



Town of Lexington **Community Preservation Committee**

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Article 9: Community Preservation Committee CPA Projects

Report to 2008 Annual Town Meeting

Released March 31, 2008

Community Preservation Committee

Annual Town Meeting 2008

The Community Preservation Committee is pleased to recommend fourteen projects to Town Meeting for its consideration and approval, as described on the following pages. Each of these projects was evaluated in light of the articulated criteria for acceptable CPA projects as attached to this report and vetted at one of two public hearings held on December 7 and December 20, 2007, respectively. Of note, also, is the fact that all fourteen projects have been reviewed by Town Counsel and determined to be CPA eligible.

In addition to these fourteen projects, the CPC recommends approval of an allocation for administrative expenses. The CPC is allowed to use up to five percent of yearly receipts for expenses, or a minimum of \$215,282 for FY2009 and we are, at this time, requesting \$50,000. This amount will be spent on a part-time staff person, mailings, notice publication, legal fees, and other miscellaneous expenses.

Following the description of the fourteen 2008 CPC recommended projects, an update on twelve 2007 and seven 2006 CPA funded projects has been included. For further information, visit the CPC page of the Town's website,

<http://ci.lexington.ma.us/Committees/CommunityPreservationCommittee/CPAapp.htm>

TOWN OF LEXINGTON COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Lexington Community Preservation Committee will only consider proposals that are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation, specifically:

- The acquisition, creation, and preservation of open space.
- The acquisition, preservation, rehabilitation, and restoration of historic resources.
- The acquisition, creation, and preservation of land for recreational use.
- The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
- The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.

Preference will be given to proposals that address as many of the following general criteria as possible:

- Are consistent with current planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preserve the essential character of the town as described in the Comprehensive Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

Category Specific Criteria

Open space proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that are of local significance for biodiversity; contain a variety of habitats, with a diversity of geologic features and types of vegetation; contain a habitat type that is in danger of vanishing from Lexington; or preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Preserve and/or restore threatened or deteriorating public lands.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.

- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- Support the adaptive reuse of historic properties.
- Are within a Lexington Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Lexington Historical Commission's Cultural Resources Inventory.
- Demonstrate a public benefit.
- Demonstrate the ability to provide permanent protection for maintaining the historic resource.

Affordable Housing proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of maintaining at least 10% affordable housing.
- Promote a socioeconomic environment that encourages diversity.
- Provide housing that is harmonious in design, scale, setting and materials with the surrounding community.
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units.
- Ensure long-term affordability.
- Promote use of existing buildings or construction on previously developed or Town-owned sites.
- Convert market rate to affordable units.
- Give priority to local residents, Town employees, and employees of local businesses.

Recreation proposals that address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses.
- Serve a significant number of residents.
- Expand the range of recreational opportunities available to Lexington residents of all ages.
- Jointly benefit Conservation Commission and Recreation Committee initiatives by promoting a variety of recreational activities.

- Maximize the utility of land already owned by Lexington.
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes, and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed or eligible for listing on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUIRE Means obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise	YES	YES	YES	YES
CREATE	YES	NO	YES	YES
PRESERVE Means protect from injury, harm or destruction, not maintenance	YES	YES	YES	YES
SUPPORT	NO	NO	NO	YES, including funding for community's affordable housing trust
REHABILITATE/RESTORE Means remodel, reconstruct or extraordinary repair (not maintenance) to make property functional for their intended use, including improvements to comply with federal, state or local building or access codes or work to comply with U.S. Secretary of the Interior's <i>Standards for Rehabilitation</i> (36 C.F.R. Part 68)	YES, if acquired or created with CP funds	YES	YES, if acquired or created with CP funds	YES, if acquired or created with CP funds

Adapted from information provided by Massachusetts Department of Revenue, Division of Local Services

Project:	Survey and Define Affordable Housing Assistance Program
CPA Category:	Affordable Housing
Amount Requested:	\$25,000
Amount Recommended:	\$25,000
CPC Vote:	Approval (9-0)

Project Description:

The Lexington Housing Partnership and LexHAB are requesting \$25,000 to study and define an affordable home ownership program for the Town of Lexington. This project will build on the knowledge acquired by other Massachusetts towns that have implemented affordable housing assistance programs using CPA funds, and define parameters for a program that suits Lexington’s needs and concerns. Working jointly, LexHAB and the Housing Partnership will consult other town entities such as the Lexington Housing Authority to determine program needs.

Project Goals and Objectives:

- Survey towns in Massachusetts (such as Chatham, Newton and Cambridge) that have established affordable homebuyer assistance programs using CPA funds.
- Develop a Statement of Objectives for a program suited for Lexington.
- Summarize program parameters and implementing concepts.
- Discuss results with community to inform and gain support.

Project Benefit:

This project will be an important step in achieving the Town’s affordable housing objectives. The *Lexington Consolidated Housing Strategy and Plan 2006-2010* clearly articulates the need for affordable housing. Work force housing to support those providing critical services is needed and it is a known fact that the population of residents in Lexington, ages 25 to 40 years, has decreased by over one third over the last decade. Although the Town is a recognized leader in affordable *rental* units, it lags in affordable home *ownership*. The gap between what is affordable and what homes sell for is large and a significant barrier to potential home ownership. If a practical program can be defined to bridge this gap, first-time or other income-qualified homebuyers will have better opportunity to live in Lexington. The benefits of an affordable homebuyer assistance program would:

- Create a positive housing climate to support business expansion;
- House service providers such as police, fire, health workers and teachers;
- Enrich our community values through diversity – promoting our tradition of healthy neighborhoods with a mixture of race, income level and age.

Funding Request:

The project requests \$25,000 of CPA funds to survey and define an affordable housing assistance program for Lexington. The work would be completed by November 2008.

Project:	Belfry Hill Tree Restoration
CPA Category:	Historic Preservation
Amount Requested:	\$9,850
Amount Recommended:	\$9,850
CPC Vote:	Approval (9-0)

Project Description:

This project, proposed by the Lexington Tree Committee, will remove the Norway maple infestation located on the north and northwest side of Belfry Hill and replant the area with native tree species, indigenous to Belfry Hill. Norway maple, a native of Europe and western Asia, out competes native trees. It grows rapidly, resisting drought, pests and pollution. It creates dense shade and produces a great amount of seed, which disperses to form colonies of Norway maple saplings. Consequently, as of January 1, 2006, the Commonwealth of Massachusetts banned the importation of Norway maples in Massachusetts, imposed a ban on its propagation, and restricted its sales to existing Norway maple nursery stocks, which entered the state prior to January 1, 2006.

The Lexington Tree Committee first learned of the infestation of Norway maples on Belfry Hill during its 2006 Tree Inventory and now seeks funding to curtail this problem and preserve native growth on Belfry Hill.

Project Goals and Objectives:

- Remove the invasive Norway maples that infest the north and northwestern sections of Belfry Hill.
- Replant the area with native tree species, which are indigenous to Belfry Hill.
- Stabilize the slopes and prevent erosion with native shrubs and seeded ground cover.
- Restore the view between the Bell Tower and the Town Green and Buckman Tavern.
- Provide care to maximize the success of the plantings.

Project Benefit:

Belfry Hill is an integral part of the Town’s history, providing a repository for the restored Bell Tower and Bell, which is rung annually in the reenactment of the Battle of Lexington. The site is an important attraction to tourists who come to town to understand this history. This project falls under the Historic Preservation section of the Community Preservation Act and is congruent with town goals for Belfry Hill.

Funding Request:

This project requests \$9,850 of CPA funds to hire a professional tree company to remove 21 large and 200 sapling Norway maples and to plant 30 native trees and additional erosion control plants, according to a landscape design provided by the Lexington Tree Committee. Of this amount, \$7,850 will be used in fiscal year 2009 and the remaining \$2,000 will be used in fiscal year 2010 for removal of Norway maple sprouts and maintaining the newly planted trees and bushes. All work performed will be under the management of the DPW.

Project:	Hancock-Clarke House Restoration
CPA Category:	Historic Preservation
Amount Requested:	\$600,000
Amount Recommended:	\$600,000
CPC Vote:	Approval (9-0)

Project Description:

The Lexington Historical Society is undertaking a complete restoration of the 1737 Hancock-Clarke House, based on the findings of the 2007 CPA-funded historic structures report, existing conditions assessment, and building usage study. This project requests funding for the actual restoration of the building.

Project Goals and Objectives:

The restoration will have the following components:

- **Structural** – To address weaknesses in the structural supports for the house and repair and stabilize deteriorated framing;
- **Building Envelope** – To replace inappropriate roofing on the gable section of the house, restore nineteenth century gutters and downspouts, upgrade flashing and waterproofing and refurbish the basement area where documents and artifacts are stored;
- **Accessibility** – To provide full wheelchair accessibility that is compliant with the Americans with Disabilities Act;
- **Historic Fabric** – To repair or replace deteriorated exterior sheathing, clapboards and trim and paint the exterior to match the oldest known color, restore interior shutters, and install reproduction wallpaper in the Hancock/Adams guest chamber;
- **Systems** – To install integrated climate control and up to date, more effective and less visible fire detection and suppression systems. Unsafe electrical circuits will be replaced with code-compliant circuits, wiring and fixtures.

Total project costs are not expected to exceed \$1.1 million.

Project Benefit:

The Hancock-Clarke House is a National Historic Landmark and the cornerstone of Lexington’s Hancock-Clarke Historic District. It is nationally recognized for its significance in American history and its architectural importance, and is open to visitors seven months a year. Restoration of the building will ensure its continued structural integrity and provide access to all for study and appreciation.

Funding Request:

The Society has applied for \$600,000 from Community Preservation Act funds and is applying for other grants to finance the balance of the project. The Society has set aside \$200,000 for the project from its endowment, has received a \$50,000 grant from the state, and is launching a capital campaign to raise the remaining funds needed. The Society will sign a deed restriction to guarantee that the Hancock-Clarke House will be preserved in perpetuity.

Project:	Old Reservoir Management
CPA Category:	Recreation
Amount Requested:	\$55,000
Amount Recommended:	\$55,000
CPC Vote:	Approval (9-0)

Project Description:

This project is being proposed to reconstruct the gatehouse/outlet structures and dredge the retention pond at the Old Reservoir (Old Res). Because the existing gatehouse is located within the Old Res, it is often underwater and inaccessible for operation and maintenance during heavy storm events, leading to extensive flooding and eroding of walking trails and the beach. The gatehouse and outlet structures are important for maintaining the water level in the Old Res. Proper operation of these structures helps to protect the earthen dam and keep suitable water levels for recreation activities such as swimming and fishing. The outlet structure is not functioning properly because of underground damage, causing a backup of water into the Old Res which prevents controlling the rate of exiting water. Dredging the retention pond will help to provide more water storage capacity so that during large storm events the Old Res will not overflow and cause damage. This project is in line with the Recreation Department goals for the Old Res. The Conservation Commission has approved an “order of conditions” for this project.

Project Goals and Objectives:

- Construct a new gatehouse structure outside of the Old Res that will be accessible for maintenance and allow for proper management of water levels.
- Construct a new outlet structure to help regulate the flow of water from the Old Res into the surrounding area to prevent erosion and flooding.
- Dredge the pond area to increase the storage capacity during heavy storm events.

Project Benefit:

The Old Res is an important recreation facility providing both passive and active recreation opportunities for the residents. The Old Res also provides water storage for drainage throughout the area. The preservation work being proposed will help to restore and maintain the major water control structures for the Old Res. Proper control of the water in the Old Res will help to reduce potential flooding, erosion and property damage.

Funding Request:

The project requests \$55,000 of CPA funding. The funds will be used to hire qualified contractors for the gatehouse/outlet structure construction (\$35,000) and for dredging the pond (\$20,000). The Town’s Engineering Department will oversee the project.

Project:	Vynebrook Village Window Replacement
CPA Category:	Affordable Housing
Amount Requested:	\$158,686
Amount Recommended:	\$158,686
CPC Vote:	Approval (9-0)

Project Description:

The Lexington Housing Authority (LHA) is requesting \$158,686 for replacement windows at Vynebrook Village. Vynebrook Village is an elderly/handicapped low rent apartment complex with 48 units that was first occupied in 1973. It is governed by the State Department of Housing and Community Development and owned by the Lexington Housing Authority. Average gross income of residents at Vynebrook is \$13,536 per year and the average rent per unit is \$299 per month, including all utilities. Annual income for the LHA is \$172,224 and annual utility costs – electricity, heat and hot water are approximately \$92,351. Utilities, on average, cost \$160 per month, per unit. This leaves the Housing Authority with approximately \$79,873 or \$139 per month, per unit to run and maintain the development.

With this \$139 portion of the monthly rent, the LHA pays all administrative expenses and provides all routine maintenance for Vynebrook Village. For instance, with this limited income, the LHA makes all general repairs to plumbing, electric, kitchen cabinets, bathroom fixtures and floors. They also provide for pest control and do all their own painting, snow removal, grass cutting and landscaping. To be as economical as possible, the LHA staff does the majority of needed repairs and maintenance work, leaving little remaining for larger capital costs.

Project Goals and Objectives:

- New windows will eliminate the difficulty residents have opening and closing aging windows, which results in a huge energy loss. The development is heated with baseboard electric heat, which does not provide the kind of heat that hot water or steam with oil or gas does, making the units more difficult to heat and keep warm.
- Replacement of these windows will reduce energy loss and cut utility costs by 10-30%.

Project Benefit:

This development is a valuable asset to the Town for seniors and handicapped residents who need affordable housing.

Funding Request:

The project is estimated to cost \$173,686, of which LHA will pay \$15,000. The \$158,686 requested of CPA funds will allow Vynebrook Village to successfully replace all original windows and reduce escalating utility costs. It should also be noted that the LHA had previously requested funding from the State Department of Housing and Community Development when allowed in 2002 but did not receive grant money due to the fact that budgeting at DHCH allows for only those developments that are in dire need of repair or uninhabitable to receive funding.

Project:	Archive Record Management & Conservation
CPA Category:	Historic Preservation
Amount Requested:	\$150,000
Amount Recommended:	\$150,000
CPC Vote:	Approval (9-0)

Project Description:

Lexington’s Municipal Archives contain the records and information of the municipal operations of the Town of Lexington from its earliest dates. To protect the Town’s original volumes, documents and materials, and ultimately provide for public access to information on this history of Lexington, the Town Clerk’s office recently contracted with Northeast Document Conservation Center (NEDCC), a renowned local non-profit center with specialized expertise in the conservation and preservation of historic paper-based documents. NEDCC evaluated and assessed the condition of the documents and materials and the cost of their preservation and conservation. Once the final report of the survey is received, actual preservation and conservation may begin. This application requests funding for this next phase of the project.

Project Goals and Objectives:

The NEDCC survey identifies the general state of the collections, needed improvements, and long-term preservation needs. The survey also identifies specific preservation needs, recommends actions to meet those needs, and prioritizes the recommended actions. The preservation and conservation of the collections, for which CPC funding is being requested, will concentrate on pre-1900 materials, and will entail:

- Item treatment, repair, cleaning, deacidification
- Item microfilming & digitization
- Maintenance of collections in secure, environmentally favorable space
- Item reformatting, rebinding, rehousing for preservation of original materials while providing public access to content

Total costs to properly preserve and conserve the archival materials have conservatively been estimated at a cost of \$500,000. Additional costs for the microfilming and reformatting of these materials are anticipated to reach \$250,000.

Project Benefit:

The Municipal Archives are a key resource for understanding the early organization and management of the Town; but because of their condition and rarity, general public access to these documents cannot now be permitted. Completion of this project will ensure that the documents are protected against loss and further deterioration and will restore public access in a manageable timeframe culminating with the 300th anniversary of the incorporation of Lexington as a town in 2013.

Funding Request:

This project requests \$150,000 of CPA funding, as year one of a projected five-year process.

Project:	Parker Manor Condo Purchases
CPA Category:	Affordable Housing
Amount Requested:	\$652,800
Amount Recommended:	\$652,800
CPC Vote:	Approval (8-0-1)

Project Description:

LexHAB is requesting \$652,800 of CPA funds to complete the funding of the purchase of three 2-bedroom condominiums in the Parker School Condominiums for rental to low and moderate income individuals and families. LexHAB has provided the down payment of \$163,200 and will cover the mortgage until Community Preservation Funds are made available to complete the purchase. The amount requested is the principal balance of the mortgage, which is 80% of the purchase price of \$816,000 for the three units. LexHAB has also spent \$13,155 in closing costs and \$2,905 in inspection costs. As of July 2008, LexHAB will have spent \$51,060 in monthly payments and will have spent/contributed a total of \$230,320 toward the purchase of these units. In addition, LexHAB pays the monthly condo fees for the units, which is slightly more than \$600 monthly. LexHAB has applied for reimbursement of \$59,150 from the HOME program. The decision whether these units will qualify for Lexington Subsidized Housing Inventory, which counts towards the Town’s Chapter 40B 10% affordable housing requirement, is pending with the Department of Housing and Community Development (DHCD).

Project Goals and Objectives:

- Increase the Town’s affordable rental inventory;
- Allow LexHAB to replenish reserve funds for the future purchase of 26 low and moderate subsidized units at Katahdin Woods for which the Town has the right of first refusal within a short period of their becoming available;
- Reduce rental rates as much as possible to keep units affordable.

Project Benefit:

LexHAB, the first local municipal organization in Massachusetts to provide rental units to low and moderate-income individuals/families, was established by a vote of Town Meeting in 1983 as a supplement to the Lexington Housing Authority. By Town Meeting requirement, LexHAB, a volunteer seven-member board appointed by the Board of Selectmen, must take into consideration whether a prospective tenant has a Lexington connection, if all other considerations are equal. As of October 2007, LexHAB provided housing for 137 persons in its 53 housing units. More than 65% of LexHAB’s households had a previous Lexington connection when they moved into LexHAB housing.

Funding Request:

The purpose of this request is to increase the number of affordable rental units and increase the number of qualifying Chapter 40B units within Town, both now and as a part of an overall plan for future acquisition, including units at Katahdin Woods.

Project:	Harrington Preschool Playground
CPA Category:	Recreation
Amount Requested:	\$75,000
Amount Recommended:	\$75,000
CPC Vote:	Approval (9-0)

Project Description:

Lexington Children’s Place (LCP), a public preschool program that has served Lexington children, with and without special needs, at various sites for 16 years, is proposing to construct an accessible playground at the new Harrington School. LCP provides preschool programming for 75 children and special education services for 40 children. Many children attending LCP have physical challenges that do not allow them to enjoy typical playground equipment. These children often require ramps and transfer platforms, specialized swings and sandboxes with supports for sitting, in order to participate fully in the gross motor curriculum that is intrinsic to their learning. Additionally, neighborhood preschoolers, as well as Harrington kindergarten and first grade students, with and without special needs, could utilize this fully accessible playground structure.

Project Goals and Objectives:

- An appropriate-sized, wheelchair ramped playground will be constructed, separate from the existing Harrington playground, in an area not previously used for play structures.
- The play equipment will include transfer platforms, specialized swings, and sandboxes with supports for sitting, to facilitate gross motor development.
- Specialized playground will encourage daily outdoor play, which is viewed by the Mass. Department of Education as an important preschool opportunity for learning.

Project Benefit:

The Lexington Children’s Place has recently located at the new Harrington School, which has no appropriate playground for small children with physical challenges. This project would address the need for new play equipment designed to encourage learning and physical development of preschoolers who attend the LCP program. Neighborhood children, as well as kindergartners attending Harrington who may be physically challenged, will also be able to use this specialized playground.

Funding Request:

The project is estimated to cost \$95,000, of which \$20,000 has already been raised by parent fundraising efforts. The \$75,000 requested from CPA funds will pay for furnishing and installing playground structures, including: a ramped structure with two slides, monkey bars, two covered play spaces, wobble bridge, two teeter totters, four accessible swings and a covered sandbox. Site preparation (\$20,000) will include layout and excavation of play area, installation of geo-fabric and wood-fiber surface, three rubber wear areas, as well as clearance of several large trees, leveling of the lot and erecting four foot-high fencing with double gates.

Project:	School Administration Building/Old Harrington
CPA Category:	Historic Preservation
Amount Requested:	\$350,000
Amount Recommended:	\$330,000
CPC Vote:	Approval (7-2)

Project Description:

The Lexington Public Schools Central Administration is requesting \$330,000 to support the CPA-eligible expenses associated with the adaptive reuse of the original Harrington School at 146 Maple Street. The building will require improvements in layout, air conditioning, electrical distribution, and fire protection to be utilized year round as the LPS Central Administration Building.

During the summer of 2007, the Central Administration moved into the vacated building with minimal modifications. Occupation of the building has highlighted the need for some improvements to the building to accommodate year-round use as an office building. To make the building fully functional for its intended interim use, the building needs central air conditioning, reconfigured office space, and expansion of the electrical and fire alarm systems.

Occupancy during the summer months with window air conditioners resulted in unacceptable conditions due to temperature and noise. In addition, office equipment cannot be arranged efficiently because of insufficient power availability. Office walls have not been constructed to utilize space efficiently due to lack of smoke detectors. The smoke detectors are required not only to alert occupants of a fire, but also to communicate to the Fire Department for rapid response.

Project Goals and Objectives:

- Make improvements to accommodate for year-round use as an office building;
- Utilize space more efficiently;
- Expand electrical and fire alarm systems.

Project Benefit:

A 2007 LPS K-5 Master Plan identified the potential need for the former school to be utilized as swing space during the future construction or renovation of an elementary school. It is anticipated that this need will not be known for three to five years. During this period, the use of the building as offices for LPS Central Administration will protect and preserve the building for future use by the community. In addition, centralizing Administration functions to 146 Maple Street has relieved some overcrowded conditions at the High School, Diamond Middle School, and Bowman School.

Funding Request:

The project requests \$330,000 of CPA funds as follows: \$225,000 for air conditioning of the Main Floor; \$50,000 to distribute electrical power for office equipment; \$50,000 to reallocate interior space; and \$5,000 for additional smoke detectors and fire protection.

Project:	Town Office Complex Building Envelope
CPA Category:	Historic Preservation
Amount Requested:	\$95,000
Amount Recommended:	\$95,000
CPC Vote:	Approval (9-0)

Project Description:

This project will repair/replace the existing copper gutters, copper ridge vents and copper downspouts (\$75,000) on the Town Office Building, Cary Hall and Police Station. Copper repair/replacement is necessary to maintain adequate attic space ventilation and directed roof drainage. In addition, new storm windows (\$20,000) are proposed for Cary Hall. The Building Finance Advisory Committee recommends all of this work. The storm windows will be the same type installed on the Town Office Building and Police Station two years ago, and are acceptable to the Historic Districts Commission. In conjunction with the storm window work, there is a request in the Capital Budget to re-paint the exterior trim of all three buildings. On Cary Hall, this re-painting will include rehabilitation/re-glazing of the existing double hung windows, which along with the new storm windows will effectively create a new, energy efficient window system for the building.

Project Goals and Objectives:

- Repair/replace existing copper gutters, copper ridge vents and copper downspouts on the Town Office Building, Cary Hall and Police Station;
- Install new storm windows in Cary Hall.

Project Benefit:

This project will continue the ongoing effort under the successful Building Envelope Program to preserve building systems as necessary to minimize future impacts on operating and capital costs, and to ensure that the buildings remain fully functional for their intended use.

Funding Request:

This project requests \$95,000 of CPA funds.

Project:	East Lexington Fire Station
CPA Category:	Historic Preservation
Amount Requested:	\$47,500
Amount Recommended:	\$47,500
CPC Vote:	Storm Windows – Approval (9-0)
	Air Conditioning – Approval (5-4)

Project Description:

This project is proposed to replace existing storm windows and to install a central air conditioning system at the East Lexington Fire Station.

Project Goals and Objectives:

- Install new storm windows acceptable to the Historic Districts Commission (the same type installed on the Town Office Building and Police Station two years ago).
- Create a new, energy efficient window system for the building.
- Install an air conditioning system that will serve the living areas within the station.

Project Benefit:

New windows and an air conditioning system in the East Lexington Fire Station will continue the Town’s ongoing effort under the successful Building Envelope Program to preserve and update building systems and to ensure that the buildings remain fully functional for their intended uses.

Funding Request:

The project requests \$47,500 of CPA funding to replace existing storm windows (\$18,000) and to install a central air conditioning system (\$29,500) at the East Lexington Fire Station.

Project:	ADA Accessible Bathrooms and Appropriate Signage for TOB
CPA Category:	Historic Preservation
Amount Requested:	\$70,000
Amount Recommended:	\$70,000
CPC Vote:	Approval (9-0)

Project Description:

This project is being undertaken to achieve Americans with Disabilities Act (ADA)/Architectural Access Board (AAB) Accessibility standards for the ground floor restrooms in the Town Office Building (\$60,000). This project is a priority of the Commission on Disability. Fisher Associates, an architectural firm that has worked in town on several ADA projects, has reviewed the existing situation with the Building Commissioner and discussed options within the requested \$60,000 budget.

Also included in this project is new TOB Signage to make it easier for customers and visitors to find their way around the building. All signs will comply with the ADA/AAB accessibility standards.

Project Goals and Objectives:

- To achieve Americans with Disabilities Act (ADA)/Architectural Access Board (AAB) accessibility standards for the ground floor restrooms and signage in the Town Office Building.
- Improve customer service and building accessibility for all patrons and guests.

Project Benefit:

This project is an important step in the ongoing effort under the successful Building Envelope Program to achieve accessibility for everyone to Town buildings and facilities. Additionally, the new signage will improve customer service and comply with the Americans with Disabilities Act (ADA)/Architectural Access Board (AAB) accessibility standards. Poor signage has been identified as a customer service issue.

Funding Request:

This project requests \$70,000 of CPA funds – \$60,000 to achieve accessibility standards for ground floor restrooms in the TOB and \$10,000 for appropriate signage, also in the TOB.

Project:	Town Office Building Use Study & Renovation Design
CPA Category:	Historic Preservation
Amount Requested:	\$100,000
Amount Recommended:	\$80,000
CPC Vote:	Approval (7-2)

Project Description:

The Town Office Building (TOB), constructed in 1927, has undergone one significant renovation in the last 80 years. The addition of the rear wing in 1971 enhanced the building footprint and available office space. The pending relocation of the Department of Public Works/Engineering Division from its current location on the second floor of the TOB to the new DPW facility at 201 Bedford Street represents the most significant shift of offices in the Town Office Building in over 35 years. Because of the extreme shortage of office and meeting space in the TOB, the Town Manager is recommending that an evaluation of the building be undertaken to determine how it should be structured and laid out for maximum efficiency and effectiveness for serving customers and staff. It should be noted, however, that the newly renovated Town Manager’s Office, the Board of Selectmen’s Office and, the Board of Selectmen Meeting Room will not be included in this project and evaluation.

Project Goals and Objectives:

- Work with Fisher Associates in project phases: Programming phase, Design Development phase, and Construction Document phase.
- The goal of this project is to complete the first three project phases, which will include surveys of the TOB to identify building code/ADA deficiencies, and to recommend building code/energy efficiency upgrades.
- Conduct department interviews to determine needs and recommended plans and schematic designs.
- Create stamped construction drawings and specifications for permitting and bidding purposes.
- Prepare construction cost estimates.

Project Benefit:

A professional evaluation will determine how the TOB should be structured and laid out in order to provide maximum efficiency and effectiveness in serving customers and staff, thus ensuring that the building remains fully functional for its intended uses. Construction cost estimates and construction drawings will also be prepared.

Funding Request:

The project requested \$100,000 of CPA funding, however, upon preparation of a proposal to the Town by Fisher Associates, it was determined that no more than \$80,000 will be needed to successfully accomplish programming, design development, and construction document phases of the project. The Community Preservation Committee therefore recommends \$80,000 to fund these first three phases.

Project:	Munroe School Fire Prevention System Replacement
CPA Category:	Historic Preservation
Amount Requested:	\$579,550
Amount Recommended:	Up to \$579,550
CPC Vote:	Approval (5-4)

Project Description:

This project is proposed to install a new fire detection and protection system to provide necessary safety and security to the former Munroe School building so that the building can continue to be used for a variety of arts purposes. The Board of Selectmen has voted unanimously to recommend that an RFP be prepared to use the site as a center for arts education. Although the RFP process will likely not be completed by the time Town Meeting will be voting on CPA projects, nevertheless, the BOS has recognized that for the Munroe School to continue to be used as an educational institution, the installation of a fire suppression system is mandatory.

Project Goals and Objectives:

- Removal of asbestos and lead paint
- Installation of new sprinkler and fire alarm systems

Project Benefit:

Munroe School was constructed in 1904 by Willard D. Brown, one of Lexington’s most important architects (Cary Library, Town Office Building Complex, various residences throughout town). The building was closed as a school in 1979 and has been occupied since 1984 by arts groups and arts-related businesses. The current Munroe Center for the Arts was organized in 1994 to serve as the non-profit umbrella organization for these groups. The building currently houses five arts schools (two dance companies, a children’s arts program, a music school, and a martial arts school), a theater company, a non-profit charity organization, studio artists and gallery space, which to date have occupied the building free of any rental payment to the Town, although they have made and paid for some small capital improvements over the years. The Selectmen have requested that the organization submit a business plan with regard to purchase of the building or payment of rent.

Inspections of the building have indicated significant deficiencies in the current fire-protection system, and steps are now being taken to reduce the fire-related hazards within the building. While there is not an immediate threat to continued occupancy, there are threats that are aggravated by existing uses of the building that must be addressed. Although the Board of Selectmen has indicated their intention to explore disposing of the building, until such disposition occurs, the Town is responsible for the building.

The complicated issues this request raises are reflected in the five to four vote to recommend that it be forwarded to Town Meeting for consideration. While recognizing the primary issues of safety and fiduciary responsibility for wise stewardship of town resources, Town Meeting must decide whether to fund this request before it has considered and approved an arrangement to sell the building or a lease has been executed by the Selectmen.

Funding Request:

The project requests up to \$579,550 of CPA funding to remove asbestos and lead paint and install new sprinkler and fire alarm systems.

Request:	Administrative Expenses
CPA Category:	Administrative
Amount Requested:	\$50,000
Amount Recommended:	\$50,000
CPC Vote:	Approval (9-0)

Background:

According to the Community Preservation Act, up to 5% of annual CPA funds may be spent on the operation and administration costs of the Community Preservation Committee. The Committee is allowed to use this money to pay for staff help, mailings, public notices, overhead, legal fees, membership dues, and other miscellaneous expenses. At 5%, a minimum of \$215,282 of annual receipts in FY2009 could be authorized for this purpose. At this time, however, the CPC is requesting an appropriation of \$50,000, for FY2009, for administrative costs. This money will be used to fund a part-time administrative assistant, to pay membership dues to the non-profit Community Preservation Coalition, and to cover legal and miscellaneous expenses related to CPA sponsored projects.

The CPC’s administrative assistant (hired in December 2007) will track and monitor all Town Meeting approved and CPA sponsored projects; monitor draw-downs and financial transactions in conjunction with the Finance Office; craft agreements; draft and update CPA reports and correspondence; oversee the annual CPA project application process; post meetings and schedule public forums; take minutes; work with the Assessor’s Office to obtain surcharge abatement data needed for State reporting purposes; communicate with project applicants; and assist the CPC and others, as needed, with all CPA related activities and agreements.

Membership dues, which will be paid from the requested \$50,000 administrative fee allocation, are paid to the Community Preservation Coalition. The Community Preservation Coalition, a non-profit statewide organization, responds to questions and provides CPA news and information to participating communities, as well as engages in legislative advocacy and lobbying work to improve the effectiveness of the Act. The Coalition also fends off raids on the CPA Trust Fund and works to defeat bills that propose harmful CPA amendments. Their web site is www.communitypreservation.org.

Lastly, it should be noted that according to the Department of Revenue, funds appropriated for administrative expenses but not spent in a given fiscal year revert back to the general CPA fund balance on June 30. Those funds then can be appropriated from the fund balance in the future for any of the three main CPA purposes.

Funding Request:

The Community Preservation Committee respectfully requests \$50,000 for administrative expenses.

Status Report on 2007 CPA Projects

Center Playfields Drainage Engineering Study

Annual Town Meeting voted \$40,000 in CPA funds to hire an engineering firm to assess the Center Playfields, between Worthen Road and Park Drive, and to make recommendations for drainage improvements. Tutela Engineering Associates has been hired to perform the drainage study and will begin work in the spring of 2008. The contract with Tutela is for \$36,000 with a \$4,000 contingency.

Historic Cemetery Preservation at Ye Old Burial Ground (Colonial Cemetery) and Munroe Cemetery

Annual Town Meeting voted \$367,000 in CPA funds to hire a qualified stone conservator and a qualified stone preservation contractor to preserve and repair the grave markers at both cemeteries. Building and Monument Conservation was hired to perform table top marker repairs at Ye Olde Burial Ground. This portion of the project is two-thirds complete with a total expenditure of \$15,332 from the appropriated amount of \$23,000. Building and Monument Conservation will then be hired at a cost of \$10,000 to develop bid specifications and oversee the remaining restoration work at Ye Olde Burial Ground and Munroe Cemetery. This work will be bid out some time in April 2008. The bulk of the remaining \$334,000 will be used for the remaining restoration work.

Improved Fire Monitoring at Lexington's Historic Houses

Annual Town Meeting voted \$18,120 in CPA funds for the purchase of radio boxes and their installation at Buckman Tavern, the Hancock-Clarke House, and Munroe Tavern. Because the Town has a project underway to install radio boxes for improved fire monitoring in all town buildings, the Fire Department offered to sweep these Historical Society properties into this larger effort, with CPA funding the Society's portion of the project. Assistant Fire Chief, Wayne Delaney is managing this project and anticipates that the radio boxes will be installed this spring.

New Boiler and Oil Tank for Buckman Tavern

Annual Town Meeting voted \$10,685 in CPA funds for a new boiler and oil tank for Buckman Tavern. The new boiler and oil tank were installed in the fall of 2007. Total project cost was \$9,900, slightly under budget. This project is complete.

Comprehensive Cultural Resources Survey of Lexington

Annual Town Meeting voted \$90,000 in CPA funds to update and correct the Town's inventory of historic properties and neighborhoods in Lexington. The Town signed a contract with Lisa Mausolf, Preservation Consultant, in late November 2007 and she immediately began working. She will review, update and complete new research on approximately 2,000 properties in Lexington. An easily accessible reference guide will be produced as a byproduct of her work.

Greeley Village Window Replacement

Annual Town Meeting voted \$228,404 in CPA funds to replace windows at Greeley Village. The architect firm, Mostue & Associates Architects, Inc. was hired to develop accurate window specifications. Sample windows were installed in February 2008 to create these specs and following that, the project will be put out to bid. Work is expected to commence in spring, 2008.

East Lexington Branch Library (Stone Building) – Historic Building Evaluation Report

Annual Town Meeting voted \$43,000 in CPA funds to fund the cost of a comprehensive study that would make recommendations on the repairs and improvements necessary to preserve and maintain the Stone Building. A Request for Qualifications was issued in November 2007. The RFQ process included a briefing session and a visit to the Stone Building. Ten firms submitted their qualifications for the project and three finalists were invited to an interview session in January. HKT Architects, Inc. of Somerville was selected to perform the work. A kickoff meeting was held on February 12th with the Permanent Building Committee and library representatives. At the time of this writing, no firm dates have been established for the delivery of HKT's reports; however, the preferred deadline for preliminary results on all studies is March 30, 2008.

Cary Hall Restoration & Rehabilitation

Annual Town Meeting voted \$147,130 in CPA funds for Cary Hall Restoration & Rehabilitation. Funds were approved for three distinct purposes: (1) \$80,000 to fund three separate studies to examine the feasibility, impact, scope, nature, and cost of restoring Cary Hall's performance capabilities to 21st century standards; (2) \$8,000 to purchase and install black out curtains and; (3) \$59,130 to implement stage extensions with lighting and dimming over the extensions.

Of the \$80,000, \$10,000 was funded for a Feasibility Assessment, the first of three studies approved, for Cary Hall. Martin Vinik, Principal of Martin Vinik Planning for the Arts LLC was hired to complete this assessment. Total cost for this report, completed January 2008 was \$6,500 plus expenses. Review of this Feasibility Assessment caused the Town to cancel the two remaining studies, as it was determined that it would not be financially feasible to complete the project under current budgetary constraints and the amount of anticipated revenues from an upgraded facility.

Plans for stage extensions and lighting are well underway. DMH Electrical Contractors and Major Theatre Company have signed contracts. Work will begin in May, following the conclusion of Town Meeting. Once work begins, the project will be completed within 2-3 weeks. With respect to the black out curtains, project managers are exploring various alternatives (curtains, shutters, Venetian blinds) to determine which solution is most appropriate and cost effective.

Tourism Signs

Annual Town Meeting voted \$18,360 in CPA funds for (1) directional signs - \$11,860 to direct drivers from the highways to the Town's historic sites and, (2) a storytelling sign - \$6,500 on the Battle Green (to interpret the events that took place there).

The directional signs have been finalized. The fabricator, Lexington Signs & Grafix, is in the process of making them. They should be completed by the end of March and likely to be in place by Patriot's Day.

The storytelling sign is in the design phase. Now that the directional signs are nearly complete, the Tourism Committee will concentrate on finishing the Battle Green sign.

Rehabilitation of 7 Oakland Street Supportive Living, Inc.

Affordable Housing – 15 units for Brain-Injured Persons

Annual Town Meeting voted \$300,000 in CPA funds to aid in the construction of affordable housing – 15 units of Chapter 40B qualified housing for brain-injured persons. Supportive Living, Inc. (SLI) began construction for the Douglas House in late August 2007 and CPA funds were applied to the project in January 2008. As of February, construction is over 50% complete, with a target completion date of May 2008. Initial occupancy is scheduled for August, with full occupancy planned by late fall. Douglas House has fifteen studio style apartments with common areas and facilities for supportive services for brain injury survivors. SLI continues its fundraising in hopes of raising monies to complete the additional community space in the basement level. Site tours can be arranged with Peter Noonan, Executive Director of SLI.

West Lexington Greenway Corridor

Annual Town Meeting voted \$125,000 in CPA funds to hire an engineering firm to create a Master Plan for the entire West Lexington Greenway Corridor. The planning and engineering firm, Vanasse Hangen Brustlin, Inc. was hired and to date have completed an inventory and analysis of the West Lexington Greenway Corridor, including mapping of various elements of the Greenway Corridor. Public meetings were held in January and February. A third and final public meeting will be held May 13th at Cary Memorial Library at 6:30 p.m. for a map viewing and 7:00 p.m. for a presentation. The Master Plan will be completed by August 2008.

Muzzey High Condominium Association

Annual Town Meeting voted \$53,500 in CPA funds to hire TBA Architects of Waltham to conduct a comprehensive building evaluation, systems analysis, and handicapped accessibility study of Muzzey High Condominiums. A draft report prepared by TBA Architects was presented to the Muzzey Trustees and several unit owners on 1/8/08. TBA is still conducting their assessment of the building's existing conditions and will finalize their report in the next several months.

Status Report on 2006 CPA Projects

Open Space and Recreation Plan

The Town of Lexington hired Vanasse Hangen Brustlin, Inc. to update the Town's Open Space and Recreation Plan. A kickoff meeting was held in January 2008 and the intent is to submit a plan to the State in May 2008 with the final plan submitted in June 2008. The cost is \$20,000 with the required maps.

Police Station – Interior Renovations

Annual Town Meeting voted \$100,000 in funding for interior renovations for the Police Station Dispatch Room, the front desk, and Commanding Officer's Room. A modern digital dispatch room and commanding officer room was constructed as well as a newly configured space for the front entrance desk. The Police Department had an open house in June 2007. This project is complete.

The Main Fire Station on Bedford Street – Renovations

Annual Town Meeting voted \$100,000 for the floor, roof and drainage improvements at the Fire Station on Bedford Street. Of the \$52,200 appropriated for the floor, \$16,200 was spent on a Condition Survey/Existing Conditions Report and Conceptual Plans completed by CBI Consulting, Inc. of Boston. The remaining funds, or \$36,000, have not been spent at this time given that the projected cost for a floor replacement at the Fire Station HQ is in excess of \$700,000. Until a master study of the building to make recommendations on how to better utilize the existing space and/or how to maximize benefits of an addition to the current structure is completed, these funds are on hold. As for the \$47,800 appropriated for roof and drainage work, project bids were received at the end of February 2008 and will soon be evaluated. While a bid has not yet been awarded, the roof work for Fire Station HQ is on target to be financed through appropriated CPA funds.

Cary Memorial Building – Vault Climate Control

Annual Town Meeting voted \$60,000 for the rehabilitation and restoration of the records vault in Cary Memorial Hall. Fisher Associates was retained to conduct an evaluation of the necessary work for bid specifications. The bidding process for this project will begin in May and work will be completed in June 2008. To date, \$7,500 has been paid to Fisher leaving a remainder of \$52,500 plus an additional \$16,000 funding surplus from the Cary Vault Shelving project, which Special Town Meeting authorized to transfer to this project. Donna Hooper, project manager is optimistic that the appropriated funding will cover the complete cost.

Cary Vault Shelving

Special Town Meeting held in the fall of 2006 voted \$60,000 for shelving for the main vault of the Cary Memorial Building. Donnegan Systems, Inc. was contracted for the installation of a new Kardex Shelving System in the vault. The shelving was installed and the project was completed for a cost of \$44,000 in summer 2007. Special Town Meeting also authorized the funding surplus from this project to transfer to the Cary Memorial Building – Vault Climate Control project to help meet anticipated costs of that pending project.

Hancock-Clarke House – Pre-Restoration Project

Special Town Meeting held in the fall of 2006 voted \$25,000 in CPA funds to match a state grant of equal amount to fund pre-restoration work for the Hancock-Clarke House. A historic structures and existing conditions report was produced which provided the framework for the 2008 Hancock-Clarke House Restoration project (currently before Town Meeting for approval). The pre-restoration project is complete.

Lexington Depot – Elevator Project

Special Town Meeting held in the fall of 2006 voted \$44,000 in CPA funds for the installation of an elevator in the Lexington Depot building to access the second floor for needed storage. The elevator was installed and this project is complete.

CPC RECOMMENDATIONS TO 2008 TOWN MEETING

APPROPRIATED TO DATE (by category as of 30 June 2007)	
Affordable Housing	\$ 555,154
Historic Preservation	1,110,045
Open Space	82,500
Recreation	<u>102,500</u>
TOTAL	\$1,850,199

AVAILABLE FOR APPROPRIATION @ Spring Town Meeting	
UNAPPROPRIATED BALANCES as of 1 July 2007	
Affordable Housing Reserve	\$ 198,193
Historic Preservation Reserve	-0-
Open Space Reserve	690,847
Undesignated Reserve	<u>4,759,231</u>
Total Reserves Available	\$5,648,271
ESTIMATED REVENUE, FY09	
Property Surcharge	\$2,754,960
State Match (conservatively estimated)	1,550,682
Investment Income (estimated)	<u>40,000</u>
Total FY09 Estimated Revenue	\$4,345,642
TOTAL	\$9,993,913

RECOMMENDATIONS (placeholders are pending CPC action)		
	Requested	Recommended
AFFORDABLE HOUSING		
Parker Manor Condo Purchase	\$ 652,800	\$ 652,800
Survey/Design AH Assistance	25,000	25,000
Vynebrook Village Windows	158,686	158,686
HISTORIC PRESERVATION		
ADA Accessible Restrooms -TOB	70,000	70,000
Archive Record Conservation	150,000	150,000
Belfry Hill Tree Restoration	9,850	9,850
East Lexington Fire Station	47,500	47,500
Hancock-Clarke House	600,000	600,000
Munroe Fire Suppression	579,550	579,550
School Admin Bldg. (Harrington)	350,000	330,000
Senior Center Design Study	Placeholder	Placeholder
Stone Building Renovation	Placeholder	Placeholder
TOB Use Study & Renovation	100,000	80,000
TO Complex Building Envelope	95,000	95,000
OPEN SPACE (four possible sites)	Placeholder	Placeholder
RECREATION		
Pre-School Playground	75,000	75,000
Old Reservoir Management	55,000	55,000
ADMINISTRATIVE EXPENSES	<u>50,000</u>	<u>50,000</u>
TOTAL	\$3,083,386	\$2,978,386