

ARTICLE 15: To see if the Town will vote to appropriate **\$34,200 from the Community Preservation Community Housing Fund balance to fund** the preliminary design and feasibility study for a Community Housing project at Boxford Common in Boxford, including renderings, drawings, site plans, floor plans, elevations, cost estimates, and professional assistance with presentations; said funds to be expended under the direction of the Town Administrator in consultation with the Community Preservation Committee; or to take any other action thereon.

Sponsored and supported by the Community Preservation Committee
Finance Committee recommends adoption of this article
Select Board recommends adoption of this article

MOTION: I move to appropriate \$34,200 from the Community Preservation Community Housing Fund balance to fund the preliminary design and feasibility study for a Community Housing project at Boxford Common, including renderings, drawings, site plans, floor plans, elevations, cost estimates, and professional assistance with presentations; said funds to be expended under the direction of the Town Administrator in consultation with the Community Preservation Committee.

COMMENTS: This funding would be used to hire an architect to produce a preliminary design and feasibility study for a 12-unit, senior housing development at Boxford Common. A professional licensed architect would engage the community in a series of input and feedback forums that would result in architectural plans and total unit development cost. The Housing Partnership Committee would utilize this study to propose zoning to accommodate a 12-unit, senior development, in time for 2023 Town Meeting.

**Application for Boxford Community Preservation Act Funding
Resubmittal March 15, 2022**

Name of Applicant: Joseph Hill, Chair BHP

Sponsoring Organization: Boxford Housing Partnership (BHP)

Mailing Address: 7A Spofford Rd.

City, State, Zip: Boxford, MA 01921

Daytime phone: 978-852-7009

Email: jcaldwellhill@aol.com

Name of Proposal: Boxford Commons Preliminary Architectural Plans

CPA Category (Circle all that apply)	<input type="checkbox"/> Open-space <input type="checkbox"/> Recreation	<input type="checkbox"/> Historic preservation <input checked="" type="checkbox"/> Community Housing
---	--	--

CPA Funding Requested: \$34,200

Total Cost of Proposed Project: \$34,200

Project Description

Attach answers to the following questions. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project important? Does it address needs identified in existing town plans?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support, if any.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project be measured? Be as specific as possible.
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs.

Submit to:

Boxford Community Preservation Committee
Boxford Town Hall
7A Spofford Road
Boxford, MA, 01921

8. **Other funding:** The Boxford CPA Committee expects that applicants will offer alternative sources of funding to cover a portion of the total cost of the project. What additional funding sources are available, committed or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
10. **Preservation:** CPA projects require deed restrictions limiting the use of the interest to the purpose for which it was acquired. Please attach a copy of your proposed deed restriction.

Additional Information

Provide the following additional information, as applicable:

11. Documentation that you have or will have control over the site, such as Purchase and Sale Agreement, option or deed.
12. Evidence that the project does not violate any zoning ordinance or any other laws or regulations.
13. Evidence that the proposed site is free of hazardous materials or that there is any plan for remediation in place.
14. Evidence that appropriate professional standards will be following if construction, restoration or rehabilitation is proposed.

PROJECT DESCRIPTION

Boxford Commons Preliminary Architectural Plans

INTRODUCTION

In 2023, the Boxford Housing Partnership (BHP) will be proposing zoning changes to allow a senior development of 12 affordable, accessible units, possibly as a group of duplexes, in the community housing portion of Boxford Commons. Towns are reluctant to vote on zoning changes to support a particular type of a development until they know what it will look like, and a developer may not make a competitive proposal (if at all) unless the Town commits to the development. Generating a preliminary design should remove this procedural log jam and gain valuable community input into the need for and design of housing for Boxford senior citizens. Thus, the need for assistance to the Boxford Housing Partnership from a professional licensed architect as we engage the community in a series of input and feedback forums in the winter and spring before the 2023 Town Meeting.

If the zoning changes are approved by the Town, then the BHP anticipates the development would be put out for proposals later in 2023. There are uncertainties to be considered in developing the RFP process such as acceptance of the developer's design by the Town, the cost of the construction and the time and cost for permitting (in particular meetings with the Historical District Committee). Another uncertainty is whether the desires and expectations of the town represent a financially viable design. The BHP is proposing to mitigate some of these uncertainties by developing a preliminary design and cost model by the selected architect.

Obtaining valuable community input with Town board input (such as the Historical District Committee), obtaining a thorough analysis of cost implications or various design options, mitigating perceived risks in undertaking the contemplated development and understanding the cost drivers will ultimately make for a more effective use of CPA community housing funds in the development and construction phase that we see as ultimately being needed to support senior housing on the site. We are seeking the funds for the architectural design from money restricted to community housing use.

TASK DESCRIPTION

In advance of the 2023 Town meeting in which we anticipate a warrant article for a proposed zoning change, informational meetings will be planned to provide a forum to obtain resident input and feedback. The proposed drawings by a professional architect will enable residents to appreciate the appearance of the development and discuss design options, which will be an important part of acceptance of the requested zoning changes, as well as provide information to determine the financial viability of the development. The appearance and compatibility with Boxford style are the first questions that will be asked when a development is presented. A generic design (such as can be obtained on the internet) would not suffice because none satisfy the specifications listed, few (if any) are appropriate for Boxford and there would be issues with HDC compliance. Also, it is important to have the selected architect available at public input meeting to respond appropriately to residents' questions. Another consideration is the several meetings with the Historical District Committee to address the required conformance with any special materials. A site visit, informational presentations before Town meeting, meetings with the Housing Partnership and the HDC all have to be considered in the cost of the work for the proposed architect.

If the zoning change is approved at the 2023 town meeting an estimate of construction costs will be needed from the architect to continue down the path of advertising for a developer. The total development cost is an essential consideration since the units' rental income will be constrained by CPA rules to residents at 100% of Area Median Income. As such, CPA funds that are reserved for community housing will likely be needed for gap financing.

Once we know the construction costs from the architect, a housing consultant should be hired to undertake cost and feasibility analysis for the senior housing at the site. We propose using the funds available from CPA Account 5705 for this important next step. Whether CPA funds dedicated to community housing will cover typical costs for the common area, such as site preparation, road, land scaping, water, sewer, and how costs for such improvements might be shared by a developer are all issues the housing consultant would address. The consultant will estimate the total management costs of the units, since it is also assumed that the property will be rental. The consultant will then compare these costs with the cash flow of 12 units at rents subject to CPA guidelines to determine what additional CPA funds will be required and to assure that the project can support private debt. This will also confirm that the design created by the architect is reasonable for both construction and marketability as rental units. Knowing this information will allow us to do due diligence with the CPA funds that are entrusted to us as we select a developer and put the Town in strong negotiating position.

This is a small development and is not attractive to many developers. The proposed architectural design task will support our community outreach that is needed for a proposed zoning change, will reduce questions and uncertainty for the town and for prospective developers when it comes time for an RFP, allow us to understand the cost drivers and will result in senior housing construction proposals consistent with the Town's desires.

FUNDING REQUEST

We have a cost estimate for a feasibility study (see attached) from a respected small firm, SSV Architects, Charlestown, for the work we feel is appropriate including site plans, renderings, floor plans, elevations, and cost estimates in the amount of \$30,000. The same firm has provided us with an estimate of attendance at community meetings of \$600.00 per meeting. While the ultimate cost will be subject to a Request for Proposal (RFP) process managed by the Town Administrator we feel the estimate is reasonable and supports our request.

What was not included in the original estimate was the additional meetings described above and potential redraws as part of the community feedback process and meetings with HDC. The estimate given to us was \$600 per meeting and we are assuming a maximum of 7 meetings for a total of \$4,200. We also anticipate the selected architect would assist the Town in developing the RFP for a development proposal.

If awarded the money, we would ask for a detailed response with meetings, visits and redraws listed as individual line items. This will allow us to manage the contract on a line item by line item as needed to control the costs. Since this was just one estimate, the availability of responders 6 months from now is uncertain, considering the substantial work load for architects who could respond to the required schedule. We would like to ensure that more than one architect can respond.

A housing consultant is an essential component in determining the financial viability of the proposed development and an essential part in putting the Town in a strong negotiation position. Typical hourly rates for a housing consultant are \$150 to \$200/hr. and we estimate between 40 to 50 hours of work to accomplish the task. Hence, we propose a maximum of \$9,500 for the task. It is anticipated that this will be drawn from the \$11,000 currently in account 5705 account so no additional CPC funds will be requested for this activity.

We therefore request an amount of \$34,200 from the CPA to cover all possible expenses for the architectural study. Below is a chart showing the timeline and use of the funds.

Boxford Housing Partnership
Joe Hill, Chair
Jim Barnes

COMMUNITY INPUT AND FEASIBILITY PLANNING FOR SENIOR HOUSING AT BOXFORD COMMON

Projected Timeline and Associated Budget
Boxford Housing Partnership Committee

Time	Work	Budget
Winter 2022	Request funding from Community Preservation Committee (CPC) to prepare site, plans, renderings for early public input meetings and detailed plans for later feasibility analysis	\$4,200 attend meetings at \$600/meeting \$30,000 detailed plans Total request: \$34,200
Spring 2022 Town Meeting	Request approval of CPC warrant article for architectural funding to support community input, Historic District Committee Input, and feasibility analysis for Senior Housing at Boxford Common	
Summer 2022	If budget is approved at Spring 2022 Town Meeting Boxford Housing Partnership Committee (BHP) develop and publish RFP to select an Architect to support community input process and financial feasibility process	
Fall 2022	Select an architect via the RFP process	
Fall/early Winter 2022	Architect undertakes site walk and provides rendering and site plan suitable for a public input process. The goal will be for a warrant article in the 2023 Town Meeting to rezone the senior housing district to allow for 12 units of senior housing (6 duplexes) on the parcel originally designated for community housing at Boxford Common.	<ul style="list-style-type: none"> • Floor Plans of entire unit • Elevations • Proposed Structural system • Outline specifications with proposed materials • Mechanical/ Electrical / Plumbing narrative • Preliminary Estimate \$30,000
Winter/Spring 2023	BHP, accompanied by the selected architect, facilitate community input and feedback meetings with residents and with the Historic District Committee, all in preparation for the Spring 2023 Town Meeting.	\$4,200 for attending BHP and CPC meetings, updating site plan based on community input

Winter/Spring 2023	Hire housing consultant to undertake cost and feasibility analysis for senior housing at site based on architect's plans. What will be the total unit development cost, and what are anticipated resources in addition to CPA funding, to support the costs. Will cash flow of 12 units at rents subject to CPA guidelines be sufficient to support private debt?	\$9,500 (from balance available in CPA account 5705)
Spring 2023	Architect to iterate the design as needed	Final renderings delivered
Spring 2023 Town Meeting	Warrant Articles: (1) rezoning the Senior Housing District from O to EHD to provide for senior housing at Boxford Common, (2) permanent housing restriction on the parcel, (3) transfer parcel to care and custody of Select Board for a request for development proposals process.	

GENERAL PARAMETERS FOR HOUSING UNITS

GENERAL CONSIDERATIONS

Exterior material to be in keeping with Boxford and consistent with Boxford Historical District requirements.
Gas fired, forced hot air heating
Independent heat and air conditioning for each unit
Common gas fired hot water for each duplex
Energy efficient construction as per Mass State building codes
HVAC, boiler, electric panel and plumbing access from garage side, where ever possible
The Committee is open to suggestions to reduce construction costs, such as prefab construction.

UNITS

Duplex (two units per building) single level and wheel chair accessible
Unit size 850 to 950 square feet
Gas fired utilities and cooking
Doorways, master bedroom and bathroom to be accessible.
Two bedrooms, one full bath per unit
Consider a covered, private porch for each unit, 120 sq. ft. min, not enclosed
Slab construction, insulated and vapor barrier (no cellar)
Flooring: TBD, consistent with slab construction

GARAGE

Consider detached garage with covered breeze way
Garage size TBD
Parking for 2 cars, one car for each unit
Wheel chair accessible
Consider some secure storage for each unit in garage

COST

Based upon typical current costs for foundation, construction and finishing, estimate the typical range of construction cost per duplex.

ESTIMATE FROM SSV ARCHITECTS

From: Gerald Sullivan <gsullivan@ssvarchitects.com>

Subject: Design Fee estimates Boxford Housing

Date: February 4, 2022 at 7:57:58 AM EST

To: "jhbarnes1@mac.com" <jhbarnes1@mac.com>

Cc: Andrew Cannata <acannata@ssvarchitects.com>

Dear Jim,

After reviewing my note from yesterday's discussion, it seems reasonable that you could pursue the project in a few ways:

Conceptual Design with order of magnitude cost:

- Typical 1st Floor Plan
- Main elevation (1)
- Site Plan
- Rendering (1)

Budget \$12,000 - \$16,000

Feasibility Study

- Floor Plans of entire unit
- Elevations
- Proposed Structural system
- Outline specifications with proposed materials
- Code Study
- Mechanical/ Electrical / Plumbing narrative
- Site plan with preliminary wetland review
- Renderings (2)
- Preliminary Estimate

Budget: \$25,000-\$30,000

I hope this is helpful. Please call me on my cell if you have questions this morning.

All the best,

Gerry

Gerald J. Sullivan, AIA, LEED AP

Principal

SSV Architects

ARCHITECTURE • PRESERVATION

1 Thompson Square | Suite 204 | Charlestown, MA 02129

www.ssvarchitects.com | T: (617) 861-4291 x21 | C: (617) 877-6105