

Project Title: Simon Street and Memorial Drive Family Housing Roof Replacement Project
Project Location/Address: 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial Drive
Date: May 6, 2015

Name of Applicant: Kevin Ascolillo
Organization: Beverly Housing Authority
Contact Person: Kevin Ascolillo, Executive Director
Mailing Address: 137 Rear Bridge St., Beverly, MA 01915
Telephone #: 978-921-2424
Fax#: 978-921-2121
Email Address: bhaexecutive@msn.com

If Different From the Applicant:
Name of Owner: _____
Mailing Address: _____
Telephone #: _____
Fax#: _____
Email Address: _____

- CPA Funding Requested: \$100,710.00 Total Project Cost: \$109,710.00
- Please mark all CPA Categories and purposes to which this project applies (more than one may apply) - please refer to DOR Allowable Uses Chart:

Open Space:
Acquisition
Creation
Preservation
*Rehabilitation/Restoration Support***

Community Housing:
Acquisition
Creation
Preservation
Support
*Rehabilitation/Restoration***

Historic Resources:
Acquisition
Preservation
Rehabilitation/Restoration

Recreation:
Acquisition
Creation
Preservation
Rehabilitation/Restoration

***if acquired with CPA funds*

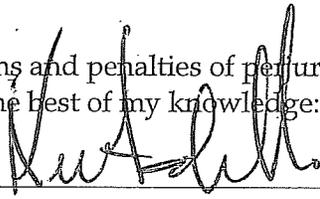
PLEASE ATTACH THE FOLLOWING SUPPORTING INFORMATION AND DOCUMENTATION:

Please type all responses and indicate item number

1. **Project Narrative:** Please address the following items in your narrative, which should not exceed 5 typed pages:
 - a. **Project Description:** Please provide a thorough description of the project and goals it will achieve.

- b. **CPA Eligibility, Community Preservation Need:** Please describe how the project complies with the CPC's Project Eligibility Criteria and the DOR's Allowable Uses Chart. Please describe the community need the project satisfies. Please address specific CPC Criteria and the definitions listed on the DOR's Chart when answering this question.
 - c. **Project Partnerships & Support:** Please attach commitment letters from funding partners, including in-kind service providers. Please attach other letters of support to document clear endorsement by community members and groups, municipal boards, committees, commissions and departments, etc.
 - d. **Feasibility:** List and explain all further actions or steps that will be required for completion of the project (i.e. 21E environmental assessments; zoning, planning board, conservation commission permits and approvals; easements or restrictions; subordination agreements etc...).
 - e. **Applicant/Organization Background:** Please provide a brief description of your or the organization's profile and project history. Explain your ability and capacity to undertake and successfully execute the project.
 - f. **Maintenance & Long Term Preservation:** If on-going maintenance and upkeep is required, please describe how this will be accomplished. Explain specific guarantees that will assure long-term preservation of the project.
 - g. **Maps & Visual Materials:** When appropriate, at least one photograph shall be provided with the application. Please include plans, maps and other visual aids to help describe the project (i.e. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings or design plans etc...).
2. **Budget:** Please fill out the attached Budget Form. Please indicate which expenses CPA will directly fund. Please attach supporting documentation that substantiates costs (i.e. estimates, quotes, letters of intent estimating value of in-kind services etc...)
3. **Project Schedule:** Please fill out the attached Project Schedule Form. Explain each step of the project, time to accomplish the various steps, milestones and project completion date.
4. If applicable and appropriate, additional information or supporting documentation should also be attached. ****Note:** If supporting documents are 10 pages or more, an electronic copy (PDF) of said document shall be provided. Supplemental information may include, but not be limited to:
- a. Natural resource features
 - b. Proof of site control, or plan to obtain control such as Purchase and Sale Agreement, option or deed
 - c. For historic properties or artifacts, a Determination of Historic Significance by the Beverly Historic District Commission
 - d. Historic structure report or existing conditions report
 - e. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
 - f. Any other information useful to the Committee in considering the project

I certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature:  Date: 5/6/15

Owner's Signature: _____ Date: _____
(If Different From Applicant)

Project Title: Simon Street and Memorial Drive Family Housing Roof Replacement Project
 Project Location/ Address: 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial Drive
 Date: May 6, 2015

**2015 CPA PROJECT FUNDING APPLICATION
SUPPORTING INFORMATION AND DOCUMENTATION**

BEVERLY HOUSING AUTHORITY, SIMON STREET and MEMORIAL DRIVE FAMILY HOUSING ROOF REPLACEMENT PROJECT, 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial Drive, Beverly, MA

1. Applicant/Organization Background:

The Beverly Housing Authority (BHA) is funded by both the Federal Government and Commonwealth of Massachusetts with the sole purpose of the agency being the provider of affordable housing opportunities to the Commonwealth's neediest residents. The Beverly Housing Authority's mission as stated in both federal and state action plans and policies is as follows: "The Beverly Housing Authority (BHA) is committed to providing a full-range of safe, secure, suitable and appropriate housing opportunities to extremely low, very-low, low and moderate-income family, elderly and disabled households in a fair manner. The BHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The BHA is committed to deconcentrating poverty within its public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The BHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities." The Beverly Housing Authority currently has 635 public housing units (467 state-aided and 168 federal) in its portfolio. Of the 467 state-aided public housing units, 132 are devoted to families and 335 are devoted to elderly/disabled households. Additionally, the BHA administers 518 rental subsidy vouchers (420 federal and 98 state).

The Beverly Housing Authority management team that will be responsible for the oversight and successful completion of the Simon Street and Memorial Drive Family Housing Roof Replacement Project has a cumulative total of 76 years employed at the BHA completing capital improvements projects. The three members of the management team, namely Executive Director Mr. Kevin Ascolillo, Deputy Director Ms. Susan Carleton and Director of Building Facilities and Security Mr. James Vahey have completed successful roof replacements projects in the past and are ready and able to complete this project on time and on budget. Please review the following management team resumes:

Mr. Kevin Ascolillo has been in public service for 44 years, three of which served as chairman of the BHA Board of Directors and 21 years as BHA Executive Director. As the Chief Administrative Officer for the agency, Mr. Ascolillo is responsible for planning, administering, directing, supervising and coordinating all functions and phases of the Authority's operations with regard to both personnel and property. His duties include the management and oversight of a staff of 20 full-time and part-time employees with an annual operating budget of over \$4 million. During his 21-year tenure as Executive Director, Mr. Ascolillo has overseen the completion of both new construction and substantial modernization projects in 635 federal and state public housing from project inception through completion totaling \$15.7 million.

Ms. Susan Carleton has been employed at the BHA for 37 years. She has been the Deputy Director of the agency for 28 years and her duties include assisting the Executive Director, Acting Executive Director when necessary, management of staff, Grievance Office, Reasonable Accommodation Officer and Project Manager. In her 28 years as Deputy Director, Ms. Carleton has overseen the completion of new construction, major modernization projects and minor rehabilitation projects in 635 federal and state public housing units from bidding through punch list totaling over \$26.1 million. Ms. Carleton recently completed a \$1.8 million modernization project at BHA's Herrick Street state-aided elderly/disabled

location involving the complete gut of eighteen dilapidated and obsolete units and the creation of twelve new units including four handicap accessible units. Other rehabilitation activities include: roof replacement; exterior siding install; window and door replacement; heating and hot water system improvements; installation of emergency generators; kitchen and bathroom renovations; extensive ADA improvements throughout BHA federal developments; lead paint abatement; site improvements including street, sidewalk and parking improvements, landscaping, fencing and lighting; installation of security systems; BHA Office renovations; elevator improvements and new elevator installation. With direct relevance to this grant application, Ms. Carleton has overseen emergency roof replacement projects at Balch Street, Story Avenue, Dearborn Avenue, Bresnahan Court and Essex Street. The BHAs 2014 CPA roof replacement project is currently out to bid with bids due May 6, 2015.

The last person of the management team critical to the success of this project is Mr. James Vahey. Mr. Vahey has served as the Director of Building Facilities and Security for the BHA for 18 years. Mr. Vahey has been fully responsible for all aspects of public housing maintenance including security and modernization. Mr. Vahey acts as Clerk of Works for all BHA modernization projects both new construction and substantial rehabilitation. He oversees the day-to-day construction activities on all BHA projects from plans to completion. As Director of Building Facilities and Security, Mr. Vahey is responsible for all maintenance related activities including personnel, grounds, exterior and interior building facilities, security and power plant operations. Mr. Vahey will serve as Clerk of Works for this proposed roof replacement project as well as future ongoing maintenance of gutters and downspouts.

Architect Mr. Raymond T. Guertin has provided the Beverly Housing Authority with a preliminary scope-of-work, design plans and budget for the Simon Street and Memorial Drive Family Roof Replacement Project. Mr. Guertin has been an architect for 24 years and has worked successfully with the BHA since 2005. Mr. Guertin has worked with over 25 local housing authority's throughout Massachusetts on projects including rehabilitation and renovations of existing buildings, roof replacement, exterior envelope repair/replacement, window/door replacement, ADA upgrades, kitchen and bathroom renovations, flooring replacement, and lead paint and asbestos abatement. Mr. Guertin will be invited to submit a bid for the architect position for this project.

2. Project Narrative:

The Simon Street and Memorial Drive Family Roof Replacement Project involves the removal of old and deteriorated roof material and the proper installation of 50-year shingle along with new gutters and downspouts. The preliminary scope-of-work from the Architect is as follows: remove and dispose of existing roofing and flashing down to existing roof deck. Supply and install new 50-year architectural grade roof shingles, ice and weather sheet, aluminum drip edges, and metal flashings. Replace deteriorated roof sheathing, trim repairs on three duplex buildings located at 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial Drive. All three duplexes are part of the housing authority's state-aided family public housing inventory and were constructed in 1990. The existing roofs have exhausted their 20-year life cycle and are in need of immediate repair. Although not visible in the pictures enclosed in this application, the current roof conditions are defective as can be seen through the multiple emergency roof repairs completed over the years. As far back as December 2008, ceiling leaks were repaired at 24 Simon Street with the maintenance staff noting "future work needed on shingles." In April 2015 both 24 and 24A experienced major leaks coming from the walls and up through the floors lifting floor tiles. Leaking from roof porches at 13/14 and 15/16 Memorial Drive resulted in the installation of new shingles being installed over the existing porch roofs in April 2012. In April and October 2012, 13/14 and 15/16 required replacement of ridge vents and flashing repairs around roof vents. One roof vent at 16 Memorial Drive required insulation to be installed to prevent leaking in the bathroom in March 2015.

The Beverly Housing Authority does not have the funding from its Capital Improvements Budget nor from its operating reserves to complete the proposed roof replacement project. In 2007 and 2008, consultants from the Department of Housing and Community (DHCD) inventoried Beverly Housing Authority state-aided public housing stock for immediate deficiencies listed as Category 1 projects, meaning failing State Sanitary Code Chapter II Minimum Standards of Fitness for Human Habitation. In 2009 the State published a Prioritization Report outlining the findings of the inventory. In 2010, the Department of Housing and Community Development initiated a Formula Funding (FF) Program to ensure that capital funds awarded to state-aided public housing are distributed in an equitable, transparent and predictable manner. As part of the FF Program, housing authorities could count on receiving a multi-year award of FF to plan and implement their most urgent needs as listed the Prioritization Report. Projects slated to be funded by the Beverly Housing Authority with its State Capital Improvements Budget over the next three years (2015-2017) are those listed as Category 1 and Category 2 projects five years ago. The BHA never has enough in its capital improvements budget to address all necessary repairs to its aging housing stock. Understanding the dilemma faced by local housing authorities across the Commonwealth, DHCD encourages housing authorities to seek additional resources to help fund their Capital Improvement Plan such as local Community Preservation Act funds.

The Beverly Housing Authority day-to-day operations and routine repairs are funded out of its operating budget. Over the years, level funding from the Commonwealth for state-aided public housing in effect results in a reduced budget due to higher health care costs, rising maintenance staff costs, among other costs. Minimum wages for maintenance staff are set by the Executive Office of Labor and Workforce Development in accordance with MGL ch.121B s 29. The maximum operating reserve for the Beverly Housing Authority's state program according to DHCD should be \$1,184,095.00. However, due to funding constraints and an aging infrastructure, the Agency's operating reserves will be \$217,045.00, 18% of maximum. DHCD budget guidelines recommend local housing authorities maintain a reserve level of 20% of maximum or the housing authority is considered a deficit housing authority. Where in the past smaller capital improvement projects would have been funded out of the operating reserve, a deficit housing authority's spending is limited to health and safety/emergency repair issues.

The goal of the Simon Street and Memorial Drive Family Housing Roof Replacement Project is to replace three substandard roofs thus preserving six three-bedroom family units of affordable housing. Failure to replace the deteriorating and substandard roofs could lead to much larger and more costly problems if the roofs integrity are compromised. Roofs that are no longer watertight allow outdoor elements inside including water and pests. Water infiltration may damage interior ceilings, floors and walls or pose an immediate health concern with the possible formation of mold. Pest such as insects, rodents and birds can obtain access to attic space resulting in an immediate health concern for residents. Per State Sanitary Code Chapter II, housing units must be weathertight and free from pests.

In providing affordable housing opportunities for Beverly neediest families, the BHA strives to provide decent, safe and sanitary housing. The three duplexes slated for improvement are occupied by families with an average three-person median family income of \$18,900.00. This level qualifies the families as extremely low-income earning under 30% of HUD's area-wide median household income (\$26,600.00). The six three-bedroom units can house a maximum of six persons each according to State Sanitary Code Chapter II (two persons per bedroom) or a total of 36 individuals. As of May 1, 2015, 24/24A Simon Street and 13/14 and 15/16 Memorial Drive(s) housed 19 persons in total with nine children. One hundred percent of the six households are headed by females. Additionally, one of the six units is ADA compliant providing much needed barrier free housing for a wheel chair bound woman and her family. Only nine out of 182 federal and state family public housing units, or 5%, are ADA handicap accessible.

It is imperative that public housing units be preserved to serve those that need them the most. Tenant rent levels in stated-aided public housing are 27% of income thus providing truly affordable housing opportunities.

a. Community Need:

Per the Community Preservation Act MGL Chapter 44B as amended by St. 2012, c. 139, §§ 69-83, section 1, the roof replacement activity proposed in this grant applications meets the definition of “community housing” because it is housing for low and moderate income families; the definition of “community preservation” because it will preserve community housing; the definition of “low income housing” because it serves families earning under 80% of HUD median area income; and the definition of “preservation” because the project will protect real property from harm or destruction.

The Simon Street and Memorial Drive Family Housing Roof Replacement Project meets the following CPC General Evaluation Criteria:

2. Leverage additional public or private funds. The Beverly Housing Authority will provide additional public funds (\$9,000.00) to pay for the cost of personnel working on the project. The plan calls for administrative staff time from the Executive Director, the Deputy Director, the Director of Building Facilities and Security and the Director of Administration on Finance (processing of requests for payment).
3. Demonstrates practicality and feasibility, and that the project can be implemented within budget and on schedule. The BHA staff involved with this project have completed both large new construction and substantial rehabilitation projects. This roof rehabilitation project is a relatively small activity in relation to many others completed the BHA management team. A preliminary plan, design and budget are complete. The BHA is ready to procure architectural services if and when the grant funding is approved.
5. Preserves and enhances the essential character of the City or upgrades and enhances the city experience for a broad a group of people as possible. State-aided public housing developments because they are maintained and improved with scarce state dollars can become an eyesore if funding is unavailable. This project will preserve six public housing units for current low income residents and for future low income residents over the next fifty years. 24/24A Simon Street is a stand-alone duplex in the Gloucester Crossing neighborhood and its upkeep will enhance the experience for neighborhood residents and may even spur other property owners in this neighborhood to make improvements to privately owned building on the street.
6. Protects resources that would otherwise be threatened. As already referenced earlier, without the infusion of additional dollars to supplement of State Capital Improvements Budget, public housing units are in jeopardy of falling into further disrepair resulting in increased repair costs and the potential for immediate health and safety code violations via weather and pest infiltration.
7. Demonstrates a clear public benefit. The Beverly Housing Authority and all of its public housing units are for use by the public. The preservation of affordable “public” housing authority units for our poorest populations (with the next step being shelter or homelessness) serves a clear public benefit.
8. Is in compliance with the Law and the Beverly Ordinance, the Beverly CPC Application Process and Timeline and is eligible for CPA funding. The BHA has adhered to the application process and timeline set forth in the 2015 Application Instructions and Process and will continue to do so. Please see the first paragraph listed above under Community Need for the project compliance with CPA legislation.
9. Has received broad-support from community members. Please see the attachments for support letters from Beverly Bootstraps and Beverly Children’s Learning Center.
10. Implementation of the project under the selected category(s) does not adversely impact other category(s). The proposed project is a roof replacement project at an existing public housing development. It will not adversely affect projects proposed under open space, historic preservation or recreation.

The Simon Street and Memorial Drive Family Housing Roof Improvement Project meets the following Category Specific Evaluation Criteria for Community Housing:

- a. Ensures long-term affordability. Beverly Housing Authority units will be affordable to low and moderate income household in perpetuity.
- b. Promotes use of existing buildings or construction on previously-developed private or city-owned sites. 24/24A Simon Street, 13/14 Memorial Drive and 15.16 Memorial Drive are existing state-aided public housing units owned by the Beverly Housing Authority and thus government-owned.
- c. Supports the housing needs of a range of qualified residents who earn less than 100% of the area-wide median income. All future tenants must meet the DHCD income guidelines of earning 80% or less of HUDs median area income. Currently, the residents at the six units earn less than 30% of HUD area-wide median income.
- e. Provides affordable ownership and rental opportunities. The six three-bedroom units provide affordable rental opportunities for low and moderate income families. Based on DHCD regulations for state-aided public housing, residents at 24/24A, 13/14 and 15/16 Memorial Drive will pay only 27% of their total household income. Based on the current monthly income average, 27% translates into a monthly average rent of \$425.00 for a three-bedroom unit, thus extremely affordable in a rental housing market where \$1,800.00 or higher is the going rate.

b. Feasibility: List and explain all further actions or steps that will be required for completion of the project. The three duplex units have no issues of site control because the Beverly Housing Authority owns the parcels and the buildings thereon. The project does not require additional permits or approvals as it is existing and not historic. The Simon Street and Memorial Drive Family Housing Roof Replacement Project has a short anticipated completion timeline of under three months. As soon as notice of award is received, the BHA will procure architectural design services and construction bid specification will be generated. When bid specifications are complete, the roof replacement project will be put out to public bid, a contractor will be hired and the project can commence with good weather conditions in Mid-May 2016. The BHA expects this project to be completed on time and on budget.

c. Maintenance & Long Term Preservation:

The Beverly Housing Authority does not anticipate problems with the long term preservation of the roofs at 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial Drive. The most important component in this project is the proper prep work and proper installation of 50-year roofing shingle. The BHA management team and architect will ensure this result. The current shingle is a twenty-year shingle that lasted 25 years. The BHA anticipates that the new roof will last fifty years. The only ongoing maintenance required will be the annual cleaning of gutters and downspouts to be completed by BHA maintenance personnel.

d. Maps & Visual Materials:

Please see the attached pictures showing the roof conditions at the three state-aided public housing units located at 24/24A Simon Street, 13/14 and 15/16 Memorial Drive. As noted previously, deteriorated roof conditions can be seen by the history of rook leaks and emergency repairs to flashing and vents over the years. Additionally, there are city maps showing the location of two locations.



May 4, 2015

Mr. Kevin Ascolillo,
Executive Director
Beverly Housing Authority
137 Rear Bridge Street
Beverly, MA 01915

RE: Family Housing Roof Replacement Project

Dear Kevin,

I am happy to provide this letter of support for your application for \$100,710.00 for the replacement of roofs at 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial.

We provide services to some of these families and it is in everyone's best interest to be sure these units have roofs that are in good condition. As we all know, a leaking roof can lead to extreme damage to the housing unit and very detrimental living conditions that can affect the health of the inhabitants.

Knowing these families and the hardships they already face, it is very important for them to have safe, healthy living environments if they are to have any chance of bettering themselves so that they can leave the housing system. As you know, there are 19 people living in the six 3 bedroom units of which 9 are children, who are most vulnerable to their environment.

Additionally, I found it very important to note that one of these units is handicapped accessible – a rarity in public housing, so this unit is imperative to preserve.

We hope you are successful in your quest for this funding.

Best Regards,

A handwritten signature in cursive script that reads 'Sue Gabriel'.

Sue Gabriel
Executive Director

Beverly Children's Learning Center, Inc.

600 Cummings Center, Suite 171X, Beverly, MA 01915



PHONE 978-927-1269

FAX 978-927-1774

May 6, 2015

Mr. Kevin Ascolillo, Executive Director
Beverly Housing Authority
137 Rear Bridge Street
Beverly, MA 01915

RE: SUPPORT OF CPA GRANT APPLICATION

Dear Mr. Ascolillo,

The Beverly Children's Learning Center (BCLC) would like to take this opportunity to support your 2015 Community Preservation Act Grant Application. The affordable housing opportunities provided by the Beverly Housing Authority certainly qualify as "community housing". The preservation of such housing is critical to low income families in the region served by both of our agencies.

The first step in helping a low income family p economic self-sufficiency is to secure safe, decent and affordable housing. Once a family's housing situation is stable, adult members with the help of affordable early education and care can seek employment opportunities. The Beverly Housing Authority provides the first step and BCLC provides the next.

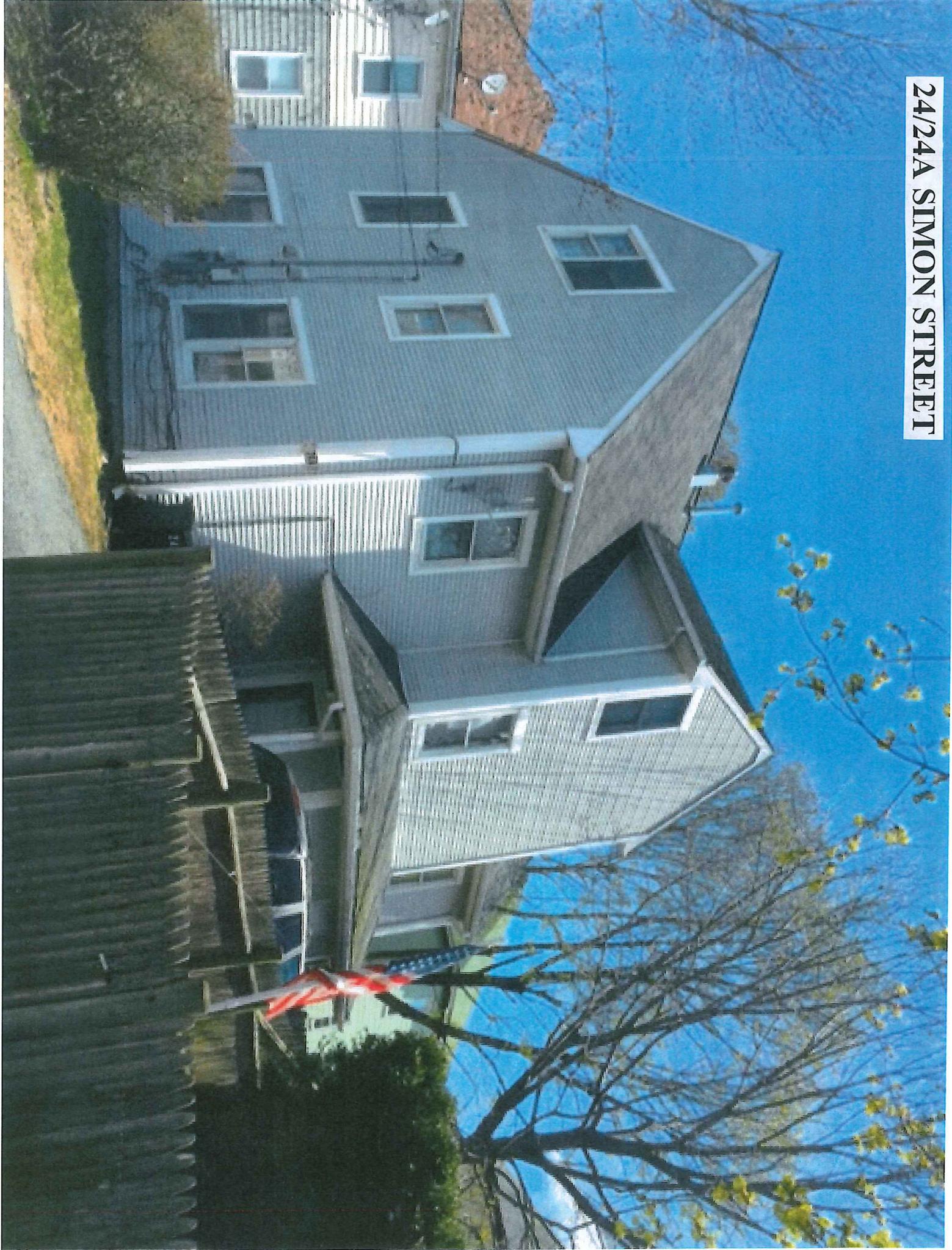
In the current economic times, agencies that depend on shrinking public dollars have a difficult time maintaining services and in the case of BHA, maintaining an aging housing stock. There is never enough funding to do what needs to be done. BHA public housing units are absolutely necessary for our neediest residents that would have nowhere else to go. The Beverly Children's Learning Center wholeheartedly supports BHA's grant request for \$100,710 in CPA funds to replace three roofs at 24/24A Simon Street, 13/14 Memorial Drive and 15/16 Memorial Drive. These six three bedroom units are invaluable to low income families because affordable larger size housing units are next to impossible to secure on the open market. Letting these units slip futher into disrepair could result in them not being available at all.

BCLC hopes that you will be successful in your grant application and receiving the critical funding you are requesting. If you require anything additional from me, please feel free to ask.

Sincerely,

Judith A. Cody
Executive Director

24/24A SIMON STREET

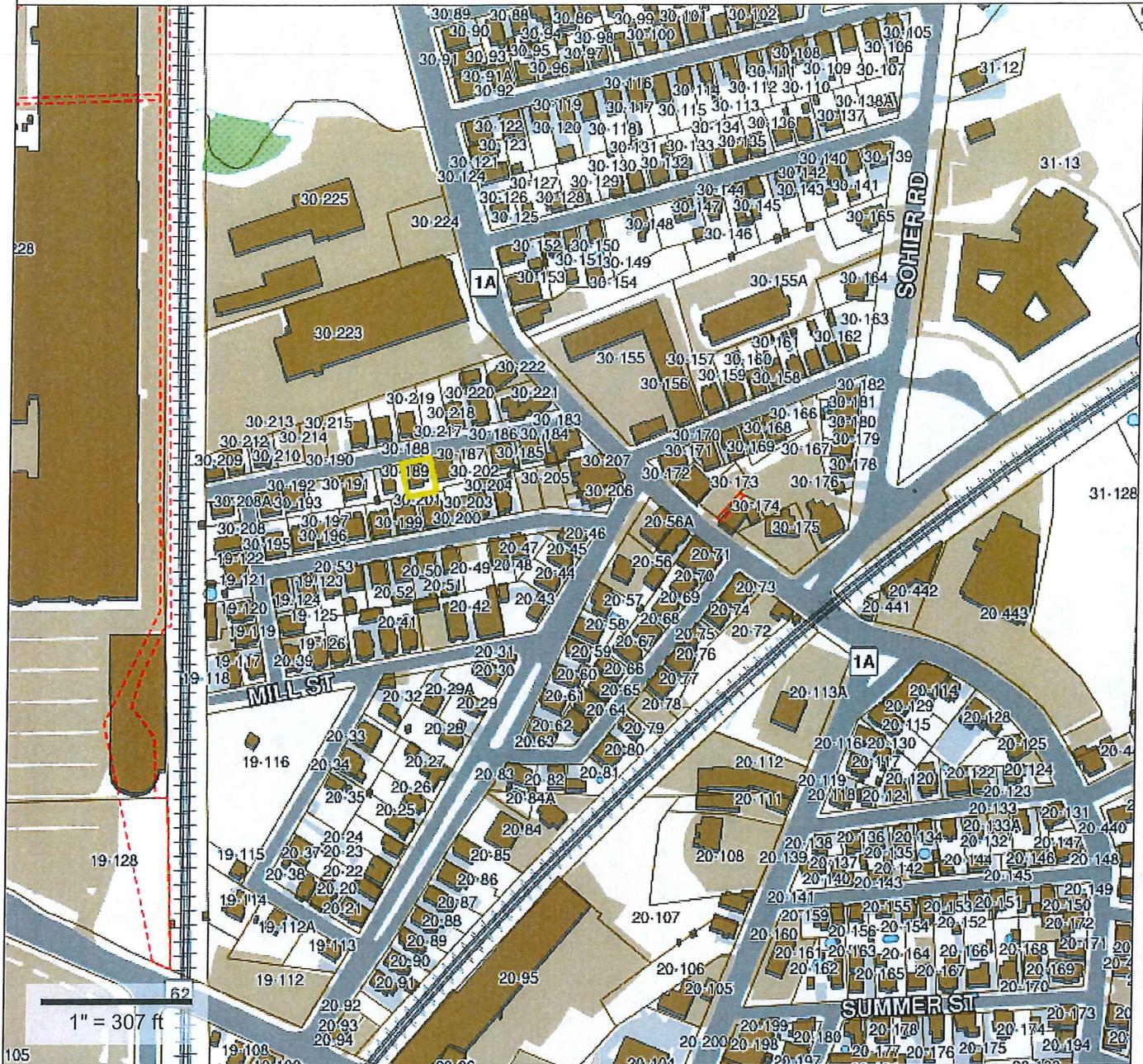


13/14 MEMORIAL DRIVE



15/16 MEMORIAL DRIVE





Property Information

Property ID 30-188
 Location 24 SIMON ST
 Owner

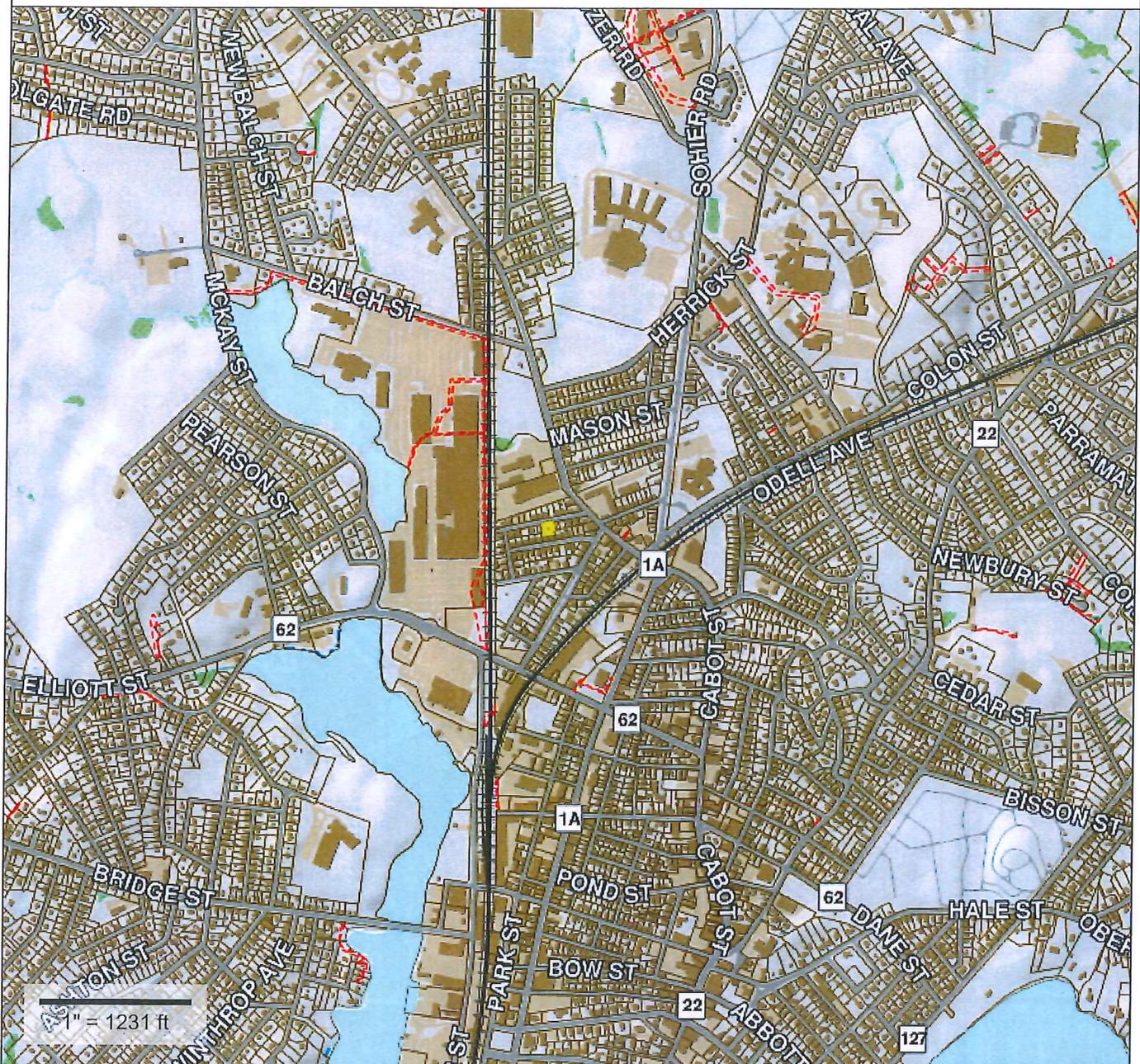


**MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT**

The City makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated July 2014





Property Information

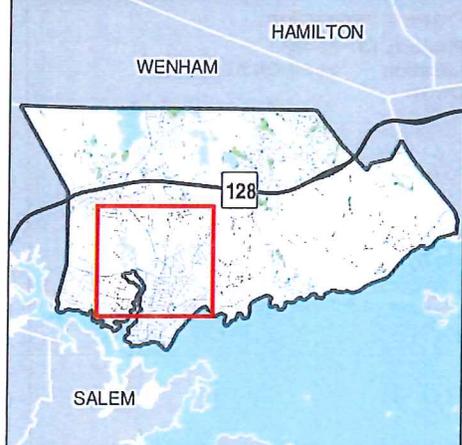
Property ID 30-188
 Location 24 SIMON ST
 Owner



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13/14 & 15/16
Memorial Drive

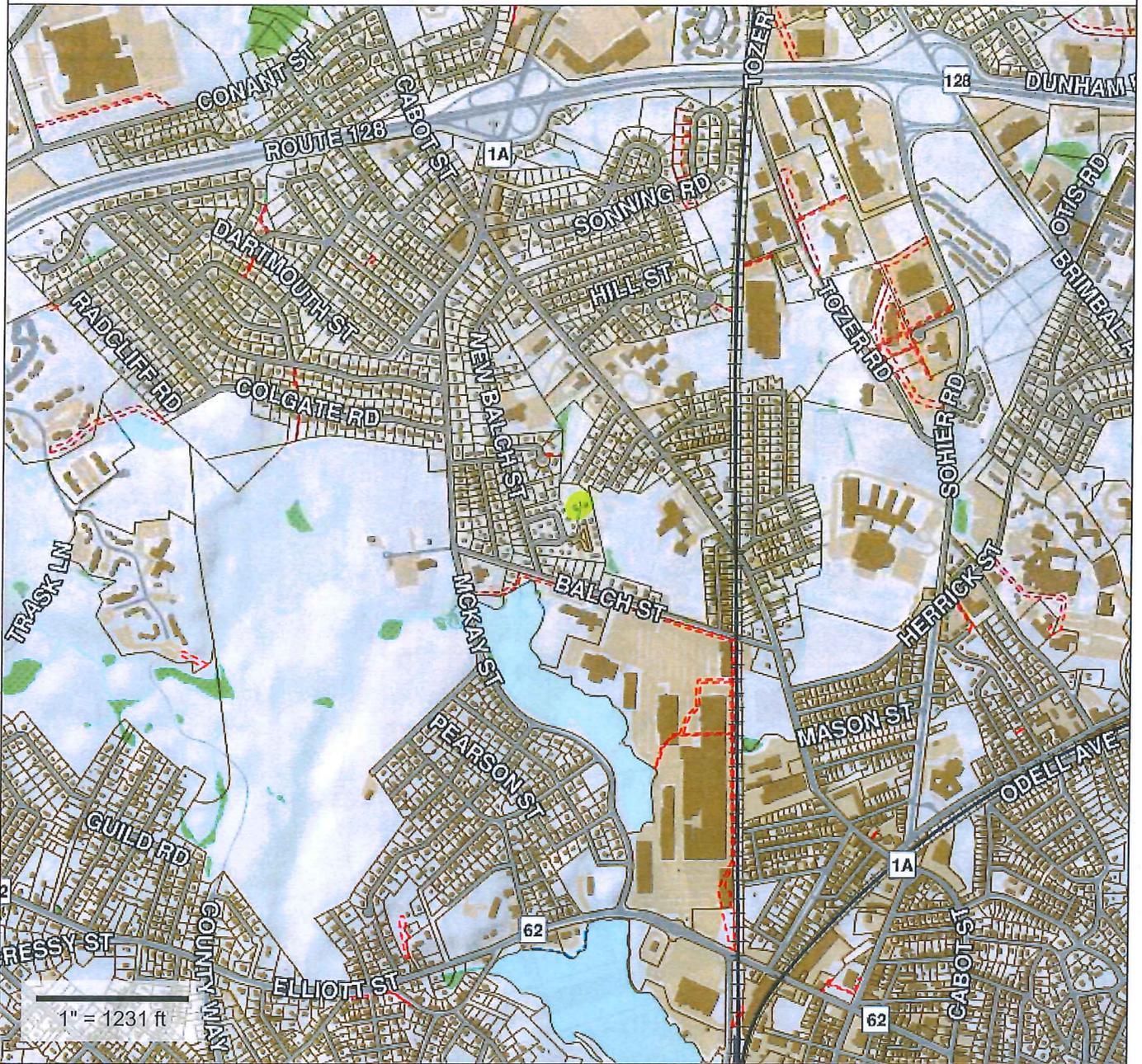


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13/14 & 15/16
 Memorial Drive



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2015 CPA PROJECT FUNDING APPLICATION

Project Budget Form

- Project Title: Simon Street and Memorial Drive Family Housing Roof Replacement Project
- Applicant Contact Information:
Contact Person: Kevin Ascolillo, Executive Director
Organization: Beverly Housing Authority

SOURCES OF FUNDING		
Source	Amount	Percentage of Total Budget
Community Preservation Act Fund	\$ 100,710.00	92%
Beverly Housing Authority	\$ 9,000.00	8%
Total Project Funding	\$ 109,710.00	100%

ITEMIZED PROJECT EXPENSES		
Expense	Amount	To Be Funded by CPA? Y/N <small>*Please refer to DOR's Allowable Uses Chart</small>
Architect/Design Services	\$ 9,000.00	Y
Plans, Specs., and Advertising	\$ 2,500.00	Y
Construction	\$ 89,210.00	Y
BHA Salaries/Oversight	\$ 9,000.00	N
Total Project Expenses	\$ 109,710.00	

*If the project is a community housing project, please submit a development budget and a sources and uses budget. Also, home ownership projects shall include an affordability analysis, and housing rental projects shall include a five-year operating budget.

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



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2015 CPA PROJECT FUNDING APPLICATION

Project Schedule Form

- Project Title: Simon Street and Memorial Drive Family Housing Roof Replacement Project
- Applicant Contact Information:
Contact Person: Kevin Ascolillo, Executive Director
Organization: Beverly Housing Authority

Please provide a project timeline below and describe the various activities, noting all project milestones.

	Estimated Date	Activity
Project Start	May 15, 2016	Architect/Designer Selected. Bid Specifications Complete. Project Bid. Contractor Hired.
Project Milestone	June 1, 2016	Materials Ordered and Delivered. One Building Stripped and 50-Year Shingle Installed.
50% Completion	June 15, 2016	One Building Completed and 2 nd Building Stripped.
Project Milestone	July 15, 2016	Two Buildings Completed and 3 rd Building Stripped.
Project Completion	July 30, 2016	Three Buildings Completed. New 50-Year Roof Shingle Installed with Gutters and Downspouts.

Please Note: If the project is approved, the applicant must agree to and sign a Memorandum of Understanding (MOU). Funds will be disbursed based on the conditions of the MOU executed as part of the project award.

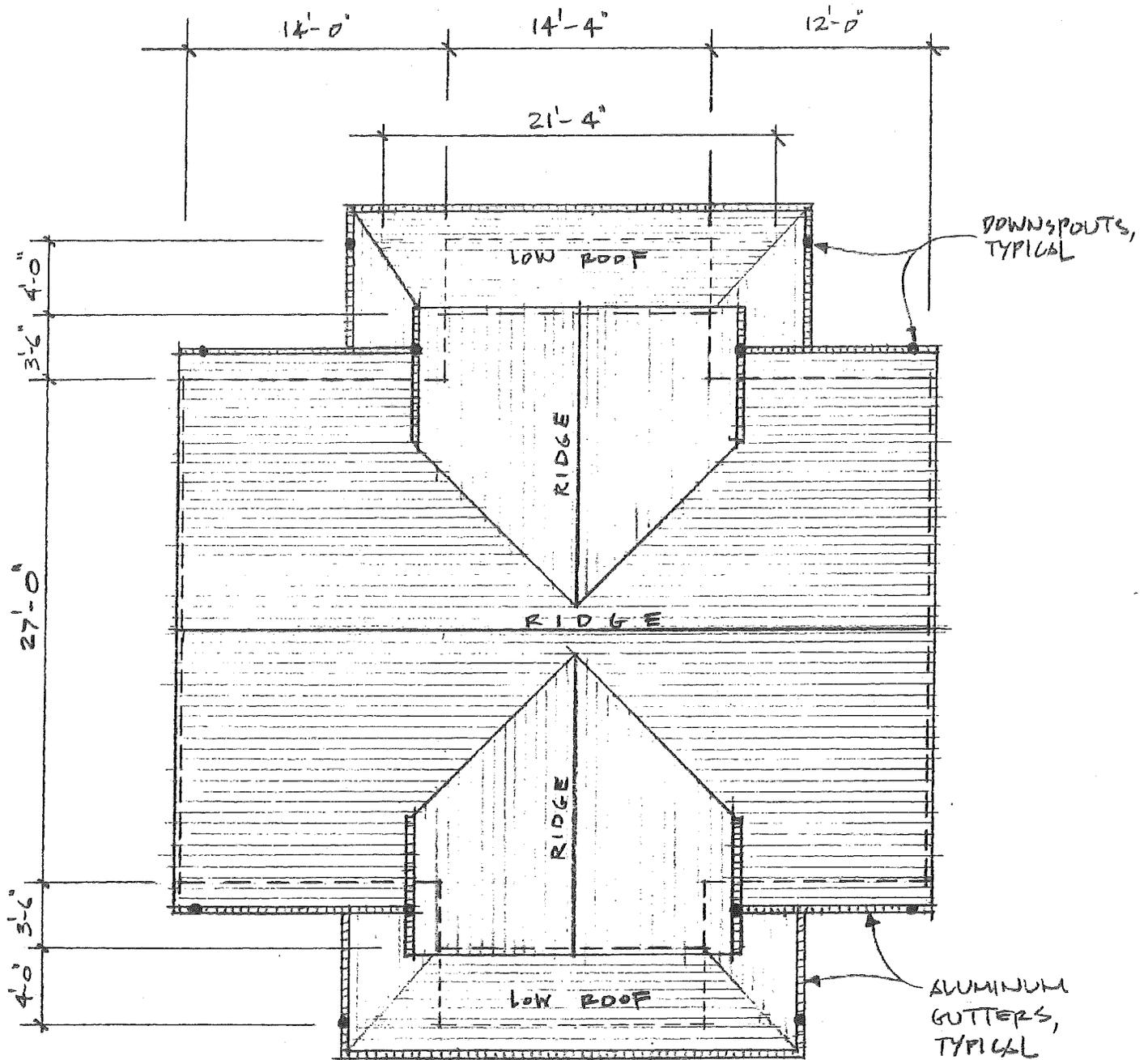
Please feel free to photocopy or recreate this form if more room is needed.

**ROOF REPLACEMENT
24 SIMON STREET
BEVERLY HOUSING AUTHORITY
COST ESTIMATE**

Raymond T. Guertin, Architect

February 11, 2015

Description	Cost
24 SIMON STREET	
Remove & dispose of existing roofing & flashing down to existing deck: (2,212 SF @ \$2/SF)	\$4,420
Supply and install new 50 year Architectural Grade Roof Shingles, Ice & Water Sheet, Aluminum Drip Edges, and Metal Flashings: (2,212 SF @ \$4.50/SF)	\$9,950
Replace existing aluminum gutters & downpouts: (302 LF @ \$18/LF)	\$5,430
Miscellaneous Repairs - replace deteriorated roof sheathing, trim repairs, etc. (Allowance):	<u>\$2,300</u>
TOTAL CONSTRUCTION:	\$22,100
Contractors Overhead & Profit (18%):	\$4,000
Bonds & Insurance (3%):	\$700
Contingency (10%):	\$2,200
TOTAL PROJECT COST:	\$29,000



24 SIMON STREET - ROOF PLAN

SCALE: 1/8" = 1'-0"

APPROXIMATE AREA COMPUTATIONS					
MAIN ROOF	-	1,324 SF	GUTTERS	-	158 LF
GABLE DORMERS	-	504 SF	DOWNSPOUTS	-	144 LF
LOW ENTRY ROOFS	-	384 SF			
TOTAL		-	2,212 SF	TOTAL - 302 LF	

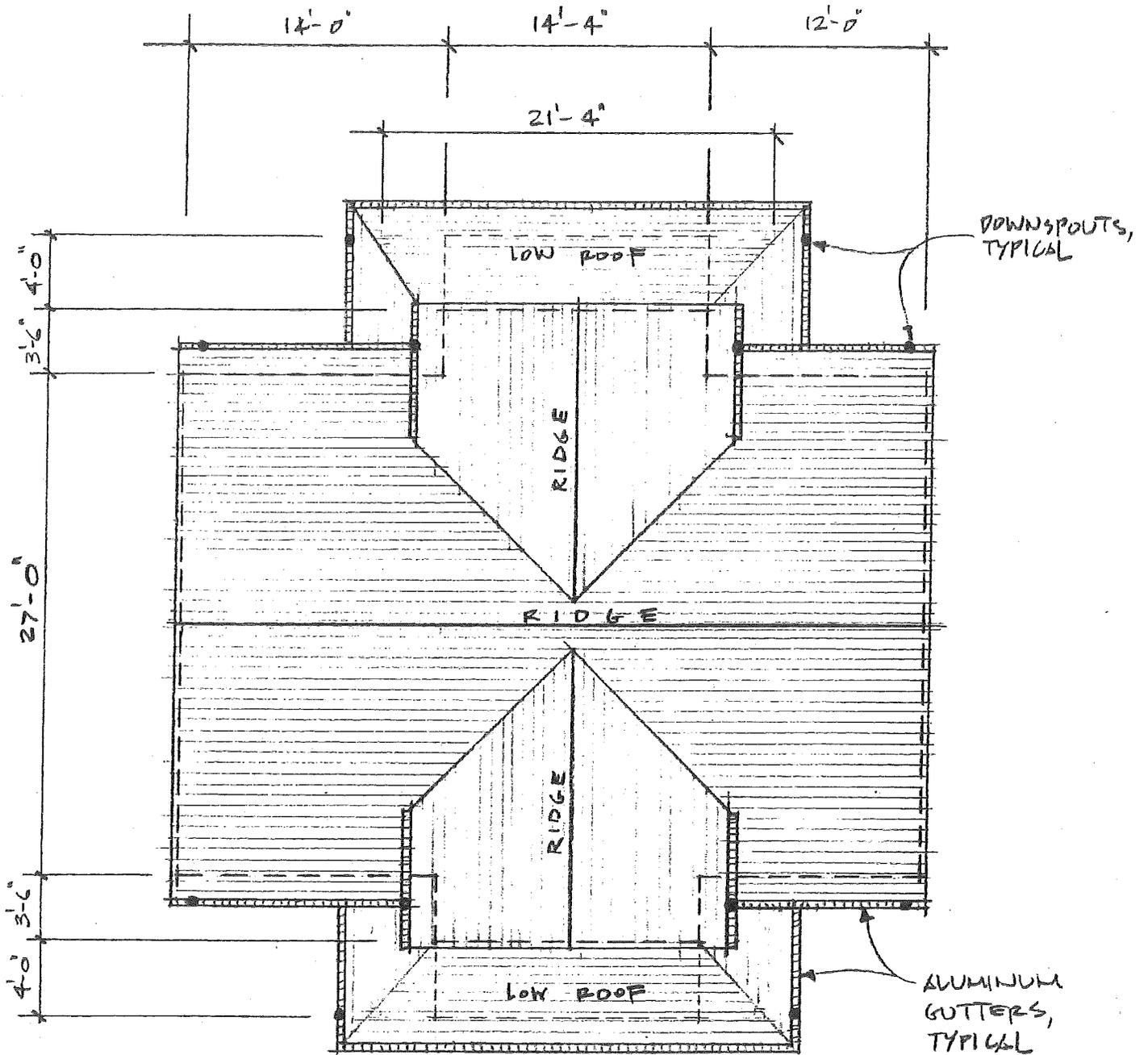
**ROOF REPLACEMENT
13/14 MEMORIAL DRIVE
BEVERLY HOUSING AUTHORITY**

COST ESTIMATE

Raymond T. Guertin, Architect

February 11, 2015

Description	Cost
13/14 MEMORIAL DRIVE	
Remove & dispose of existing roofing & flashing down to existing deck: (2,212 SF @ \$2/SF)	\$4,420
Supply and install new 50 year Architectural Grade Roof Shingles, Ice & Water Sheet, Aluminum Drip Edges, and Metal Flashings: (2,212 SF @ \$4.50/SF)	\$9,950
Replace existing aluminum gutters & downpouts: (302 LF @ \$18/LF)	\$5,430
Miscellaneous Repairs - replace deteriorated roof sheathing, trim repairs, etc. (Allowance):	<u>\$2,300</u>
TOTAL CONSTRUCTION:	\$22,100
Contractors Overhead & Profit (18%):	\$4,000
Bonds & Insurance (3%):	\$700
Contingency (10%):	\$2,200
TOTAL PROJECT COST:	\$29,000



13/14 MEMORIAL DRIVE - ROOF PLAN

SCALE: 1/8" = 1'-0"

APPROXIMATE AREA COMPUTATIONS					
MAIN ROOF	-	1,324 SF	GUTTERS	-	158 LF
GABLE DORMERS	-	504 SF	DOWNSPOUTS	-	144 LF
LOW ENTRY ROOFS	-	384 SF			
TOTAL	-	2,212 SF	TOTAL	-	302 LF

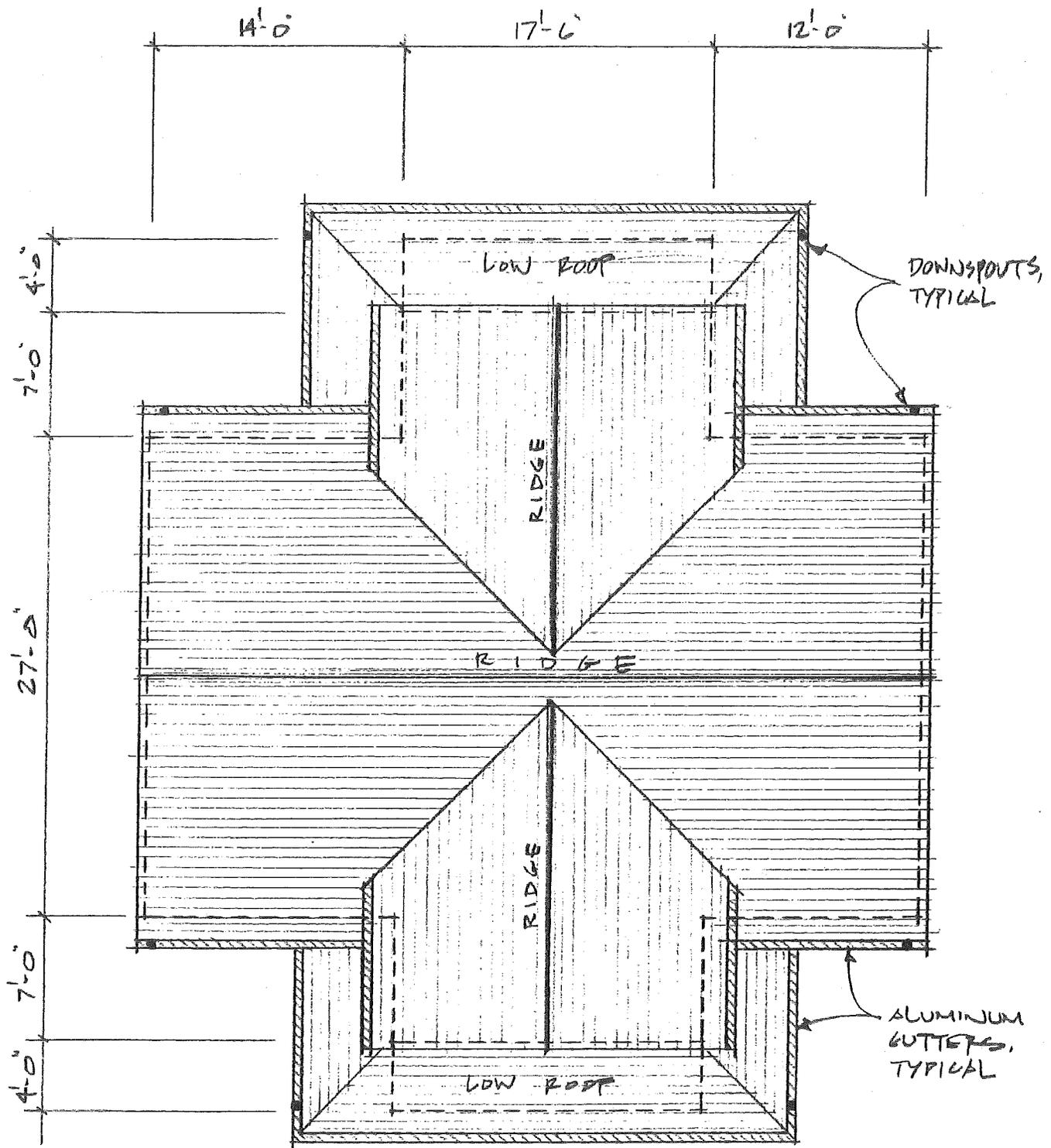
**ROOF REPLACEMENT
15/16 MEMORIAL DRIVE
BEVERLY HOUSING AUTHORITY**

COST ESTIMATE

Raymond T. Guertin, Architect

February 11, 2015

Description	Cost
15/16 MEMORIAL DRIVE	
Remove & dispose of existing roofing & flashing down to existing deck: (2,490 SF @ \$2/SF)	\$4,980
Supply and install new 50 year Architectural Grade Roof Shingles, Ice & Water Sheet, Aluminum Drip Edges, and Metal Flashings: (2,490 SF @ \$4.50/SF)	\$11,200
Replace existing aluminum gutters & downpouts: (302 LF @ \$18/LF)	\$5,430
Miscellaneous Repairs - replace deteriorated roof sheathing, trim repairs, etc. (Allowance):	<u>\$2,500</u>
TOTAL CONSTRUCTION:	\$24,110
Contractors Overhead & Profit (18%):	\$4,000
Bonds & Insurance (3%):	\$700
Contingency (10%):	\$2,400
TOTAL PROJECT COST:	\$31,210



15/16 MEMORIAL DRIVE - ROOF PLAN

SCALE: 1/8" = 1'-0"

APPROXIMATE AREA COMPUTATIONS					
MAIN ROOF	-	1,400 SF	GUTTERS	-	196 LF
GABLE DORMERS	-	630 SF	DOWNSPOUTS	-	144 LF
LOW ENTRY ROOFS	-	460 SF			
TOTAL	-	2,490 SF	TOTAL	-	340 LF

24/24 A Simon Street

BK 6005 RC 097

I, RICHARD M. KANTER, Trustee of the Kanter Realty Trust under declaration of Trust dated December 31, 1932 and recorded with Essex South District Registry of Deeds Book 2942, Page 351, as amended, of Beverly, Essex County, Massachusetts,

being considered, for consideration paid, and in full consideration of \$16,500.00

grants to BEVERLY HOUSING AUTHORITY, a public body, politic and corporate, duly established under the laws of the Commonwealth of Massachusetts, and having as its usual place of business at 60 Herrick Street, with quitclaim covenants in said Beverly,

being a certain parcel of land with buildings thereon situated in said Beverly,

[Description and encumbrances, if any]

being lot #4 as shown on a sub-division plan of land, owned by Joseph L. Simon, Beverly, Mass., made by Thomas A. Appleton C.E., March, 1911, recorded with Essex South District Registry of Deeds, Book of Plans 21, Plan 16, bounded and described as follows:

- NORTHERLY by Simon Street, Sixty (60) feet;
- EASTERLY by Lot #3 on said plan Sixty-three and fifty-five hundreds (63, 55) feet;
- SOUTHERLY by land of owners unknown, Sixty (60) feet; and
- WESTERLY by lot #5 on said plan, Sixty-four and forty-one hundreds (64, 41) feet.

For title see deed recorded in said Registry District dated March 1, 1950, Book 3724, Page 525.

Real estate taxes for the year 1973 have been apportioned as of this day and are to be paid by the grantee.



Witness my hand and seal this 17th day of August, 1973. Richard M. Kanter, Trustee as aforesaid.

Wife Communitarily in Massachusetts

Essex August 17, 1973

Then personally appeared the above named Richard M. Kanter, Trustee as aforesaid and acknowledged the foregoing instrument to be his free act and deed, before me

Raymond W. Sullivan, Notary Public in and for the State of Massachusetts

My commission expires October 18, 1974

(*Individual—Joint Tenants in Common—Tenants by the Entirety)

CHAPTER 183 SEC. 6 AS AMENDED BY CHAPTER 497 OF 1969

Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the consideration therefor in dollars or the nature of the other consideration therefor, if not less or equal to a specific monetary sum. The full consideration shall be stated in full for the conveyance without deduction for any first or second mortgage assumed by the grantee or remaining thereon. All such deeds shall be subject to the provisions of section 18B of chapter 183, which section shall not affect the validity of any deed. No recital of facts shall be required as part of this deed, if it is in compliance with the requirements of this section.

ESSEX SS. RECORDED August 17, 1973 2:29 P.M. PAST 1 P.M. INST. # 171

92
04

QUITCLAIM DEED AND RELEASE OF CLAIMS

1/16 CLARENCE F. RAYMOND
of Beverly, Essex County, Commonwealth of Massachusetts, being
summarized, for consideration paid by the Beverly Housing Authority, a public body, politic
and corporate, organized and existing under the Housing Authority Law of said Commonwealth, the
receipt whereof is hereby acknowledged, hereby grant to said Beverly Housing Au-
thority, its successors and assigns, with quitclaim covenants the land and buildings and structures
thereon located in the (of the city/town of
Beverly, in said Commonwealth, and the fee in the center of any and all streets,
highways and public ways, contiguous and adjacent thereto, but excluding any and all easements of
public highways and easements of travel in and to any and all of said streets, highways and public
ways, bounded and described as follows:

Beginning at a point marked "A" on a plan hereinafter
referred to, said point "A" be ing on the easterly side of
Balch Street in Beverly, Massachusetts, at the intersection
of land of the United Shoe Machinery Corporation and land
now or formerly of Raymond, thence running along the easterly
line of Balch Street N 01-15-00' a distance of 387.15 feet,
thence turning and running N 89-45-00 E a distance of 305.00
feet, thence turning and running N 19-06-05 E a distance of
122.15 feet, thence turning and running S 69-42-10 E a
distance of 222.82 feet, thence turning and running
S 02-24-15 W a distance of 557.27 feet, thence turning and
running N 65-34-15 W a distance of 571.58 feet to point of
beginning.

The described parcel is shown as parcel "A" containing
six(6) acres and 32053 square feet, on a plan entitled
"Property Line Map, State-Aided Housing Project 200-2,
Beverly Housing Authority, Beverly-Essex-Comm. Of
Massachusetts", dated September, 1950, and made by Gordon A.
Richardson, Reg. Prof. Engineer.

I, Madison F. Raymond, husband and wife of said grantor, release to said Beverly Housing Authority all rights of tenancy by the entirety, dower and homestead and other interests therein.

The above described premises were taken in fee by eminent domain by said Beverly Housing Authority as described in an Order of Taking dated November 29, 1950, and filed and recorded with the Essex S. D. Registry of Deeds in Book 3787, Page 438 and are shown as parcel "A" on a plan entitled State Aided Housing Project 200-2, Beverly Housing Authority, deposited in and on file at the office of the Beverly Housing Authority, a copy whereof was recorded in said Registry of Deeds with said order on said date.

For said consideration paid, the undersigned do hereby remise, release and forever discharge said Beverly Housing Authority, and its successors and assigns, and its officers, agents, servants and employees, of and from any and all claims, demands, awards, liabilities, contracts, agreements, actions and causes of action for damages, costs, expenses, compensation and satisfaction, past, present and future, of every manner and description, both in law and in equity, had or suffered by the undersigned and by all other person or persons having any and all interest in said premises or entitled to any damages, costs, expenses, compensation and awards by reason, or arising out of, said taking by eminent domain.

WITNESS my hand and seal this 27th day of December, 1950.
Madison F. Raymond
Madison F. Raymond
Signed, sealed and delivered in the presence of:

The Commonwealth of Massachusetts

December 27, 1950

Essex ss. I, Madison F. Raymond, personally appeared the above named Madison F. Raymond and acknowledged the foregoing instrument to be his free act and deed, before me

My commission expires May 1, 1952



APPROVED AS TO FORM
Edward F. Sutterworth
Attorney General

Essex ss. Recorded Dec. 27, 1950. 38 n. part 11 A. 11.

330 CHR 10.99

DEP File No.

P 091 154 128

5-487

(Rate provided by DEP)

Form 5

City/Town BEVERLY

Applicant BEVERLY HOUSING AUTH

Commonwealth of Massachusetts

03/30/95 02:52 Inst 485

Order of Conditions
Massachusetts Wetlands Protection Act
G.L. c. 131, §40

BK 12968 PG 4

BEVERLY CONSERVATION COMMISSION

Issuing Authority

From BEVERLY HOUSING AUTHORITY SAME
(Name of Applicant) (Name of property owner)

Address 137 R BRIDGE ST., BEVERLY, MA 01815 SAME

This order is issued and delivered as follows:

- by hand delivery to applicant or representative on _____ (date)
- by certified mail, return receipt requested on MARCH 24, 1995 (date)

This project is located at COURTNEY AND MEMORIAL DRIVE

The property is recorded at the Registry of DEEDS ESSEX SO. DIST

Book 3792 Page 504

Certificate (if registered) N/A

The Notice of Intent for this project was filed on FEB, 9, 1995 (date)

The public hearing was closed on FEBRUARY 21, 1995 (date)

Findings

The COMMISSION has reviewed the above-referenced Notice of Intent and plans and has held a public hearing on the project. Based on the information available to the COMMISSION at this time, the COMMISSION has determined that the area on which the proposed work is to be done is significant to the following interests in accordance with the presumptions of significance set forth in the regulations for each Area Subject to Protection under the Act (check as appropriate):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Public water supply | <input checked="" type="checkbox"/> Flood Control | <input type="checkbox"/> Land containing shellfish |
| <input checked="" type="checkbox"/> Private water supply | <input checked="" type="checkbox"/> Storm damage prevention | <input type="checkbox"/> Fisheries |
| <input checked="" type="checkbox"/> Ground water supply | <input checked="" type="checkbox"/> Prevention of pollution | <input type="checkbox"/> Protection of Wildlife Habitat |

Total Filing Fee submitted: N/A State Share: N/A (1/2 fee in excess of \$25)

City/Town Share: N/A

Total Refund Due \$: City/Town Portion \$: State Portion \$: (1/2 total)

Effective 11/10/89

5-1



4(e) Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed

The Beverly Housing Authority will follow all the procedures set forth by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD). All projects completed in state-aided public housing developments utilize DHCD's Construction Handbook: A Guide for Modernization and Development of State-Aided Public Housing. Additionally, the BHA will use DHCD's Scope of Services Contract for architectural services. For a complete list of procurement procedures, contract documents and construction guidebooks to be adhered to during all phases of the Essex Street Family Roof Replacement Project please access the following web site:

www.mass.gov/hed/housing/ph-mod

