

TOWN OF WESTON COMMUNITY PRESERVATION COMMITTEE

Project Submission Form – FY18 Summary Form

Submission Date: January 17, 2017

Project Name: Brook School Campus Building E Feasibility Study

Project Address: 44 School St. Weston

Brief Project Description: This is a feasibility study of the Brook School Campus and adjacent property, including recreational facilities, to quantify its potential for additional elderly housing units. One of the key design goals of this study is to understand how to approach integrating additional units into the Brook School Campus while minimizing the impact on the neighborhood and the existing open and recreational spaces on the campus. The study would be provided by a contract engineering firm and would include consideration of such issues as siting, septic, traffic and number of units. Deliverables would include two or more draft layouts, concept level cost estimates, and meetings with abutters and other interested stake holders. Additional details of the proposed study are provided in the attached Preliminary Statement of Work.

Contact Person: John C. Heine

Contact Title: Chairman, Weston Elderly Housing Committee

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Contact Email Address: jcheine@verizon.net

Contact Mailing Address: 40 Cherry Brook Rd. Weston

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

Eligibility - Please mark the box, or boxes, that apply below:

	Open Space	Historic Resources	Recreational Land	Community Housing
Acquire	No	No	No	No
Create	No	No	No	Yes
Preserve	No	No	No	No
Support	No	No	No	Yes
Rehabilitate and/or Restore	No	No	No	No

Projected Cost:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2017	\$30,000	\$30,000	
Total	\$30,000	\$30,000	

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Please address the following questions/categories using additional sheets as necessary.

1. **Goals/Community Need:** The fastest growing segment of the Town's population is residents who are 65 and older. This population is about 2,000 now and will increase by more than a thousand by the year 2030. Today, there are only 137 housing units dedicated to the elderly in Weston, and, at the Brook School, the average waiting period for a unit is almost two years and growing. To keep pace with the population growth of the elderly in Weston, the Town must expand its inventory of elderly housing by more than 100 units in the next 15 years - approximately 7 per year. This project is aimed at increasing the number of units dedicated to the elderly population. The currently understood septic maximum is 14 units, which would provide an increase of approximately by 10%, consistent with goals established by the Weston Housing Production Plan.
2. **Project Timeline:** The project would be put out for bids as soon as funds are authorized. We anticipate that vendor selection would take approximately two (2) months and that the project would be completed within the following three (3) months. The total time would imply completion by the end of calendar year 2017.
3. **Community Support:** The project has been discussed with the Weston Town Manager and with the Chairman of the Board of Selectman. It has also been presented and discussed upon several occasions with the Brook School residents and the abutters. A fundamental premise of this effort is to keep those stakeholders involved throughout the process, and to communicate plans, activities, and study results with them on an ongoing basis.
4. **Budget:** The study budget estimate was prepared by Tom Timko, a member of the Elderly Housing Committee and an architect. He based it on his own experience and through brief discussions of scope and competitive bidding issues with Jim Polando of the PBC, and of scope and general project issues with CBI, the engineering firm engaged for the Building Envelope Project.
5. **Other Funding Sources:** No other funding sources are anticipated or appear practically available.
6. **Implementation:** The project will be performed under the general supervision of a Building E Subcommittee of the Elderly Housing Committee.
7. **Comparable Projects:** In 2004, the EHC successfully completed Building D, a 24 unit addition to the Brook School, 50% of which was funded with CPA funds.
8. **Operations/Maintenance:** This facility would be operated and maintained by the EHC as an annex to the Brook School Apartments. It is premature to anticipate a project budget because the total number units to be built is undefined. However, we do anticipate that the unit rentals can be set at values that qualify as "affordable" for the Eastern Massachusetts area medium income if approximately 50% of construction costs are provided by CPA funds. This level of support would be consistent with the support provided by the CPC for Building D.
9. **Multiple Projects:** Not Applicable.
10. **Provide Supporting Documentation as Applicable:** See Attached Statement of Work.

Brook School Campus -- Building E Project

Preliminary Statement of Work

An important element of the mission of the Town of Weston Elderly Housing Committee (EHC) is to expand the number of units available that meet the Town's criteria for Elderly Housing. To that end the EHC is interested in soliciting proposals related to assessing preliminary feasibility of expanding the Brook School Elderly Housing by the construction of a new Building – to be known as Building E – either at the rear of the existing campus in the general area of the existing soccer field, or as an extension of the current Building C along Church Street..

Included in the scope of this feasibility analysis will be the following:

TECHNICAL NEEDS

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| Background Review | Review all existing studies and documentation, including, but not limited to the Meridian Associates conservation and land use analysis and documentation, relevant documents from the Building Envelope Project, the Weston Housing Production Plan, and any other relevant materials |
| Site Plan Review | Visit the site and conduct a qualitative and (limited) quantitative review of existing site dimensions and constraints |
| Site Option Analysis | Review the possibility of extending Building C roughly along the line of the street, or other alternatives that may also make sense. |
| Septic Review | Review septic constraints and options. Current understanding is that the existing Brook School system can support up to 14 additional units. <ul style="list-style-type: none">● This needs to be confirmed.● Additionally, if necessary, can the field be modified (relocate distribution box, etc.) to accommodate the additional units?● Do reduced flow requirements for elderly units help us in any other ways? |
| Traffic | Review potential traffic issues (high level). |
| Conservation | Review Conservation constraints. <ul style="list-style-type: none">● The rear side of the Brook School campus has a number of conservation issues that were recently documented and analyzed as part of the Parking Lot project engineered by Meridian Associates.● Review general drainage constraints and requirements |
| Proof Of Concept | Prepare two or more draft layouts and concept level cost estimates. This would include the maximum number of units, potential public and common spaces, bedroom counts, general unit sizes, building size and height options, and any other useful or distinctive factors and features. |

MEETINGS AND PRESENTATIONS

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| Meetings | Meet as appropriate with the Elderly Housing Committee, Residents, Abutters, and other interested stakeholders to discuss and review findings and plans |
| Presentation Materials | Prepare public review presentation materials for Abutters, Town Officials, Residents, etc. |
| Basic Requirements | Minimum level of meetings and participation <ul style="list-style-type: none">■ Preliminary meeting with EHC, Abutters, and other stakeholders to review scope of study.■ Meeting with meeting with EHC, Abutters, and other stakeholders to review findings prior to final report.■ Final meeting and formal presentation with EHC, Abutters, and other stakeholders to review final results.■ Progress meetings as needed. |