

VCDP Board Meeting-CDBG-Disaster Recovery

Meeting Agenda

5/9/2013

9:00AM-Calvin Coolidge Conference Room

To participate by Phone call 1 (877) 273-4202 and enter the Passcode: 6083522

- 1) Call to order
- 2) Introductions (on-phone & in-person) and role of CD Board
- 3) Competitive Application Memo & Scoring Review
 - CDBG-DR IG – \$1,000,000 - Waterbury Municipal Civic Complex
 - Applicant/Public Comment
 - CDBG-DR IG – \$750,000 - Waitsfield Town Office Relocation
 - Applicant/Public Comment
 - CDBG-DR PG - \$68,182 - Wilmington Fire and Police Relocation
 - Applicant/Public Comment
- 4) CDBG-DR Board deliberations and funding recommendations
- 5) Adjournment

TO: Community Development Board
PREPARED BY: George Sales, CD Specialist
RE: The Town of Waterbury – Waterbury Municipal Civic Complex
CDBG-DR Implementation Grant Memo
DR-IG-2012-Waterbury-00019
DATE: May 2, 2013

National Objective: **Urgent Need** State Objective: **Public Facility**

DESCRIPTION OF ACTIVITIES

(A) Project Description:

The Town of Waterbury is requesting \$1,000,000 in CDBG-DR funds to help defray the cost of building new municipal offices, which would house town offices, the police department, community meeting spaces, the historical society, and a library. They are currently in negotiations with the State to acquire two buildings from the Waterbury State Offices Complex, Stanley and Wasson Halls.

(B) Background:

The Town of Waterbury municipal office and the Village Police Department building at 51 S. Main Street were substantially damaged by Tropical Storm Irene in August 2011. The structure sustained severe water damage, which was exacerbated by an overturned oil tank in the basement. Since then, the police department has been renting commercial space across the street from the damaged offices, while the municipal staff and offices are currently occupying the second floor of the Main Street Fire Station. The Town and Village of Waterbury want to construct a new, ADA-accessible, energy efficient Municipal Civic Complex to house the municipal offices for the Town and Village government, the Village Police Department, a public library, and the historical society.

Waterbury is currently in negotiations with the State of Vermont to acquire the Stanley Hall and Wasson Hall buildings. The architectural firm of Black River Design was hired through a competitive process to evaluate the feasibility of building options at the Stanley and Wasson Hall site, and their findings conclude that it would be more cost effective to demolish Stanley Hall and construct an elevated, energy-efficient, 23,000 square feet building in its place. Wasson Hall was constructed in 1901 and is considered a higher-value historic building than Stanley Hall. Approximately two years ago Wasson underwent a major renovation, including new windows, slate shingle replacement, attic insulation, and structural support in the basement. Wasson Hall is proposed to remain as is with plans for use as a community space in the future. Those plans are not included in this application.

The co-location of the municipal offices, police department, municipal library, and historical society will reduce maintenance and operating costs for the municipality because these functions will be able to share spaces like community meeting rooms, restrooms, elevators, and heating and cooling equipment.

Throughout the planning process for this project, the biggest challenges to advancing this essential, multi-year project were site selection and flood plain construction considerations. Waterbury conducted and documented a thorough review of alternate site options and suitability.

Town of Waterbury
VCDP Implementation Grant Analysis

Activity Description

(1) ACQUISITION-REAL PROPERTY (Activity 1001)

The Town of Waterbury shall use Other Resources to acquire the Stanley and Wasson Halls from the State.

(2) DEMOLITION (Activity 1016)

The Town of Waterbury shall use Other Resources to demolish and clear out debris from Stanley Hall.

(3) NEW CONSTRUCTION (Activity 1021)

The Town of Waterbury shall use VCDP funds in conjunction with Other Resources to build a new municipal building to replace Stanley Hall. The new structure will be consistent with the historic nature of the State Office Complex and with Wasson Hall that will remain on the site. This building will be built to required code, including elevating the new construction well above the 500 year flood elevation, to protect the municipal services, especially that of the police department, which is held to a higher standard because it provides critical services. The building will be designed to be energy efficient and take solar orientation into consideration for maximum lighting and heat.

(C) National Objective

The National Objective will be met through meeting the criteria for Urgent Need. The proposed project aims to alleviate existing conditions, which may pose a threat to the health or welfare of the community, as well as mitigate effect of future disasters.

(D) Project Budget

The Other Resources total \$6,802,675, and 25% of that is firm (committed or in-hand). Note that Acquisition costs of both Stanley Hall and Wasson Hall from the State will utilize Other Resources. See budget for details.

Other Resources	Type	Amount	Status
Bank Financing (BANK) - Contingent upon bond vote	Loan	\$5,000,000	Pending
Capital Campaign (CC) - Library Capital Campaign	Cash	\$400,000	Committed
Municipal Contribution (MUNI) - Insurance proceeds - Village	Cash	\$348,675	In-Hand
Municipal Contribution (MUNI) - Sale of 28 No. Main - Library	Cash	\$300,000	Committed
Municipal Contribution (MUNI) - Sale of 51 So. Main	Cash	\$200,000	Committed
Municipal Contribution (MUNI) - Muni staff in-kind services	Cash-In-Kind	\$54,000	Committed
Other (Other) - Energy rebates	Grant	\$50,000	Pending
Other (Other) - Estimate for energy grants	Grant	\$50,000	Pending
Other (Other) - Historical Society Pledge	Cash	\$100,000	Committed
Other (Other) - Library Trust Fund	Cash	\$300,000	In-Hand

Activity	Program Area	Code	VCDP Amount	CC	BANK	MUNI	Other	Total Activity Costs
New Construction	Public_Facilities	1021	\$1,000,000	\$400,000	\$5,000,000	\$902,675	\$500,000	\$7,802,675
Total Costs			\$1,000,000	\$400,000	\$5,000,000	\$902,675	\$500,000	\$7,802,675
Percentage of Total			13%	5%	64%	12%	6%	

(E) Open Issues or Award Conditions Recommendations

Open Issues

Questions remain with regard to the justification of the size and costs of the new facilities, as well as the best-use of disaster funds.

Award Conditions

- The town has to approve the bond.
- If the town plans to use VCDP fund for activities other than “New Construction” (as noted in the Project Budget), a modification in the budget will have to be submitted.
- An Environmental Assessment has to be conducted.

CDBG-DR Scoring Matrix - Implementation Projects

Application Identification Number:

DR-IG-2012-Waterbury-00019

Project Name:

Waterbury Municipal Civic Complex

Scoring Criteria	Maximum Points	George	Ray	Josh
Need:				
Percent of funding in targeted county	25	25	25	25
Project response to documented need/issue	10	10	8	10
Project leverage of disaster recovery funds	10	6	8	10
Project resolves a health or safety issue	5	1	4	5
Total Need	50	42	45	50
Impact:				
Project LMI benefit	5	1	1	1
Readiness to proceed and obligate funds within 12 months	5	5	4	5
Coordination with local and regional planning efforts	4	4	4	4
Use of green, energy efficient, and sustainable construction methods	2	2	2	2
Project assistance to those displaced by disaster	2	1	2	2
Results with community better prepared for next disaster	2	2	2	1
Results with community better positioned to meet post disaster population	2	1	2	1
Demonstrated longevity of benefit	2	2	2	1
Location in a downtown or village center	1	1	1	1
Total Impact	25	19	20	18
Feasibility:				
Demonstrated capacity and experience to carry out the project	9	9	8	9
Project long term viability (reserves, cash flow coverage)	8	6	4	8
Project cost effectiveness and reasonability	8	5	4	5
Total Feasibility	25	20	16	22
Total Score	100	81	81	90
Project Score	84			

TO: Community Development Board
PREPARED BY: George Sales, CD Specialist
RE: The Town of Waitsfield – Waitsfield Town Office Relocation
CDBG-DR Implementation Grant Memo
DR-IG-2012-Waitsfield-00024
DATE: May 2, 2013

National Objective: **Urgent Need** State Objective: Public Facility

DESCRIPTION OF ACTIVITIES

(A) Project Description:

The Town of Waitsfield is requesting \$750,000 in CDBG-DR funds to help defray the cost of purchasing, building (or renovating), and moving their town offices. Their current space, located in the basement of the local library (Joslin Library), has experienced flooding twice within the last 15 years, and is increasingly running out of space. The town is considering two locations: (1) the Farm Stand location on Flemer and Comper Lot 5, which is a new build-out on acquired land, and; (2) the Old Methodist Church on 426 Main St., which would be an acquisition and building rehabilitation and renovations. The Farm Stand is the preferred site due to lower costs (\$1.25M), ability to meet ADA compliance and space requirements, and customization to meet the town's needs. The Old Methodist Church is being considered due to the desire of some members of the community to maintain and preserve one of the town's historic landmarks, albeit at a higher cost (\$2.07M). Both options are up for town vote, along with the bond option in order to secure full funding.

Background: The Town of Waitsfield is currently using the basement of the Joslin Library to conduct town business, planning and zoning research, and store their town documents in the vault. It has very limited space for conducting business (including limited parking space), and is not ADA-compliant.

Due to Tropical Storm Irene in August 2011, this location was flooded, and considerable damage was sustained by the facility. Given the challenging location, coupled with the extreme space limitation, the Town is proposing to move their office to either a preferred new building that is built to their specifications (Farm Stand), or to an alternative location (Old Methodist Church) that may require substantial renovation and rehabilitation to meet their needs. In addition, this location is currently used as retail space and multi-family housing, so relocation of tenants will be required. Both options will present several hurdles to be overcome before the Town can make a determination, specifically the outcome of the bond vote for the loan, approval for which location, agreed sale price for the Old Methodist Church, and Uniform Relocation Assistance (URA) compliance, and an Environmental Assessment.

Activity Description

(1) ACQUISITION- REAL PROPERTY (Activity 1001)

If approved by the voters, the Town of Waitsfield shall use Other Resources to acquire the Old Methodist Church on 426 Main Street or to acquire the Farm Stand on Flemer and Comper Lot 5.

(2) PUBLIC FACILITY REHABILITATION (Activity 1014) OR NEW CONSTRUCTION (Activity 1021)

If approved by the voters, the Town of Waitsfield shall use VCDP funds in conjunction with Other Resources to rehabilitate the Old Methodist Church. The major construction element of this project is the gutting of the building interior, building to specs to meet Town requirements for space to conduct business, research, and town meetings. In addition, structural fill will be provided under the vault for support, and the second floor will be unfinished, unheated and will not be utilized. Energy efficiency renovations would include improvements in insulation, windows, and heat distribution systems.

OR if approved by the voters, the Town of Waitsfield shall use VCDP funds in conjunction with Other Resources to build a new town building on the Farm Stand location referenced above. The new building will offer sufficient space to meet the town offices current and anticipated requirements, and will be designed to meet or exceed the energy efficiency codes.

(3) DEMOLITION (Activity 1016)

If the move to the Old Methodist Church is approved by the voters, the Town of Waitsfield shall use VCDP funds in conjunction with Other Resources to demolish and clear out debris as the building is prepared for renovation and rehabilitation.

(4) RELOCATION (Activity 1008)

If approved by the voters, the Town of Waitsfield shall use VCDP funds in conjunction with Other Resources to relocate tenants currently residing in the Old Methodist Church. The current tenants are both commercial and residential.

(B) National Objective

The National Objective will be met through meeting the criteria for Urgent Need. The proposed project aims to alleviate existing conditions, which poses a serious and immediate threat to the health or welfare of the community, and will mitigate effect of future disasters.

(C) Project Budget

Note that the budget details for both sites assume full voter approval for the bond and all Other Resources are pending.

Town of Waitsfield
VCDP Implementation Grant Analysis

Waitsfield Farm Stand Budget

Other Resources	Type	Amount	Status
Bank Financing (BANK) - Bond pending voter approval	Loan	\$39,700	Pending
Bank Financing (BANK) - Bond vote pending voter appr.	Loan	\$50,000	Pending
Bank Financing (BANK) - Construction	Loan	\$414,532	Pending
Municipal Contribution (MUNI) - Closing costs	Cash	\$3,500	Pending
Municipal Contribution (MUNI) - Renewal of purchase option	Cash	\$2,500	Pending
Municipal Contribution (MUNI) - Staff, advertising costs, etc.	Cash	\$5,000	Pending

Activity	Program Area	VCDP Amount	BANK	MUNI	Total Activity Costs
Acquisition - Real Property	Public_Facilities	\$60,300	\$39,700	\$6,000	\$106,000
New Construction	Public_Facilities	\$579,700	\$414,532		\$994,232
General Administration	Public_Facilities	\$0		\$5,000	\$5,000
Program Delivery	Public_Facilities	\$110,000	\$50,000		\$160,000
Total Costs		\$750,000	\$504,232	\$11,000	\$1,265,232
Percentage of Total		59%	40%	1%	

Church Site Budget

Other Resources	Type	Amount	Status
Bank Financing (BANK)	Loan	\$50,000	Pending
Bank Financing (BANK) - Construction	Loan	\$1,078,987	Pending
Municipal Contribution (MUNI) - Staff, advertising costs, etc.	Cash	\$5,000	Pending
Bank Financing (BANK) - Architect, Engineering, permitting, etc.	Loan	\$190,384	Pending
Municipal Contribution (MUNI) - Closing costs	Cash	\$6,000	Pending
Municipal Contribution (MUNI) - Relocation costs	Loan	\$50,000	Pending
TOTAL		\$1,380,371	

Activity	Program Area	Code	VCDP Amount	BANK	MUNI	Total Activity Costs
Acquisition - Real Property	Public_Facilities	1001	\$400,000	\$50,000	\$6,000	\$456,000
Rehabilitation	Public_Facilities	1014	\$350,000	\$1,078,987		\$1,428,987
General Administration	Public_Facilities	5013	\$0		\$5,000	\$5,000
Program Delivery	Public_Facilities			\$190,384		\$190,384
Relocation	Public_Facilities			\$50,000		\$50,000
Total Costs			\$750,000	\$1,369,371	\$11,000	\$2,130,371
Percentage of Total			35%	64%	1%	

Please also note the following:

- The Town will propose a bond to its voters to fully fund the project, even without the Grant. Having the Grant would alleviate the financial impact on the Town. The vote for bond and location approval is scheduled for June 11, 2013.

(D) Open Issues or Award Conditions Recommendations

Open Issues

The proposed project is clearly needed but the Town will have to overcome several hurdles before moving forward.

- It will have to seek Town approval for the bond
- If approved, the Town will also have to choose between the Farm Stand site and the Old Methodist Church site
- If the Farm Stand Site is approved, funding requirements will be less. An acceptable acquisition cost based on prevailing market prices has to be agreed upon by the Town and the property owner.
- If the Old Methodist Church is approved, an acceptable acquisition cost based on prevailing market prices has to be agreed upon by the Town and the property owner, and ample notice will have to be provided to the current tenants.

Award Conditions

- The town has to approve the bond and determine the location of the new town offices.
- An Environmental Assessment has to be conducted for either location.
- CDBG-DR funding used for Acquisition of either property will be limited to the appraised value.
- If the Old Methodist Church location is chosen by the voters, a detailed URA compliance plan must be developed, submitted, and implemented. Also, if the Old Methodist Church location is chosen by the voters a new public notice and hearing must be held to access VCDP funds.

CDBG-DR Scoring Matrix - Implementation Projects

Application Identification Number:

DR-IG-2012-Waitsfield-00024

Project Name:

Waitsfield Town Office Relocation

Scoring Criteria	Maximum Points	George	Ray	Josh
Need:				
Percent of funding in targeted county	25	25	25	25
Project response to documented need/issue	10	10	9	10
Project leverage of disaster recovery funds	10	10	8	9
Project resolves a health or safety issue	5	5	3	4
Total Need	50	50	45	48
Impact:				
Project LMI benefit	5	3	2	1
Readiness to proceed and obligate funds within 12 months	5	3	3	4
Coordination with local and regional planning efforts	4	4	3	4
Use of green, energy efficient, and sustainable construction methods	2	2	2	1
Project assistance to those displaced by disaster	2	2	1	1
Results with community better prepared for next disaster	2	2	1	2
Results with community better positioned to meet post disaster population	2	2	1	2
Demonstrated longevity of benefit	2	2	2	2
Location in a downtown or village center	1	1	1	1
Total Impact	25	21	16	18
Feasibility:				
Demonstrated capacity and experience to carry out the project	9	3	5	8
Project long term viability (reserves, cash flow coverage)	8	5	4	8
Project cost effectiveness and reasonability	8	7	6	7
Total Feasibility	25	15	15	23
Total Score	100	86	76	89
Project Score	83.6666667			

TO: Community Development Board

PREPARED BY: Josh Hanford

RE: Town of Wilmington– **Wilmington Fire and Police Relocation
CDBG-DR Planning Grant Memo
DR-PG-2012-Wilmington-00010**

DATE: May 2, 2013

National Objective: **Planning Only** State Objective: **Public Facility**
Basis of LMI determination: N/A

DESCRIPTION OF ACTIVITIES

(A) Project Description:

The Town of Wilmington is requesting \$68,182 in CDBG-DR funds to assist in hiring a consultant to perform a feasibility analysis for relocating the Police and Fire departments into one Emergency Services Building outside of the floodplain. The feasibility study will identify a preferred site, confirm it's feasible and prepare sufficient design and cost information to fund the project through issuance of a public bond.

The proposed feasibility analysis will consider up to six sites for the potential co-relocation of the Police and Fire departments. All sites will be either within the designated Village District or as close as possible, and will be outside of the flood plain. The resulting work product from this stage will include conceptual designs and facility plans and estimated development costs. Based on an evaluation of the site alternatives, working with a Town-designated committee and the Selectboard, the consultant will assist with the selection of a preferred site and produce a schematic plan. A refined cost estimate and full development budget will then be produced. Rendered drawings and related presentation materials will be produced to communicate the plan to the public. The final work product will be a feasibility report that will memorialize the process and describe the selected plan.

(B) Background Information:

The Town of Wilmington suffered extensive damage from Tropical Storm Irene. All critical infrastructure was damaged by flooding: police, fire, wastewater, and town services. All downtown businesses and residences were physically damaged by flood waters rising to 7'. Downtown businesses lost on-site inventory, some buildings were torn off foundations and two were washed away. Physical impacts included: severe water damage, contaminated silt, mud, mold and structural damage. Many structures were rendered temporarily uninhabitable or condemned. The Police Dept. sustained \$151K in damages; lost \$178K in supplies/equip. The Fire Dept. lost \$210K in equip.; the station suffered \$40K in damages. 85% of Main St businesses, several residences and 10 landlords were affected. 65 buildings and 68 businesses were damaged.

(C) Activity Description:

- (1) **Program Delivery/Management:** \$5,455 in VCDP funds will be used for all soft costs.
- (2) **Planning:** \$62,727 in VCDP funds and \$6,818 of Town funds will be used for planning. Work Product shall include the following key activities:
 - Site Analysis
 - Site Selection
 - Conceptual Design/Plans
 - Development Budget

(D) National Objective - The planning activity meets the requirements at 24 CFR 570.205 and as such the National Objective is presumed to be met as stated at 24 CFR 570.208(d)(4).

(E) Project Budget

Other Resources	Type	Amount	Status
Municipal Contribution (MUNI)	Cash	\$6,818	Committed

Activity	Program Area	VCDP Amount	MUNI	Total Activity Costs
Program Delivery	Public_Facilities	\$5,455		\$5,455
Planning - Only	Public_Facilities	\$62,727	\$6,818	\$69,545
Total Costs		\$68,182	\$6,818	\$75,000
Percentage of Total		91%	9%	

CDBG-DR Scoring Matrix - Planning Projects

Application Identification Number:

DR-PG-2012-Wilmington-00010

Project Name:

Wilmington Fire and Police Relocation

Scoring Criteria	Maximum Points	Josh	Nate	Ray
Need:				
Percent of funding in targeted county	25	25	25	25
Project response to documented need/issue	10	10	8	9
Project leverage of disaster recovery funds	10	5	6	7
Project resolves a health or safety issue	5	5	4	4
Total Need	50	45	43	45
Impact:				
Readiness to proceed and obligate funds within 12 months	10	10	10	10
Addresses needs of a downtown or village center	5	4	3	3
Coordination with local and regional planning efforts	5	4	5	3
Results with community better prepared for next disaster	3	3	3	3
Results with community better positioned to meet post disaster residents	2	2	2	2
Total Impact	25	23	23	21
Feasibility:				
Identified sources of funding for Implementation	10	7	7	7
Demonstrated capacity and experience to carry out the project	10	7	6	8
Project cost effectiveness and reasonability	5	5	4	4
Total Feasibility	25	19	17	19
Total Score	100	87	83	85
Project Score	85			

CDBG-DR Board Summary for Projects

Board Meeting Date

9-May-13

Scoring Criteria	Maximum Points	Waterbury Municipal Complex	Waitsfield Municipal Office	Wilmington Fire & Police
Need:				
Average Total Need	50	46	48	44.3
Impact:				
Average Total Impact	25	19	18	22.3
Feasibility:				
Average Total Feasibility	25	19	18	18.3
Average Total Score	100	84	84	85