

Community Preservation Committee
REQUEST FOR FUNDING FOR FY 2013

Organization _____
Application Date _____
Contact Name _____
Mail Address _____
Telephone _____ Fax _____
E-Mail _____

Purpose: (Check all that apply)

- Open Space
 Historic Preservation
 Affordable Housing
 Recreation

Project Title

Town Board, Committee or Commission to have oversight of project:

Sponsoring Organization: (If more than one, specify a primary and other sponsors.)

- Harvard Conservation Commission Harvard Historical Commission
 Harvard Housing Authority Park and Recreation Commission
 Board of Health Board of Selectman Council on Aging
 Municipal Affordable Housing Trust Other _____

Summary description of project:

Interior and exterior renovation of Harvard's historic Town Hall to address code and deferred maintenance upgrades (energy, accessibility, fire protection, electrical, plumbing, structural) and program needs.

Amount of funding requested from the Community Preservation Fund:

\$ _____

How will this project help to preserve the community?

The renovation will preserve a significant historic asset. As Charles Eliot stated in 'Planning for Harvard' (1969), "We build on foundations already established -- but sometimes have to rebuild or reinforce the foundations and change the superstructure for new or changed uses."

Please submit this form **electronically** with supporting documents as attachments not later than 4:00 PM Friday, September 30, 2011 to:

jdoucet@harvard.ma.us

Thank you for your interest in preserving our community. Community Preservation Committee, Harvard, Massachusetts

Community Preservation Committee Project Request

How will this project help to preserve the community?

continued from page 1

“Another consideration is that Harvard Center’s municipal buildings are historic assets and they need the town’s stewardship....Local governance in Harvard involves many people – community volunteers and paid staff – who work hard to serve the town. Moreover, Harvard is a town that clearly prefers an open participatory form of government, one that involves many committees. They need adequate, barrier-free space to conduct business.”

Harvard Master Plan, November 2002

The Town Hall meets the Community Preservation Act definition of historic resource as it is listed/eligible for listing on the state register of historic places, and is significant in the architecture and culture of the town. As the CPC’s *Preservation Goals & Needs Assessment* (2010) states, under the historic preservation heading:

“We build on foundations already established – but sometimes have to rebuild or reinforce the foundations, and change the superstructure for new or changed uses. Planning must therefore be directed toward the correction of past mistakes or present trends, and toward the prevention of future errors and seizure of opportunities for desirable change.”

Charles Eliot, Planning for Harvard (1969)

Appropriate support information to describe and document the need for the work

Built in 1872, the Town Hall has served our town for approximately 140 years without major changes, despite increased demands on our government from state regulations and population growth. Over the decades, the town has made some minor changes, most recently in the 1980s, to meet code requirements and to allow for expanding office needs. However, maintenance has been minimal, resulting in the buildings outmoded and inefficient systems, and its rundown appearance.

The Town hall staff includes 12 positions, with offices on two floors. Our volunteer government has grown to include over two dozen appointed or elected government organization composed of more than 130 volunteer officials. There are approximately 50-60 posted meetings and numerous other working group meetings per month. Interaction and communication among volunteer committees and Town Hall staff is often necessary but difficult, as accessible meeting locations rarely intersect.

Scope of Work

The Municipal Building Committee (MBC) is commencing the Schematic Design process, which will result in a more informed and detailed scope of work for Town Hall than what currently exists. This scope will be presented to the Board of Selectmen in January 2012, and at Annual Town Meeting in April 2012. At this time, it is likely there will be a request at Town Meeting to advance the agreed-upon design for construction starting in 2013.

For the purposes of this application, the following is an outline of the scope of work as described in the MBC Final Report (February 2011). Most of these items are likely to be included in a renovation to Town Hall; some may not, though, and others may be added, depending on the outcome of Schematic Design.

- Accessibility and Egress: New elevator and egress stair, new handicapped lift at stage.
- Systems: Handicapped toilets, water-saving fixtures, mechanical updates, electrical upgrades.
- Envelope and Structure: Removal and replacement of siding, windows, roof, gutters, downspouts; insulation and air barrier in walls and roof, structural upgrades to meet current code.
- Program: There will be considerable interior work performed to meet the function needs of Town Hall staff, volunteers, and the public. The conceptual work in the MBC Final Report highlights the scope for said work, e.g., new partitions, doors, finishes. This component will be further defined by the Schematic Design process which is now commencing.

Supporting Detail

Additional detail regarding the scope of the renovations to the Town Hall's structure, accessibility (constraints and legal requirements), mechanical, and electrical issues can be found in the following documents:

- Municipal Building and Facility Assessment (August 2007)
- Municipal Buildings Committee Draft Report (December 2010)
- Municipal Buildings Committee Final Report (March 2010)
- Exterior Conditions Report: Harvard Town Hall (May 2011)

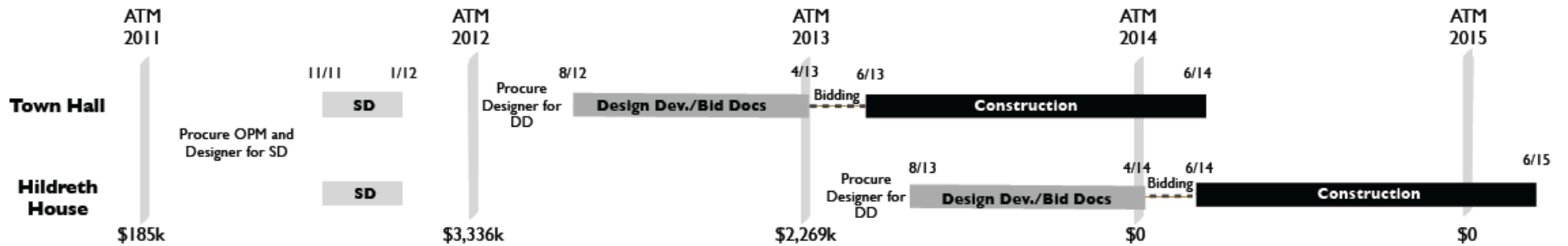
Community Support for the Project

- 2006: The Town voted to fund \$5000 for the planning and reuse of the library and town Hall buildings.
- 2009: The Town voted to fund through CPC resources \$100,000 to restore the Town Hall's exterior. A preservation architect was engaged and these funds are planned to be spent this fiscal year for a targeted portion of the building's facade.
- 2010: The Town voted to appropriate \$70,000 from Stabilization to evaluate the Town Center buildings' condition and required upgrades.
- 2011: The Town voted to fund \$185,000 via a debt exclusion to develop Schematic Design Plans for Town Hall and Hildreth House.

This proposed project falls within the CPA definition of "Rehabilitation" to historic resources: "the remodeling, reconstruction and making extraordinary repairs to historic resources, ...for the purpose of making such historic resources, ...functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes."

Include a work schedule with description and estimated completion date of the tasks and sub-tasks, showing final completion within three years of the appropriation.

MBC Proposed Schedule
September 2011



Based on approval of design and construction for Town Hall at the 2012 ATM
 Based on approval of design and construction for Hildreth House at the 2013 ATM

Include quotes for the project costs whenever possible. Cost estimates may be used, provided the basis of the estimate is fully explained.

**Municipal Building Project
Estimated Cost Schedule
September 2011**

Town Hall	Architectural Cost	2,321,000	
	Site Work	270,000	
	Soft Costs	860,000	
	Total	\$3,451,000	
Hildreth House	Architectural Cost	1,439,000	
	Site Work	360,000	
	Soft Costs	540,000	
	Total	\$2,339,000	
TOTAL			\$5,790,000
Schematic Design (authorized)			\$185,000
Remaining Cost			\$5,606,000

NOTES:

Costs for Town Hall and Hildreth House from Append. A (Skanska Cost Estimating Report and Cost Benchmarking Report), Municipal Buildings Committee, Final Report, Feb. 2011

Town Hall - Construction Cost and Soft Cost taken from Sect. 3.4 of Skanska Report using Phase 1 of the 2-Phase Scheme (not including Enabling Work).

Hildreth House - Construction cost and Soft Cost taken from Sect. 3.4 of Skanska Report and includes a Building Addition.

Identify other funding sources. If the project is part of a longer-term project, describe the total project and total cost.

During FY2012, the Municipal Building Committee has been charged with developing schematic designs:

- For the renovation of Town Hall to serve town government offices, meeting space, civic and community space, and other uses as appropriate.
- For the renovation and expansion of the Hildreth House to continue as the center for senior life.

For the 2012 ATM, the MBC will be requesting detailed design and construction funds for the renovation of Town Hall. Schematic designs for Hildreth House will be completed in parallel with designs for Town Hall during FY12, but funding will not be requested until ATM 2013 dependent upon the status of private fundraising for a Council on Aging addition.

The projected estimated cost and funding schedule was illustrated on page five (*MBC Proposed Schedule*).

Many Massachusetts communities have recently renovated or are in the process of renovating their Town Halls via the CPA-surcharge generated revenues. In addition to the communities listed below (from the Community Preservation Coalition database), Provincetown, Sandwich, Needham, and Holliston have all recently funded Town Hall projects with their CPA funds.

Project	Town	Date	Description	CPA Historic Funds	CPA Bonded Amt	Term	CPA Total Funds	Total Cost (CPA Funds + Leveraged Funds)	Total Funds Leveraged From Other Sources
Town Hall Exterior Envelope	Barnstable	10/1/2009	Restoration of historic Barnstable Town Hall based on the report submitted by the CPC Historic Consultant - consisting of roof, brick, windows, exterior door and other exterior repairs and replacements for the preservation and rehabilitation of the building	\$429,771	\$1,332,520	10	\$3,094,811	\$3,094,811	\$0
Lincoln Hall Historic Rehab	Boxford	10/23/2007	Rehabilitate Lincoln Hall for use as community building, including bringing building into compliance with ADA.	\$0	\$675,000	20	\$698,000	\$698,000	\$0
Town Hall	Chelmsford	4/22/2010	Restoration of building interior and exterior, addition of full handicap access to Town Hall located in Chelmsford Center.	\$1,160,000	\$1,400,000	10	\$2,560,000	\$2,560,000	\$0
North Town Hall	Chelmsford	4/22/2010	Restoration of the interior and exterior of North Town Hall, addition of full handicap access	\$1,450,000	\$1,400,000	10	\$2,850,000	\$2,850,000	\$0
Town Hall Preservation and Renovation	Needham	5/18/2009	To fund construction and renovation costs for the historic Town Hall.	\$6,829,233	\$7,200,000	20	\$14,029,233	\$18,155,746	\$4,126,513
City Hall	Newburyport	12/12/2005	The City Hall (1851) Project involved two major components: restoration of exterior masonry and installation of universal access features.	\$0	\$1,950,000	13	\$1,950,000	\$2,015,000	\$65,000
Town Hall and Center School Renovation	Sturbridge	2/24/2009	Town Hall and Center School Renovation, additional CPA funds.	\$545,798	\$545,798	20	\$1,091,596	\$5,652,108	\$4,560,512
Wenham Town Hall	Wenham	5/6/2006	For the rehabilitation of the 152-year old historic Town Hall	\$0	\$1,910,923	20	\$1,910,923	\$1,910,923	\$0
Town Hall	Westford	5/9/2009	To pay costs of renovating and/or constructing an addition to the current Town Hall, including all costs incidental and related thereto.	\$0	\$1,025,000	20	\$2,325,000	\$3,700,000	\$1,375,000
				\$10,414,802	\$18,566,241		\$33,686,563	\$43,813,588	\$10,127,025

The goal of the Municipal Building Committee is to attain the least-cost alternative which meets the needs of the town.

Other Funding Sources addressing Total Project/Total Cost

- (a) Private fundraising via the Friends of the Council on Aging for the Hildreth House addition
 - (b) Community Development Block Grants (FY2013)
 - (c) Massachusetts Preservation Projects Fund (MPPF) through the Massachusetts Historical Commission (FY2013)
 - (d) Green Communities monies (FY14)
 - (e) Energy rebates (e.g., National Grid)
 - (f) Foundation grants
 - (g) Excluded debt (i.e., taxpayer financing)
-

Bonding CPA Funds

The authorization to bond CPA Funds is in Section 11 of the Community Preservation Act (MGL c44B), which states that communities may issue general obligation bonds in anticipation of revenues to be raised through the local CPA surcharge. A community can only bond against the local surcharge portion of their CPA revenue (not the matching portion).

We are requesting a \$1M bond from the CPA-generated surcharge for repayment over 20 years. Our estimate of \$3.37M for the project cost is just a placeholder at this time; more refined numbers will be attained at the end of Schematic Design.

This bond would offset the \$3.37M cost of the Town Hall renovation, restrict the maximum direct cost to the taxpayer to \$2.27M, leverage the State matching funds, and still provide the CPC with approximately \$181k to reserve and/or disburse during FY13¹.

An illustration of the projected debt-service and CPA revenues is shown in *Figure 1*.

¹ The net of the \$3.37M placeholder minus \$1M CPC.

Figure 1: Harvard's Historical Excluded Debt and CPC Calculation

This illustration is a scenario showing the impact of the \$3.37M projected cost of the Town Hall renovation with the \$1M CPC bond. The Town's financial advisor has suggested that a 4.5% rate for bonding in the Spring of 2012 would be both conservative and able to cover the associated bonding costs.

The estimated balance is computed by using the Total CPA Revenue of Figure 2 on the following page. The excluded debt figure is inclusive of the municipal/taxpayer-funded portion of the Town Center Sewer project.

	(a)	(b)	(c)	Harvard's	(d)	
FY	MBC TH Total	CPC Assist	MBC TH	Excluded Debt	CPC Balance	Est.
	\$ 3,370,000	\$ 1,000,000	Est. net impact	Debt Schedule	Detailed on	CPC Balance
	placeholder		(a) - (b)	Existing + (c)	following page	(d) - (b)
2007				\$ 1,197,635	\$ 289,904	
2008				\$ 1,286,165	\$ 313,589	
2009				\$ 1,226,234	\$ 283,430	
2010				\$ 1,188,240	\$ 236,404	
2011				\$ 1,134,974	\$ 229,423	
2012				\$ 1,034,665	\$ 226,795	
2013	\$ 320,150	\$ 95,000	\$ 225,150	\$ 1,231,440	\$ 226,795	\$ 131,795
2014	\$ 312,568	\$ 92,750	\$ 219,818	\$ 1,196,920	\$ 226,795	\$ 134,045
2015	\$ 304,985	\$ 90,500	\$ 214,485	\$ 1,163,413	\$ 226,795	\$ 136,295
2016	\$ 297,403	\$ 88,250	\$ 209,153	\$ 1,125,961	\$ 226,795	\$ 138,545
2017	\$ 289,820	\$ 86,000	\$ 203,820	\$ 1,092,668	\$ 226,795	\$ 140,795
2018	\$ 282,238	\$ 83,750	\$ 198,488	\$ 936,450	\$ 226,795	\$ 143,045
2019	\$ 274,655	\$ 81,500	\$ 193,155	\$ 907,521	\$ 226,795	\$ 145,295
2020	\$ 267,073	\$ 79,250	\$ 187,823	\$ 878,303	\$ 226,795	\$ 147,545
2021	\$ 259,490	\$ 77,000	\$ 182,490	\$ 848,426	\$ 226,795	\$ 149,795
2022	\$ 251,908	\$ 74,750	\$ 177,158	\$ 686,683	\$ 226,795	\$ 152,045
2023	\$ 244,325	\$ 72,500	\$ 171,825	\$ 663,328	\$ 226,795	\$ 154,295
2024	\$ 236,743	\$ 70,250	\$ 166,493	\$ 639,639	\$ 226,795	\$ 156,545
2025	\$ 229,160	\$ 68,000	\$ 161,160	\$ 615,616	\$ 226,795	\$ 158,795
2026	\$ 221,578	\$ 65,750	\$ 155,828	\$ 155,828	\$ 226,795	\$ 161,045
2027	\$ 213,995	\$ 63,500	\$ 150,495	\$ 150,495	\$ 226,795	\$ 163,295
2028	\$ 206,413	\$ 61,250	\$ 145,163	\$ 145,163	\$ 226,795	\$ 165,545
2029	\$ 198,830	\$ 59,000	\$ 139,830	\$ 139,830	\$ 226,795	\$ 167,795
2030	\$ 191,248	\$ 56,750	\$ 134,498	\$ 134,498	\$ 226,795	\$ 170,045
2031	\$ 183,665	\$ 54,500	\$ 129,165	\$ 129,165	\$ 226,795	\$ 172,295
2032	\$ 176,083	\$ 52,250	\$ 123,833	\$ 123,833	\$ 226,795	\$ 174,545

Figure 2: Harvard's Historical CPA Revenues

For FY2011 forward, surcharge projection does not include abatements (+/- \$3k). The prospective percentage match is from DOR/DLS projections (March 2011) for communities with a surcharge <3%. Shaded cells are projections; non-shaded cells reflect actual receipts.

							(d)
FY	Surcharge at 1.1%	1st Round	2nd Round	3rd Round	Total CPA Distribution	%	Total CPA Revenue
2002	\$ 105,154	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 105,154
2003	\$ 109,946	\$ 105,154	\$ -	\$ -	\$ 105,154	100.00%	\$ 215,100
2004	\$ 119,516	\$ 109,946	\$ -	\$ -	\$ 109,946	100.00%	\$ 229,462
2005	\$ 127,763	\$ 119,516	\$ -	\$ -	\$ 119,516	100.00%	\$ 247,279
2006	\$ 140,647	\$ 127,763	\$ -	\$ -	\$ 127,763	100.00%	\$ 268,410
2007	\$ 149,257	\$ 140,647	\$ -	\$ -	\$ 140,647	100.00%	\$ 289,904
2008	\$ 164,332	\$ 149,257	\$ -	\$ -	\$ 149,257	100.00%	\$ 313,589
2009	\$ 172,309	\$ 111,121	\$ -	\$ -	\$ 111,121	67.62%	\$ 283,430
2010	\$ 176,423	\$ 59,981	\$ -	\$ -	\$ 59,981	34.81%	\$ 236,404
2011	\$ 181,436	\$ 47,987	\$ -	\$ -	\$ 47,987	27.20%	\$ 229,423
2012	\$ 181,436	\$ 45,359	\$ -	\$ -	\$ 45,359	25.00%	\$ 226,795
2013	\$ 181,436	\$ 45,359	\$ -	\$ -	\$ 45,359	25.00%	\$ 226,795
2014	\$ 181,436	\$ 45,359	\$ -	\$ -	\$ 45,359	25.00%	\$ 226,795

Other Financing Approaches

At the request of CPC members, we have calculated the impact on the average tax bill of a 3% CPA surcharge with a 100k exemption, and financing the entire Town Hall renovation through CPA-generated revenues. Per the Community Preservation Coalition², a very conservative projected match for our town would be 30%.

Harvard's Finance Director confirmed that each \$10,000 increase in excluded debt increases our current tax rate of \$15.43 by 1 cent.

Average Tax Bill Impact						
At 1.1%		At 3%				
2010	CPC 1.1% assessment FY11	\$93.82	2012	CPC 3% assessment no exemption	\$ 260.55	
2011	CPC 1.1% Assessment FY12	\$95.54	2012	CPC 3% assessment 100k exemption	\$ 214.14	
Applying Financing in Figure 1				2010	Average Valuation	\$ 595,195
2012	Tax bill change w/ MBC net (column (c))	\$ 126.40	2011	Average Valuation	\$ 561,415	
2012	Tax bill CPC at 1.1% FY12	\$95.54	2010	Average Tax Bill	\$ 8,529.14	
	Total	\$221.94	2011	Average Tax Bill	\$ 8,685.09	

² Conversation with Katherine Roth, Community Preservation Coalition, September 2011

Additional detail regarding bonding CPC projects is available at:

[Bonding CPA Projects](#) (March 2008)

[Tackling Complex Financing Issues on the Path to Rehabilitation](#) (July/August 2009)

http://www.communitypreservation.org/enews/Sandwich_ip.htm

<http://archive.constantcontact.com/fs013/1101460741494/archive/1103683750567.html#LETTER.BLOCK11>

Identify a Town Board, Committee, or Commission to have oversight of the project.

The Municipal Building Committee would hold primary oversight of this municipal building project. As they are an advisory committee serving at the pleasure of the Board of Selectmen, the Selectmen, as jurisdictional owners of municipal buildings, would have ultimate oversight. The Historical Commission would also have oversight of the project, due to the nature and location of the building, and the Commission's interest in supporting historical preservation.