

Caryl School Reuse Committee

Final Project Report

And

Recommendation

March 5, 2002

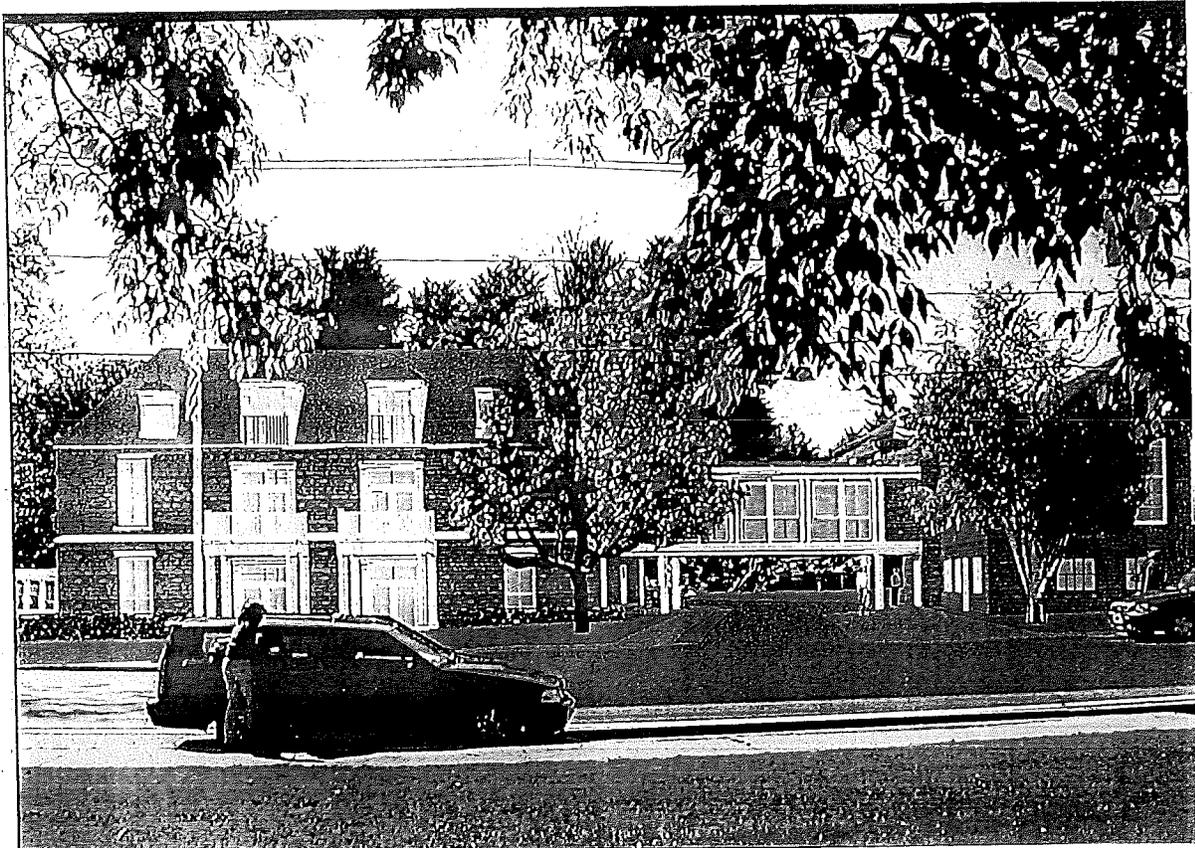


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Caryl School Re-use Committee Members:

| | | |
|---|-----------|-------|
| Kathy Weld, Chairman | Appointed | 8-01 |
| Bonnie Akins, Secretary | | 7-98 |
| Robert Connors, Council on Aging | | 7-98 |
| George Doherty | | 8-01 |
| Wayne Fischer | | 7-98 |
| Charles Helwig | | 10-01 |
| Betsy Jackson, Council on Aging | | 9-99 |
| Mickey Sullivan, Community Ed Coordinator | | 9-99 |
| Jack Walsh, Park & Recreation | | 7-01 |
| Doug Scott, Board of Selectmen | | 7-98 |
| Jean McDonnell, Dover Housing Partnership Liaison | | |
| Tom Crowley, Dover Housing Partnership Liaison | | |
| Dan Meus, Graham/Meus Architects | | |

Dover Housing Partnership Committee Members:

Kristine Scoon, Chairman
Merle Simonsma, Secretary
Ellie Benjamin
Charlie Cabot
Tom Crowley
Betsy Jackson
Suzanne Jimerson
Doug LaMont
Jean McDonnell
Deborah Warner
Tobe Deutschmann, Board of Selectmen

RECOMMENDATION:

Caryl School is the last in the series of major Town buildings to be renovated in the past 5 years. With the exception of new windows and the replacement of some vinyl asbestos floor tiles, no major renovations have been done on this building since 1971. Much maintenance has been deferred in recent years in anticipation of the school operations relocating to the Chickering site and Caryl being renovated. A substantial portion of the \$5.5M cost of the current proposed renovation has been included in debt calculations and tax impact projections by both the Warrant Committee and the Long Range Planning Committee for the last several years.

Alternative uses for the Caryl School have been under discussion and review for many years. They were an integral part of the deliberations and final decision in favor of consolidating the elementary schools at the Chickering site. It was believed that important Town needs and goals could be met if the building were available and no longer in use as a school. The proposed combined uses – senior housing and mixed community space – are compatible, and they fill needs which have been clearly articulated and substantiated by many boards and citizens during the course of deliberations. They do so in a way that will enhance the Town Center and preserve the rural character of the Town.

We believe this is an exciting proposal - a community project with tangible benefits for all citizens, one that will contribute to the fabric of our community and to the quality of life for all our citizens for many years to come. This is a good thing for Dover and now is the time to do it.

BACKGROUND:

The afterlife of the Caryl School – that is, life after its life as a school – has been a topic of discussion both formal and informal for at least a decade. From brainstorming sessions amongst interested constituencies in the mid nineties, through the decision to consolidate the elementary schools at the Chickering site, to the formation of the Caryl School Study Committee in 1998, many citizens have participated in the dialogue about what to do with the Caryl School and which course of action will best meet the needs and goals of the Town.

The steps taken along the way have been small, measured, deliberate. The Master Plan, formulated during 1992-94, recommended that the Town “consider consolidation of Caryl School at Chickering so that Caryl School space may be used for other purposes (i.e.: recreation center, senior center, office space)...” During 1996, a facilities subcommittee of the Long Range Planning Committee researched possible uses and concluded that the best alternative use would be a combination of senior housing and a community center for all ages. Their recommendation was supported by the results of separate surveys by the Dover Housing Partnership and the Parks & Recreation Commission. The DHPC survey found that 78% of respondents were in favor of senior housing in a converted Caryl School and 76% supported senior housing in combination with other uses. In the Parks & Rec survey, 68% expressed interest in having an indoor recreation center in Town.

In 1998, the Caryl Reuse Committee was formed by the Board of Selectmen. This Committee, together with the Long Range Planning Committee, established four guiding principles for the disposition of the Caryl School building:

- 1) Preserve and utilize this Town asset and keep it under Town control.
- 2) Address the Town’s need for senior affordable housing.
- 3) Foster a sense of community.
- 4) Maintain flexibility for future use.

At the 1998 Annual Town Meeting, voters approved \$20,000 for engineering and feasibility studies to be used in the planning and design of non-school uses of Caryl School. In the year 2000, they approved \$70,000 for final design specifications and cost estimates, to be ready for the 2001 Annual Town Meeting. That time frame proved to be too optimistic, and the project is now moving towards the 2002 Annual Town Meeting.

Citizen input was solicited and received at public forums in December 2000 and January 2001. The Committee is now refining the schematic designs and operating cost scenarios, as well as resolving septic and legal issues. The Committee’s final proposal will be presented to various Town Boards, interested citizen groups and potential users during the months of January and February. A public forum will be held in early February.

PROPOSED PROGRAM:

1. Caryl Place: Senior Housing – left side of Caryl School, 15,000 sf:

- 12 units
- Mix of market rate and affordable rental units
- All units count towards state-mandated goal of 10% of Town's housing stock being affordable
- All units very similar, approx. 920 sq. ft.,
- Each unit with bedroom, den, living/dining room, kitchen, full bath, ½ bath, laundry space
- Tenant selection, policy formulation and review by Dover Community Development Corporation (DCDC)(See Appendices K & L for details.)
- Other aspects of management handled by the Town – rent collection, administration and maintenance

2. Caryl Center: Mixed Community Use – right side of Caryl School; 29,000 sf:

- Senior Center and Council on Aging office
- Park & Rec activity space and office
- Child Development Center (formerly housed at the Regional School)
- General community space
- Space allocation and scheduling of spaces handled by person or committee hired or appointed by Board of Selectmen

The Caryl Re-use Committee has conducted a space use analysis of facilities in the Town which clearly documents the need for additional community space.

3. Asset Preservation - Bring building up to code, make it serviceable for use other than as a school, extend its life and value:

- New roof, with new insulation
- New HVAC throughout
- New boilers (2)
- New generator to run all essential electrical equipment during power failure
- Fire protection: sprinklers, alarm system, water storage cistern and fire pump
- New septic: Bioclere system with de-nitrification wastewater treatment unit
- Electrical and plumbing upgrades

Other features to enhance marketability and quality of space for all users:

- Redesigned mansard roof with dormer windows for housing side
- Attractively landscaped grounds with open space
- Covered carport for housing tenants
- Ample parking

THE NEED:

Housing:

Is there a need for affordable senior housing in Dover? Absolutely yes! Fifty-five percent of Dover's housing stock is valued over \$500,000*, and 92% of the houses are valued over \$300,000. By the year 2005, it is projected that 73% of the housing in Dover will be valued over \$500,000.

How can our senior population afford to continue to live in Dover? Some can, many cannot. In some cases, the only option is to move to a less costly town. Our seniors should be able to remain in Dover. Caryl Place offers that option.

According to recent market statistics prepared for The Caryl Reuse Committee by Claritas, Inc., a nationally recognized demographic research firm with extensive experience in tracking senior housing demographic trends, the following trends exist in Dover:

- Dover's current senior population (55 and older) is estimated at 1,583 residents. It is expected to increase by 18.5% to 1,876 in 2005. The fastest growing age group is the 75-79 range, projected to increase by 66 residents or 48% by 2005.
- Of the current senior population, approximately 85 (5.3%) earn less than \$34,999, which is \$2,916 per month or less. With Caryl Place average monthly rents of around \$1,010, these seniors would pay about 34% of their gross income for housing, a reasonable percentage of a senior's income for housing, according to Dover's housing consultant, Bob Engler.
- Of the current senior population, nearly 156 or 9.8% earn less than \$49,999.
- Caryl Place only has to capture 7.6% of Dover's current senior market earning less than \$49,999 for 12 units to be 100% occupied.

(For further detail, see Appendices G, H)

Clearly, the market research points to a much greater demand than that which can be met at Caryl Place. Caryl Place will provide an attractive mixed-income housing alternative for some of our seniors. The fact that both the land and the building are already owned by the Town is an added bonus that contributes to the financial feasibility of housing at Caryl Place.

*current median assessed value of single family house is \$639,000

Community Space:

Is there a need for additional community space in Dover? Absolutely yes!

There are 13 facilities in Town (4 churches, 3 public schools, 1 private school, the Caryl School building, the American Legion, and 3 municipal buildings) that are currently used by 29 organizations and activities in addition to their primary uses. (See Appendix F for details.) Not all of these facilities are suitable for the various kinds of events people wish to sponsor, nor are they all available when needed by sponsors.

Recent renovations to church and Town buildings have limited the available space and suitability for some activities. For example, renovation of the Lower Town Hall provided much needed office space for Town departments but eliminated the large space used by the COA, the Clothing Exchange, the Arts and Crafts Fair, and dance classes. As a result, the COA is operating in much reduced space, and several popular events and activities, such as the Arts & Crafts Show, have not taken place in recent years.

Individuals and organizations that have expressed interest in using the Caryl Community Center include:

- community non-profit organizations such as Council on Aging, Community Education/Child Development, Park & Rec, Toy Exchange, Clothing Exchange, March of Dimes, Dover Foundation, Dover Sherborn Education Fund, Girl Scouts, Boy Scouts, garden clubs
- for profit and out-of-town users such as financial advisors, and dance, music or karate lessons not sponsored by Town organizations
- Dover citizens' private events

COSTS:

Construction and Design:

The total construction and design costs are estimated at \$5.5 million. Of this, \$2.0M is attributable to 12 units of housing, \$1.0M to the community center, and \$2.5M to asset preservation – the cost of infrastructure improvements and bringing the building up to present day code, no matter what its use, whether housing, community center, offices.

Preserving and updating the building constitutes roughly half the total project cost. The difference in cost for housing component and community center is attributable to the type and extent of renovation being done. (See Appendix C-1 & 2 for further details.)

| Housing (12 units) | Community Use | Asset Preservation | Total |
|---------------------------|----------------------|---------------------------|--------------|
| \$2.0M | \$1.0M | \$2.5M | \$5.5M |
| \$129/sf | \$36/sf | \$58/sf | \$125/sf |

To put these costs in perspective, we show the following comparisons:

| | |
|---|--------|
| Tear down and build new (comparable materials and size) | \$9.4M |
| Renovate for housing (12 units) and community use | \$5.5M |

It has been this Committee's goal to ensure that the adaptive re-use of the Caryl School is done well and at reasonable cost. The Committee has included in its cost estimates all items deemed necessary to make the building safe and serviceable for all users.

Citizens should also note that this is the only Dover building project ever which has planned to cover operating costs with revenue from the project. Revenue from Caryl Center rents for community space will cover most of its operating costs. Caryl Place rents will cover the remainder of those costs, plus the operating costs of the housing, including allowances for vacancy and bad debt, and will return money to the Town which can assist with debt service. (See chart on following page.)

Operating Income and Costs (estimated):

The Committee has tried to make reasonable assumptions about costs, taking into account the income mix of apartments, the varied uses for the community center, and how the whole is to be managed. The following chart illustrates the overall income and expense estimates for both Caryl Place and Caryl Center:

| | |
|---|------------------|
| <i>Rental Income:</i> | <i>12 units</i> |
| Housing Rental Income (Caryl Place) | \$128,000 |
| Community Center Income (Caryl Center) | <u>\$ 68,000</u> |
| Estimated Gross Income to Town | \$196,000 |
| <i>Operating Costs:</i> | |
| Housing Rental Expense (Caryl Place) | \$ 57,000 |
| Community Center Expense (Caryl Center) | <u>\$ 95,000</u> |
| Estimated Gross Operating Costs | <u>\$152,000</u> |
| Net Income to Town | \$ 44,000 |

Caryl Place will consist of a mix of 12 market and affordable rental housing units. Both the income and operating cost numbers are based on a scenario provided by the Dover Housing Partnership Committee's housing consultant. (See Appendix M for full details.) The rental income of \$128,000 for 12 units assumes a mix of 3 affordable units at 50% of area median income, 6 affordable units at 80% of area median income, and 3 market rate units. It also includes an allowance for vacancy and bad debt. Yearly operating costs of roughly \$57,000 include administration, maintenance, utilities, and reserve funds. This would provide a net income to the Town of \$71,000 in the first year, which could help to offset a portion of the debt service payments.* We expect the net income to increase yearly, while at the same time the debt service will be decreasing.

* A very small portion of the \$5.5M project cost will be borrowed from the bank through the housing loan program in order to qualify with the state for the affordable housing.

Caryl Center rental income is estimated at roughly \$68,000 (of which the Child Development Center comprises \$50,000), and is derived from research by the Caryl Reuse Committee on the building use policies of various facilities in Dover as well as in other towns. The operating costs for the Caryl Center are estimated to be \$95,000 per year, based for the most part on the actual custodial, maintenance and utility costs of running Caryl as a school and subtracting from the total the housing operating costs that were provided by the housing consultant.

As indicated, the net annual income to the Town from both components combined is estimated at roughly \$44,000.

FINANCING AND TAX IMPACT:

Financing:

We expect this project to be financed by a 20-year bond, at an estimated rate of 5%, subject to a debt exclusion override vote. Yearly debt service payments would begin at \$550,000 in the first year, declining to \$288,750 in the last year. Net income to the Town from the housing portion could be considered as an offset for some of the debt service burden.

Tax Impact:

The impact on the tax rate of the Caryl project is expected to be \$0.35/\$1,000 in the first year, declining to \$0.19/\$1,000 in the last year.

For a house with an assessed valuation of \$600,000, the \$5.5M cost of this project would add \$210 to the tax bill in the first year, declining to \$114 in the last year.

PROJECT TIMETABLE:

January – March 2002: Project Presentations to Town Boards and citizens

May 6, 2002 Annual Town Meeting: Vote

May 20, 2002 Town Election: Ballot Vote on Debt Exclusion

May – December 2002: Final Design/Bid Documents, Permitting, Legislative Approvals

January – February 2003: Construction Bid Process

March 2003 – September 2004: Construction

September 2004: Opening

CARYL PLACE/CARYL CENTER BENEFITS TO DOVER
RESIDENTS:

There are several benefits for Dover citizens from this proposal to renovate the Caryl School for combined housing and community center:

1. It Will Address Town Need for Senior Affordable Housing:

There is a need for senior affordable housing in Dover. It has been a long-standing goal of the Town to provide such housing to comply with state law (the anti-snob zoning law) while at the same time in a manner that preserves the Town's rural character. Caryl Place is not only a conveniently located site for such housing, but it has the further advantage of its land and building already being owned by the Town. This proposal represents a small but necessary step towards meeting the need.

2. It Will Provide The Town with Additional Space for Valued Community Programs:

Caryl Center meets the Town's need for additional space for valued community programs, in particular for Council on Aging activities, which have been operating in reduced quarters since the renovation of the Town House; for Park and Rec offices and activities; and for the Child Development Center, which was moved out of its space at the Region due to space constraints and current renovations there. Even with the space now available at the new Chickering School, there are many community groups that are looking for space and appropriate times to meet and hold their activities.

3. It Will Preserve and Utilize A Town Asset:

The Caryl School is a Town asset with intrinsic value well beyond its current value of \$3,733,500 for both land and building. It should be preserved and it should be under Town control, to be utilized for Town purposes. The proposal under consideration not only preserves the asset but enhances it and will help to beautify the Town Center as well.

4. It Will Foster A Sense of Community:

There should be some facility in the Town that develops and fosters a sense of community amongst a variety of ages, groups and uses. The Caryl site is in an ideal location to accomplish this goal. The proposed design provides comfortable living space for Dover seniors, while at the same time it addresses the need for appropriate social and activity space for the youngest to the oldest of Dover's citizens.

5. It Will Maintain Flexibility for Future Town Uses:

The needs of the Town will continue to evolve over time. In the project as it is currently designed, the relatively small scope of changes to the community space portion of this project, together with control being retained by the Town, provides the necessary flexibility to determine uses in future years.

APPENDICES:

Relative to Overall Project:

- A Schematic Designs: 3 Exterior Perspectives
Site Plan
Ground Floor and First Floor Plans
2 Apartment Layouts
- B Questions & Answers Re Caryl Re-use Project
- C-1 Cost Estimate Chart
- C-2 Asset Preservation Detail
- D Memo Re Caryl Center Building Management
- E Building Use Policy – Community Center (Draft Recommendation)
- F Space Needs Analysis
- G Demographic Analysis

Specific to Housing:

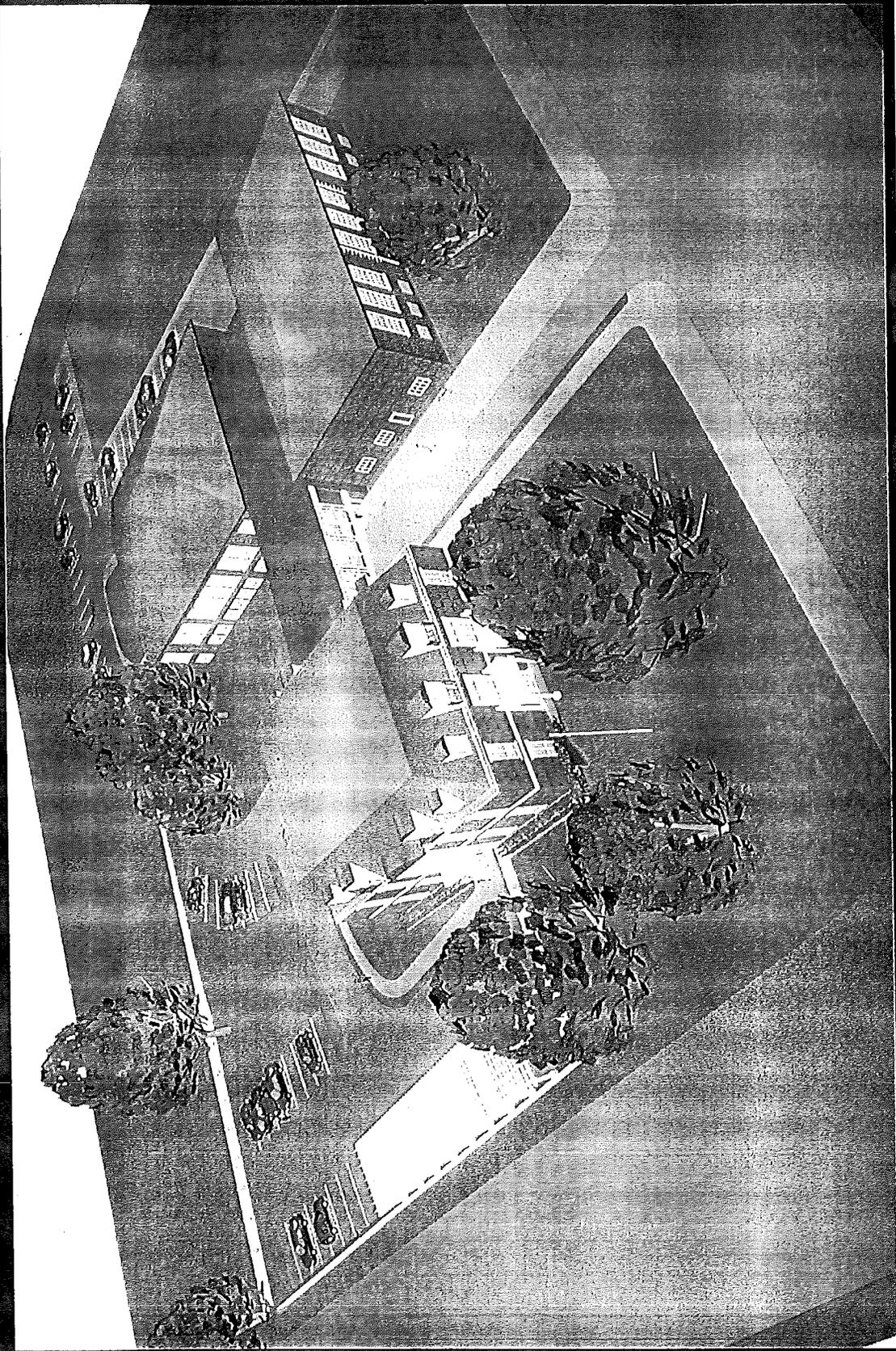
- H Senior Housing Inventory: Dover and Surrounding Towns
- I Questions and Answers Pertaining to Housing at Caryl Place
- J Legal Process Required to Complete Caryl Re-use Project
- K Dover Community Development Corporation
- L Tenant Selection Guidelines
- M Housing Operating Income and Expense Pro Forma

Exterior Perspectives



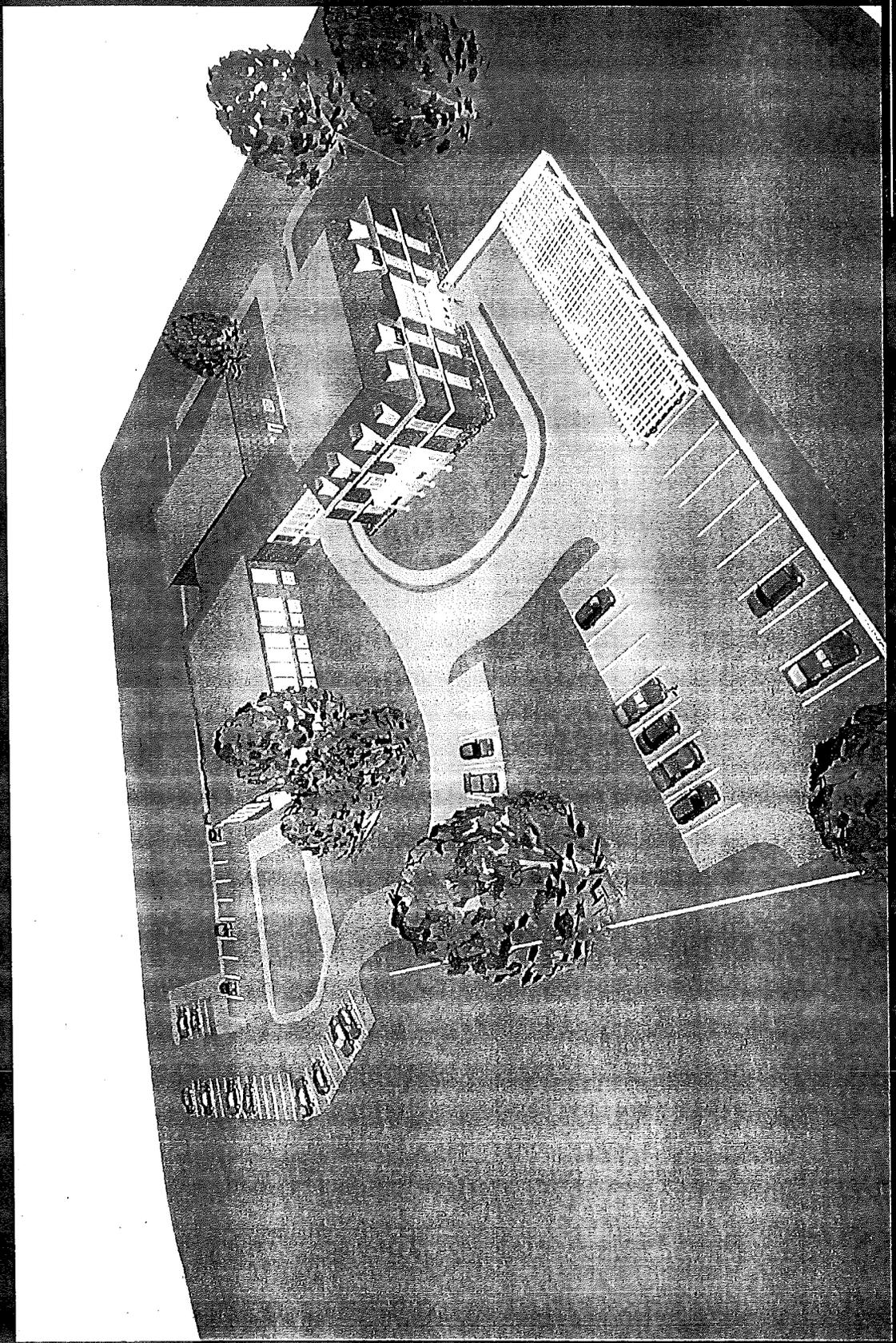
GRAHAM MEUS ARCHITECTS

Exterior Perspectives

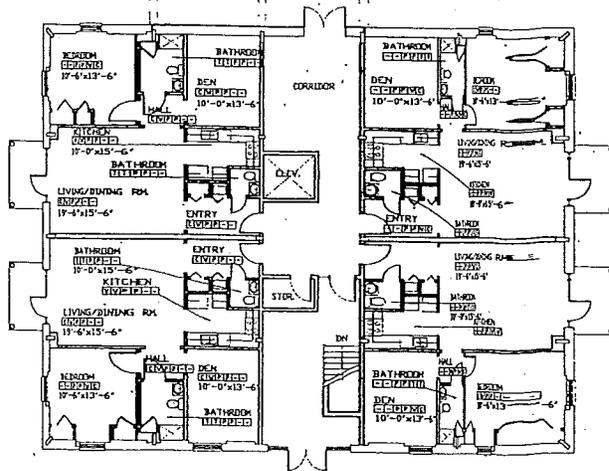
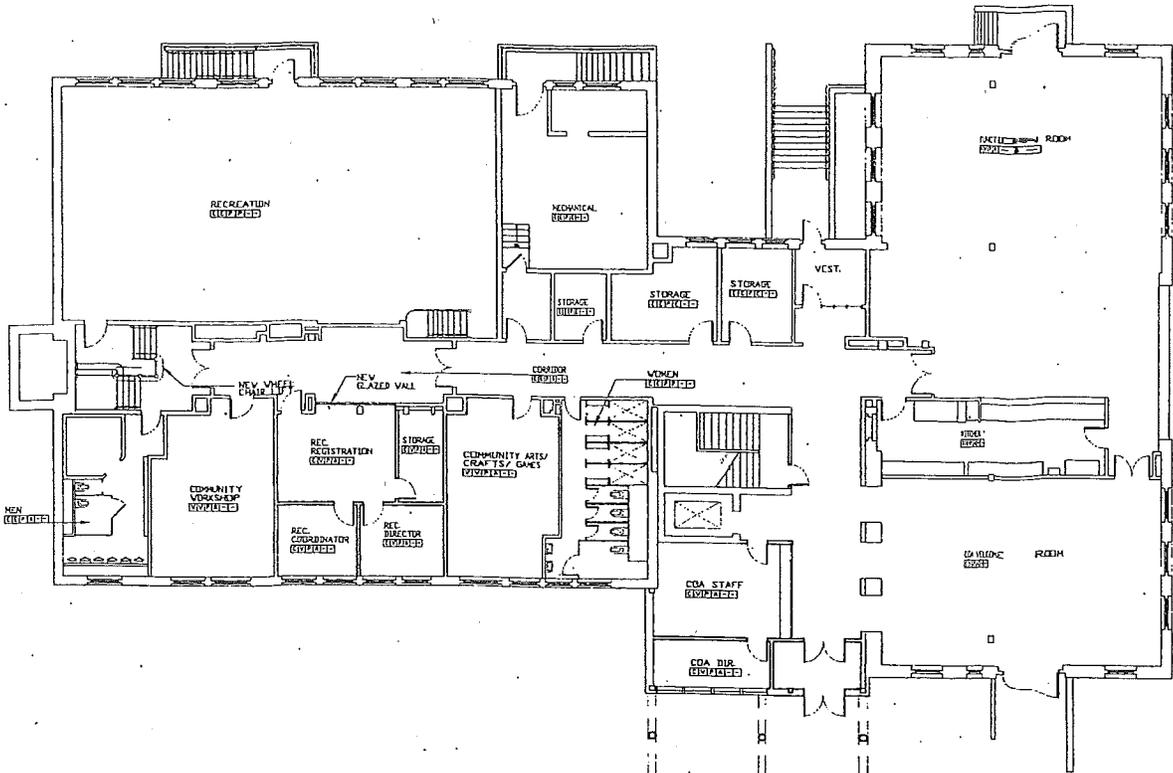


GRAHAM MEUS ARCHITECTS

Exterior Perspectives



GRAHAM MEUS ARCHITECTS



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PROPOSED FIRST FLOOR PLAN

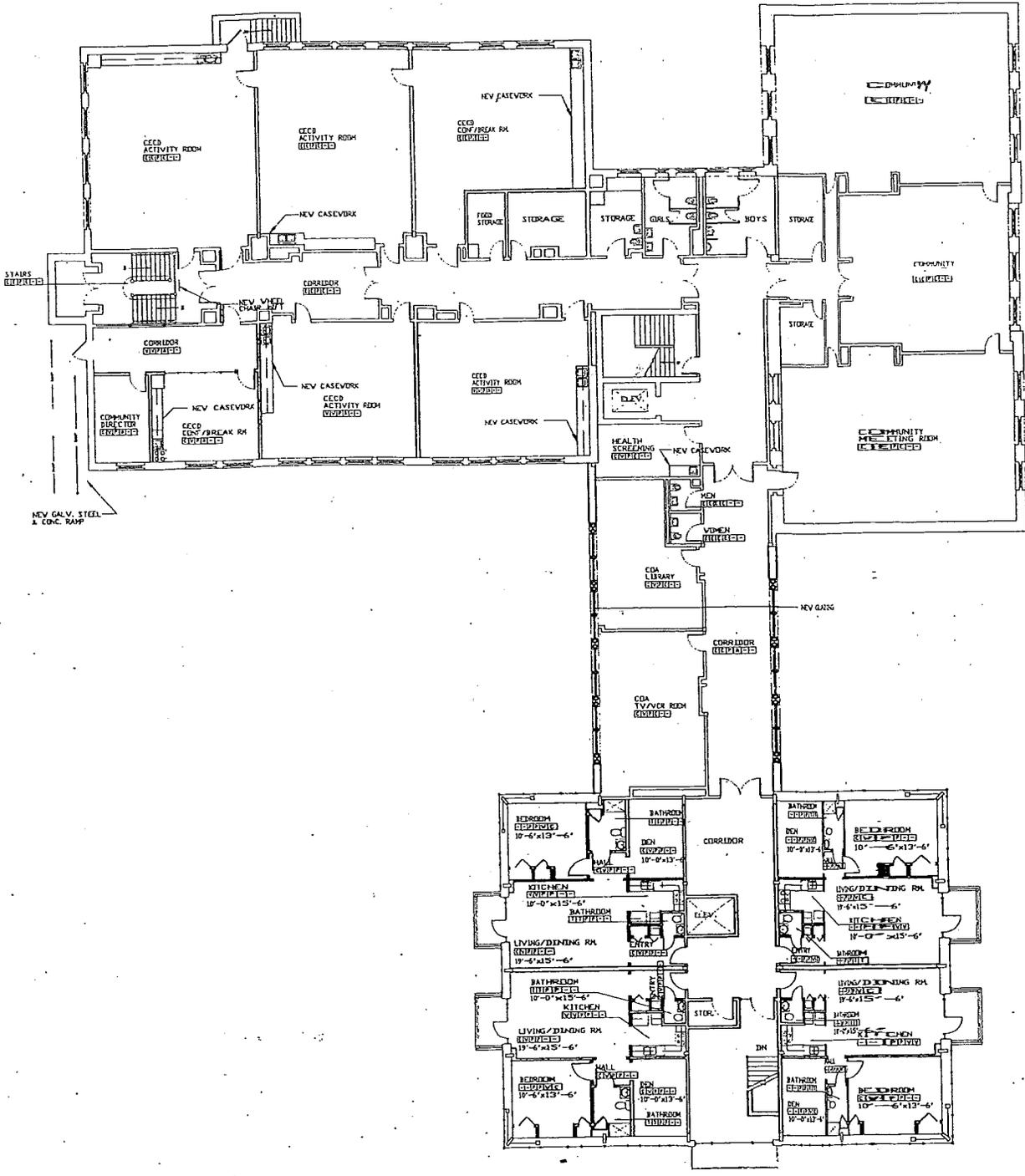
DOVER - CARYL SCHOOL
DOVER, MASSACHUSETTS

GRAHAM / MEUS INC. ARCHITECTS
EDGERLY PLACE, BOSTON, MA 02116 (617) 423-9399

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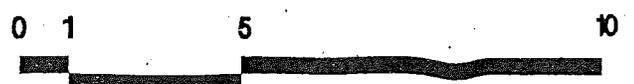
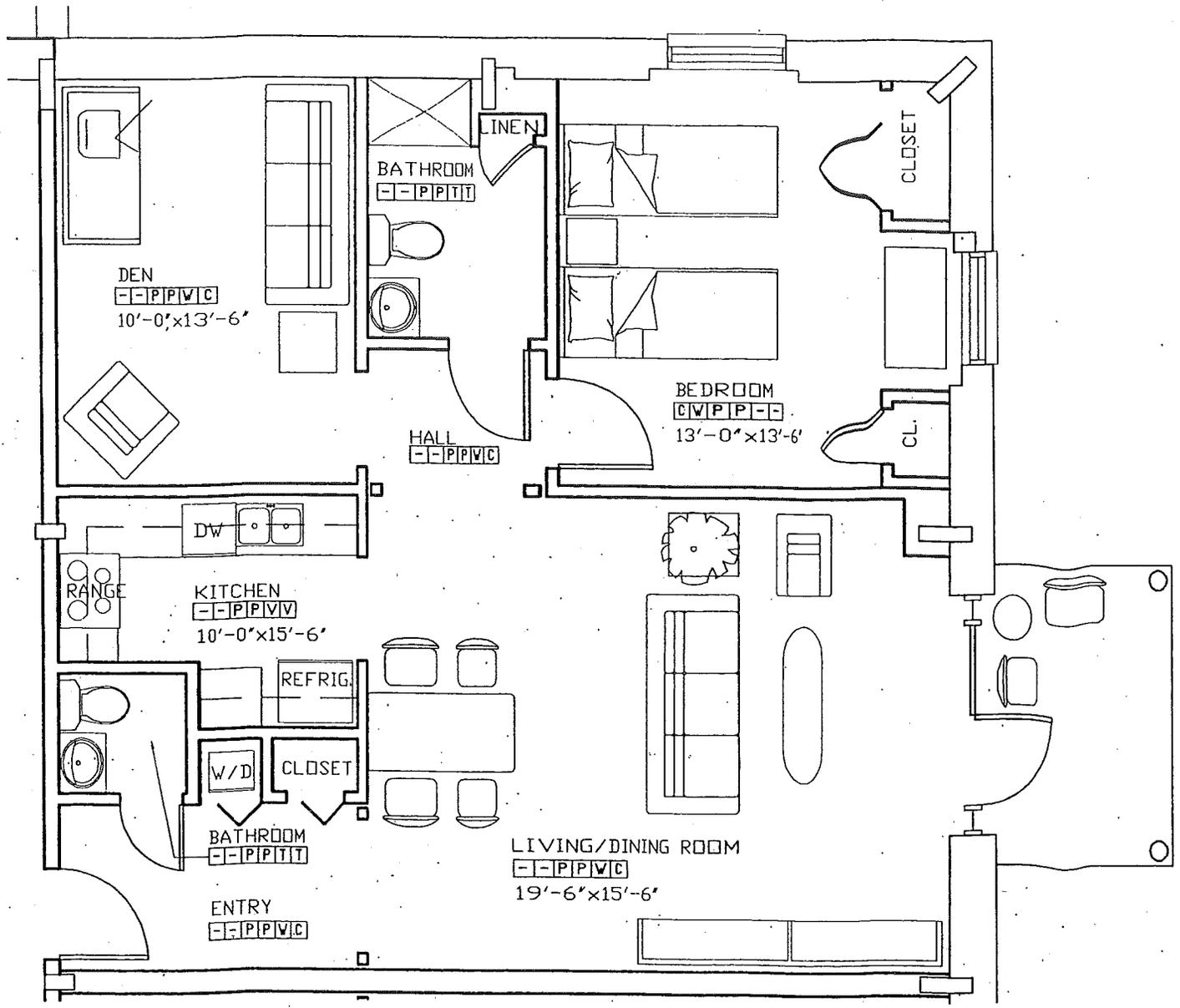
PROPOSED SECOND FLOOR PLAN

DOVER - CARYL SCHOOL
DOVER, MASSACHUSETTS

GRAHAM / MEUS INC. ARCHITECTS
6 EDGERLY PLACE, BOSTON, MA 02116 (617) 423-9399

Job No. 33000
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Date 1/22/02
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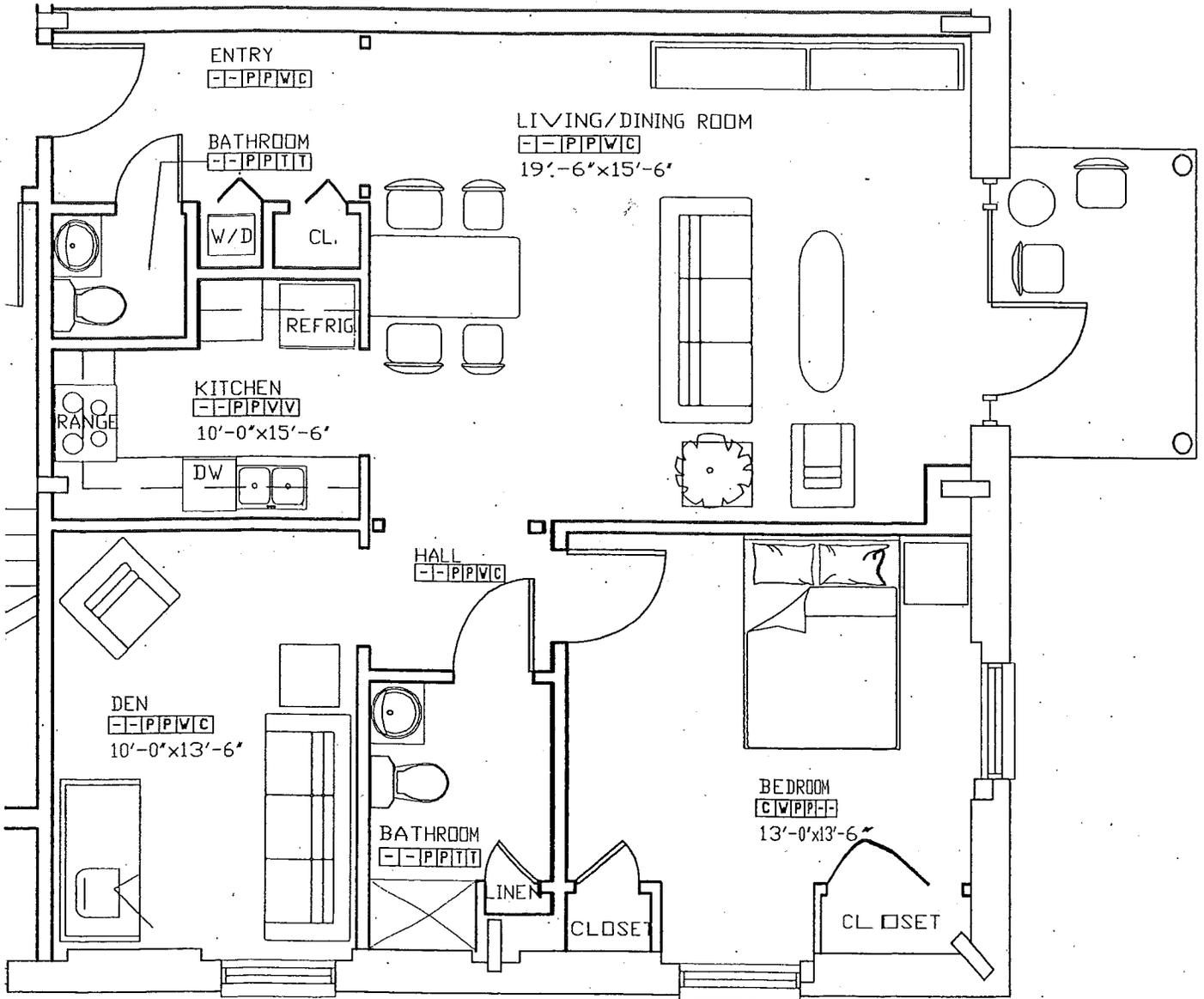
PROPOSED FLOOR PLAN- SCHEME A

DOVER - CARYL SCHOOL
DOVER, MASSACHUSETTS

GRAHAM / MEUS INC. ARCHITECTS
6 EDGERLY PLACE, BOSTON, MA 02116 (617) 423-9399

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PROPOSED FLOOR PLAN- SCHEME B



DOVER— CARYL SCHOOL
DOVER, MASSACHUSETTS

GRAHAM / MEUS INC. ARCHITECTS
6 EDGERLY PLACE, BOSTON, MA 02116 (617) 423-9399

Job No. 33000

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Date 1/22/02

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QUESTIONS AND ANSWERS PERTAINING TO CARYL SCHOOL REUSE PROJECT

Q: Why should we renovate Caryl School now?

A: 1. There is a need for senior housing in Dover – now. There is also a moral obligation to attempt to comply with state law requiring some affordable housing in Town. The building is already Town-owned and it is ideally located for both of the proposed combined uses.

2. There is a need for additional community use space in Dover for all ages, including our senior citizens. We need the space now: already, the building is “filled” with regular renters and occasional users; applications for use are coming in steadily.

3. This project has been going through the “Dover Process” for almost a decade, passing through different stages and different committees with changing personnel, developing and fine-tuning the concept, then the design. It has had two Town Meeting votes of approval, each committing the Town further towards the final goal. Caryl School should be renovated now, in order to complete the cycle of major capital building projects of which it is the last.

4. This project represents a relatively small addition to the total debt of the Town. A substantial portion of the \$5.5M project cost has been included in the debt calculations and tax impact projections of both the Warrant Committee and the Long Range Planning Committee for the past several years. There will be immediate tangible benefits when complete, not the least of which is the generation of yearly net income back to the Town of at least \$60,000, which will help to offset some of the debt service. Further, it makes sense to take advantage of the low interest rates for borrowing and the increasingly competitive construction market to accomplish this project now.

Q: Why not tear the building down and build a brand new building with state-of-the-art features?

A: According to our estimates, the cost of constructing a new building of comparable size and materials would be nearly twice the cost of renovation, and there is no state assistance available, as there is for the school construction projects, to mitigate the higher cost. That said, the Caryl School building is structurally sound, architecturally attractive, and has interior spaces that lend themselves to effective adaptive reuse, especially for housing. It is part of the fabric of the Town Center and should be preserved.

Q: How will Caryl Place help us comply with the state-mandated affordable housing goal?

A: Under the Commonwealth anti-snob zoning law, towns are required to have 10% of their housing stock be affordable. To comply fully, Dover needs to generate 190 units to meet the 10% requirement. Dover currently has 17 units of affordable housing, or just under 1%. Caryl Place will bring the Town to 25 or 29 units, depending on whether 8 or 12 units are built.

Q: Why should my tax dollars be used to subsidize affordable housing at Caryl School?

A: 1. Dover currently has no senior housing. This proposal is an investment in our senior citizens, who constitute over 20% of our population. Our seniors have waited patiently as the Town has addressed other needs and they have generally been supportive of these projects. It is now their turn, for housing and for activity space.

2. The Town has a moral obligation to attempt to comply with state law as cited above. Voters at previous Town meetings have approved such efforts, believing that each step forward is important. Caryl Place will be a mix of affordable and market rate, with only 3 of 12 units required to be affordable in order for all to count toward the 10% goal.

3. The pre-existing building and its location afford a unique opportunity for our community to control how and where affordable housing is built in Dover.

4. The Town Master Plan and the Long Range Planning Committee have both recommended senior housing for Caryl School. Their recommendations are strongly supported by the results of town-wide surveys conducted by the Dover Housing Partnership.

5. This proposal should be considered in its entirety, for all the benefits it offers to Dover's citizens of all ages. This project is about more than housing. It is also about preserving an historic Town building that adds to the character of the Town center and will provide a sense of community. There are other benefits, too, as this is the only project in town that will generate yearly net income back to the Town.

Q: Will Caryl Place tenants pay any real estate taxes?

A: No. The building is owned by the Town and therefore is non-taxable. Even though we are able to charge affordable rents, there will be a positive net cash flow back to the Town, a portion of which may be considered payment in lieu of taxes and the remainder of which may help to reduce the debt service.

Q: How much space will there actually be for community use?

- A:**
1. On the ground floor there will be the cafeteria/function room. Preference will be given to the COA, however other groups may sign up to use this space.
 2. On the ground floor there will be two workshop spaces and the gym. Preference for these spaces will be given to the Park & Recreation Department, however, other groups may sign up to use this space.
 3. On the first floor three large classrooms will be available for general community use at any time.
 4. On the first floor, five CDC classrooms will be available after 6:00 pm and on weekends.

Q: Who will decide which organizations can use the space?

- A:** The Board of Selectmen will hire a person who will be in charge of scheduling for the building. A building use form will be filed with the paid scheduler in much the same way other school and municipal buildings are used today. The Board of Selectmen will also decide which, if any, long term renters will occupy the building and will negotiate the terms of such use on a case by case basis.

Q: Is there a really need for additional community space in Town?

- A:** Yes! There are 29 organizations currently vying for space in Dover. Girl and Boy Scouts alone have 30 troops/packs, which look for space twice a month. The March of Dimes Arts and Crafts Fair has not been held for several years, because Town Hall renovations eliminated the large area they needed for set-up and display. We have several active garden clubs, organizations for drama, sports, and kids' activities all searching for places to hold meetings or events. Theoretically, we have beautiful new spaces at the Town Hall, Library and Chickering School. Practically, however, general community use is not always compatible with school classrooms or business offices.

Q: How much will this project add to my taxes?

- A:** If you own a property with an assessed valuation of \$600,000, you could expect to pay \$210 in the first year of a 20-year bond, declining yearly to \$114 in the last year. This translates to \$0.35/\$1,000 in the first year, declining to \$0.19/\$1,000 in the last year.

Q: When will construction begin and how long will it take?

- A:** We expect that final design, bidding and permitting processes will take 9 to 12 months after Town Meeting, and that construction will begin in the spring of 2003. Construction will take 15 - 18 months, bringing us to an opening date in the fall of 2004.

Graham/Meus Inc. Architects

| Caryl School / Asset Preservation | | | | | | |
|---------------------------------------|-----------|--|--|------------------|--------------------|--------------------|
| Cost Estimate | | | | | | |
| date | 20-Feb-02 | | | | | |
| | | | | | | |
| | | | | | | |
| Asset Preservation Construction Costs | | | | Housing | Comm. Ctr. | TOTAL |
| Masonry | | | | \$850 | \$1,650 | \$2,500 |
| Metals | | | | \$5,100 | \$9,900 | \$15,000 |
| Carpentry | | | | \$680 | \$1,320 | \$2,000 |
| Thermal/Moisture Protection | | | | \$29,954 | \$58,146 | \$88,100 |
| Doors, Windows, Glass | | | | \$0 | \$0 | \$0 |
| Finishes | | | | \$66,470 | \$129,030 | \$195,500 |
| Specialties and Equipment | | | | \$5,270 | \$10,230 | \$15,500 |
| Furnishings | | | | \$0 | \$0 | \$0 |
| Elevators | | | | \$0 | \$0 | \$0 |
| Mech. Elec. Plumbing Fire Protection | | | | \$372,980 | \$724,020 | \$1,097,000 |
| Technology infrastructure | | | | \$0 | \$0 | \$0 |
| Seismic Resistive Construction | | | | \$0 | \$0 | \$0 |
| Asbestos Abatement | | | | \$0 | \$0 | \$0 |
| Siteworks(Lump Sum) | | | | \$68,068 | \$132,132 | \$200,200 |
| General conditions | | | | \$21,828 | \$42,372 | \$64,200 |
| SUBTOTAL | | | | \$571,200 | \$1,108,800 | \$1,680,000 |
| Overhead/Profit | | | | \$57,120 | \$110,880 | \$168,000 |
| Bond @ 1% | | | | \$5,712 | \$11,088 | \$16,800 |
| SUBTOTAL BUILDING COST | | | | \$634,032 | \$1,230,768 | \$1,864,800 |
| CONST. CONTINGENCY | | | | \$57,120 | \$110,880 | \$168,000 |
| Subtotal Construction Costs | | | | \$691,152 | \$1,341,648 | \$2,032,800 |
| OTHER COSTS | | | | | | |
| Architect/Engineer Fees | | | | \$70,720 | \$137,280 | \$208,000 |
| Surveyor/Civil Engineer | | | | \$5,780 | \$11,220 | \$17,000 |
| Clerk of the Works | | | | \$8,500 | \$16,500 | \$25,000 |
| Permits | | | | \$6,800 | \$13,200 | \$20,000 |
| Project Contingency @ 10% | | | | \$69,115 | \$134,165 | \$203,280 |
| GRAND TOTAL PROJECT COST | | | | \$852,067 | \$1,654,013 | \$2,506,080 |
| | | | | \$58 | \$57 | \$58 |

D

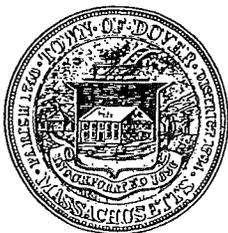
TOWN OF DOVER

BOARD OF SELECTMEN

5 SPRINGDALE AVENUE

P.O. BOX 250

DOVER, MASSACHUSETTS 02030



David W. Ramsay
Town Administrator

TELEPHONE (508) 785-2269
FAX (508) 785-2341

December 14, 2001

To: Kristine Scoon
From: David W. Ramsay *DWR*
Re: Caryl School building management

You have asked me to communicate my thoughts as to the Town's ability to manage the Caryl School after its renovation and conversion. It is my understanding that the renovated space would include eight units of rental housing, Park and Recreation offices and program space, community use space and the Child Development Center.

As you know, several years ago the Town recreated the Building Maintenance Department, restoring the position of Superintendent of Building Maintenance. The department is now responsible for the cleaning, maintenance and repair of four Town buildings- the Town House, Protective Agencies Building, the Library and the Town Garage. This involves providing custodial services on a scheduled basis to the buildings, as well as procuring and maintaining routine, preventive maintenance contracts for the HVAC systems, security and monitoring systems, and on call maintenance service for the buildings on a 24/7 basis. We also have contracts for fuel oil for the buildings, and conduct annual inspections of the buildings with the users to identify future maintenance needs.

It would appear to me that we could manage the Caryl School building in similar fashion. It would require the hiring of an additional full-time custodian in the Building Maintenance Department. But otherwise our existing contracts could simply be amended to include this building. The only areas the Town would not be responsible for would be the cleaning of the interiors of the rental units. We would provide maintenance and repair services to these units.

In this scenario, then, the only function that would not be the responsibility of Building Maintenance would be the selection of tenants for the rental units.

I hope this is helpful. Please feel free to call me if you have any questions.

DRAFT

TO: The Dover Board of Selectmen
FROM: The Caryl Reuse Committee
DATE: January 10, 2002

Recommended Use Policy for the Caryl Community Center

The purpose of this proposal is to encourage use of the building and to cover the operating expenses as much as possible. In addition to the following recommended fees, any custodial overtime will be billed to the user. We recommend that the scheduling be handled by the office that is responsible for the operation of the building -

*Recommended Fees**

Dover Non-Profit Organizations

| | |
|------------|-------------|
| Classroom: | \$5/hr each |
| Gym: | \$20/hr |
| Cafeteria | \$30/hr |

Others

| | |
|------------------------|---------------------|
| Dover Private Citizens | \$25/hr - classroom |
| | \$50/hr - gym |
| | \$75/hr - cafeteria |

Out of Town Users

All out of town users will pay the usual room rate and an application fee of \$250.

* Fees are based on common practice in Dover and neighboring towns.

Estimated Annual Revenue

We estimate the annual revenue from these fees will produce approximately \$67,700.
See attached detail.

We have researched the need for community space by considering all organizations in Dover and their present needs. The list of these organizations and the spaces they currently use is attached.

Space Needs: Town of Dover

Space is precious in Dover. People look in many places to hold meetings and functions, however, not all facilities are suitable for the various kinds of events people wish to sponsor. In looking at the present use of space we can anticipate our future needs. Town spaces and the organizations using them are listed first.

| <u>Facility</u> | <u>Users</u> |
|----------------------------|---|
| Town Hall | COA, Dover Foundation, Boy Scouts, Kapers for Kids |
| Regional School Campus | Dover Foundation, Millennium Program, Open Fields, Community Education Adult Programs, Sports/Basketball, Erin's Dance Studio, Pancake Breakfasts |
| Chickering School | Community Education, Cub Scouts, Open Fields, COA, Softball, CYO Basketball, Park & Rec, Tutoring |
| Library | Garden Clubs, Girl Scouts, Cub Scouts, Dover Social Club, Soccer Sign-ups, County Court Association, |
| Caryl School Building | CDC, Community Education Enrichment, Private Parties, basketball |
| Dover Town Garage | Garden Clubs, Town Committee Meetings |
| American Legion | Rosemarie's Dance Studio, Private Parties |
| Dover Church | Boy Scouts, Garden Clubs, Blood Drives, Fundraisers/Auctions, Clothing Exchange, Toy Exchange, COA, Alanon |
| St. Dunstans Church | AA, Garden Clubs |
| Most Precious Blood Church | Erin's Dance Studio, |
| Grace Church | Park & Rec |
| Charles River School | Dover Foundation |
| | |

- 15 Girl Scout Troops meet twice a month
- 15 Cub Scout Packs meet twice a month
- 3 Garden clubs meet once a month
- 30+ afternoon classroom spaces are used for elementary enrichment weekly
- Gym space is requested by Soccer, Field Hockey, CYO Basketball, Boys Basketball, Men's Basketball, and Softball
- The peak hours for children's programming space needs are between 3:00 pm and 6:00 pm
- Large space with set-up is needed by Clothing Exchange, Toy Exchange, Arts & Crafts Fair, Kapers for Kids, Dover Foundation, Auctions & Fundraisers, COA
- Renovations of Church and Town buildings will continue to limit space usage and suitability for some activities - i.e. Lower Town Hall renovation which eliminated large space used by the Clothing Exchange and Arts and Crafts Fair
- Space for athletic programming during the day is limited

Potential Users for the Caryl Community Center

| | |
|----------------------|---|
| Community non-profit | Town Government, Community Education/Child Development Center, Park & Recreation, toy exchange, March of Dimes, fundraisers and auctions, clothing exchange, Dover Foundation, DSEF, bookfairs, Dover Days, Girl Scouts, Boy Scouts, Garden Clubs |
|----------------------|---|

| | |
|--------------------------|---|
| For profit & out-of-town | Financial advisors, dance or music lessons not sponsored by town organization |
|--------------------------|---|

Dover Citizen's Private Events

| | | |
|--------------------------|--------------------------------|-----------------|
| Estimated Annual Revenue | Child Development Center | \$50,000 |
| | Community Education | \$1,000 |
| | Park & Recreation | \$7,200 |
| | Dance, music schools | \$3,000 |
| | Garden Clubs | \$1,000 |
| | Misc. Use | \$5,000 |
| | Total Estimated Revenue | \$67,700 |

CARYL SCHOOL REUSE COMMITTEE
TOWN OF DOVER
SENIOR HOUSING DEMOGRAPHICS
(INTERPRETATION OF NOVEMBER, 2001 CLARITAS DATA)

| CATEGORY | 2000 | | 2005 | | NET GAIN LOSS | PERCENT NET GAIN LOSS |
|---|------------|--------------|------------|--------------|------------------|-----------------------------|
| | ESTIMATE | PERCENT | PROJECTION | PERCENT | | |
| DOVER POPULATION | 5,874 | 1/ 100.0% | 5,983 | 100.0% | 109 | 1.9% |
| DOVER POPULATION AGE 55+ | 1,583 | 26.9% | 1,876 | 31.4% | 293 | 18.5% |
| DOVER HOUSEHOLDS | 1,902 | 1/ 100.0% | 2,162 | 100.0% | 260 | 13.7% |
| DOVER HOUSEHOLDS AGE 55+ | 965 | 50.7% | 1,148 | 53.1% | 183 | 19.0% |
| SENIOR POPULATION BY AGE GROUP | | | | | | |
| 85 + | 71 | 4.5% | 82 | 4.4% | 11 | 15.5% |
| 80-84 + | 83 | 5.2% | 93 | 5.0% | 10 | 12.0% |
| 75-79 + | 135 | 8.5% | 201 | 10.7% | 66 | 48.9% |
| 70-74 + | 239 | 15.1% | 239 | 12.7% | 0 | 0.0% |
| 65-69 + | 259 | 16.4% | 306 | 16.3% | 47 | 18.1% |
| 60-64 + | 354 | 22.4% | 415 | 22.1% | 61 | 17.2% |
| 55-59 + | <u>442</u> | <u>27.9%</u> | <u>540</u> | <u>28.8%</u> | <u>98</u> | <u>22.2%</u> |
| TOTAL | 1,583 | 100.0% | 1,876 | 100.0% | 293 | 18.5% |
| SENIOR HOUSEHOLDS WITH INCOMES LESS THAN \$49,999 2/ | | | | | | |
| 85 + | 21 | 13.5% | 21 | 14.3% | 0 | 0.0% |
| 80-84 + | 18 | 11.5% | 20 | 13.6% | 2 | 11.1% |
| 75-79 + | 27 | 17.3% | 43 | 29.3% | 16 | 59.3% |
| 70-74 + | 20 | 12.8% | 16 | 10.9% | (4) | -20.0% |
| 65-69 + | 28 | 17.9% | 25 | 17.0% | (3) | -10.7% |
| 55-64 + | <u>42</u> | <u>26.9%</u> | <u>22</u> | <u>15.0%</u> | <u>(20)</u> | <u>-47.6%</u> |
| TOTAL | 156 | 100.0% | 147 | 100.0% | (9) | -5.8% |
| SENIOR HOUSEHOLDS WITH INCOMES LESS THAN \$34,999 3/ | | | | | | |
| 85 + | 20 | 12.8% | 13 | 8.8% | (7) | -35.0% |
| 80-84 + | 18 | 11.5% | 14 | 9.5% | (4) | -22.2% |
| 75-79 + | 23 | 14.7% | 30 | 20.4% | 7 | 30.4% |
| 70-74 + | 8 | 5.1% | 6 | 4.1% | (2) | -25.0% |
| 65-69 + | 13 | 8.3% | 10 | 6.8% | (3) | -23.1% |
| 55-64 + | <u>3</u> | <u>1.9%</u> | <u>2</u> | <u>1.4%</u> | <u>(1)</u> | <u>-33.3%</u> |
| TOTAL | 85 | 54.5% | 75 | 51.0% | (10) | -11.8% |
| DOVER MEDIAN HOUSING VALUES \$500,001 | | | | | | |
| | | % OF HOUSING | | % OF HOUSING | | |
| \$500,000 + | 879 | 55% | 1,252 | 73% | 373 | 42.4% |
| \$400,000 + | 1,213 | 76% | 1,498 | 87% | 285 | 23.5% |
| \$300,000 + | 1,469 | 92% | 1,663 | 97% | 194 | 13.2% |

FOOTNOTE: /1 - TOWN OF DOVER 2000 REPORT

2/ HUD PUBLISHED INCOME LIMIT FOR ONE (1) BEDROOM UNIT AT 100% OF MEDIAN INCOME = \$52,500

3/ HUD PUBLISHED INCOME LIMIT FOR ONE (1) BEDROOM UNIT AT 80% OF MEDIAN INCOME = \$42,000

SENIOR HOUSING INVENTORY
DOVER & SURROUNDING TOWNS

| | SENIOR HOUSING | AFFORDABLE SENIOR HOUSING |
|-----------|-------------------|------------------------------|
| SHERBORN | 24 | 24 |
| NEEDHAM | 230 | 230 |
| MEDFIELD | 84 | 66 |
| WELLESLEY | 308 | 259 |
| WESTWOOD | 336 | 219 |
| NATICK | 560 | 537 |
| DOVER | 0 | 0 |

QUESTIONS AND ANSWERS PERTAINING TO SENIOR HOUSING AT CARYL PLACE

I HAVE A SMALL CAT. WILL I BE ABLE TO BRING HIM TO LIVE WITH ME AT CARYL PLACE?

Residents of Caryl Place will be allowed to keep a small dog or cat (under 40 pounds). Other pets will be evaluated on a case by case basis. All pet owners will have to pay an additional security deposit. Any damage done by the pet will be repaired at the pet owner's expense. If there are tenant complaints about the animal, the situation will be reviewed by the rental agent.

IF I RENT AN "AFFORDABLE" UNIT, WILL IT LOOK DIFFERENT THAN THE OTHER UNITS?

All the units will be alike. There may be small differences but those occur because of building structure not because of affordability. No one will know which apartments are being rented at the "affordable" rate.

WHAT IS INCLUDED IN THE RENT?

You will have a wonderful place to live! You will be close to town and the churches. The utilities that are included are heat, water, septic and rubbish removal. You will be responsible for your own electric costs (which will include your air conditioner), phone and cable. Outside maintenance will be taken care of for you; this includes snowplowing. Full time maintenance will be available for the units.

WILL THERE BE SOMEONE TO CALL IF I HAVE A MAINTENANCE PROBLEM ON WEEKENDS?

Yes, there will be someone on call 24 hours a day to talk with you and schedule repair work as well as emergency work.

WILL I EVER LOSE POWER IN MY APARTMENT?

Although power in the town may go out, there will be emergency power available to Caryl Place. This will power all essential electrical equipment.

WILL MY DAUGHTER AND HER TWO CHILDREN BE ABLE TO VISIT WITH ME OVERNIGHT?

Yes. We do ask that no one under 18 stay for more than one week (7 days) and that family overnight visits be limited to ten days.

I HAVE CABLE TELEVISION IN MY CURRENT RESIDENCE; WILL THERE BE CABLE AVAILABLE FOR ME HERE?

Yes. Cable television will be available for those who would like it. You must pay for your own cable costs.

I HAVE A WASHER AND DRYER IN MY HOME NOW. WILL I BE ABLE TO BRING IT WITH ME?

There is a hook-up for a stackable washer and dryer in each unit. The tenant is responsible for buying, installing and maintaining this appliance.

I AM IN A WHEELCHAIR. ARE THESE APARTMENTS HANDICAPPED ACCESSIBLE?

Yes. There are two elevators in the building, one on the community side and one on the residential side. The entrance is designed for easy pick up and drop off. All apartments will accommodate a wheelchair. The master bath is accessible for wheelchairs.

I AM 55 YEARS OLD, MY WIFE IS 48. AM I ELIGIBLE TO APPLY FOR RESIDENCY HERE?

You are eligible to apply. At least one resident has to be over 55 and only one person under 55 is permitted to live in a unit. Children are not permitted to live at Caryl Place.

I KNOW I AM NOT ELIGIBLE FOR ANY AFFORDABLE UNIT AT CARYL PLACE BUT I WOULD LIKE TO LIVE THERE. WHOM DO I CONTACT ABOUT AVAILABILITY?

Although our present intention is to have some "market rate" units available for people, our first priority is to serve our elderly population in need of affordable living space. A lottery will be held for the affordable units. A lottery system for interested tenants for the market rate units will also be held. Caryl Place will be a mixed income residence.

IF I AM INTERESTED IN AN "AFFORDABLE" UNIT AT CARYL PLACE, HOW DO I APPLY AND WHEN?

If the current timeline is achieved, Caryl Place should be available for occupancy on or about October of 2004. Potential renters can request an application form and will be expected to submit limited financial information. A subcommittee of the Dover Community Development Corporation (a non-profit specifically set up to administer programs like this in Dover) will administer tenant selection and notify selected participants.

THEN A SUBCOMMITTEE WILL BE RESPONSIBLE FOR THE PROCESS?

Yes. This subcommittee will determine eligibility and help you understand what rent you will be asked to pay based on your income.

WHAT OTHER THINGS WILL BE TAKEN INTO ACCOUNT IN ADDITION TO INCOME?

Age is the first thing. The applicant must be 55 years or older.

Here are examples of tenant selection preferences:

- Dover resident according to length of residency
- Former Dover residents
- Town employees
- Relatives of residents of Dover (length of Dover residency taken into account)
- Others

One affordable unit must be made available through a fair housing, marketing and outreach program. If this effort does not produce a qualified applicant then this unit is available to be filled as outlined above.

I HAVE A MAILBOX AT THE END OF MY DRIVEWAY NOW. HOW WILL I GET MY MAIL AT CARYL PLACE?

Caryl Place will have cluster mailboxes outside the covered main entrance to the residencies. Each box will have a key and the resident will need to go to the mailbox on a daily basis to retrieve mail. The address will be 4 Springdale Avenue and the units will be labeled A through L.

MY HUSBAND AND I OWN A HOUSE IN DOVER VALUED AT \$650,000. We RECEIVE APPROXIMATELY \$100,000 IN DIVIDENDS, SOCIAL SECURITY AND PENSIONS. WOULD I BE ELIGIBLE TO LIVE AT CARYL PLACE?

You would be eligible to apply for residency. It is possible that you would have too much income and too many assets to qualify for an affordable unit, but there are market rate units available.

Legal Process Required To Complete The Caryl Re-use Project

In order to complete the Caryl Reuse Project, several legal steps will need to be taken by the Town and the Dover Community Development Corporation:

1. Town Meeting needs to approve the transfer of The Caryl School from the custody of the Dover School Committee to the custody of the Selectmen.
2. Town Meeting will also vote to approve financing for the project. In addition, at the Town Election in May, voters will be asked to approve the expenditure on the ballot. The Town will finance the project as well as administer construction.
3. Town Meeting will also be asked to approve the lease of the residential portion of the building to the Dover Community Development Corporation. There will be two pieces of legislation that will be filed. One will exempt the lease transaction from state procurement statues and the other will exempt the project from Chapter 151B(which prohibit discrimination on the basis of age in projects on sites of less than five acres). The lease developed would include the following:
 - a) Lease term (long term)
 - b) Rent (rent flow structured as a cash flow obligation to the town from the Dover Community Development Corporation
 - c) Permitting (DCDC must obtain a Comprehensive Permit from the Dover Board of Appeals because the Dover Town Zoning Bylaw does not permit residential uses in this district).
 - d) Tenant contribution to improvements
 - e) Maintenance
 - f) Insurance

The Dover Community Development Corporation will need to obtain financing through the New England Fund in order to qualify for the Comprehensive Permit. The loan document will contain provisions that will assure the building will remain under Town control in the unlikely event that the DCDC defaults on their loan. The loan will be under \$100,000.

The Comprehensive Permit mentioned above will contain the affordability requirements for the project.

K

DOVER COMMUNITY DEVELOPMENT CORPORATION (DCDC)

A Massachusetts corporation organized under G.L. Ch.180, including, but not limited to, any or all of the foregoing purposes:

To arrange for and provide housing to elderly persons and/or persons of limited income by purchasing, receiving, taking by grant, gift, devise, bequest, or otherwise, or otherwise acquiring, owning, holding, improving, developing, conveying or leasing real or personal property, or otherwise making housing available to elderly persons and or persons of limited income.

There are two classes of members of DCDC. The first Class is made up of all residents of the Town 18 years of age or older who attend an annual meeting of the members. A resident is defined as any person whose name has ever appeared in the official resident list compiled by the town. Class B is made up of all persons selected for membership by the Dover Housing Partnership Committee. There are three classes of directors of the Corporation. Class A consists of three directors elected by the Class A members (e.g. residents who attend the annual meeting). Class B consists of three directors elected by the Class B members (members appointed by the Dover Housing Partnership Committee). Class C consists of one director appointed by the Dover Board of Selectmen.

Class A Members elect Class A Directors from their group (Class A members are any Dover residents, 18 and over, attending the Annual Meeting.)

| | | | |
|---------------------|-------------------------|------|--------|
| Class A Directors : | Doug Lamont | 3 yr | 6/2004 |
| | Jean McDonnell | 2 yr | 6/2003 |
| | Michelle Doyle-Sullivan | 1 yr | 6/2002 |

Class B members elect Class B Directors (Class B members are any members selected by the Dover Housing Partnership Committee)

| | | | |
|--------------------|----------------|------|--------|
| Class B Directors: | Charles Cabot | 3 yr | 6/2004 |
| | Kristine Scoon | 2 yr | 6/2003 |
| | Thomas Crowley | 1 yr | 6/2002 |

Class C members elect a Class C Director (The Selectmen are class C members)

| | | | |
|--|-------------|------|--------|
| | Nancy Taber | 3 yr | 6/2004 |
|--|-------------|------|--------|

The annual meeting takes place the first Wednesday of April. The members of the Housing Partnership are appointed by the Board of Selectmen.

Tenant Selection for Caryl Place

Tenant selection guidelines were developed with input from the Dover community. The tenant selection will be handled by the DCDC.** Caryl Place will be a community of twelve mixed income rental units. We feel strongly that all residents should be year round residents.

Applicants for the rental units must be 55 years of age or older. At least one of a couple must be 55 years old. Our first preference is to offer the units to age eligible Dover residents (if necessary we will take length of residency into account), who meet the asset test for affordability. When that group has been served, we will place those who are part of that group but require market rate units.

Remaining units will be filled by former Dover residents (length of residency, affordable asset qualified, then market rate). Followed by Town Employees (length of service consideration, affordable asset qualified, then Market Rate). The last group will be relatives of Dover residents.

At least three of the units will be affordable at all times. Because of the use of 40B(a state statute specifically designed for developing affordable housing) by the DCDC in developing these units, one unit must be advertised through an affirmative fair housing, marketing and outreach program. If no one qualifies, the unit will be available as outlined. Because we are using 40B to develop Caryl Place, all twelve units will count towards the town's affordable housing stock. Applicants for the affordable units will be asked to submit limited financial information. In case there too many qualified applicants in any one group, a lottery will be held to determine the tenant.

Rents at Caryl Place will vary. Your rent will depend on your income. Rent levels have been set based on the HUD FY 2001 Area Median Income Limits. To qualify for an affordable unit you must have a Maximum Allowable Income of not more than \$39,375. The Maximum Allowable Income includes Social Security, pension and liquid assets to which a passbook savings rate of 2% is applied. Rents will range from \$619 up to \$1300. All rents are inclusive of heat and water. Residents will pay for their own phone, cable and electricity.

Rental applications will be available about eight months before the building is complete. Tenant selection should be complete six months before the building is complete.

**DCDC is described in Appendix

DOVER, MA – CARYL SENIOR HOUSING

Number of Units: 12

Prepared Jan 11, 2002 by DHPC Housing Consultant; revised March 5, 2002 by Caryl Re-use & DHPC

| OPERATING REVENUES | Units | Rent per month | Notes |
|---------------------------|--------------|-----------------------|--|
| Rent Rates: | | | |
| Low | 3 | \$619 | 50% median income @ 1.5per/hh, less 43/mo electric |
| Moderate | 6 | \$885 | 80% median income @ 1.5per/hh less 43/mo electric |
| Below Mkt | 3 | \$1282 | 100% median income @ 1.5per/hh less 43/mo electric |
| Gross Annual Income | | 132,156 | |
| Vacancy & Bad Debt @ 3% | | -3,965 | |
| Net Annual Income | | 128,191 | |

| PROJECTED OPERATING EXPENSES | Total | Per Unit | CRC | Change |
|--|---------------|-----------------|---------------|---------------|
| ADMINISTRATION | | | | |
| Manager – part time | 12,000 | 1,000 | 8,000 | -4,000 |
| Taxes & Benefits | 0 | 0 | 0 | 0 |
| Legal & Eviction | 600 | 50 | 600 | 0 |
| Audit | 1,000 | 83 | 0 | -1,000 |
| Marketing | 600 | 50 | 600 | 0 |
| Telephone | 500 | 42 | 500 | 0 |
| Office Supplies | 100 | 8 | 100 | 0 |
| Other | 200 | 17 | 200 | 0 |
| Sub-Total Administration | 15,000 | 1,250 | 10,000 | -5,000 |
| MAINTENANCE | | | | |
| Payroll | 0 | 0 | 0 | 0 |
| Taxes & Benefits | 0 | 0 | 0 | 0 |
| Outside maintenance – contracted | 1,000 | 83 | 1,980 | +980 |
| Alarm Maintenance – contracted | 2,000 | 167 | 2,000 | 0 |
| Rubbish Removal – contracted | 1,500 | 125 | 1,500 | 0 |
| Elevator Maintenance | 1,500 | 125 | 1,500 | 0 |
| Fire Protection Cistern (new line item) | 0 | | 825 | +825 |
| Septic Maintenance (new line item) | 0 | | 6,200 | +6,200 |
| Sub-Total Maintenance | 6,000 | 500 | 14,005 | +8,005 |
| UTILITIES | | | | |
| Electric (common areas) | 2,500 | 208 | 2,500 | 0 |
| Oil (heating, cooking, hot water) | 15,000 | 1,250 | 15,000 | 0 |
| Water & Septic | 4,000 | 333 | 4,000 | 0 |
| Sub-Total Utilities | 21,500 | 1,792 | 21,500 | 0 |
| TAXES | 0 | 0 | 0 | 0 |
| INSURANCE | 1,200 | 100 | 1,200 | 0 |
| OPERATING RESERVE (readjust after 5 years) | 4,000 | 333 | 4,000 | 0 |
| REPLACEMENT RESERVE | 6,000 | 500 | 6,000 | 0 |
| MONITORING AGENT | 600 | 50 | 600 | 0 |
| TOTAL OPERATING EXPENSES | 54,300 | 4,525 | 57,305 | +3,005 |
| NET OPERATING INCOME | 73,700 | 6,141 | 70,695 | -3,005 |
| DEBT SERVICE*(0 after 5 years) | 6,000 | 500 | 6,000 | 0 |

*A small portion of \$5.5M project cost will be borrowed from the bank through the housing loan program in order to qualify with the state for affordable housing.

TO: Dover Warrant Committee
FROM: Caryl Re-use Committee
RE: Questions About Caryl Re-use Project
DATE: February 14, 2002, February 28, 2002

.....
Note: We apologize for the delay in getting these answers to you. Some of your questions request a level of detail that would normally be dealt with in the final design phase of a building project. On others, we have had to wait on various people for answers and these were not as quickly forthcoming as we would have liked. We do understand your desire to know projected operating costs for a new building project such as ours, and we have tried and are trying to provide that information to the best of our ability.

Also, very soon, we will be providing you with our final report with complete appendix, including updated cost estimates, asset preservation breakdown, projected operating budget for the building, and other backup materials that some of you have requested. In the meantime, we hope you will find the following responses helpful.

1. CDC Space: CDC has preference for the spaces indicated in the plans, because they would be using the space regularly on a daily basis, pretty much year-round. Yes, other groups could use the space, depending on the use: adult meetings would be OK, toddler birthday parties would not be compatible.

2. The designations “**computer room**” and “**music room**” were suggestions by the architect for possible uses. Those rooms are absolutely not necessarily intended for those uses, and we have removed those labels from the plans.

3. Furnishings: a) The architect is correct: the furnishings budget is \$5,905 for the community center. (This is included in the detailed cost estimate breakdown provided by the cost estimator C2E, but not included on the cost estimate summary sheet we gave you. The asset preservation breakdown sheet we gave you does have the customary categories, including “furnishings”; however, since furnishings would not be considered “asset preservation”, that line item would indeed be “0”.)

This is not a large amount considering the space to be furnished. We expect that the CDC will provide its own furnishings. The COA will bring their furniture over from the Town House, and may get additional items either from donations (this is the architect’s experience in most senior centers he has designed) or from the budget. The remaining spaces will be furnished first from surplus left by the school and then as needed from the furnishings budget.

b) Storing surplus tables and chairs for future use by the community center is definitely being considered, and the request to have some degree of preference has been made to the Town Administrator.

3. Playground Expenses: Bottom line is that the CDC will pay for all expenses associated with its playground – surface, equipment, fencing.

4. Grounds Maintenance: a) The Highway Department has indicated it will be able to provide snowplowing and other road maintenance using the current staffing, with negligible additional cost to what it already does on the site. The full-time custodian being budgeted for will shovel walks, etc.

b) The Park & Rec Director has indicated (on 2-15-02) that approximately \$6,000 would cover expenses of caring for the grounds at the Caryl building: \$1,000 for mowing, \$4,000 for mulching materials and labor, \$1,000 for tree pruning. Both the Director and the Town Administrator believe this can be accomplished with the current staffing, as all of these services are already being performed by Park & Rec employees.

5. Cistern: Needs to be inspected once a year, cost \$2,000. (Information from Yankee Sprinkler, via Karl Warnick) Karl estimates it will cost \$800 to fill the first time, and negligible cost to “top off” as needed from time to time. Maintenance cost for oil changes and fluid checks to the fire pump are estimated at approx. \$600/year – similar to generator maintenance cost.

- **Extra space in Town House:** No formal plans for use of space vacated by COA are underway at this time, as it was considered premature until the outcome of the Caryl Reuse proposal is known. However, the space will be used productively; that determination is the responsibility of the Board of Selectmen.

6. Whiting Road is Town property which is currently in the care and custody of the Park & Rec. If the Caryl Re-use project is approved and Park & Rec moves into its space there, Park & Rec would transfer Whiting Road to the custody of the Board of Selectmen, subject to Town Meeting vote of approval (similar to the Dover School Committee transferring custody of Caryl School to Board of Selectmen). This would result in the reduction or elimination of approximately \$6,000 of fuel and electricity costs for Whiting Road. While the disposition of Whiting Road is beyond the scope of this committee’s charge, it is our understanding that the Town would keep the building and find alternative purposes for it, including leasing it and thereby providing a source of income to the Town. The Selectmen have indicated that they are not in favor of selling it.

7. Re Rental contracts including increases for utilities: Presumably, yes. These will all be short-term leases, so utility cost increases should be able to be factored into the rental contracts. Housing residents are responsible for their own electric (including AC), phone and cable costs.

8. AC Costs: The architect, Dan Meus, has informed us that with all new energy-saving HVAC, we could expect electricity costs for the community center to run \$25,000 per year. This includes light, power, cooling, heating, all year, for all spaces *except* cooling for the gym, stairwells, elevator shafts, mechanical rooms, and bathrooms – a total of approximately 25,000sf at a cost of \$1/sf. This cost per square foot is based on the actual

electrical costs with AC after 1 year of operation of a senior center his firm recently completed. Dan estimated \$2,000-\$3,000 for AC maintenance costs, remaining pretty stable for the first 5-10 years of operation. (Our prototype budget shows \$33,600 for electricity, which should be ample for the new system with the AC.)

9. Energy-saving methods & equipment: All new HVAC systems have to follow the new state energy code, which requires the use of energy saving equipment. (MA is one of the strictest states.)

10. CDC: The CDC is currently working on finding temporary space during construction.

11. Dance Floor: At the moment, all floors except the recreation space (old gym) are planned to be tile. The dance instructor currently renting 2 upstairs classrooms has a roll-out studio dance floor which she has taped down and finds very satisfactory, even preferable to the gym floor, which although wooden is laid over concrete. However, it is not something that can be easily removed and reinstalled every day, which would make it difficult for the room to be shared with other users when she is not there. We are considering installing a wood sprung floor in one of the upstairs front rooms at a cost of \$7,200-\$10,000 (\$8-\$10/sf). This would make the space more flexible for use by others when dance classes are not being held (although, again as with CDC space, some discretion would be required as to compatible uses).

12. Phone Charges: We anticipate that there will not be phones in non-office space at the Community Center. This is similar to the Town House, where there are no readily accessible phones. Cell phones can and undoubtedly will be used, as they are at the Town House and at most of the other facilities in Town used by various organizations.

13. Operating Deficits: The Town is ultimately responsible for any operating deficits, and all possible efforts will be made to ensure that total operating costs for the building are covered by total rental income.

On the housing side, our housing consultant prepared a pro forma that budgets yearly sums for operating and maintenance reserves, and includes an allowance as well for bad debt and vacancy (3% of rental income).

On the community center side, the current conservative estimate of \$68,000 rental income does not cover the operating expenses as we anticipate them at this time. However, the net income from the housing side more than covers operating costs for the entire facility.

14. COA Library and COA TV/VCR Room: No, the COA is not planning to duplicate the efforts and inventory of the Dover Town Library by creating its own library. These 2 rooms are designated for seniors as cozy, quiet places to read books or magazines, watch TV or video, or play bridge. The "welcome" room downstairs would be used primarily for craft classes, small meetings, senior coffees, and other activities. If, down the road,

these upstairs rooms are not being used as planned, and there is other demand for the space, this designation could change.

That concludes the answers to your 14 questions. Now I would like to address two issues not specifically raised by the Warrant Committee but perhaps of some interest:

1. **Septic:** The change of use from school to community center and housing triggers the new Title V regulations which are much more stringent than those in force when the septic system was built. In addition, the site is in a Zone 2 interim well district, which is governed by very strict nitrogen loading regulations.

We are planning to install a Bioclere treatment system which will meet Title V regulations and generously accommodate the estimated flows from the proposed uses. We will also install a denitrification unit – basically a wastewater treatment unit – which will purify the septic discharge to drinking water standard. This is the same technology that has been approved by the Board of Health for use at the Regional Schools, though obviously a much smaller system.

The cost will be approximately \$140,000:

- \$100,000 construction of treatment system
- \$28,000 construction of disposal system (leaching field, pumping system)
- \$12,000 design and permitting

We will be meeting with the Board of Health on March 26 to make a technical presentation.

2. **Increase in Project Cost over last 3 years:**

John Lind (developer of senior housing and Dover resident) - \$2.5M – base project cost, minimal changes, non-union wage, 3 years ago (allow 25-30% increase in labor costs for prevailing/union wage required on public projects; 3-4% escalation in project costs each year)

Don Mills (Architect for Town House renovation) - \$3.73-\$4.37M – done March 2000 based on John Lind's program: "Our analysis indicates that a \$3.73M budget is required for the **base project**. **This is not based** on an expanded version of your scope...It is a prudent figure for the work required."

\$3.73M – minimal change in community space segment (paint, carpet, minor alterations).

\$4.37M – additional renovation in those areas, beyond the initial scope of work outlined by the Committee

Dan Meus (current architect) – \$4.7M with 8 units of housing, **\$5.5M** with 12 units of housing based on schematic designs and using 2002 costs. The scope of the project has changed since the original proposal, with the addition of 4 more housing units, 2 new boilers, a new generator, new septic system, electrical and

plumbing upgrades, new ceilings and lighting – all items to make the building serviceable for all users, extend its life and value, without having to come back to the Town for things that people think should have been included in the first place.