Community Preservation Committee Meeting

Thursday, May 15, 2025 at 7:00 PM
149 Main Street, City Hall, Lower Hearing Room

Agenda

Pursuant to Chapter 2 of the Acts of 2025, the meeting and public hearing will be conducted with remote opportunities for participation. Remote participation and access methods include:

ACCESS INFORMATION:

A. This meeting will be held on May 15, 2025, at 7PM. Location: City Hall, Lower Hearing Room

B. The meeting will be recorded by WCATV (Watertown Cable Access Television) for later viewing: Home | Watertown Cable Access Corp.

C. The Public may join the hybrid format meeting online: https://watertown-ma.zoom.us/j/91525442843

D. Public may join the hybrid meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 915 2544 2843

E. Public may comment prior to the meeting via email: lhandy@watertown-ma.gov

F. Please Visit the Community Preservation Committee Website here: https://www.watertown-ma.gov/352/Community-Preservation-Committee

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1. Call to Order
2. Committee Discussion
   - A. 103 Nichols Ave. Project Presentation by Watertown Housing Authority Team
   - B. 103 Nichols Ave. Application - CPC Follow- up Questions and Answers
   - C. FY 2026 CPA Funds and Budget Allocation Vote
3. Acceptance of Minutes
   - A. Draft 2025-4-17- CPC- Minutes
4. Suggested Agenda Items for Future Meetings
5. Adjourn

Mark Kraczkiewicz, Chair
Jonathan Bockian, Vice Chair
Bob DiRico
Dennis J. Duff
Allen Gallagher
Abigail Hammett
Jamie O'Connell
Elodia Thomas
Matthew Walter

103 Nichols Avenue

FY2025 CPA Funding Application

Watertown Community Preservation Committee

May 2025

Watertown Housing Authority

Agenda

1. Project overview
2. Environmental
3. Design
4. Budget
5. Operations
6. Construction
7. Next Steps
8. Q&A

Section 1: Project Overview

Watertown Housing Authority

Incorporated in 1945

Programs

- Federal Public Housing
    - 50 units converted to Section 8 owned & operated by WHA nonprofit affiliate
- State Public Housing
    - 240 units of family housing
    - 276 units of elderly housing
    - 23 units of special needs housing
- Voucher Program
    - 210 vouchers to support residents in the private market

Jacqueline Sullivan
Executive Director

- Involved in planning of 103 Nichols since joining WHA as Deputy Executive director in April 2024
- Former Executive Director of Wellesley Housing Authority.

Project Goal

WHA aims to use a long-underutilized vacant lot to develop affordable housing for five adults with disabilities, consistent with the original intent for which the property was purchased.

This advances Community Preservation Plan and Watertown Housing Plan goals.

Watertown
Housing Authority

103 Nichols Ave Development Team

Watertown Housing Authority	Developer and Property Manager
CHA Cambridge Housing Authority	Development Consultant & Project Manager
ZED ZeroEnergy Design	Architects
Beaverbrook STEP, Inc.	Service Provider

Watertown Housing Authority

Watertown Housing Authority – Key Staff

Anthony DiGiovanni

Director of Maintenance & Modernization

- Will serve as Owner's Project Manager (OPM) during construction
- Directly involved with design review and coordinating testing and site preparation for 103 Nichols

Kristen Monti

Director of Operations

- Involved in planning of 103 Nichols group home from the beginning
- Will manage contracts and budgets for 103 Nichols after completion

Watertown Housing Authority

Development Consultant – Key Staff

Cambridge Housing Authority

The planning professionals at the Cambridge Housing Authority offer unique expertise in the development, financing and preservation of affordable housing for Public Housing Authorities.

Role:

- **Serves as project manager**, coordinating all aspects of the development on behalf of WHA, between A&E team, City, EOHLC, CEDAC, Beaverbrook, and other stakeholders.
- **Provides technical expertise**, including design coordination and best practices, financing, zoning and permitting, and project budgeting.

Margaret Donnelly Moran
Deputy Executive Director of Development

Matt Zajac
Deputy Director for Planning

Joe Bednar
Project Manager

Watertown Housing Authority

ZeroEnergy Design – Project Architects

Stephanie Horowitz
Managing Director

John Mucciarone
Senior Project Manager

Role:

- Women Business Enterprise-Certified, Boston-based architecture and energy consulting firm.
- Responsible for A&E services during design, bidding, preconstruction, construction administration, closeout, and warranty phases.
- Manages team of subconsultants (electrical, plumbing, civil, structural, fire protection and mechanical engineers, landscape and independent cost estimator), and coordinates with third party consultants (geotechnical, environmental, and construction testing).

Watertown Housing Authority

Beaverbrook Step – Service Provider

Beaverbrook STEP, Inc.

Virginia A. Connolly
CEO / Executive Director

Jessica Kirwan
Senior Director

- Non-profit based in Watertown with over 50 years of experience as a service provider for people with intellectual and developmental disabilities. Currently operating 28, 24-hour residential group homes and 4 day service programs for people with intellectual and developmental disabilities.
- Longtime partner of WHA's 689 households and other programs in Watertown.
- Will provide 24-hour service for 5 residents at 103 Nichols.

Watertown Housing Authority

DDS Placement Process Aligns With Watertown CPC Goals For Local Preference

•Per firm policy, placement of residents at 103 Nichols will be done solely by DDS through their Charles River West Area Office, which serves individuals with Developmental Disabilities who reside in Belmont, Watertown, Waltham, Cambridge and Somerville.

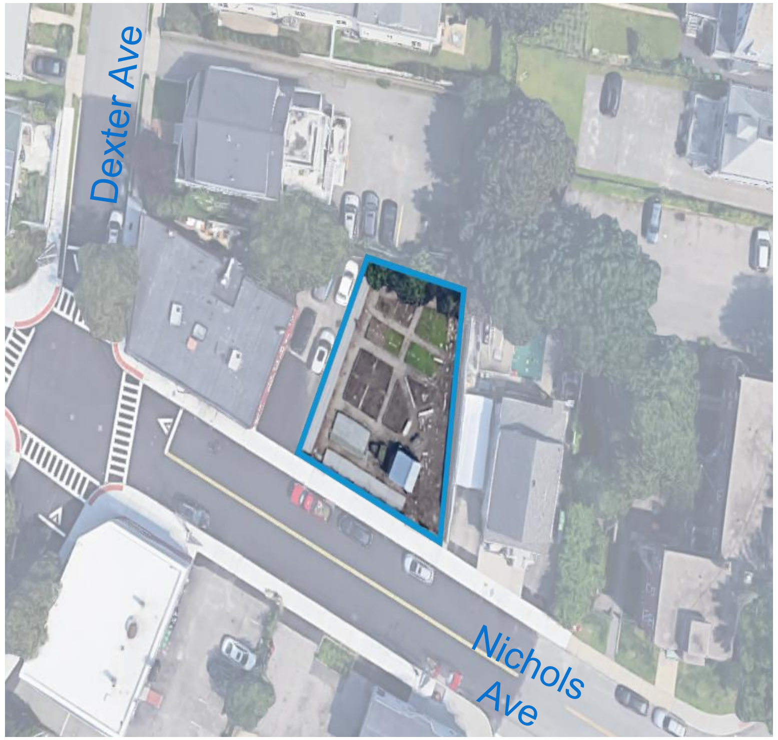
•DDS prioritizes identifying local referrals with appropriate needs. This core value is highlighted in their mission statement:

> *The Department's mission is to create, in partnership with others, innovative and genuine opportunities for individuals with intellectual and developmental disabilities to participate fully* ***in their communities*** *and meaningfully engage as valued members.*

•Deciding where to place individuals is a complex process that involves DDS clinical and administrative staff, clinicians, families, caregivers and service providers, and considers location as one of those priorities in addition to the safety, goal development, structure, and other factors that may be unique to an individual or group home setting.

103 Nichols Property History

- The site was used as an auto shop, car sales lot and gas station through the 1970s.
- WHA purchased in 1982 to develop special needs state-aided public housing under the Ch. 689 program.
- After 1990 remediation, MassDEP concluded the site was no longer actively contaminated.
- Vacant lot was then used as a community garden.
- To simplify the design and bidding process, the property was disposed from the state 689 program and transferred to 103 Nichols LLC, which is owned by WHA's non-profit development corporation, Watertown Housing Development Corporation.



Watertown Housing Authority

Local Need for Supportive Housing

- Supportive services can be critical for adults with intellectual and developmental disabilities.
- Access to affordable, supportive housing services is extremely limited. Currently, an individual in Watertown could be placed as far as Amherst or Wrentham for permanent housing through DMH or DDS.
- DDS has insufficient capital dollars to acquire its own real estate for creating new housing or to modernize new homes to be fully accessible.
- Very few sites exist to create housing within the inner ring suburbs of Boston.

Watertown Housing Authority

Section 2: Environmental

Environmental Overview

- In 2022, WHA hired Fuss & O’Neill to complete the Phase 1 Environmental Site Assessment, and has been an integral part of the design process since.
- Fuss & O’Neill have provided civil and environmental engineering services in Boston for more than 100 years.

FUSS & O’NEILL

ENGINEERS • SCIENTISTS • PLANNERS

Watertown Housing Authority

Environmental Timeline

1970s

Site used as an auto shop, car lot, and gas station

1982

Site acquired by WHA.

1980s

Excavation of underground storage tanks (USTs) and soil removal in southwest corner of site

1990s

MassDEP grants No Further Action status, allowing for unrestricted residential use.

2022

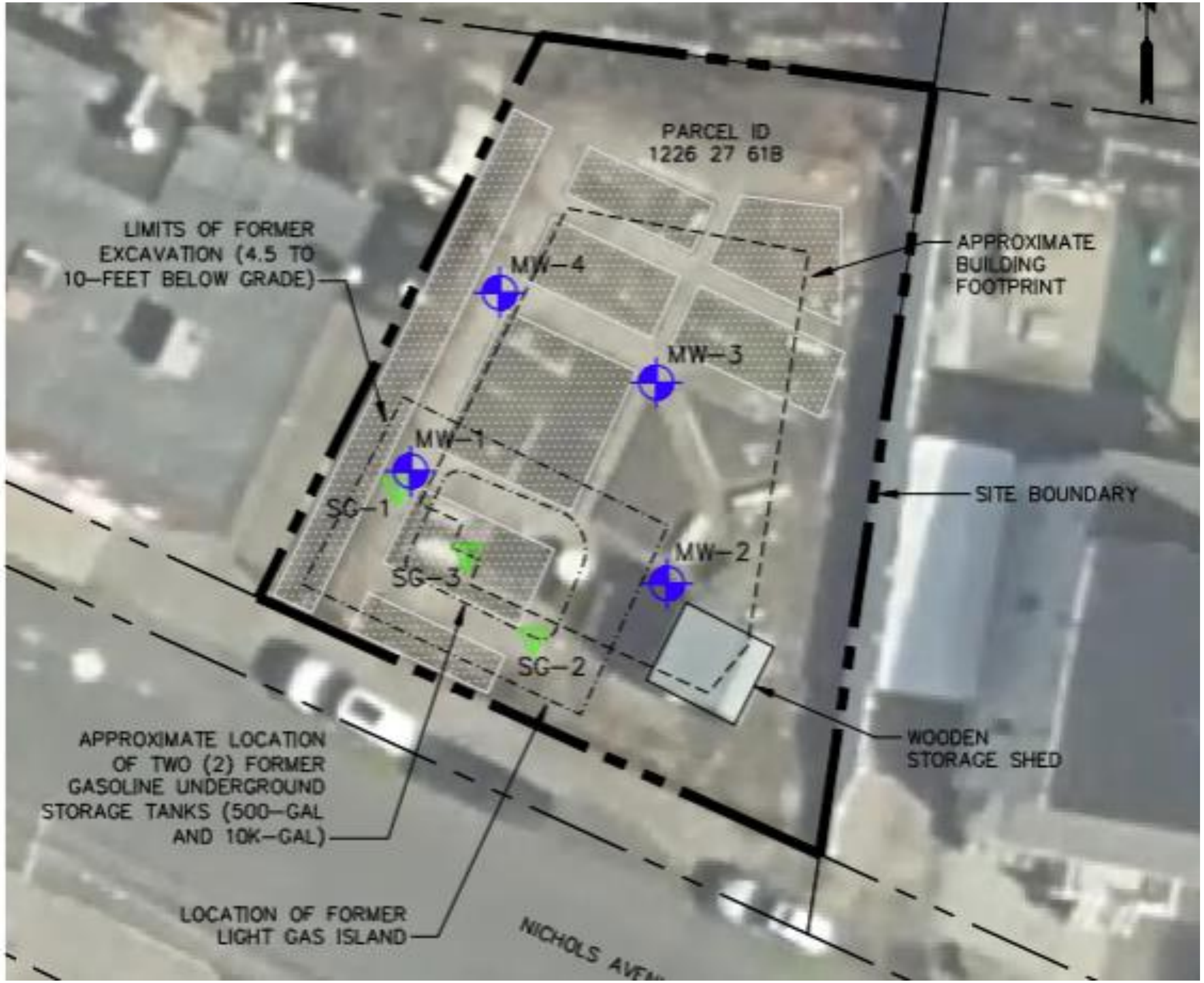
A soil sample above former UST boring indicated heightened levels of C9-C12 Aliphatic Hydrocarbons.

2024

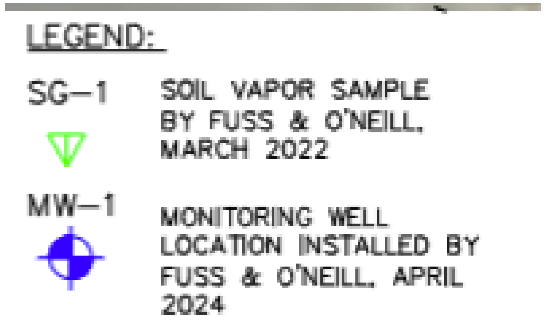
Second round of soil and groundwater testing finds no environmental concerns.

Watertown Housing Authority

Summary of Environmental Findings



- 2024 samples did not confirm elevated compound level of one 2022 sample.
- 2025: "Fuss & O'Neill determined that vapor intrusion from petroleum constituent compounds at the Site is deemed unlikely." – Fuss & O'Neill
- Out of abundant caution, the design has been adapted to prevent vapor intrusion.

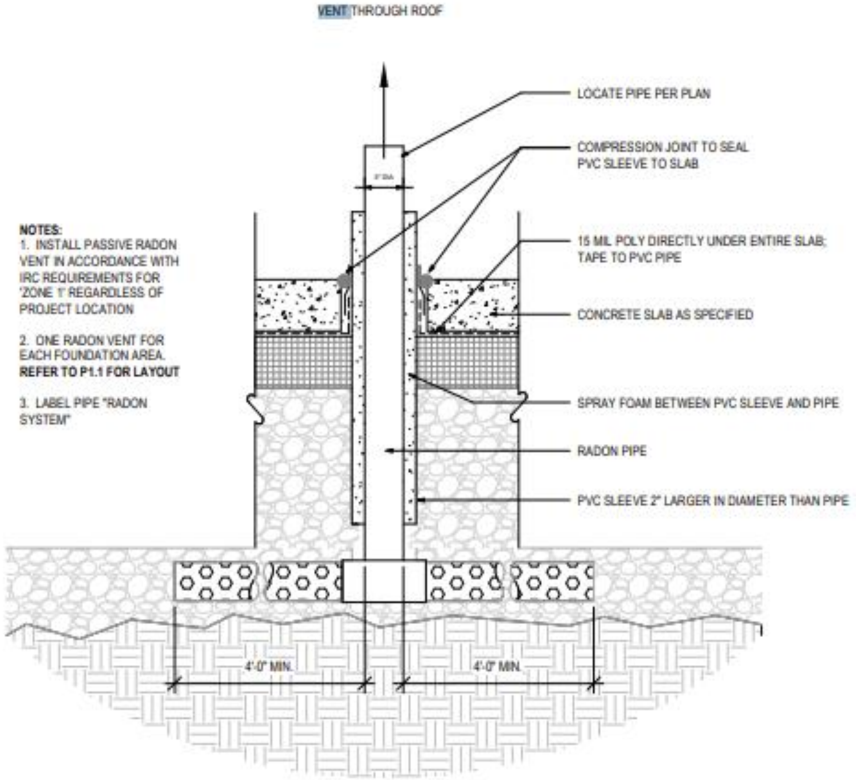


Watertown Housing Authority

Vapor Mitigation Design

Responding to concerns from the 2022 sample, the design incorporates four elements to mitigate vapor intrusion potential:

- Chemical-resistant vapor barrier system
- Passive vent piping network
- Slab-on-grade building design
- Digital radon monitoring alarm below the slab



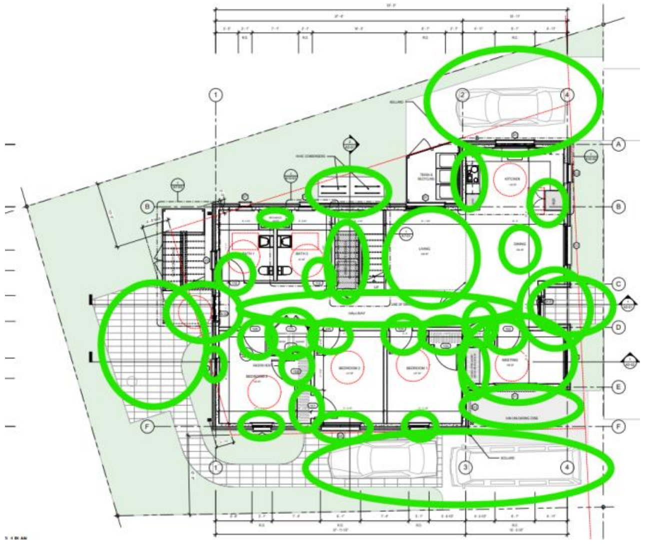
Watertown Housing Authority

Section 3: Design

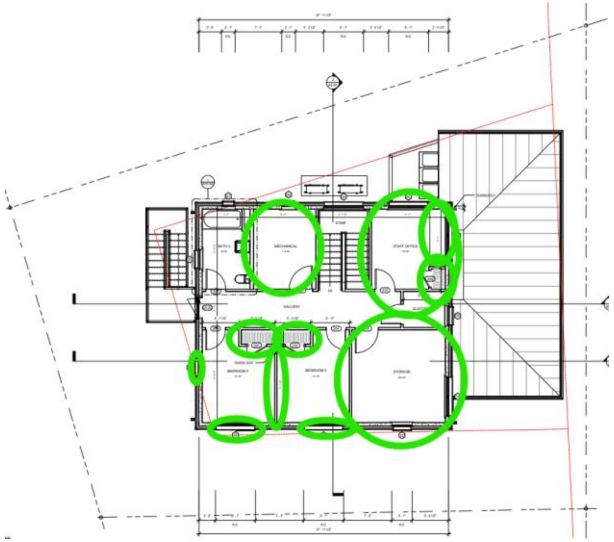
Watertown Housing Authority

Designing to Funding Requirements

- DDS/FCF requirements with input from Beaverbook STEP drove the final design:
  - Completely accessible and maneuverable ground floor and site grounds
  - ≥300 square ft of storage space, mainly accomplished through 2nd floor storage room
  - Separate staff office with storage
  - Reinforced ceilings for overhead tracks
  - Covered entrances (including the front entry)
  - Emergency generator system
  - Fully sprinklered and hardwired smoke and CO detection
  - Van and staff parking
  - Additional private meeting room / medication room

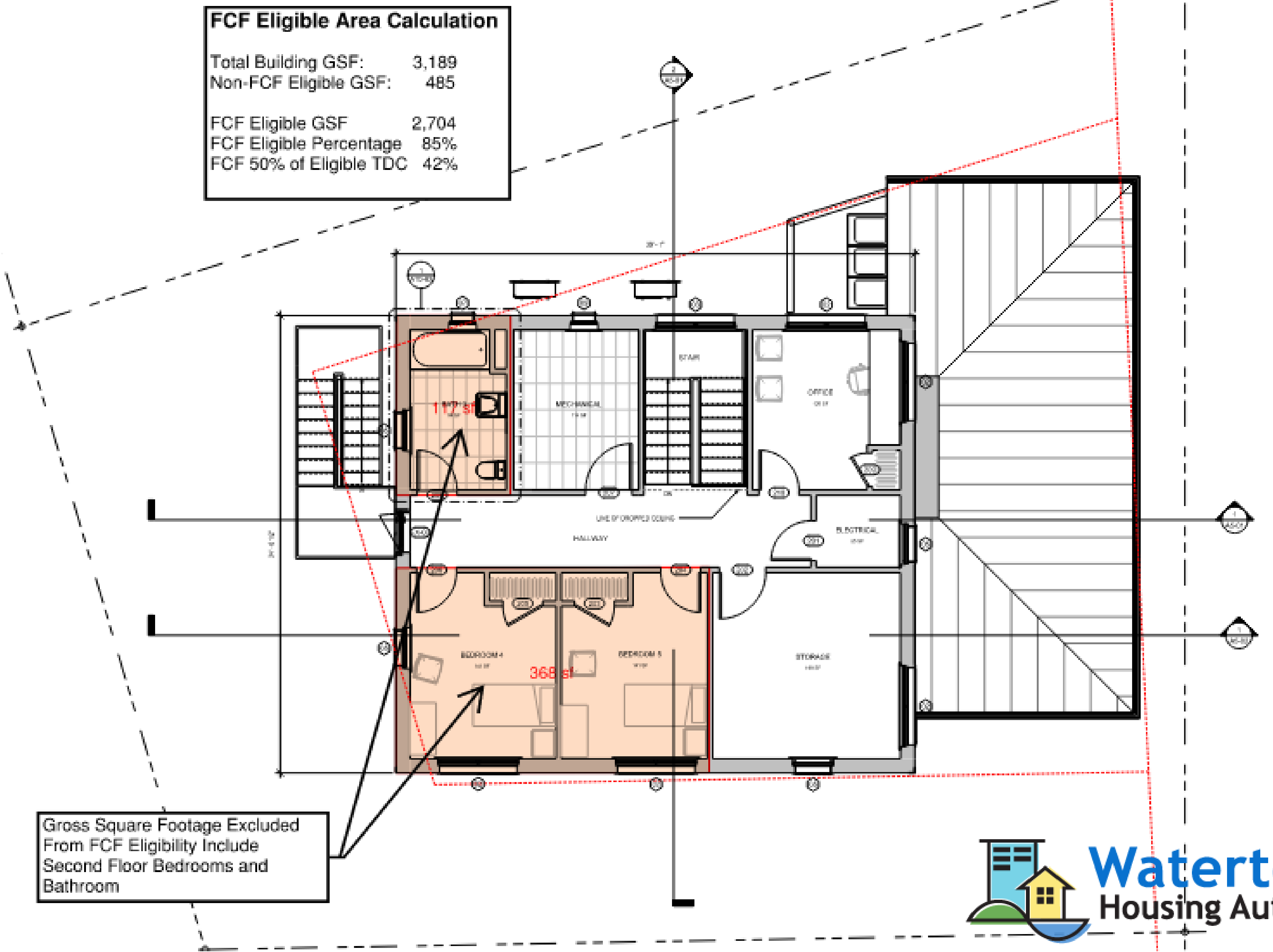


FCF Requirements



Watertown Housing Authority

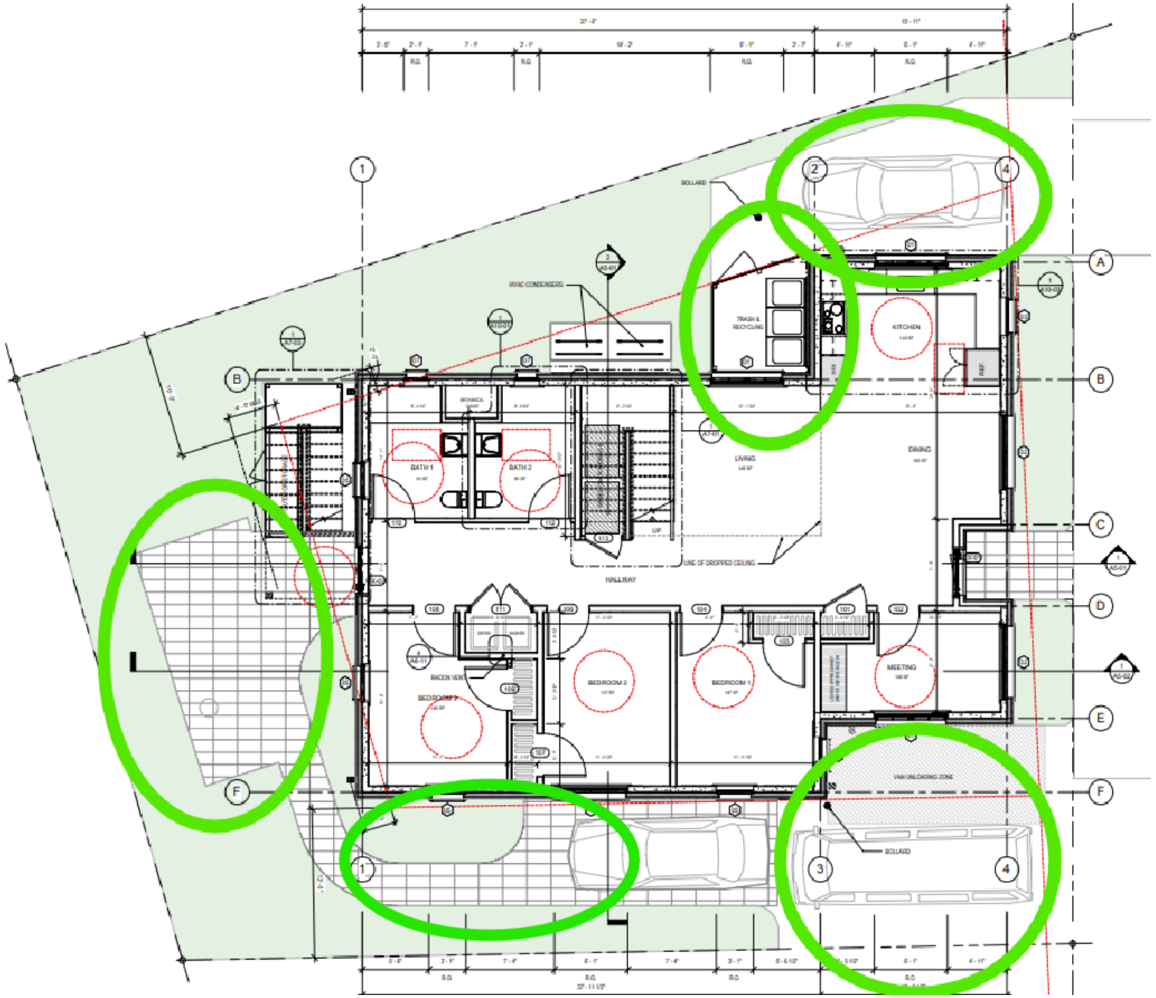
Designing to Maximize Funding Opportunities



Watertown Housing Authority

Collaborative, Responsive Design

May 16, 2024 CPC
Presentation Design

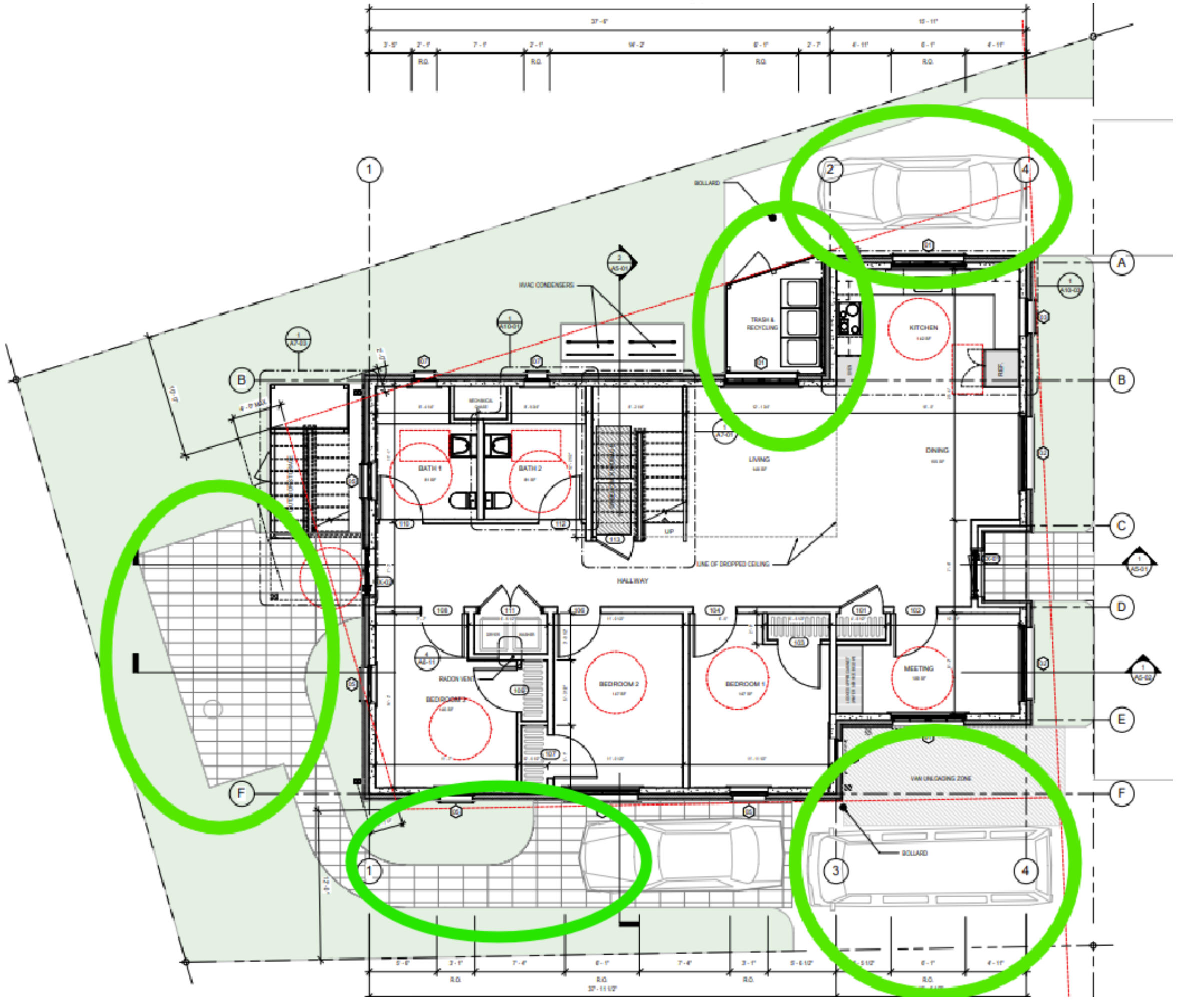


Current Design

Watertown Housing Authority

Collaborative, Responsive Design

- In response to May 2024 CPC meeting and City and DPW recommendations, the current design:
  - Added parking on both sides of the building to limit need for tandem parking
  - Bifurcated parking into distinct areas to avoid vehicle shuffling and reduce parking near bedrooms
  - Doubled the patio area
  - Concealed the site waste disposal
  - Designed for updated stormwater requirements

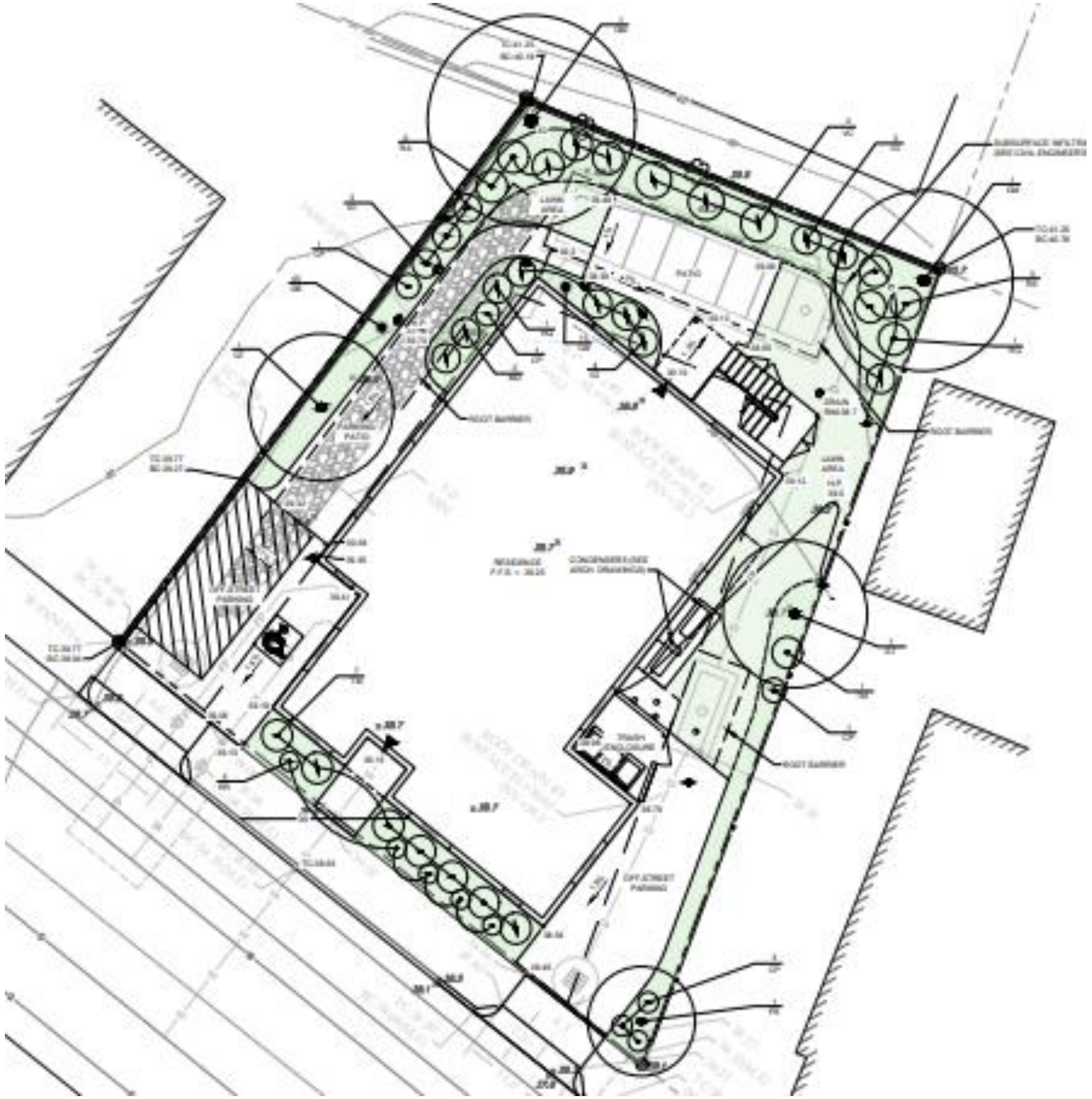


Responsive Design

Watertown Housing Authority

Site Plan and Landscaping

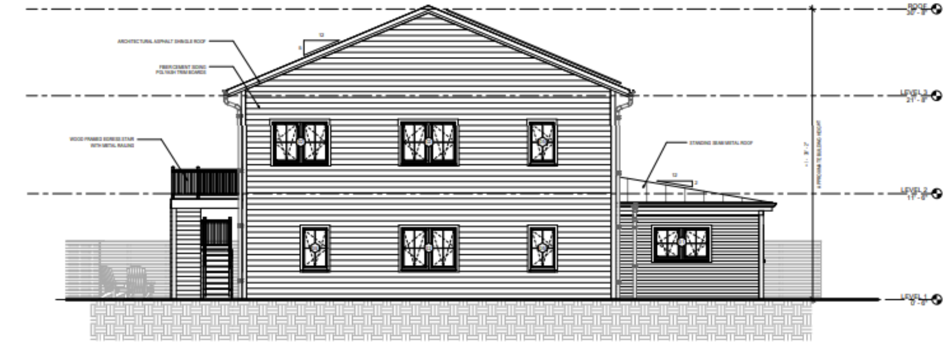
- Site plan incorporates design inputs from the project's stakeholders.
- The current site plan maximizes:
  - Residents' outdoor living space
  - Resident privacy
  - Usable parking area
  - Vegetation and tree cover



Watertown Housing Authority

Elevations

EAST ELEVATION



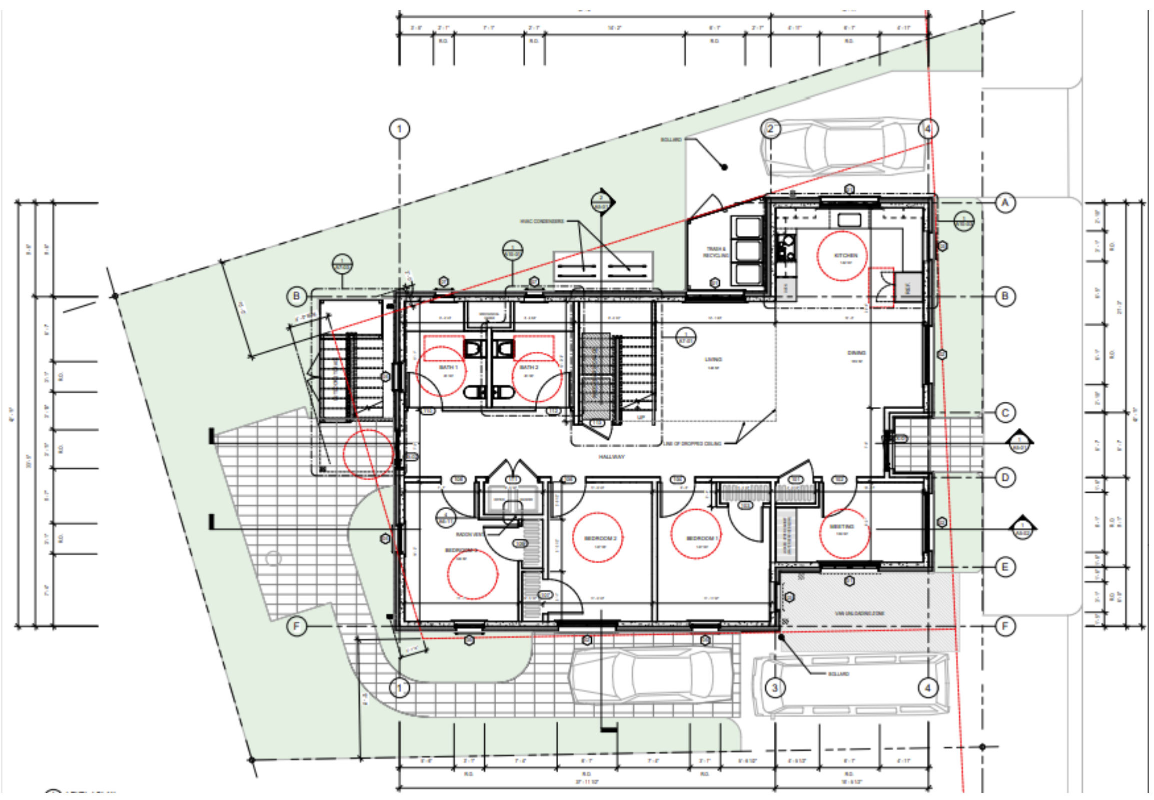
WEST ELEVATION

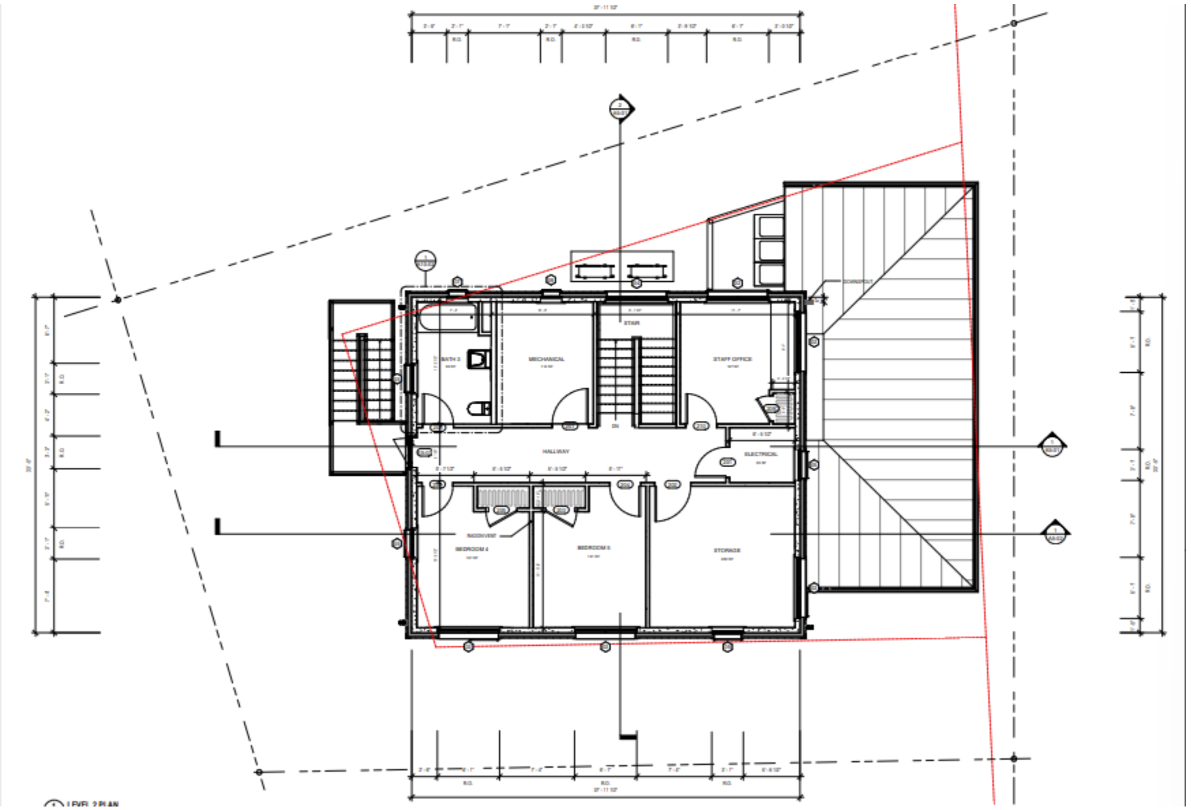
SOUTH ELEVATION

NORTH ELEVATION

- Design provides two floors, which will maximize the number of residents served and offer room options based on residents' mobility needs.
- The design avoids the costly addition of elevator and exterior exit ramp.
- Design conceals trash area.

Floor Plans



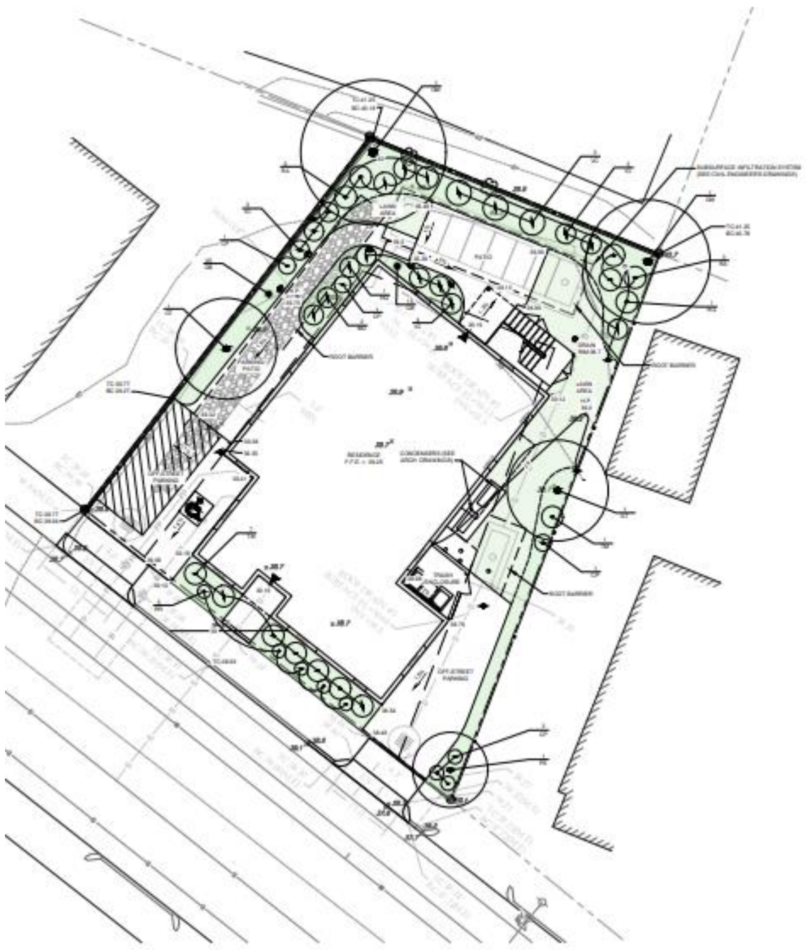


- Floor plans provide private spaces, shared living, and operational space in line with funding requirements.
- Building makes highly efficient use of a small lot.

Watertown Housing Authority

Sustainability

- The design meets or exceeds Watertown's Opt-In Specialized Stretch Energy Code and Enterprise Green Communities standards.
- The building will be solar ready. WHA will explore both direct ownership and power purchase agreements (PPA) to achieve on-site solar.
- Other features include:
  - All-electric design, including appliances
  - Two highly capable cold-climate air-source heat pumps sized by mechanical engineer for the building
  - Insulation values and air sealing that exceeds the prescriptive requirements of the Energy Code
  - Stormwater/flood mitigation design



Watertown Housing Authority

Section 4: Budget

Project History (CPC Updates)

2021	November 2022	May 2024	May 2025
Preliminary Budget	**Pre-Development CPC Application**	**CPC Update**	**Current Project**
• 7 Bedrooms • 2 kitchens • $1,411,200 construction budget ($420/sf; CHA estimate) • 3,200 square feet • Assumed $450/unit DDS rents, which could only support a $180k mortgage.	• 5 Bedrooms • 2 kitchens • $1,593,774 construction budget ($420/sf; CHA estimate) • 3,600 square feet • Assumed $450/unit DDS rents, which could only support a $180k mortgage.	• 5 Bedrooms • 1 kitchen • $1,550,000 construction budget ($500/sf; CHA estimate) • 3,200 square feet • Assumed $450/unit DDS rents, which could no longer support a mortgage after updating operating costs and interest rate.	• 5 Bedrooms • 1 kitchen • $2,531,000 construction budget ($790/sf; Miyakoda Construction Estimator) • 3,189 square feet • $1,500/unit rent negotiated with DDS supports ~$680k mortgage.

Watertown Housing Authority

Funding Sources

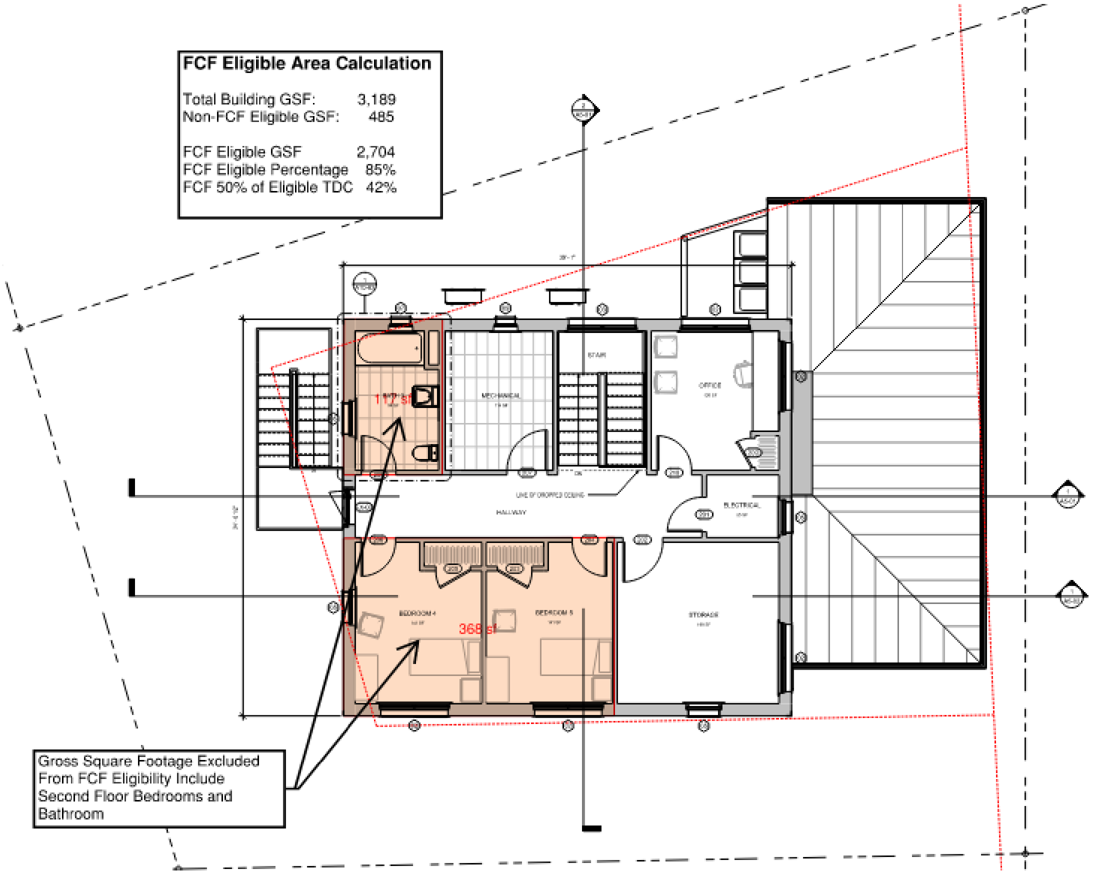
- The anticipated funding sources are as follows:

Source	Amount
FCF Funds	$ 1,350,000
CPA Funding	$ 1,308,303
Permanent Loan	$ 688,333
Construction Loan (*Paid back)	$ 1,956,878

- d
- $500k State earmark no longer seen as a viable funding source for this project’s schedule. Additional FCF funding has offset the removal of this funding source.

Facilities Consolidation Fund (FCF)

- FCF funding request is currently $1,350,000.
- In conversation with CEDAC, WHA secured preliminary FCF approval to increase application amount to $1,350,000.
- The FCF contribution is notably above than EOHLC's recommended maximum amount ($750,000), reflecting the state's desire to invest in the project.
- Responses to WHA's March pre-application have been positive, with CEDAC engaging an architect to review the proposal.
- A conditional commitment is expected by mid-summer 2025.



Watertown Housing Authority

Community Preservation Act Funding

- The CPA request of $1,308,303 reflects the potential to deliver affordable, accessible housing for people with intellectual and developmental disabilities in Watertown.
- WHA has collaborated with the CPC to guide the project's design and execution.
- It advances four of Watertown's Community Housing Goals in its 2021-2025 Community Preservation Plan:

Community Housing Goals

1. Support economic and demographic diversity by funding the creation of community housing based on documented community needs.
2. Preserve long-term affordability for existing income-restricted housing units.
3. Support community housing initiatives that include a local preference policy, under limits of the law and regulations set by the Department of Housing and Community Development (DHCD).
4. Support the creation of community housing units through adaptive reuse of historic buildings, churches, and other buildings, as well as creative infill development.
5. Support programs that provide direct housing assistance for low and moderate-income community households.

Watertown Housing Authority

Permanent and Construction Loans

- The estimated permanent loan amount is $688,333, based on a 6.02% interest rate and a 35-year amortization period and term.
- This is an estimate based on the current Federal Home Loan Bank's 20 year rate with a .5% buffer.
- The estimated construction loan amount is 1,956,878, based on a 4.85% interest rate and a 10-month term.
- This is an estimate based on the current 30-day Secured Overnight Financing Rate from the Federal Reserve.
- WHA will identify a lender prior to closing. CHA will advise WHA in soliciting lenders and selection.

Watertown Housing Authority

Uses

Construction Cost and Contingency

- The direct construction cost of $2,531,452 is based on Miyakoda Construction Estimator's professional experience with construction for public agencies.
- The direct construction cost includes permit fees.
- Observed increases to construction inputs have been priced into the construction estimate.
- The construction contingency of 7% ($177,202) is within the industry standard of 5-10% and will capture some of the current market volatility.

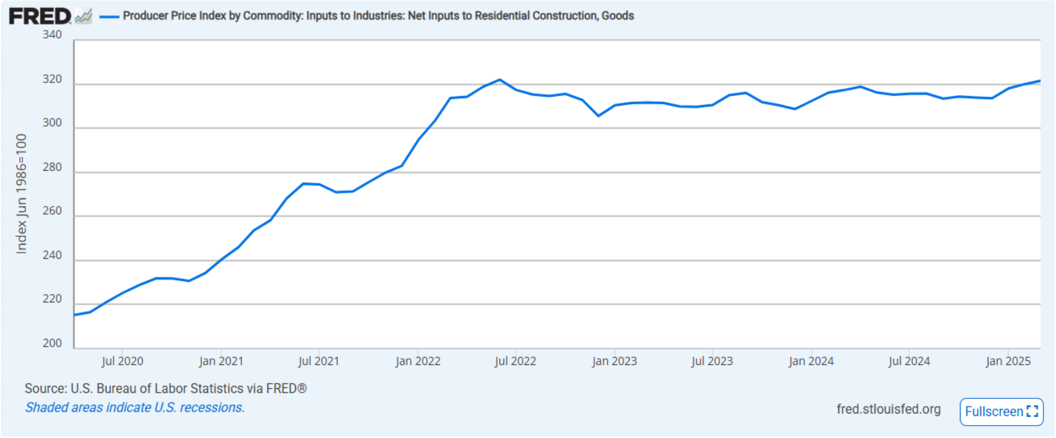
Watertown Housing Authority

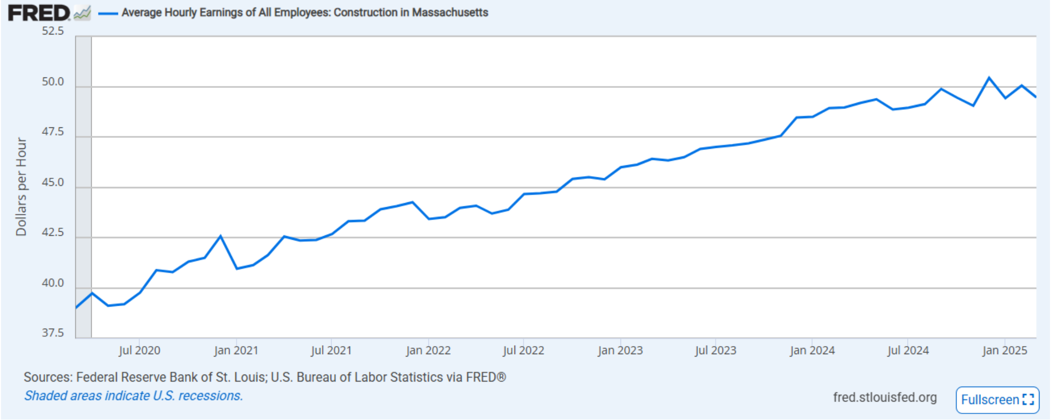
Construction Cost Drivers

- Construction inputs for residential construction in Massachusetts have risen 49% in the past 5 years.[1]
- Construction wages in Massachusetts have risen 27% over the past 5 years.[1]
- As a public project, 103 Nichols faces a public premium of ~40% higher costs than private projects.[2] This figure includes premiums for prevailing wages and procurement, however this project is eligible for procurement relief.
- Enhanced design requirements (FCF, Energy Code, and DPW) have added to base project costs.

1: Federal Reserve Economic Data, 2020-2025

2: Massachusetts Housing Partnership

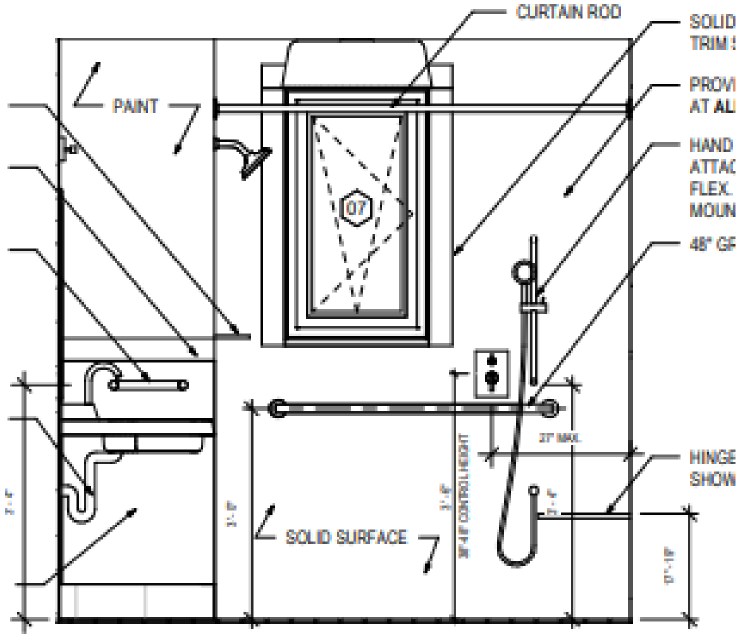




Watertown Housing Authority

Comparison to Other Types of Construction

- The project carries higher costs than those associated with private construction of single-family homes, including:
  - Public Premium – Public projects must pay prevailing wages and satisfy remaining procurement requirements, raising project costs by ~40%.
  - Accessibility Features – Designing for people with disabilities requires specialized finishes/fixtures, reinforced materials, and increased floor area to accommodate residents with mobility impairments.
  - Building Systems – Sprinkler and fire/life safety systems are present and hard-wired.
  - Operational Features – FCF requirements specify building features not found in private homes.
  - This project does not benefit from the economies of scale typically seen in larger housing developments or institutional buildings with similar construction types and requirements.



Watertown Housing Authority

Soft Costs

Use	Amount
Architecture and Engineering	$182,000
Financing Fees	$74,207
Survey	$15,000
Clerk of the Works (WHA to select)	$30,000
Environmental	$5,500
Legal	$15,000
Title & Recording	$19,397t
Real Estate Taxes (PILOT)	$6,693
Builder's Risk/Liability Insurance	$68,864
Construction Monitoring	$10,000
Geotechnical	$5,000
Soft Cost Contingency	$20,000
Operating Reserves	$21,459
Developer Fee (to WHA)	$165,000
Total Soft Costs	$637,981

Watertown Housing Authority

ZeroEnergy Design Contract and Fee

- The ZeroEnergy Design (ZED) fee included in the budget is for amendment #2 only (Construction Administration).
- This includes ZED's fee for management of its subconsultants (electrical, plumbing, civil, structural, fire protection, mechanical and landscape), and coordination with third party consultants (geotechnical, environmental, and construction testing).
- DCAMM February 2022 Publication "Guidelines for Designer Fees" Recommends a fee to construction cost ratio of approximately 11% for a project this size, excluding additional services, where 11% is offered as the “starting point.” ZED’s contract includes additional services including independent cost estimator and energy modeling.
- CHA staff has reviewed all ZED proposals for this project and found them to be consistent with other CHA projects of this size.

Feasibility through 100% CD's	$181,730
Amendment #1: Schedule Extension	$13,275
Predevelopment Design Costs	**$195,005**
Amendment #2: Bidding, CA, Closeout and Warranty	$176,747
Reimbursable allowance	$5,200
Included in current budget	**182,000**
Total (minus reimbursables)	**$371,952**
Percentage of construction cost	**14%**

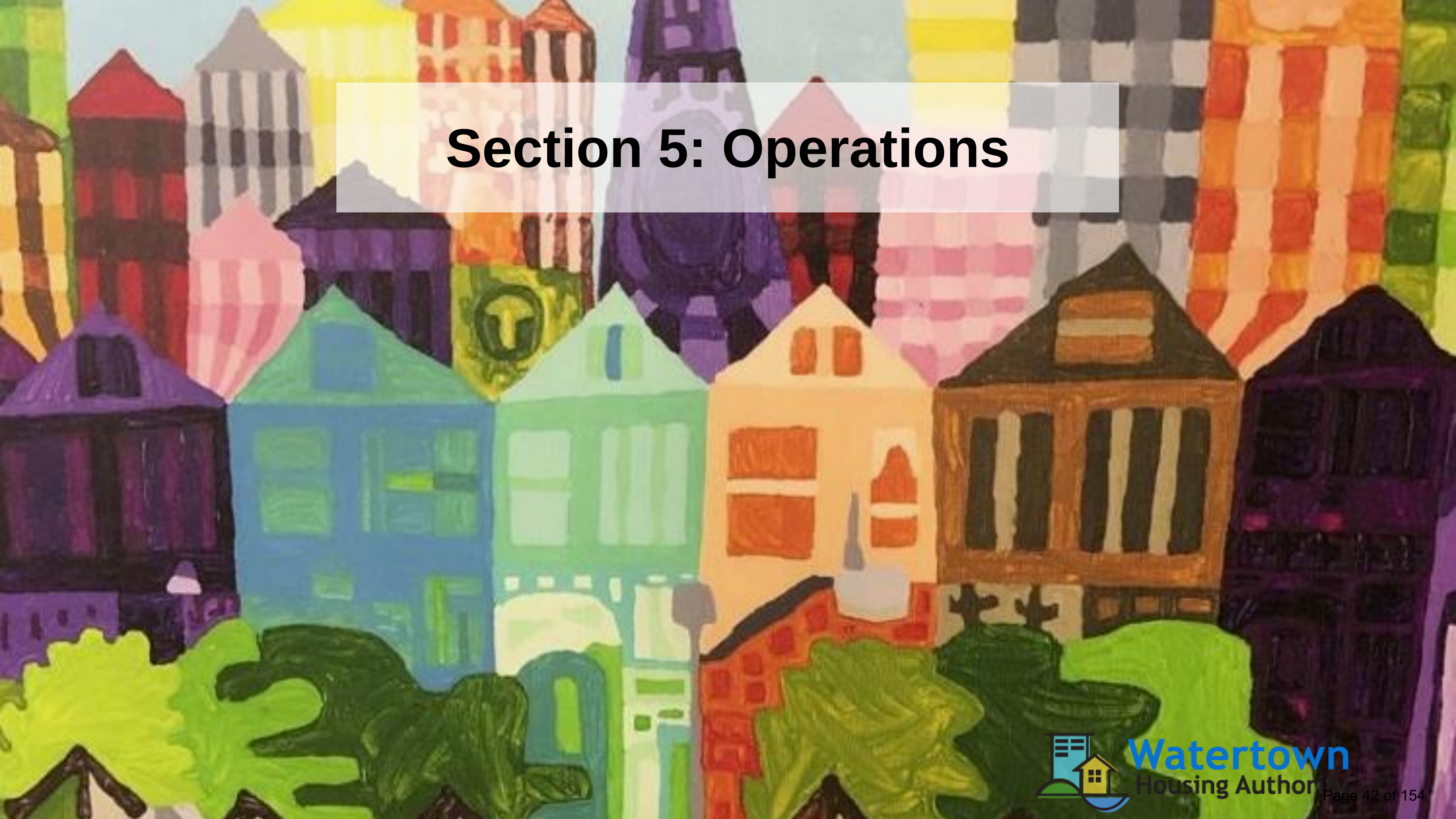
Watertown Housing Authority

Developer Fee

- WHA's developer fee is 5% of project costs ($123,750), within or below affordable housing development industry standards.
- FCF guidelines permit a development fee of 15% of TDC.
- If funding shortages arise during construction, WHA can cover cost overrun by deferring its developer fee.

Watertown Housing Authority

Section 5: Operations



Organization and Operation Chart

Beaverbrook STEP, Inc.

Occupancy Contract
(reimbursement for rent, utilities, etc.)

Service Contract
(reimbursement for staffing and care)

DDS
Department of Developmental Services

Watertown Housing Authority

Lease
($7,500/Month)

Watertown Housing Authority
(Property manager of 103 Nichols)

Watertown Housing Development Corporation

(Closely held non-profit affiliate of Watertown Housing Authority and sole member of 103 Nichols LLC)

103 Nichols LLC

(property owner)

Operating Budget (WHA's Costs)

Operating Expenses

	Total	Per Unit Per Year	Per Unit Per Month
	units		1
Administrative			
Staff and Benefits	**3,298**	3,298	275
Accounting Fee	**4,052**	4,052	338
Legal	1,126	1,126	94
Audit	**100**	100	8
Misc	**1,000**	1,000	83
Total Admin	9,576	**9,576**	798
	-	-	-
Maintenance			
Maintenance Payroll	**2,000**	2,000	167
Taxes/Fringe	-	-	-
Repairs and Supplies	**2,026**	2,026	169
Contracts	**6,190**	6,190	516
Total Maintenance	10,216	**10,216**	851
Utilities			
Electricity	-		-
Gas	-	-	-
Water and Sewer	-	-	-
Total Utilities	-	-	-
PILOT	**6,693**	6,693	558
Insurance	**9,335**	9,335	778
Replacement Reserves	**2,250**	2,250	188
Other: MIP	-	-	0
Other: General Expenses		-	0
Total Other	18,279	**18,279**	**1,523**
Total Operating Expense	**38,071**	**38,071**	**3,173**

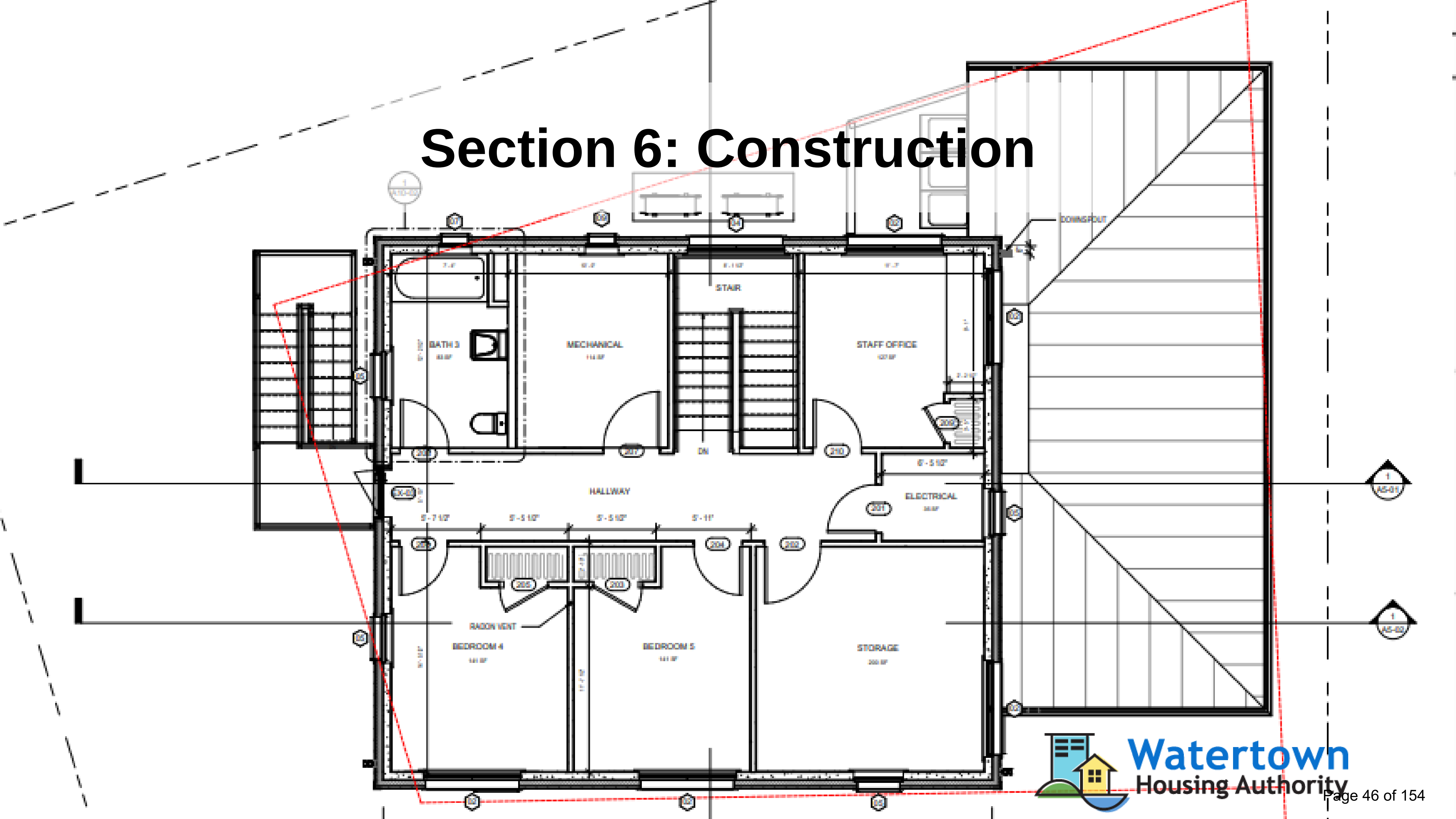
- Variable operating costs per unit were taken from WHA's supportive housing properties and most comparable CHA properties, prorated to be adequate estimates for 2026 operating costs

Watertown Housing Authority

Resident Operations

- Beaverbrook will provide 24-hour service for 5 residents at 103 Nichols.
- WHA maintains the site.
- DDS reimburses Beaverbrook for rent, utilities and general maintenance through an Occupancy Contract.
- DDS reimburses Beaverbrook for staffing, overhead and other expenses through a Service Contract.
- Residents pay fees to provider organization in lieu of rent

Section 6: Construction



Construction Roles

- Anthony DiGiovanni, WHA Director of Maintenance & Modernization, will serve as Owner's Project Manager (OPM) during construction.
- WHA will hire a separate Clerk of the Works for construction inspection.
- ZED and their team of consultants will provide construction administration as part of its contract.
- CHA will provide technical assistance as needed.

Watertown Housing Authority

CHA Cambridge Housing Authority

ZED ZeroEnergy Design

Bidding Process

- ZeroEnergy Design will complete bidding administration for the contractor in June 2025 as part of its fixed fee.
- ZED will prepare the bid set drawings and offer potential bidders a site visit as part of the bidding process.
- Invitations to bid will be publicly advertised with a transparent process, however procurement relief eliminates the need for a filed sub-bid process, potentially reducing costs.
- WHA will accept the lowest qualified bidder. This approach balances cost competition with contractor reliability.
- Once a contract is awarded, the construction cost is locked in, providing a buffer against rising costs.

Watertown Housing Authority

Section 7: Next Steps

Watertown Housing Authority

Next Steps

Activity	Time
Presentation to CPC	May 15, 2025
FCF and CPC Funding Due Diligence	March - July 2025
Expected CEDAC Commitment Letter	July 2025
Construction Bidding and Award	June-July 2025
RFP & Lender Review	May-June 2025
Closing	Late October 2025
Construction Begins	Early November 2025
Construction Ends	Late October 2026
Conversion to Permanent Mortgage	February 2027

Watertown Housing Authority

Thank you for your time! Please share any questions you have.

Watertown Housing Authority

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is made on this XX day of XXXX, 2025 by 103 Nichols LLC and Beaverbrook STEP, Inc.

RECITALS

The purpose of this MOU is to memorialize the cooperative partnership between 103 Nichols LLC and Beaverbrook STEP, Inc., as the Watertown Housing Authority (WHA) proceeds with construction of a new group home at 103 Nichols Ave, through its non-profit affiliate the Watertown Housing Development Corporation (WHDC), sole member of 103 Nichols LLC and as it works with Beaverbrook STEP to plan and operate a group home.

WHEREAS, the mission of the Watertown Housing Authority is to Provide affordable, decent, safe and sanitary housing, and create an environment which enables residents to live responsibly and with dignity by creating and maintaining public confidence in the Authority's operations and staff to ensure that the facilities owned and managed by the WHA are marketable in the community and are appealing to the residents, while enabling WHA staff to improve their performance through appropriate vision, training, and career development to assist the town, state and national governments in identifying and addressing housing needs; and

WHEREAS, the mission BeaverBrook STEP is a stalwart and steadfast commitment to providing institution-free services that are self-determined with people first, insuring ADA and Olmstead compliance and assuring the human and civil rights of our citizens with disabilities by improving and expanding quality, coordinated, community-based services, and effectively managing costs; and

WHEREAS, WHA has owned and maintained 23 1-bedroom units under the Massachusetts Chapter 689 program, of which the property at 103 Nichols was originally purchased under; and

WHEREAS, for over 35 years Beaverbrook Step has been in partnership with WHA as a service provider contracted through the Department of Developmental Services (DDS) to operating WHA's 689 units by leasing them from WHA; and

WHEREAS, Beaverbrook STEP and WHA have been working together to develop a group home at 103 Nichols to serve the Watertown community since 2020, with Beaverbrook STEP providing $50,000 in funding for predevelopment expenses for the project in 2023; and

WHEREAS, WHA is developing its 103 Nichols property, owned by 103 Nichols LLC, through the Watertown Housing Development Corporation, an instrumentality of the WHA, to build a five-bedroom group home for adults with developmental disabilities, and is applying for funding through the Watertown Community Preservation Committee (CPC), and a loan from the State of Massachusetts Executive Office of Housing and Livable Communities' Facilities Consolidation Fund (FCF), administered by the Community Economic Development Assistance Corporation (CEDAC) ; and

WHEREAS, 103 Nichols LLC and Beaverbrook Step wish to continue their partnership as owner and service provider for the new 103 Nichols Ave. group home;

NOW, THEREFORE, WHA and Beaverbrook STEP mutually agree as follows:

1. **PARTIES**

Watertown Housing Authority, Beaverbrook STEP, Inc.

103 Nichols LLC:

C/O
Watertown Housing Authority
55 Waverley Avenue
Watertown, MA 02472

Contact Info:

Jacqueline Sullivan, Executive Director WHA
JSullivan@watertownha.org
(617) -923-3950

Beaverbrook STEP, Inc.:

Beaverbrook STEP, Inc.
5 Main St., 2nd floor
Watertown, MA 02472

Contact Info:

Virginia A. Connolly, CEO/Executive Director
vaconnolly@beaverbrookstep.org
(617) 926-1113

2. **OBLIGATION OF THE PARTIES:**

The parties agree to work together in the true spirit of partnership to ensure that there is a united, visible and responsive willingness to develop, construct and operate this property in coordination with DDS in compliance with FCF requirements for the duration of the 30-year FCF loan.

103 Nichols LLC:

WHDC is developing the 103 Nichols Ave parcel to build an approximately 3,100 square foot, 5-bedroom group home to meet the needs of DDS and Beaverbrook Step and their clients. 103 Nichols LLC, will be responsible for the design, permitting (construction and zoning), financing and construction of this development, with the intention of leasing this property to Beaverbrook STEP, who will operate it as the service provider with contracts with DDS.

103 Nichols LLC also commits to:

1. Provide property management, through a management contract with WHA, by maintaining operating and capital reserves, insurance, payments in lieu of taxes, and providing general maintenance and repairs for the property.
2. Develop a lease with terms and conditions that are mutually agreed upon with Beaverbrook Step and DDS to be renewed at regular intervals for a minimum of 30 years in accordance with the conditions of the FCF loan. (Sample Lease attached as Exhibit A).

Beaverbrook Step, in support of this MOU, will:

1. Negotiate in good faith the terms and conditions of a lease to be renewed at regular intervals for a minimum of 30 years in accordance with the conditions of the FCF loan (Sample lease attached as Exhibit A)
2. Maintain the licensing, inspections, and other specialized requirements needed to operate this group home and provide services for five low income persons with intellectual disabilities according to state and federal regulations, and in compliance with the requirements of the FCF loan;

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be bound as of the date set forth below::

103 Nichols LLC

______________________________ Date:____________

(Authorized Signatory)

Beaverbrook STEP, Inc.

______________________________ Date:____________

(Authorized Signatory)

Exhibit A

Sample Lease:

LEASE AND MANAGEMENT CONTRACT
BETWEEN

THE WATERTOWN HOUSING AUTHORITY

AND BEAVERBROOK STEP

This Contract is made this__day of ________, 2026 (the "**Contract Date**") between the W a t e r t o w n Housing Authority, a public body politic and corporate duly organized pursuant to Chapter 121B of the Massachusetts General Laws ("**Chapter 121B**") with its principal place of business at 55 Waverley Ave. Watertown, MA 02472 (enter street, city state & zip) (the **"Authority"),** and **Beaverbrook Step,** a Massachusetts non-profit corporation having its principal place of business at 109111 Union St. Watertown, MA 02472 (enter street, city state & zip) (the **"Provider"**; together the with the Authority, the **"Parties")** to lease the property owned by the Authority at 103 Nichols Ave, Watertown, MA 02472 and consisting of the land and all buildings thereon, including all exterior grounds, walkways, and parking areas (the **"Premises").**

Whereas:

The Authority owns and operates the Premises, which was funded in part by a Facilities Consolidation Fund (FCF) loan to provide affordable housing for adults with developmental disabilities in coordination with the Massachusetts Department of Developmental Services (**"DDS");** and

The Provider seeks to lease the Premises and operate on the Premises a program of services for low income persons with intellectual disabilities in a residential setting licensed and/or regulated by DDS pursuant to a contract with DDS (the "**DDS Contract**"), which contract is incorporated by reference herein; and

DDS has approved this Contract and has executed a guarantee, attached and incorporated herein, which details certain duties of the Provider that DDS will fulfill if the Provider is unable to do so; and

The Authority, Provider and DDS desire to ensure that the rent for the Premises is sufficient to support the reasonable operating expenses of the site, including a six month operating reserve as described herein in Paragraph 6.g., provided that all rental funds paid for the Premises shall be used only to support these costs of the Premises and for no other property or program of the Authority or of the Provider;

Therefore, the Authority and Provider agree as follows:

1. **Use of Premises**. The Authority hereby leases the Premises to Provider for the purpose of operating a Residential Program for 5 low income persons with intellectual disabilities.The Provider shall notify the Authority in advance of any significant changes in either the resident population or the services being provided through the Residential Program at the Premises.

2. **Services**. Provider shall provide the following services to the residents at the Residential Program at the Premises: 103 Nichols Ave, Watertown, MA 02472

   A detailed service plan must be in place for all residents and available at the Premises for DDS review.

3. **Term.** The term of this Contract is for a period of one (1) year from the Contract Date. It shall be automatically extended for thirty (30) successive one (1) year periods unless written notice of intent to terminate is given by either party to the other not less than ninety (90) days prior to the date on which this Contract would automatically extend, or this Contract is terminated as provided in Paragraph 12 below, provided that in no event shall the term together with any extension period of this Contract exceed five years from the Contract Date. A copy of the notice of intent to terminate shall be sent by its originator to all other signatories of this Contract.

4. **Rent.**

   a. Rent for the Premises is $7,500.00 per month due on the first day of each month.

   b. Effective on the anniversary of the Contract Date each year (the “Contract Renewal Date”), the rent will be increased by a percentage that is no less than the Cost of Living Adjustment (COLA) as published by the U. S. Social Security Administration for the current calendar year. Implementation of COLA-adjusted rent increase on the Contract Renewal Date is a requirement of this Contract and shall not be delayed pending the outcome of any negotiations pursuant to Paragraphs 4.c. and 4.d. below.

c. The Rent will be reviewed each year prior to the Contract Renewal Date at the annual meeting described in Paragraph 4.d.with representatives of the Authority, the Provider and DDS to determine whether the Rent, as adjusted by the COLA increase, is sufficient to cover the expenses of the Authority for the Premises, including:

1. Maintenance of an operating reserve for the Premises equivalent to at least six months operating costs;
2. Cost to the Authority of insurance for and repairs and maintenance provided to the Premises;
3. A reasonable allocated portion of the Authority's central administrative costs which shall be determined in accordance with Generally Accepted Accounting Principles (GAAP) accounting methodology and policies
4. Payments in lieu of taxes;
5. Any costs associated with the Authority's assumption of any of the Provider's responsibilities as set forth in Paragraph 6 herein; and
6. Other costs directly associated with the operating or capital needs of the Premises to be specified at the Annual Meeting described in Section 4(d). If no other costs are specified, then only the costs listed in 1-5, above, will be considered.

All appropriate budget and expense information will be shared as part of this review, including Premises-based budget and operating cost information where available and a statement of the current operating reserve level for the Premises. As a result of the annual meeting, Rent may be increased above the COLA amount specified in Paragraph 4.b, as is agreed to by the parties in accordance with Paragraph 4.d.

d. Annual Meeting: Prior to the Contract Renewal Date, the Authority, Provider and DDS will meet to review and address any Premises-related issues raised by any of the Parties, including at a minimum the following:

1. The Parties shall conduct or schedule an inspection of the Premises in compliance with Paragraph 13.
2. The Authority will present a copy of the current year budget for the Premises and a report of expenditures made from the Premises' operating reserve fund (Paragraph 6.g.) in the year and a statement of the current reserve balance.
3. If appropriate, the Authority may present a proposed new budget for the Premises for next year and propose a new rent amount.
4. The Authority will share its current capital plans for the Premises as described in Paragraph 6.e. for discussion and comment by the Parties.
5. The Parties will review the attached "**Maintenance Responsibilities"** (which is hereby incorporated in this Contract and included as Attachment A) and confirm the responsibilities described therein. Attachment A is intended to be

illustrative of the responsibilities of the Parties but is not to be considered all inclusive.

6. The Provider will provide evidence that an insurance policy in compliance with the requirements of Paragraph 10 is currently in effect.
7. After business hours procedures and contacts for both Parties will be reviewed and identified for emergency purposes.

Following the annual review of costs, the Authority, Provider and DDS shall agree upon the next year's budget for the Premises and determine whether the Rent, as adjusted by the Paragraph 4.b. COLA increase, is sufficient to cover any increase in costs reflected in the new budget, or if an additional adjustment to the Rent is needed to cover such costs. If an additional adjustment is determined necessary, the Authority, Provider and DDS shall agree upon the adjustment.

If the parties agree to an adjustment in the Rent, the adjustment shall be documented in writing and signed by the parties and DDS. The document shall be considered an amendment to this Contract, in accordance with Paragraph 17, and shall be effective as of the Contract Renewal Date unless a different effective date is specified in the signed document.

In the event the Authority, in accordance with Paragraph 4(c) above, seeks a rent adjustment in excess of the COLA and the Provider, DDS and Authority cannot agree on a new budget and/or an adjustment to the Rent, the Authority will inform DDS Central Office staff in writing, and the Authority, Provider and DDS will provide and DDS Central Office staff with their recommendations and supporting documentation regarding the proposed new budget and/or Rent within sixty days after the Contract Renewal Date. DDS Central Office staff must agree to any increase in rent proposed under this process. They will jointly issue a final decision within forty-five days of receipt of the supportive documentation. Pending this final decision, the Rent payable by the Provider shall be determined in accordance with Paragraph 4 (a) and (b) above. If a new Rent is approved, the approved increase shall take effect in ninety days

and shall not be retroactive. The joint decision shall be signed by the parties and DDS as an amendment to the Contract in accordance with Paragraph 17.

If it is determined that the Rent as adjusted by Paragraph 4.b. COLA increase exceeds the costs of the Premises as reflected in the new budget, the Authority agrees that the excess amount of the Rent will be paid into the Premises Operating Reserve Account and used in accordance with Paragraph 6.g.

5. **Utilities.** Provider agrees to pay the cost of all utilities to the Premises including heat, hot water, electricity, gas, telephone, water, and sewer, and the connection costs and membership fees for cable television. The Authority agrees to be responsible for the initial hook-up costs of all other utilities.

6. **Maintenance of Premises.** The Authority and Provider agree to share responsibility for the maintenance of the Premises as described in "Attachment A" and in accordance with the provisions of this Paragraph.

   a. **Emergency Repairs**. The Authority agrees to repair or correct any condition posing an imminent threat to a resident's life, health, or safety as per State Sanitary Code (the "Code") 105 CMR 410.750 or otherwise posing serious damage to the Premises within the timeframes provided by the Code. The Authority shall also be responsible for Emergency Repairs of the type described in Attachment A. If the Authority is unable to correct any condition within said timeframe, then the Provider may elect to make the necessary repairs. In doing so, the Provider shall utilize a licensed and insured contractor and provide the Authority with documentation of the repairs. The reasonable cost of this contract work will be reimbursed by the Authority within thirty days of receipt of proof of costs if these procedures are followed. The Provider shall make reasonable efforts to select a contractor from the Authority's list of publicly procured vendors

   Provider agrees to give telephone notice to the Authority, as specified below**,** immediately upon discovery of any such emergency condition so that the Authority has the option of utilizing its own staff for the purpose of making such repairs.

   b. **Routine & Preventive Maintenance.** The Provider and the Authority agree to complete the routine and preventive maintenance tasks and inspections of the type assigned to them in Attachment A to this Contract, and to maintain records of these tasks as specified by the Authority. The checklists outlining the completion of these tasks must be available for review by the other party at any time and will be discussed at the annual meeting.

   c. **Minor Repairs**. The Provider must submit a work order request in the form prescribed by the Authority to notify the Authority of the need for minor repairs of the type described in Attachment A. The Authority will notify the Provider in advance of scheduling the maintenance appointment, and the Provider will provide access to the Premises as needed to complete the work. These repairs shall be completed within a
   reasonable timeframe, unless the Authority identifies and communicates any extenuating circumstances. The Parties may agree to an alternative mechanism to

make minor repairs provided the responsibilities of each party are clearly defined in a document signed by the Parties, and incorporated as an addendum to this Contract.

d. **<u>Major System Repairs</u>**. The Authority shall be responsible for repair of any condition on the Premises requiring major repair to or replacement of any building system or structural or exterior component, of the type described in Attachment A as Major Systems Repairs.

e. **<u>Other Cost Considerations</u>**. The cost of any repairs for damage attributable to the use of the Premises by the Provider and employees, agents, invitees, guests, and residents of the Provider, with the exception of normal wear and tear on the Premises, shall be borne solely by Provider. Any LHA repair cost schedules are subject to periodic adjustments, in accordance with standard LHA practice and procedure for tenant charges resulting from damages.

f. **<u>Operating Reserve</u>**. The Authority agrees to maintain a separate operating reserve for the Premises equivalent to 3 months of expenses. The primary purpose of this operating reserve is to fund minor repairs and emergency repairs at the Premises. Reserves for the Premises may not be consolidated with reserves for any other Authority projects, including other developments operated by or for DDS or the Provider. A reserve level equal to 3 months of budgeted operating expenses shall be maintained as stated in Paragraph 4.c. above. Reserves in excess of this standard will be considered available to fund capital improvements to the Premises.

7. **<u>Betterments.</u>** Provider agrees not to make any alteration, renovation or betterment to the Premises without the expressed written approval of the Authority.

8. **<u>Operating Procedures.</u>**

a. Provider agrees to house low income persons with intellectual disabilities on the Premises in conformance with the requirements of DDS and this Contract. The Rent due pursuant to Paragraph 4 of this Contract is not dependent on the number of residents living at the Premises and shall be due in full while this Contract is in effect.

b. Provider agrees to charge each resident no more than 30% of his/her income for use and occupancy of the Premises. The Authority and Provider acknowledge that each resident may be charged an additional amount to pay for services to be provided by Provider as described in Paragraph 2 above.

c. <u>Relocation of Residents</u>**:** If it is necessary to temporarily relocate the residents during the time any repairs are being made, Provider agrees to provide the resident(s) with suitable alternative housing accommodations, or, if unable to do so, will notify DDS, which will ensure that suitable alternative housing is provided, at no cost to the Authority.

d. Provider and Authority agree to closely supervise their employees, agents, guests, invitees, and residents and to be legally, financially, and administratively responsible for their acts or omissions to the extent provided by law and/or this Contract. Provider will notify the Authority of any changes in senior staff working at the Premises to ensure proper communications and continuity in operating procedures.

e. Provider shall have the exclusive right to determine who participates in the residential program, subject to applicable federal and state laws, regulations, and guidelines. If requested by the Authority, the Provider and/or DDS should be available to publicly respond to community questions regarding resident selection and placement, security and safety protocol, and other matters, within the legal limitations protecting the confidentiality of its residents.

f. Provider acknowledges that it is a holder of personal data pursuant to M.G.L. c. 66A and agrees to comply with its requirements, regulations at 760 CMR 8.00 et. seq., and any other applicable law or regulation.

g. Provider and Authority agree to manage the Premises in accordance with applicable law, regulations, and ordinances.

9. **Assignment.**

a. Provider hereby assigns to the Authority the right to demand and receive from DDS funds which it owes to Provider in such amounts as may be required to satisfy any delinquency in rental payments owed by Provider to the Authority. In the event of any dispute between Provider and the Authority as to the amount of such delinquency, the signatories to this Contract agree that ~~EOHLC~~ shall determine such amount, which shall be final and binding on all signatories to this Contract.

b. The exercise by the Authority of the guarantee and assignment rights under this Contract shall not preclude the Authority from taking any other lawful step against Provider because of such delinquency, including eviction.

c. This Paragraph shall be deemed an assignment by Provider to the Authority of contract rights for the purpose of collection and, therefore, exempt from the filing and other requirements of Article 9 of the Uniform Commercial Code (M.G.L. c. 106, s.9-104(f)).

10. **Insurance.** Sub-Paragraphs 10.b. and 10.c. shall be void and without effect if the Provider is the Department of Developmental Services and is subject to M.G.L. c. 258.

a. The Authority agrees to obtain and keep in effect insurance against loss to the Premises or criminal act, pursuant to the statewide insurance policy for state-funded public housing projects. Provider covenants and agrees that Provider will not do or permit anything to be done in or upon the Premises, or bring in anything or keep anything therein, which shall increase the rate of insurance on the Premises above the standard rate applicable to the Premises hereby occupied for the use to which Provider has agreed to devote the Premises, or which shall void such insurance. Provider further agrees that in the event Provider shall do any of the foregoing, Provider shall promptly pay to the Authority on demand any such resulting increase in insurance costs, which shall be due and payable as additional rent hereunder, or Provider shall cease activities which cause the voiding of the insurance as the case may be.

b. Provider agrees to obtain and keep in effect comprehensive public liability insurance indemnifying the Authority and the Provider on an occurrence basis against all claims and demands for personal injury liability or damage to property which may be claimed to have occurred upon the Premises with a limit of not less than:
- Bodily Injury - $1,000,000 each person
- Bodily Injury - $1,000,000 each occurrence
- Property Damage - $600,000 each occurrence
- Combined Single Limit Bodily Injury and Property Damage - $1,500,000 each occurrence.

c. Provider shall ensure that the Authority is named in the comprehensive public liability insurance policy as a co-insured pursuant to the indemnification provided to the Authority in Paragraph 11.a. below. The policy shall affirmatively recognize this indemnification and shall provide that where the policy conflicts with the terms of this indemnification, the indemnification controls. Further, the policy shall provide that the Authority be given at least thirty (30) days written notice of any change in or termination of such policy. Proof of such insurance coverage and a copy of the policy must be provided to the Authority prior to the initial execution of this Contract and prior to the annual renewal date of the Contract.

11. **Indemnification.** This Paragraph shall be void and without effect if the Provider is the Department of Developmental Services and as such is subject to M.G.L. c. 258.

a. The Provider will save, defend, hold harmless and indemnify the Authority from and against any and all claims, liabilities, or penalties (including the cost of its reasonable attorney's fees) asserted by or on behalf of any person, corporation, or public entity:

1. To the extent provided by the comprehensive public liability insurance required by Paragraph l0.b., based upon or because of any injury to person, or loss of or damage to property, sustained, or occurring in, on, or about the Premises due to or arising from the act, omission, fault, negligence, or misconduct of Provider, any employee, invitee, guest, or agent of Provider or resident of the Premises, or

arising out of the use or occupancy of the Premises by any person claiming through Provider; or

2. Due to or resulting from the failure of Provider to perform and carry out its responsibilities and obligations under this Contract.

Notwithstanding the provisions of Paragraph 11.a. above concerning the limitation of this indemnification, the Provider shall, nevertheless, indemnify the Authority for any liability described therein which falls within the scope of any "deductible" provision included in such insurance policy.

b. The Authority will save, defend, and hold the Provider harmless and indemnify Provider, from and against any and all claims, liabilities, or penalties (including cost of reasonable attorney's fees) asserted by or on behalf of any person, corporation, or public entity based upon or because of any injury to person, or loss of or damage to property, sustained, or occurring in, on, or about the Premises due to or arising from the design or construction of the Premises or any major capital improvements thereto. This indemnification does not cover the day-to-day routine care of the Premises, which is the sole responsibility of the Provider.

12. **Termination.** Subject to the Guarantee that is part of this Contract, the Contract may be terminated:

a. By either party for material breach of a provision upon ninety (90) days advance written notice, a copy of which notice of intent to terminate shall be sent by the originator to all other signatories of this Contract.

b. By the Provider upon 180 days advance written notice in the event that residents will be permanently relocated and the Contract will not be renewed.

c. Either party shall have the right to terminate or suspend this Contract immediately in the event that Provider's license to operate is suspended, revoked, or not renewed; or Provider's contract with DDS to provide program services to residents of the Premises is suspended, terminated, or not renewed. In the event that Provider's license to operate is suspended, terminated, or not renewed or Provider's contract with DDS to provide program services is suspended, terminated, or not renewed, DDS shall inform the Authority and shall provide maximum notice possible of such license or contract action. Provider agrees to compensate the Authority for any incidental costs incurred by the Authority due to such termination.

13. **Inspections.** The Authority shall have the right to inspect the Premises for any reason upon twenty-four (24) hours advance notice to the Provider of any such inspection, except in emergency circumstances when the Authority may enter onto the Premises immediately. In addition, the Authority, Provider and DDS shall jointly conduct, at a

minimum, annual inspections of the Premises as noted in Attachment A, shall provide copies of all inspection reports to all Parties, and shall maintain written inspection reports on file at the Authority.

14. **Notice.** Every notice and demand required or permitted to be given under this Contract, with the exception of work orders and emergency notices provided for in Paragraph 6, shall be in writing and deemed to have been duly given when delivered by hand, by nationally recognized overnight courier (in either event with evidence of delivery or refusal of delivery), or when mailed postage prepaid by certified or registered mail, with return receipt requested, to the **mailing addresses below**, or to such other address as any party shall from time to time have designated by written notice given to the other parties as herein provided. Notices shall be effective upon the date of receipt or refusal thereof.

Provider: ______

Address**:** ___

Authority: ___

Address:Click or tap here to enter text.__

DDS: ___

Address**: ___**

15. **Tax Waiver.** Provider hereby agrees irrevocably for itself and any successors in interest to waive any right to claim depreciation or an investment credit with respect to the Premises pursuant to applicable federal and state tax laws.

16. **Tax Certificate**. Provider agrees to sign, prior to execution of this Contract, a statement, on a form certifying that it is in full compliance with all applicable tax laws of the Commonwealth, as required by M.G.L. Chapter 62C, Section 49A.

17. **Entire Agreement**. This Lease and Management Contract, the Guarantee, and all attachments referenced herein represent the entire Agreement between the Parties. All changes or additions to this Contract shall be made in writing and shall not be effective until approved in writing by the Parties, as well as DDS

18. **Validity and Approval**. This Contract is valid only upon its written approval by the Parties, as well as DDS

Authority - By: ______________________________ ______________

Date

Print Name: ______________________________

Title: ______________________________

Provider - By: ______________________________ ______________

Date

Print Name: ______________________________

Title: ______________________________

Approval: Department of Developmental Services

By: ______________________________ ______________

Date

Print Name: ______________________________

Title: ______________________________

GUARANTEE

As set forth herein, the Department of Developmental Services (**"DDS")** for good and valuable consideration hereby guarantees to fulfill the obligations of **Beaverbrook Step** (the **"Provider")** as set forth in the attached Contract between the W a t e r t o wn__ Housing Authority (the **"Authority"),** and the Provider dated Click or tap here to enter text.. If the Provider fails to fulfill its obligations under the attached Contract, DDS shall, at the request of the Authority, undertake operation of the Premises as a residential program as described in such Contract and may, at its option:

(1) Manage the Premises and provide services to the residents directly;

(2) Temporarily relocate residents to another residential program;

(3) Contract with a new Provider to manage the Premises and provide services to the residents; provided, however, that such shall be subject to the approvals of the Authority which shall not be unreasonably withheld; or

(4) Permanently relocate residents to another residential program.

If DDS proceeds under (1) or (2) above, DDS will pay monthly rent to the Authority as required by Paragraph 4 of the attached Contract; except that such payment will be in arrears and it will assume all other obligations and rights of the Provider under the Contract, with the exception of Paragraph 10 and Paragraph 11. If DDS proceeds under (3) above, and the Authority agree, then the Authority, the new Provider and DDS shall enter into a new Contract and the attached Contract shall terminate as of the effective date of the new Contract. Until the effective date of the new Contract, DDS will pay monthly rent to the Authority as required by Paragraph 4 of the attached Contract except that such payment will be in arrears and it will assume all other obligations and rights of the Provider under the Contract, with the exception of Paragraph 10 and Paragraph 11. If DDS proceeds under (4) above, the Contract shall terminate.

Department of Developmental Services

By: ______________________________ Date: ________________

Print Name: ______________________________

Title: ______________________________

Please review Lease Attachment A: Maintenance responsibilities

NOTE: Provider/ Agency responsibilities are identified in shaded rows.

Type of Maintenance	Description	Tasks (lists are not all-inclusive)	Responsible Parties
Routine Maintenance	Maintenance and cleaning activities that must be performed on a regular basis.	Cleaning, such as sweeping, vacuuming, dusting, washing floors, windows and walls, maintaining clean bathrooms and appliances. Regularly replace light bulbs or broken outlet or switch covers. Unclog toilets. Care of exterior grounds, such as raking leaves, moving lawns, snow removal, removing trash. Seasonal placement and removal of screen and storm windows.	**PROVIDER/ AGENCY**
Preventive Maintenance	Checking and monitoring building systems and components. Performed on a regular basis. Goal to identify items needing LHA attention before repairs become major. Join Authority on scheduled inspections.	Baths: caulking, checking operation of toilets and sinks. Kitchen: checking operations of appliances. Exterior: checking for damage to walkways, roofs, patios, fences, driveways and siding. Test fire extinguishers, CO2 alarms, sprinkler and fire emergency systems as specified by manufacturer and/ or DDS/DMH and Authority protocols. Join Authority on scheduled inspections.	**PROVIDER/ AGENCY**
Preventive Maintenance		Regular painting of exterior walls, trim and decks; interior walls and trim as needed. Regularly service mechanical systems. Repair driveways and sidewalks. Clear gutters. Repair roof leaks. Conduct semi-annual inspections to evaluate all building systems and components. Test CO2 alarms, sprinkler and fire emergency systems as specified by manufacturer and/ or DDS/DMH and Authority protocol. If applicable, test fire extinguishers provided by the Authority.	Housing Authority
Minor Repairs	Minor repairs: Correction of malfunctioning or damaged building equipment or components. Does not include total replacement.	Repair broken windows, doors, and screens; gouged walls, Replace damaged siding and trim. Repair leaky plumbing fixtures or malfunctioning electrical outlets and switches. patch holes in paving.	Housing Authority
Major System Repairs	Replacement of building systems or structural components.	Scheduled replacement of major appliances and toilets; rehabilitation of bathrooms, kitchens, floor coverings, decks, roofs and siding; upgrade to electrical, plumbing, HVAC and fire safety systems.	Housing Authority
Emergency Repairs	Necessary when condition poses immediate health and safety hazard to residents and staff in home.	Replacement of failed boilers, hot water heaters, central air conditioners, toilets, tubs, plumbing, wiring, life safety systems or major appliances.	Housing Authority

NOTE: The Parties acknowledge that the monthly rent payment is inclusive of the LHA's maintenance responsibilities.

Updated:
2022-07

Middlesex South Registry of Deeds

Electronically Recorded Document

This is the first page of the document - Do not remove

Recording Information

Document Number	: 148564
Document Type	: DEED
Recorded Date	: December 29, 2023
Recorded Time	: 10:55:47 AM
Recorded Book and Page	: 82357 / 355
Number of Pages(including cover sheet)	: 5
Receipt Number	: 2967386
Recording Fee (including excise)	: $155.00

****
MASSACHUSETTS EXCISE TAX
Southern Middlesex District ROD # 001
Date: 12/29/2023 10:55 AM
Ctrl# Doc# 00148564
Fee: $.00 Cons: $1.00
****

Middlesex South Registry of Deeds
Maria C. Curtatone, Register
208 Cambridge Street
Cambridge, MA 02141
617-679-6300
www.middlesexsouthregistry.com

Property: 103 Nichols Avenue, Watertown, MA

QUITCLAIM DEED

WATERTOWN HOUSING AUTHORITY, a public body, politic and corporate, duly organized and existing under M.G.L. 121B of the Commonwealth of Massachusetts (the "Grantor"), having an address of 55 Waverly Avenue, Watertown, Massachusetts 02472,

in full consideration of One Dollar ($1.00),

grants to **103 NICHOLS LLC**, a Massachusetts limited liability company, having an address of c/o Watertown Housing Development Corporation, 55 Waverly Avenue, Watertown, Massachusetts 02472 (the "Grantee"),

with ***Quitclaim covenants***,

A parcel of land in Watertown, County of Middlesex South, Commonwealth of Massachusetts, with the improvements located thereon, described in Exhibit A attached hereto and incorporated herein.

The consideration for the conveyance set forth herein is such that no Massachusetts deed excise tax stamps are required pursuant to **G.L. c. 64D, §1.**

The undersigned certify compliance with **G.L. c. 7C, §38.**

For Grantor's title, see deed dated September 23, 1982 and recorded with the Middlesex South Registry of Deeds in Book 14735, Page 556

[Signature Page Follows]

WITNESS the execution hereof under seal as of the 25th day of October, 2023.

WATERTOWN HOUSING AUTHORITY,
a public body, politic and corporate, duly organized and existing under M.G.L. 121B of the Commonwealth of Massachusetts

By: ______________________
Name: MICHAEL LARA
Title: EXECUTIVE DIRECTOR

COMMONWEALTH OF MASSACHUSETTS)
) SS.
COUNTY OF Middlesex)

On this 25 day of October, 2023, before me, the undersigned notary public, personally appeared Michael Lara, the Executive Director of Watertown Housing Authority, proved to me through satisfactory evidence of identification, which were Massachusetts Drivers License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as free deed and act of Watertown Housing Authority.

____
(official signature and seal of notary)
Printed Name: Gregory Cumings

GREGORY CUMINGS
Notary Public
Commonwealth of Massachusetts
My Commission Expires
August 21, 2026

KH 1104067.2

Exhibit A

KH 1104067.2

EXHIBIT A

A certain parcel of land with the buildings thereon situated on the Northeasterly side of Nichols Avenue in Watertown, being shown as Lot 61-B on plan entitled "Plan of Land in Watertown, Mass.," dated November 8, 1940, by Everett M. Brooks, Civil Engineer, and recorded as Plan No. 271 of 1941, and further bounded and described as follows:

Southwesterly	by that portion of Nichols Avenue shown as Lot 61-C on said plan, seventy-three and 40/100 (73.40) feet;
Northwesterly	by Lot 61-A, as shown on said plan, seventy-three and 81/100 (73.81) feet;
Northeasterly	by land of Alice B. Keenan, as shown on said plan, forty-eight and 96/100 (48.96) feet; and
Southeasterly	by land of Anna Saboonjian as shown on said plan, ninety-one and 86/100 (91.86) feet.

Containing 4,947 square feet of land according to said plan.

Project Narrative

Describe the project and how you plan to accomplish it. *

New construction of a 5-bedroom group home owned by a closely held affiliate of the Watertown Housing Authority and operated by Beaverbrook Step, Inc., a Watertown based service provider for people with intellectual and developmental disabilities. The building will house five adults and was designed in close coordination with Beaverbrook Step, staff from the Massachusetts Department of Developmental Services(DDS) and the Watertown CPC. With initial CPA funding the design and construction documents, the project is nearly ready for bidding and construction. In addition to requested CPA funds, the project will be funded by state FCF funds administered by CEDAC, a funding allocation for the project in the Massachusetts Affordable Homes Act, and permanent debt supported by rents approved by DDS.

How does this project meet the general priorities and specific funding category goals outlined in the CP Plan? *

This project meets the Community Housing category of the 2021-2025 CP Plan by providing accessible housing for low-income individuals with intellectual and developmental disabilities, as well as prioritizing housing for Watertown residents. The property currently has a 40-year affordable use restriction with EOHLC, but can be modified as required to meet requirements of the CPC.

Why is this project needed and what are the public benefits? Who will be served by this project—e.g. particular demographic population or city district? *

This project is needed to allow current residents of Watertown with developmental and intellectual disabilities to receive the high quality care they need within their community.

Have you sought input or support from any boards, commissions, committees, community groups, or individuals? If so, please provide details.

This project has received letters of support from the Watertown Affordable Housing Trust, The Watertown Commission on Disability, CEDAC/FCF, and DDS.

How does this project incorporate universal design and comply with accessibility regulations (ADA/MAAB)? *

The first floor of the building is fully accessible, with three fully accessible bedrooms, two accessible bathrooms and an accessible kitchen. The standards of design provided by CEDAC and DDS used for this building exceed ADA and MAAB requirements

How does this project incorporate environmental sustainability? *

The building will be all-electric with an energy efficient design that incorporates materials like wood fiber insulation to reduce the building's embodied carbon. The building will be solar ready.

Facilities Consolidation Fund

Loans for the Facilities Consolidation Initiative

Program Guidelines

Commonwealth of Massachusetts
Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor

Department of Housing and Community Development
Tina Brooks, Undersecretary

February 2004

Facilities Consolidation Fund Guidelines

Table of Contents

GUIDELINES FOR THE FACILITIES CONSOLIDATION FUND

These Guidelines, produced by the Department of Community Development (DHCD) in conjunction with the Community Economic Assistance Corporation (CEDAC), clarify and supplement the statutory and regulatory requirements of the Facilities Consolidation Fund (FCF) program. The purpose of the Guidelines is to help affordable housing developers understand the key requirements for the FCF program, the application and award process for securing FCF funds, and the loan closing and post-closing requirements for FCF borrowers. Since the Statute and Regulations are not definitive in all of the ways necessary to implement the FCF program, the Guidelines provide some interpretation of statutory and regulatory requirements. Such interpretations are not intended to have the force and effect of law and regulation, and they are subject to appeal to and waiver by the Director of DHCD.

FCF loans must be made through a Financial Intermediary as required by the statute. DHCD has designated the Community Economic Development Assistance Corporation (CEDAC) as the Financial Intermediary for the FCF program. CEDAC underwrites FCF loan applications for DHCD, closes the FCF loans, and holds the FCF notes, loans, and mortgages.

These Guidelines are intended to be helpful to potential FCF borrowers and contain as much information as reasonably possible. If you have a question that is not answered here, please contact CEDAC (617-727-5944) or DHCD (617-573-1100) directly.

I. Introduction and Program Summary

The Facilities Consolidation Loan Program was created by Chapter 52 of the Acts of 1993 to support facilities consolidation development activities. Chapter 52 established a $50 million loan fund to provide deferred payment loans to non-profit developers for the creation and retention of community-based housing for the consumers of services of the Departments of Mental Health and Developmental Services. These guidelines implement Section 2 of Chapter 52 of the Acts of 1993, as amended in 2002, and are effective as of February 1, 2004.

FCF will provide **permanent, deferred payment loans for a term of 30 years.** Extensions of the loan term may be granted by DHCD for an unlimited number of successive periods, each period not to exceed ten years, upon DHCD’s determination that there continues to be a need for the housing and funding for services. FCF funds may cover up to 50% of a project’s Total Development Cost (TDC).

The principles of smart growth and sustainable development should be reflected in the project application, including:

1. Encouraging re-use and rehabilitation of existing infrastructure;
2. Concentrating development to conserve land, integrate uses and foster a sense of place;
3. Restoring and enhancing the environment;
4. Conserving natural resources;
5. Coordinating the provision of housing with jobs, transit and services;

6. Providing transportation choices such as public transport, walking and bicycling;
7. Supporting the growth of new and existing businesses;
8. Supporting the implementation of local and regional plans that are consistent with smart growth principals, including housing that has multi-community benefit.

Applicants for FCF loans should be aware that these loans come with the following long-term covenants:

- Loans are provided subject to recorded land-use restrictions.
- FCF loans may not be pre-paid without the expressed written consent of CEDAC and DHCD, which will only be granted in rare circumstances.
- Refinancing of a FCF project's first mortgage is only allowed where there is a clear financial benefit to the Commonwealth of Massachusetts from such refinancing.

Appendix A describes the special provisions of the legislation which relate to projects financed through long term leases with the Department of Capital Asset Management (DCAM).

II. Eligibility Requirements

1. Eligible Uses of FCF Funds

FCF funds may be used for:

- Acquisition of real property;
- Construction and renovation of residential buildings; and/or
- Soft costs directly related to development of residential units.

Acquisition

FCF funds may be used for the acquisition of property as part of a feasible and ready-to-proceed project to develop FCF-eligible units. The acquisition borrower will be required by the terms and conditions of the FCF loan documents to ensure timely completion of the project and its continued eligibility for FCF funds. FCF funds will not be awarded for acquisition loans unless all other critical financing commitments have been secured.

Construction

FCF funds may be used for new construction or rehabilitation, and may be drawn down by the borrower, as required, during the construction period. CEDAC will monitor construction to confirm, prior to disbursement of each loan draw, that the work has been completed as represented. CEDAC may elect to accept the monitoring reports of a senior lender, either private or public. Alternatively, CEDAC may engage its own construction inspector, and charge the cost to the Borrower.

Soft Costs

FCF loans may be used for soft costs, within reasonable limits, associated with the acquisition, rehabilitation and construction of FCF eligible projects. Soft costs may include the types of General Development Costs listed in the "One Stop" Application (Section 3. Sources and Uses of Funds, lines 59-85 as well as capitalized reserves, developer overhead and developer fees.

Capitalized reserves may be limited by statutory FCF requirements; consult with DHCD or CEDAC.) Developer overhead and fees are limited to amounts delineated in the Qualified Allocation Plan (QAP) for Low-Income Housing Tax Credit program, issued annually by DHCD.

2. Eligible Developers of FCF Projects

FCF projects must be developed by:

- A non-profit developer organized under Chapter 180 of Massachusetts General Laws (MGL); or
- A limited equity cooperative corporation, (organized under Chapter 157B of MGL); or
- A single purpose owner corporation affiliated with and controlled by a non-profit (e.g. a tax credit partnership).

The non-profit developer corporation will be required to show documentation of 501(c)3 status from the US Internal Revenue Service (IRS) prior to closing of a FCF loan.

Partnerships
A for-profit developer may act in a joint venture with a non-profit developer if the non-profit has at least 51% controlling interest in the joint venture. In all cases, the non-profit developer will be required to certify the following:

- No member, shareholder, officer or employee of such corporation or its board of directors may profit directly, or indirectly, from the FCF assistance or from the eligible project;
- The board of directors receives no compensation;
- No earnings of the non-profit inure to the benefit of any individual, corporation or other entity.

Applicants are encouraged to review *The Attorney General's Guide for Board Members of Charitable Organizations* for additional guidance regarding the responsibilities and obligations of members of the Board of Directors of non-profit and charitable organizations.

Developer Capacity
CEDAC will review the capacity of a developer to successfully undertake development, ownership and management of a proposed project. The track record of the developer in completing similar projects, record of service in the community, current financial statements, net worth, and compatibility of mission will be taken into consideration in reviewing the qualifications of the developer.

3. Eligible Populations to be Served

FCF loans are intended to support development which serves individuals affected by the facilities consolidation\community expansion and restructuring initiatives of DDS and DMH. DDS and DMH have identified the following populations to served:

- Current and former residents of DMH or DDS institutions affected by the Facilities Consolidation Initiative through closure, consolidation and\or restructuring of resources;

- Individuals eligible for DMH or DDS services who are either awaiting community-based residential services, or are living in a community program but are under-served; and
- People with mental illness who are living in the streets, shelters or in institutions with no other place to go.

4. Types of Housing

FCF funds present an opportunity to create a range of housing options in the community for the consumers of DMH or DDS services. In general, the following types of housing units may be funded through the program:

- Existing single or multi-family homes in typical neighborhoods with 2 to 6 bedrooms;
- Newly constructed homes in community settings;
- Accessible homes, either new or existing, including specialized unit types to serve the medical needs of consumers. The "medical model" should not take the place of a hospital or nursing home unit, but rather address specialized medical needs in a homelike environment;
- Single room occupancy units;
- Group homes; or
- Units within larger developments in which the DMH or DDS consumers are integrated.

In cases in which the residential portion of the development is less than 80% of the total space of the development, FCF will pro-rate the total development cost calculations to reflect the residential portion, plus the percentage, to be determined in consultation with the user agency, of such space required to meet the reasonable program needs of the consumers while providing a primarily residential and homelike environment. The goal is to provide non-institutional settings which respond to the needs and desires of the service consumers.

5. DMH/DDS Agency Certification

DMH and DDS, after consultation with CEDAC, will advise the sponsor of initial determination of eligibility, based on review of the pre-application, and will then provide a letter of certification and invite the sponsor to submit a full application. CEDAC will then review the full application, underwrite the loan based on project feasibility, and make a recommendation for funding to DHCD.

DDS or DMH shall certify, in connection with each project, the following:

> a) Such agency will be responsible for maintaining its obligation for funding to an eligible project during the term of the Chapter 52 loan, which shall include funding of an appropriate level of support services to any individual placed in the eligible project for as long as the individual lives in the project and needs such services;
>
> b) Such agency will be responsible for making placements into an eligible project funded under the Chapter 52 program that are appropriate to such eligible project;

c) Such agency's financial commitment in support of a particular community-based housing site shall continue unless an alternate financial arrangement acceptable to DHCD is provided;

d) If the housing is used as a site for residential treatment, DMH of DDS will provide at all times the appropriate level of support needed by the individual residents for such treatment; and

e) Such agency has reviewed the pre-application and has determined that the proposed community-based housing will provide a "quality housing product" intended by the Report of the Special Comission.

III. Loan Terms

FCF funds are provided as deferred payment loans (DPLs). The loan constitutes a debt that is documented by a note and secured by a mortgage on the real property. The borrower must also comply with a Development Loan Agreement that delineates various terms and conditions of the loan. Finally, a Land Use Restriction (LUR) ensures the continuing use of the property for the intended public purpose.

1. Amount of Assistance

Loans may be made for up to 50% of the Total Development Cost of a project. In a project in which only a portion of the units are eligible under the Facilities Consolidation Initiative, the 50% will be calculated on the TDC of the units eligible for FCF. The TDC may include all hard and soft costs of the project including developer fees and capitalized reserves.

Projects may initially use a formula approach to determine the amount of FCF funding for which their project is eligible. However, in underwriting the project, CEDAC will evaluate whether the project is making maximum use of federal and other resources for which it may qualify, and that the FCF award is the least amount necessary to achieve a feasible project. For example, projects utilizing a program such as HUD 811 financing may not qualify for the maximum amount of FCF that the formula approach would allow.

2. Loan Terms and Repayment

The term of the loan will be for a period of 30 years. If on the maturity date of the loan, the loan has not been repaid in full, and if the Director of DHCD in consultation with the Executive Office of Health and Human Services, determines that there still exists a need for such housing, and that there is continued funding available for the provision of services to the development, DHCD may extend the term of the loan for additional periods, each period not to extend beyond 10 years. No repayment is due before the loan maturity date unless the development's gross cash receipts, in any year fiscal year, exceed the gross cash expenditures by 105%. The FCF borrower must provide annual audited financial statements to CEDAC certifying annual cash receipts and expenditures.

3. Interest Rate and Terms

The interest rate on FCF loans is determined by the Director of DHCD in consultation with the Treasurer of the Commonwealth. Interest is deferred but accrues for the initial 20 years of the 30-year FCF loan term, except in any year that gross cash receipts exceed gross cash expenditures by 105%. The amount by which gross cash receipts exceeds 105% of gross cash expenditures must be paid to CEDAC and it is applied first to reduce accrued interest and then to the principal balance. After the 20th year of the loan, interest does not continue to accrue as long as the loan is not in default.

4. Land Use Restriction

FCF projects are subject to a recorded Land Use Restriction requiring that the land be used for the purpose of providing community-based housing for the mentally ill, or mentally retarded, and related uses. The land use restriction has a number of provisions unique to the FCF program. Developers should direct their attorneys to review the form of restriction by requesting a copy of a sample land use restriction from CEDAC. This restriction can be released only under the following circumstances:

- Upon payment in full of all amounts due under the FCF loan.
- Upon recording of a foreclosure deed by the holder of a mortgage senior to the FCF loan.

FCF loans may not be pre-paid, except by waiver of the Director of DHCD. Among other conditions, waivers are approved only if the affordable units will be replaced at another site, and an acceptable relocation plan is proposed.

5. Loan Position

FCF loans are typically subordinate to a senior private- or quasi-public sector loan, sharing a second position with comparable (typically public) funding sources. However, more junior loan positions may be negotiated if it is absolutely necessary in order to provide security for other lenders. A waiver from the Director of DHCD is required for FCF loans in lower than third position.

6. Refinancing FCF Projects

Borrowers must obtain the written approval of CEDAC and DHCD in order to refinance a FCF project. DHCD will approve refinancing only if it is clearly in the interest of the Commonwealth and the residents of the FCF development. Examples of acceptable refinancing proposals include:

- Refinancing to reduce interest or other payments on primary debt, with the added revenue enabling the project to remain solvent, increase contributions to replacement reserve, or reduce costs to a state agency that pays some or all of operating costs.
- Refinancing to reduce interest or other payments or to permit an increase in debt to make essential improvements such as life-safety systems or accessibility. Such improvements must enhance safety and quality of life for the residents.

Since financial stability is critical to the long-term viability of FCF projects, refinanced debt with a repayment term of at least 15 years duration, at a fixed rate of interest, is preferred.
Under no circumstances will CEDAC approve the use of a FCF property as collateral for non-FCF debt such as an organizational credit line, or for financing of a non-FCF property.

Borrowers considering refinancing should contact CEDAC, at the earliest opportunity, to discuss the proposal.

7. Waiver for Federally Funded Projects

The FCF legislation contains a provision to avoid having the terms and conditions of the FCF program preclude the use of federal funds on a FCF project. Developers working on federally funded project should assess how the FCF requirements interact with federal requirements. If there are conflicts, contact DHCD. DHCD may be able to provide assistance in resolving conflicts federal authorities, and may provide the specific waivers needed to allow the use of federal funds.

IV. Underwriting Standards

CEDAC will coordinate its review of applications for FCF loans with other public entities participating in the Facilities Consolidation Initiative. DDS and DMH will be responsible for enforcing and monitoring applicable licensing and safety standards. CEDAC will rely on DDS and DMH to certify compliance with applicable codes as they apply to client well-being and safety.

Although DHCD has the final authority to make FCF awards, CEDAC carries out an underwriting review of all FCF applications. CEDAC considers the following factors in underwriting FCF loans:

1. Project Feasibility

The terms of the other financing commitments, the security and length of the income stream, and the costs of the project are evaluated. To insure the long-term financial stability of the project, first mortgage loans should have long term fixed rates. Terms of at least 15 years are preferable. Projects should incorporate appropriate debt and rate structure assumptions into their initial proformas. The DCAM lease-purchase option provides the most secure income stream. However, where five year purchase of service contracts or other shorter term income streams are used, CEDAC will evaluate their acceptability on a case by case basis. In general, CEDAC will accept the five year income stream from either purchase of service contracts, or MRVP certificates (through DMH), so long as the income stream is structured to stay with the property in the circumstance of a change in service provider, program or client, and so long as the appraised value of the property is reasonably close to the actual TDC.

2. Site Considerations

DDS and DMH will approve sites based on consumer choice and the best interests of their service consumers. The site of a proposed project should meet the following criteria:

- It should be appropriate for the residents and their needs.
- It should be environmentally sound without extraordinary cost for remediation.
- The cost of acquiring should be reasonable based on current market conditions. A recent appraisal may be required. In most cases, appraisals produced for other lenders will be accepted.
- The acquisition must be an arms-length transaction.

3. Development Team Capacity

The development team must have a demonstrated ability to develop the project in all respects, including capacity to complete the FCF firm commitment process in a timely manner, conduct community review and approval processes, resolve permitting and zoning requirements, complete planning, design and engineering activities, oversee bidding and construction management, coordinate loan closing and other legal transactions, and manage the property upon completion and provide relevant supportive services. It is highly recommended that applicants assemble an experienced and capable team, including if needed, an affordable housing development consultant to coordinate development activities, respond to DHCD and CEDAC's requests for additional information and documentation, and generally ensure that project development stays on the "critical path".

The following criteria will be considered in evaluating the development team:

- The developer's track record in developing housing, especially in developing affordable housing.
- The developer's record of service to the community in which the project is located or to the constituency that the project serves. References may be sought.
- The compatibility of the project with the developer's mission.
- The financial soundness of the lead development entity. Audited financial statements for at least two previous years must be submitted.
- The demonstrated competence and experience of the project consultants. Consultants should have directly applicable experience.
- The developer's record of performance and standing in DHCD and other public programs. Developers not in compliance with the requirements of any program funded by DHCD should not apply for FCF funds until all outstanding issues are resolved.

4. Development Costs

Limits on Costs

The Total Development Costs should include all hard and soft costs including developer fees and capitalized reserves. Projects with total costs in excess of limits established by DHCD for the Low Income Housing Tax Credit program will be considered high cost projects and will be required to justify costs. There are several ways that sponsors can attempt to justify costs:

- Demonstrate specific project features are essential for the resident population.
- Show that special design features are necessary such as handicapped accessibility.

- Demonstrate that the resident population requires proximity to nearby services or facilities.

The choice of an inappropriate site requiring extensive reconfiguration to meet program or client needs or a higher than appraised value acquisition will not be considered justification of higher costs. Developers are encouraged to choose sites which are residential in nature and do not require extensive modifications to serve the needs of the target population. DHCD amends cost guidelines from time to time based on updated market analysis.

Developer Fees

Total development fees, defined as the total of developer fee plus developer overhead plus development consulting fees, must meet the following standard:

- Total fees must not exceed 15% of the first $3 million of the TDC (excluding development fees).
- Total fees must not exceed 12.5% of the portion of the TDC (excluding development fees) from $3 million to $5 million.
- Total fees may not exceed 10% of the portion of the TDC (excluding development fees) above $5 million.

For projects with TDCs in excess of $5 million, total development fees may be capped. For all projects, developer's fees must be demonstrably reasonable. DHCD and CEDAC may request and review a detailed breakdown of developer's fees showing the scope of the consultant work by task, and the amount of fee attributable to each task.

Development Services Procurement

In procuring and contracting for all housing development services including, but not limited to architectural, engineering, legal, development consulting, and construction, FCF applicants must demonstrate sound business practice and fiduciary responsibility which gain the benefits of the competitive market and achieve a fair value. DHCD reserves the right to require any FCF applicant to conduct a formal bid process, including at least three competitive bids obtained in a free, fair and open process for any development related service. Further, DHCD expects:

- For construction services, bids are based on plans and specifications of sufficient detail that an accurate fixed price could be obtained.
- Transactions to be "at arm's length".
- Contracted prices to be within standard market parameters. DHCD reserves the right to require re-bidding of high cost projects, with costs in excess of 10% of comparable market situations.
- Proposed providers to be well qualified.
- The bid process to include effective outreach to minority-owned and women-owned businesses.

If formal competitive bids have not been obtained, CEDAC may require other evidence of a fair market value such as a cost estimate by a professional, third party cost estimator. However, in all cases, DHCD reserves the right to require a competitive bidding process.

Rehabilitation\Construction Standards

Projects must be efficiently designed to meet the needs of the residents. They should be safe, attractive, durable and maintainable. The goal should be to design a project that can be readily maintained for its full use throughout the 30-year term of the FCF loan. For most FCF projects, operating budgets are constricted, and reserves do not prove sufficient over time to afford extensive capital replacement. For rehabilitation projects, a full scope of renovation, based on an assessment of capital needs over a 30-year period, is highly recommended. Most projects require substantial rehabilitation to ensure their full use over this extended period without further substantial capital replacement. FCF applicants should:

- Engage highly qualified architects, engineers and contractors with extensive and successful experience in affordable housing design and construction. Applicants must make have a substantial outreach effort to recruit such qualified firms.
- Emphasize to consultants the critical importance of adhering to all safety, accessibility, environmental, historical, building code and other regulatory requirements. Until these issues are fully investigated and resolved, the project cannot proceed to firm commitment and closing of a FCF loan.
- Emphasize to consultants the importance of a high quality, durable project. Do not assume that capital funding from FCF or other sources will be available in the future.

Applicants should expect that the qualifications of their consultants to be carefully reviewed, and DHCD reserves the right to require applicants to hire capable and experienced consultants. Further, consultants should expect an extensive and critical review of plans, specifications, and cost estimates by highly qualified and experienced reviewers hired by DHCD or CEDAC. As a result of design review, consultants may be asked by DHCD or CEDAC to consider alternative designs, materials, and systems. DHCD and CEDAC expect consultants to be highly responsive to design review recommendations, and make a conscientious effort to improve designs as requested.

Operating Costs

In the FCF application, a 20-year operating budget is required. Applicants should be prepared to verify their operating assumptions and projects based on historical data for similar projects. At a minimum, CEDAC requires projected operating costs to be based on verified prices for various goods and services, and to be comparable to other FCF or similar projects. DHCD reserves the right to require inexperienced operators to be assisted by more experienced management firms for the initial period of the FCF loan.

Reserves

In consultation with primary lenders, FCF applicants should determine an appropriate level of capital and operating reserves. Often, a primary lender requires operating or capital reserves. In this matter, DHCD and CEDAC usually defer to the primary lender. In any case, the developer must demonstrate that the reserves are adequate and agree that the reserves will remain available so that the property will be well maintained and upgraded when necessary. Particular attention should be paid to building reserves for replacement of major building systems at the end of useful life.

5. Service Program

A service program is an integral component of the facilities consolidation initiative. The user agencies, DDS and DMH, will monitor and certify as to the appropriate service program for facilities consolidation projects. DHCD will require evidence of coordination of the service component with the management and day-day operations of the project.

V. Application Process

Sponsors may only submit a Full Application for FCF funding, after either DMH or DDS have reviewed a Preliminary Application, and then provided the sponsor with a letter of certification and eligibility.

Both Preliminary Applications and Full Applications will be accepted on a rolling basis. However, if the Sponsor is also requesting other State sources of funding for the project, the application must come in during the State funding rounds which typically occur twice a year. Also, if necessary, DHCD may institute funding rounds for FCF by issuing an addendum to these guidelines. Sponsors may submit multiple applications at any time. However, the developer's capacity to undertake multiple projects will be evaluated as part of the application review.

The application process involves three principal steps: (1) Preliminary Application, (2) Full Application and Conditional Commitment and (3) Request for Firm Commitment and Loan Closing.

1. Preliminary Application

The Prelimnary Application form may be found on CEDAC's website (www.cedac.org), or may be requested from DMH or DDS. To initiate the process, complete the form and submit it to DMH or DDS, with a copy to CEDAC. The completed Preliminary Application should provide basic information on the proposed project's location, type of development and financing. After application review and consultation with CEDAC and the Sponsor, DDS or DMH will decide whether the project is eligible to submit a full application. If the sponsor and project are found to be eligible, DDS or DMH will provide a letter of certification to the sponsor with copies to CEDAC and DHCD. The letter of certification will recite the material aspects of the project and invite the Sponsor / Applicant to submit a full application.

2. Full Application and Conditional Commitment

Upon receipt of a letter of certification from DMH or DDS, the sponsor may then prepare and submit a full application seeking an FCF award. If the Sponsor is also submitting an application to another DHCD program or quasi-public agency of the Commonwealth which requires the use of the "One -Stop" application, the developer may submit the same application form to CEDAC and DHCD (one original to CEDAC and one copy to DHCD) with a cover letter summarizing the project and specifically requesting an FCF award. If no other funding source requires the use of a "One -Stop", then the developer will submit the Facilities Consolidation application which is available on the CEDAC website (www.cedac.org).

Upon receipt of a full FCF application, CEDAC will undertake a comprehensive review of the application and proposed housing development. Upon completion of its review, CEDAC will make a recommendation to DHCD that the requested award be granted, granted in part or denied. If DHCD agrees with CEDAC's recommendation that an award be granted, DHCD will issue a Conditional Commitment letter to the sponsor indicating an award amount. The Conditional Award letter contains standard and, if indicated, special conditions which must be satisfied within a specified timeframe in order for the Sponsor to apply for a Firm Commitment of FCF funds and loan closing.

3. Request for Firm Commitment and Loan Closing

The Request for Firm Commitment may be made at any time that the sponsor has satisfied the conditions outlined in the Conditional Award letter. Such conditions typically include completion of project permitting, architectural plans and specifications, financing and the contractor selection process. The firm commitment application material is submitted directly to CEDAC. Upon satisfactory completion of its review, CEDAC will make a recommendation to DHCD that a firm commitment of FCF funds should be issued and that a closing attorney should be assigned. If DHCD concurs, DHCD will issue the Firm Commitment letter to the sponsor, and an attorney will be assigned who will then generate a closing agenda and standard loan documents to be reviewed and executed by the Sponsor / Borrower. Normal fees for DHCD / CEDAC's closing attorney will not be charged to the borrower.

Once closing has occurred, CEDAC will monitor the project's development and disburse the funds in accordance with the terms of the loan.

Appendix A

DCAM LEASE-PURCHASE PROGRAM

The following special provisions of the Facilities Consolidation Fund program apply to projects which utilize the long term lease option, under which the Commonwealth, through the Department of Capital Asset Management (DCAM), enters into long-term leases on behalf of DDS or DMH and pays the mortgage and operating expenses of the property. The term of these leases may range from six to thirty years.

Loans issued on projects which utilize the long-term lease-purchase program of DCAM, and\or which use Commonwealth funds for debt service payments, will be subject to a title transfer agreement as well. The FCF legislation requires that a mechanism be in place so that the Commonwealth has the option to take ownership of the property at the end of the loan term. The rationale is that the Commonwealth has paid most of the expenses of the property over the life of the lease and is entitled to ownership at the end of the FCF term.

The loan documents secure the Commonwealth's interest through a Title Transfer Agreement and a Purchase Option. When the Commonwealth, through the Division of Capital Asset Management (DCAM) chooses to exercise its purchase option under the Title Transfer Agreement (below) then DHCD may deem that the transfer of title satisfies the loan obligation. No cash payment will be required in that case.

Option for the non-profit owner to retain title and obtain release of the title transfer agreement:

For developers using the lease-purchase provision, the Commonwealth may decide, upon the recommendation of DDS and DMH and upon consultation with DHCD, to allow the non-profit owner to retain the property. In that case, DCAM will not exercise its option and will release the Title Transfer Agreement. It is the expectation of EOHHS and DHCD that in most cases, they will recommend that the non-profit developer retain title to the property, subject to a land use agreement requiring that it continue to be used for housing for the mentally ill or mentally retarded, or for a related purpose. If the property is well maintained, not in default on the FCF or other loans,and the developer can demonstrate continued capacity to own and manage the property, then the Commonwealth, in most cases, will consider favorably the request of the developer to retain ownership.

Facilities Consolidation Fund
Program Design and Cost Guide
for MA Department of Developmental Services
Community Residences

2023

This Program Design and Cost Guide (the "Guide") describes the design requirements for the construction of new community residences or the renovation of existing homes that are developed for individuals served by the Massachusetts Department of Developmental Services (DDS). Projects financed with Facilities Consolidation Funds (FCF) administered by the Community Economic Development Assistance Corporation (CEDAC) under contract with the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) must be developed in accordance with the requirements in this guide. A separate publication covers the design requirements for "integrated" units for DDS residents, where the units are incorporated into larger multi-unit developments.

These design and cost requirements supplement and elaborate upon program guidelines and underwriting standards set forth in the *Facilities Consolidation Fund Program Guidelines* issued by EOHLC in February 2004 and replace the original 2006 Program Design and Cost Guide.

The Guide is intended to assist developers, designers, and service providers in understanding the basic program design and cost requirements for community residences that DDS considers important to create an appropriate continuum of residential options for DDS residents. It incorporates principles of siting and program design that should inform developers as they evaluate sites and develop design programs for DDS residences. EOHLC also strongly encourages sponsors to incorporate green, sustainable, and climate resilient design elements into their projects, such as those listed in EOHLC's Qualified Allocation Plan.

The level of accessibility and the depth of services needed by individuals served by DDS can vary significantly; therefore, DDS has developed a range of housing models to meet all resident needs. This Guide identifies what are considered essential baseline design requirements for all community residences to meet the needs of residents in both new and existing structures. Additional features, identified by DDS staff prior to the start of design, may be needed in some homes in order to meet specific clinical requirements. DDS, EOHLC and CEDAC reserve the right to waive any requirements as needed.

The Guide is organized into four sections:

A. Basic Community Residence Design
B. Specific Project Requirements and Design Guidelines
C. Project Description Checklist
D. Appendix A – Area Calculations

Developers considering the construction or rehabilitation of a community residence should first read the *Facilities Consolidation Fund Group Home Tip Sheet* posted on CEDAC's website. This document contains key information that should be reviewed prior to undertaking the development of a community residence. Recognizing that each project can have unique circumstances of location or program design and may serve individuals along a varied continuum of need, developers should review their proposed program with DDS and CEDAC at the earliest feasible time to ensure that it falls within the design and cost parameters outlined in these guidelines. In instances where the developer is not the service provider, the developer and service provider should work closely together to ensure that the service provider is in consistent communication with DDS about the project and is relaying pertinent information back to the developer.

A. Basic Community Residence Program Design

This section is intended to outline the fundamental elements in the design and development of community residences. It is broken into the following six concepts:

1. Part of the Community
2. Durable Construction
3. Appropriate Level of Accessibility
4. Appropriate Residential Space Planning
5. Regulatory Compliance
6. Cost-Effective Solutions

Although this section references some examples of design requirements, developers and designers must refer to the following section (Section B – Specific Project Requirements and Design Guidelines) for a comprehensive list of all design requirements for community residences. Please note that most community residences will be new construction, though some may be renovations of existing homes, which have slightly different design requirements. The design guidelines note where and when the design requirements differ between the two types; if no difference is indicated, the requirement is the same for both types.

1. Part of the Community
   As the name implies, these homes are part of the surrounding community. Whether existing or new construction, the creation of a community residence within an existing neighborhood requires sensitivity to the context. Ideally, the project improves the visual quality of the area.
   a. Designers should focus on connections, not contrast.
      i. Designers should establish the appearance of a compatible scale.
      ii. Although homes may potentially be larger in footprint than adjacent residences, designers should employ design strategies that create visual and spatial connections with the neighborhood. For example, with new construction homes, matching the front and side yard setbacks of adjacent structures and breaking up long facades into smaller elements help establish a compatible relationship with the location and scale of the surrounding properties.
      iii. Homes should have a presentable, visual appearance from the street, including the front entrance, and reflect the surrounding residential context.
   b. To the extent possible, designers should avoid "institutional" elements or explore methods for minimizing their appearance.
      i. Ramps, where needed for existing residences only, should not be prominent. With obscuring landscaping, the design can integrate ramps with existing landings and steps to maintain a residential appearance.
      ii. Use of composite decking with non-slip surfacing is encouraged. Metal ramp structures are not allowed and the prominent use of pressure treated woods should be avoided.

iii. Designers should avoid large, visible parking areas, potentially splitting them up into smaller areas and obscuring them with site elements.
iv. Totes for trash and recycling should be stored in areas that out of sight from the street and allow for easy service.
v. Developers should work with regulatory entities to keep the visible life safety components (fire beacons, notification devices, etc.) at a minimum or appropriately located.

c. Privacy
i. Outdoor spaces should both establish privacy for residents and preserve the privacy of adjacent residences.

d. Landscaping and other site improvements
i. Designers should make landscaping a part of the design and project budget.
ii. Fencing, mailboxes, and garden areas can add to the residential feeling of the home.
iii. If a shed is needed for outdoor storage, select a non-prominent location.

2. <u>Durable Construction</u>
FCF loans have a term of 30 years, and community residences are expected to last just as long.
a. Design and scope decisions must minimize operating costs through the specification of durable building components and systems that will need minimal maintenance or repair. Designers must also pay close attention to ventilation and the careful control of moisture, both inside and outside of the building.
b. For existing buildings, developers and designers must anticipate the remaining useful life of major systems and either include the upfront replacement of those systems in the renovation scope or verify that future replacement of those systems can be adequately funded by the replacement reserve.
c. Pro-active protection of surfaces from physical and environmental abuse needs consideration. For example, “outside” corners in a hallway can be covered with protecting material, such as trim integrated with a chair rail. Gypsum wall board can be specified to be impact- or mold-resistant using readily available products designed for this purpose.

3. <u>Appropriate Level of Accessibility</u>
In addition to the FCF design requirements, projects financed with FCF funds must comply with all applicable federal and state access and building code requirements. The Guide does not attempt to cite all of the relevant code references, but uses terms that are commonly used in describing accessibility attributes. Community residences should also incorporate Universal Design concepts because the needs of residents will change, sometimes dramatically, as they age. Additionally, the type of DDS program occupying the residence, and therefore the needs of the individuals who live there, may shift over time. Consequently, the desired accessible elements may exceed the needs of the initial residents. Finally, it is important to note that the accessibility requirements in the FCF design guidelines exceed those of DDS’s licensing division.
a. <u>Clearance/circulation</u>. Developers and designers must pay close attention to the requirements in Section B for door widths, door maneuvering clearances, corridor widths and circulation. Where feasible, increasing door and corridor widths in existing homes to match the new construction requirements is desired.
b. <u>Kitchens</u>. While kitchens do not need to be fully accessible unless they will be used by residents, developers and designers must consult with DDS as to whether some kitchen

spaces should be made accessible, such as creating a work station or open knee space under a sink. Consideration should be given to the amount of visibility and connection the kitchen has with the main living areas.

c. Bathrooms. Bathrooms in new construction homes are required to meet the MAAB Group 2B regulations at a minimum. In existing homes, at least one ground-floor bathroom is required to meet the MAAB Group 2B requirements. Additional square footage exceeding the regulatory minimums for bathrooms may better facilitate staff in assisting residents.

4. Appropriate Residential Space Planning

Community residences need to incorporate elements of basic residential space planning to support the needs of residents and guests. The most basic need is the creation of a real sense of home. Additionally, care must be taken to avoid any life safety hazards that may be heightened by mobility or sensory impairments.

a. Community residences are typically four- to five-bedroom homes, depending on the location, size of the site, and the population being served. DDS will determine the appropriate number of bedrooms for each community residence.
b. In certain limited scenarios, a duplex consisting of two adjacent homes with a maximum total of eight bedrooms may be an appropriate model. Again, DDS will determine the appropriate number of homes and bedrooms for each community residence. Code requirements dictate that a duplex must be treated as a two-family residence with fire-rated separation between the two sides of the duplex.
c. A single-story, four-bedroom home will typically be about 2,450 to 2,850 gross square feet in size. A single-story, five-bedroom home will typically be about 2,800 to 3,200 gross square feet in size. The gross square footage totals exclude basements or other areas exclusively used for "remote" storage and mechanical equipment. See Section B.12 and Appendix A for additional information on storage and square footage calculations, respectively.
d. Designers must provide a convenient relationship between bedrooms and bathrooms and avoid space planning that has bathroom doors opening into public spaces. Locating living areas in positions to benefit from natural light and connections with the exterior is recommended.
e. Designers should provide a quiet space, with minimal potential distractions, where visiting guests can meet with residents and/or staff.
f. Space planning must not create any potential safety issues. Unprotected, abrupt grade changes, even with minimal height difference, must be avoided. Designers must use appropriate lockset functions at doorways leading to potential hazards, such as a door to a basement stair or mechanical closet, in order to minimize the potential for inadvertent access.
g. For new construction homes, designers must provide two covered entrances to allow for multiple entrance options that mitigate the impacts of weather. Optional protected (screened) outdoor areas contribute significantly to quality of life.
h. A shed for outdoor storage is optional depending on site and program needs. The location for any shed must be part of the initial site design in new construction and in renovation plans for existing homes.

5. Regulatory Compliance
   Applicable building, energy and safety codes must be followed. Note that the name "community residences" is not building code terminology, but more of a general label for this type of DDS residence. Any requirements above code are included in these guidelines or will be specifically identified by DDS prior to the start of design.
   a. Community residences fall under the International Residential Code (IRC) with amendments by the Massachusetts State Building Code. The current applicable building code use and occupancy classification for community residences is "Residential Group R-3."[1] Developers and designers are responsible for determining which codes and regulations apply to community residences.
   b. As the relevant building, energy and safety codes are updated over time, developers and designers are responsible for identifying and conforming to any modifications to the applicable codes and regulations for community residences.
   c. In addition to the code requirements, for both new construction and existing homes, each of the two exits from the residence must consist of a paved route to the public way.
   d. Any ramp must comply with the requirements of 521 CMR 24.00.
   e. It is important to note that the requirements in this guide are entirely separate from DDS's own licensing requirements. Approval by DDS's licensing division does not in any way signify conformance with the FCF design requirements, and vice versa. Developers must consult with DDS for specific information on licensing requirements.

6. Cost-Effective Solutions
   Fundamental to any project utilizing public resources, it is crucial to control costs while ensuring a high-quality end product. It is the sole responsibility of the developer to ensure that necessary and appropriate cost-control measures are utilized in the design and development of community residences. Please refer to Section B.22 for more information on cost control.
   a. An as-is appraisal, careful selection of development team members, and a competitively bid construction contract are three important methods for ensuring a cost-efficient product.
   b. Developers and designers must avoid over-designing community residences beyond the scope called for in this guide so as not to incur unnecessary expenses.
   c. Developers and designers must bear in mind that the FCF program can finance *up to* 50% of the total development cost of community residences. Loan amounts lower than 50% may be necessary in instances where proper cost control measures have not been implemented.

[1] Within the "Residential Group R-3" classification, there are two compliance paths. One is as a "Care Facility," which covers accommodations for five or fewer persons receiving care. Per the IRC code, community residences permitted via this path are subject to the additional requirement of a 13D fire suppression system. The second compliance path within the "Residential Group R-3" classification is as "DDS facilities in conformance with the occupant safety requirements of 115 CMR 7.00: Standards for All Services and Supports," which is a specific amendment to the IRC by the Massachusetts State Building Code. The Massachusetts amendment does not impose the same 13D fire suppression requirement on community residences permitted via this path. Developers and designers may choose either path, but should refer to the "Safety Features" requirement in the next section for additional information on FCF requirements for fire suppression for new construction and existing buildings.

B. Specific Project Requirements and Design Guidelines

This section addresses the program design requirements that developers and designers must incorporate into community residences. All of the items included in this section are required, unless specifically noted as optional.

In recognition of the inherent budget, dimensional and space planning challenges with the adaptive re-use of existing buildings (typically single-family homes) into community residences, the below requirements differ between existing and new construction buildings. However, the ideal outcome for existing buildings is achieving the new construction standards where technically and financially possible.

1. Building Configuration
    a. *New construction* – All residential living areas in new construction homes must be fully accessible ground-floor spaces. Partial second-floor spaces for a staff office, mechanical equipment, or storage are allowed.
    Existing buildings – In low-density suburban or rural communities, single-story homes are preferred so that all living areas are accessible. In suburban or urban neighborhoods with higher densities, multi-story developments will be considered at DDS's discretion provided that at least 50% of the total number of bedrooms and at least 50% of the total number of bathrooms are located on the ground floor and are fully accessible.

2. Exterior
    a. *New construction* – The residence must have two fully accessible exterior doors that exit onto an accessible paved route to the public way and parking area. Two covered entrances must be provided.
    b. *Existing buildings* – The residence must have two fully accessible exterior doors that exit onto an accessible paved route to the public way and parking area. Covered entrances are optional but preferred.

3. Ramps
    a. *New construction* – Not allowed.
    b. *Existing buildings* – When necessary for creating accessible entrances, ramps must be permanent structures set into footings and must comply with the requirements of 521 CMR 24.00, including for railings, slope and cross-slope.

4. Corridors and Circulation
    a. *New construction* – All bedrooms, bathrooms, corridors and living areas must be fully accessible. Corridors must be a minimum of 48" in width, as must all circulation paths, including those through the kitchen. Additionally, spaces being used by residents must allow for a minimum 60" diameter turning circle.
    b. *Existing buildings* – All ground-floor bedrooms and at least one ground-floor bathroom must be fully accessible. The corridors leading to those spaces must have a minimum width of 36".

5. Doorways
    a. *New construction* – Doors must be a minimum of 42” in width to easily accommodate medical equipment. Door maneuvering clearances, as defined in [521 CMR 26.6], must be provided.
    b. *Existing buildings* – All ground-floor bedrooms and at least one ground-floor bathroom must have minimum clear doorway opening widths of 32” (as measured from the face on the stop of the latch side to the face of the door when the door is open 90 degrees). Door maneuvering clearances, as defined in [521 CMR 26.6], must be provided in all ground-floor bedrooms and at least one accessible ground-floor bathroom.

6. Ceiling Reinforcement and Overhead Tracks
    a. *New construction* – Ceiling structures in bedrooms, living areas and bathrooms, and the corridors connecting those spaces, must be reinforced to accommodate future overhead tracks to assist in moving residents with mobility impairments. The tracks may be installed at the time of construction or at a later time when needed; however, FCF funds can only cover costs incurred during the initial construction phase.
    b. *Existing buildings* – Not required.

7. Bedrooms
    a. *New construction* – Bedrooms must be fully accessible and no less than 120 square feet, not including the closet. They must accommodate a single bed, nightstand, chair, dresser, and television stand. All bedrooms must be provided with telephone and cable TV jacks, internet ports and electrical outlets. The quantity of outlets must be in excess of electrical code requirements. Closet space must be ample, with either “walk-in” or shallow (24” depth max.) and wide (48” width min.) configurations acceptable. Closet space must be no less than 16 square feet.
    b. *Existing buildings* – Ground floor bedrooms must be fully accessible. All bedrooms must be a minimum of 110 square feet (not including closets) to accommodate a single bed, nightstand, dresser and chair. Telephone and cable TV jacks, internet ports and electrical outlets must be provided. Closet space must be no less than 12 square feet.

8. Living areas and staff space
    a. *New construction* – A shared living room of approximately 170 square feet must be provided and furnished with several chairs, a couch, end tables, coffee table and television. In addition, an optional, smaller multi-purpose room of 120 square feet that can be used for private family conferences and by staff is preferred. Ideally, this optional room should have a door for privacy. Finally, a secure office space for staff must be provided with sufficient room for a desk, files, computer, and phone. A locked storage cabinet with a small refrigeration unit for medicines must also be provided in this area. This space should be approximately 75 square feet. Telephone and cable TV jacks internet ports and electrical outlets must be provided in the staff office space. The home must be capable of supporting wireless internet access throughout the building.
    b. *Existing buildings* – Spaces for the uses defined above must be included either in one location or separately depending on the constraints imposed by the existing layout. The home must be capable of supporting wireless internet access throughout the building.

9. <u>Laundry</u>
    a. *New construction* – A washer and dryer must be provided in a separate laundry room. If the laundry area is intended for resident usage, it must be fully accessible.
    b. *Existing buildings* – The laundry area can be located wherever the existing layout permits.

10. <u>Bathrooms</u>
    a. *New construction* – Four- and five-bedroom homes must be equipped with two fully accessible bathrooms with roll-in showers. Standard toilets must be used unless otherwise specified by DDS. A floor drain outside of the shower area must be included to assist with moisture control and reduce maintenance.
    b. *Existing buildings* – At least one fully accessible bathroom with a roll-in shower must be located on the ground floor. A second full bathroom must also be provided and, if possible, be fully accessible. Bathtubs must not be used in existing buildings unless specifically requested by DDS.

11. <u>Kitchen and dining</u>
    a. *New construction* – A barrier-free dining area sufficient to provide a sit-down meal for all residents at one time must be provided and can be located in a separate area or as part of an eat-in kitchen. Kitchens must be large enough so that there is an accessible path of travel throughout the kitchen and all necessary wheelchair clearances must be provided. Developers must check with DDS to determine whether any of the kitchen equipment should be designed for persons with mobility impairments. Ideally, a portion of the general storage should be convenient to the kitchen area.
    b. *Existing buildings* – Same requirements as new construction

12. <u>Storage</u>
    a. *New construction* – A combination of remote and general storage of at least 300 square feet for supplies and miscellaneous items must be provided. The term “general” storage is used to describe areas on the residential living level, ideally located adjacent to the kitchen. The easily accessed “general” storage must be no less than 30 square feet. Pantries adjacent to the kitchen are encouraged, though not required. “Remote” storage is not on the main residential living level, located either in a basement area or in an attic. If storage is in an attic, the floor must be capable of supporting the weight and it must be accessible by a stair (fixed or folding pull-down).
    b. *Existing buildings* – Existing buildings must have a storage area or areas with a cumulative size equal to the new construction requirements and in locations consistent with the design of the building and program needs.

13. <u>Appliances</u>
    a. *New construction* – All appliances must be electric, including the cooking range.
    b. *Existing buildings* – Existing appliances can be retained. When appliance upgrades are needed as part of the renovation, consideration should be given to utilizing electric appliances, depending on cost and feasibility.

14. Air Cooling
    a. *New construction* – Design of the home must include air cooling for all living areas.
    b. *Existing buildings* – Design of the home must include air cooling for all living areas, either through a central air cooling system or a ductless split system.

15. Heating
    a. *New construction* – Design of the home must include new, high-efficiency, electrical heating systems for all living areas, such as heat pump systems. If the home will be using heat pumps, designers must verify the pumps' ability to perform at low temperatures. Heat pumps can also be used for the generation of domestic hot water.
    b. *Existing buildings* - Existing systems will normally continue to be used unless replacement is required because of age, energy cost savings, condition or increased building area.

16. Building Ventilation
    a. *New construction* – Homes must include systems for the mechanical introduction of tempered fresh air into living areas and the mechanical exhaust of bath and kitchen air. Homes must also include an operable means of passively introducing fresh air into bedrooms; swinging doors do not satisfy this requirement.
    b. *Existing buildings* – Bathroom exhaust fans and vented kitchen range hoods are acceptable. Bathroom exhaust fans should be variable speed with constant low CFM operation. All bedrooms must have a means of natural ventilation (e.g. an operable window).

17. Safety Features
    a. *New construction* – All homes must be fully sprinklered. Hardwired carbon monoxide and fire detection and alarm systems must conform to code and licensing requirements, with "local" smoke detection and "system" heat detectors and fire suppression system flow switches zoned to a monitored panel box. Any mechanical room with combustion must have one-hour fire separation from living spaces and include fire suppression.
    b. *Existing buildings* – Carbon monoxide detectors and fire sprinkler systems must be installed in existing construction when required by code or licensing requirements. Fire alarm system requirements are the same as in new construction – "local" smoke detection and "system" heat detectors and fire suppression system flow switches zoned to a monitored panel box.

18. Emergency Power
    a. *New construction* – Homes must include either an emergency generator or a portable emergency generator with a docking station and transfer switch. The emergency power system must be designed to support life safety systems, medical equipment and otherwise maintain occupancy for 24 hours after the loss of power. Under no circumstances should a portable generator be connected to existing receptacles or any other connection that would result in "back-feeding." The portable generator system must not rely on extension cords.
    b. *Existing buildings* – Same requirements as new construction.

19. Outdoor space
    a. Outdoor patio space, either enclosed or open, is a desirable but optional feature subject to site and budget constraints.

20. Parking
    a. *New construction* – Parking requirements are dictated by program needs and local zoning ordinances. From an operational standpoint, a space must be provided for a van, several spaces for staff, and, if site conditions permit, several spaces for visitors.
    b. *Existing buildings* – While on-site visitor and staff parking is preferred, on-street parking may be utilized if the site doesn't allow for either staff or visitor parking. A space must be available for van parking and drop-off and pick-up of residents. As with new construction, parking requirements and restrictions are dictated by local zoning ordinances.

21. Second floor spaces and FCF-ineligible spaces
    a. For both new construction and existing buildings, second-floor spaces may be FCF eligible if the following conditions apply:
        i. Their use is called for in the FCF design guidelines
        ii. They either will not be used by residents or will be used by residents who do not need accessible spaces
        iii. They do not exceed the square footage or quantity limits called for in the FCF design guidelines
    b. Examples of second-floor spaces that may be FCF-eligible include:
        i. Staff office
        ii. Mechanical room
        iii. Storage space
        iv. Medicine cabinet
    c. Examples of second-floor spaces that may not be FCF-eligible include:
        i. A second staff office
        ii. Additional bathrooms beyond the required two
        iii. Bedrooms for staff members
        iv. Lounge space for staff members
    d. Some existing buildings that are renovated into community residences may have resident bedrooms and/or bathrooms located on the second floor. This layout is acceptable only if the ground floor contains the minimum required number of accessible bedrooms and bathrooms and the second-floor bedrooms and bathrooms are being utilized by residents that do not need accessible spaces. Beyond this situation, second-floor spaces in existing homes that do not meet the three conditions listed above in Section 21a may not be eligible for FCF.
    e. Additionally, spaces on the ground floor that do not meet the above three conditions in Section 21a may not be FCF-eligible. Examples include additional bedrooms beyond the licensed number, additional multi-use rooms, and garages when not required by code. Finally, gross square footage that exceeds the range called for in the FCF design guidelines, whether on the ground floor or second floor, may not be eligible for FCF.

22. Cost
    a. For both new construction and existing homes, the following requirements apply:
        i. Developers must commission an as-is appraisal to substantiate the acquisition cost for the property being developed. FCF funds cannot pay for any acquisition costs above appraised value. The appraisal must be submitted to CEDAC as part of the developer's full application.
        ii. Developers must carefully select development team members, such as architects, engineers and attorneys, to ensure that the fees being charged by those team members are competitive with industry standards and commensurate with the scope of work required. Excessive soft costs may be deemed ineligible for FCF funds, resulting in a lower FCF loan amount.
        iii. Developers must competitively bid the construction contract to at least three qualified general contractors. Evidence of the bidding process, including bidder names and a comparison of bid prices by trade item, must be submitted to CEDAC as part of the FCF application process. Selection of a general contractor that is not the lowest bidder must be justified with CEDAC prior to construction/rehabilitation.
            1. If the developer opts to utilize a negotiated contract with one general contractor (i.e. the developer does not competitively bid the construction contract), then the general contractor must competitively bid all sub-contracts to at least three firms per trade and provide evidence of the bidding process.
        iv. The total development cost (TDC) per bedroom for recently FCF-funded community residences will be the basis for an initial evaluation by CEDAC of the cost of new community residences. Developers should contact CEDAC for current TDCs per bedroom. Community residences with costs substantially higher than those of recently funded homes may be subject to a reduction in the amount of the FCF loan.

A summary table of the FCF design guidelines referenced above in Section B is included on the next page. However, the summary table must only be used as a quick reference resource. For definitive guidance, developers and designers must utilize the above guidelines in Section B.

Summary Table of FCF Design Guidelines for Community Residences

Guideline	New Construction	Existing Buildings
Allowable gross square footage of a four-bedroom home	2,450 – 2,850 SF	2,450 – 2,850 SF
Allowable gross square footage of a five-bedroom home	2,800 – 3,200 SF	2,800 – 3,200 SF
Fully accessible ground floor	Yes	Partial
Accessible Routes to the public way and parking from both accessible exits	Yes	Yes
Covered entrances	Yes	Preferred
Ramps	No	Only if needed
48” hallways (new construction only)	Yes	N/A
36” hallways on the ground floor (existing homes only)	N/A	Yes
42” doors, interior and exterior (new construction only)	Yes	N/A
32” clear width exterior doors (existing homes only)	N/A	Yes
32” clear width interior doors on the ground floor (existing homes only)	N/A	Yes*
Door maneuvering clearances	Yes	Yes*
Ceiling reinforcement for overhead tracks in living areas	Yes	No
Maximum number of bedrooms per home	5	5
Maximum number of bedrooms in duplex, if applicable	8	8
Percentage of fully accessible bedrooms on ground floor	100%	100%
Secure office space for staff desk, computer, files, office supplies with lockable medicine storage and refrigerator	Yes	Yes
Separate laundry space	Yes	No
Number of bathrooms	2	2
Number of fully accessible bathrooms with roll-in shower	2	1
Minimum clear path in kitchens (48” new construction, 36” existing homes)	Yes	Yes
General and remote storage (minimum)	300 SF	300 SF
All-electric appliances	Yes	No
Air cooling	Yes	Yes
High-efficiency heating system (electrical)	Yes	No
Whole-house mechanical ventilation	Yes	Baths and kitchen only
Natural ventilation in all bedrooms	Yes	Yes
Fire suppression system	Yes	Depends on code
Hard-wired fire alarm system	Yes	Yes
Emergency power system	Yes	Yes
Staff parking	Yes	No
Van parking	Yes	Yes
Appropriate cost control measures	Yes	Yes

*Except for the second ground-floor bathroom, if it is not accessible

C. Project Description Checklist

Confirming at an early stage that proposed projects can meet the FCF design guidelines can help developers avoid costly design mistakes during construction. CEDAC offers all developers the option of requesting early design input using the below Project Description Checklist. Within the checklist, the developer and designer will describe the proposed project's conformance to the design guidelines and provide justification for any deviation. If more than one home is included in the project (i.e. a duplex), applicants must complete one form for each home.

All developers are strongly encouraged to utilize the checklist. However, please note that, for those developers who are applying for FCF financing for the first time or who are using this set of design guidelines for the first time, submitting the checklist is a requirement.

Those developers interested in receiving CEDAC's feedback should submit this checklist as soon as they have sufficient information to complete all of the checklist items. The submission of the checklist can be done in advance of submitting an FCF pre-application. If architectural drawings are available, those should be submitted with the checklist. CEDAC will review the information included in the checklist and provide any relevant feedback.

Please note that the below Project Description Checklist is not an exhaustive summary of all of the FCF design requirements; it is solely intended to help the developer, designer and CEDAC identify any critical design issues prior to the start of construction. Developers are solely responsible for understanding and complying with all of the FCF design requirements outlined in Section B of this Guide. If the developer and/or designer have any questions about compliance with the design requirements, please contact CEDAC.

FCF Program Design and Cost Guide
Project Description Checklist

Date:_____________

Please complete the below checklist and submit it to your CEDAC project manager. CEDAC aims to provide feedback within two weeks of receipt. For a list of CEDAC staff, please visit https://cedac.org/about/board-staff/.

General Project Description

Developer name:

Project address:

Service provider (if not developer):

New construction or existing building:

Number of floors (not including basement, if any):

Number of bedrooms:

Number of full bathrooms:

Are there resident bedrooms on the second floor? If so, how many?:

Are there non-FCF-eligible spaces? If so, what are they?:

Estimated total development cost (TDC):

Anticipated resident mobility profile:

Anticipated resident emergency evacuation requirements:

Do you believe there are any impediments to meeting the FCF design guidelines for this home?:

(See next page for checklist to be completed and submitted with this form)

Project Description Checklist

Program Element	New Const.	Existing Bldg.	Proposed	Reason for Deviation
Allowable gross square footage of a four-bedroom home	2,450 – 2,850 SF	2,450 – 2,850 SF		
Allowable gross square footage of a five-bedroom home	2,800 – 3,200 SF	2,800 – 3,200 SF		
Accessible paved routes to public way from both accessible exits	Yes	Yes		
Fully accessible ground floor	Yes	Partial		
48” hallways (new construction only)	Yes	N/A		
36” hallways on the ground floor (existing homes only)	N/A	Yes		
42” doors, interior and exterior (new construction only)	Yes	N/A		
32” clear width exterior doors (existing homes only)	N/A	Yes		
32” clear width interior doors on the ground floor (existing homes only)	N/A	Yes*		
Door maneuvering clearances	Yes	Yes*		
Percentage of fully accessible bedrooms on ground floor	100%	100%		
Number of fully accessible bathrooms with roll-in shower	2	1		
Minimum clear path in kitchens (48” new construction, 36” existing homes)	Yes	Yes		
Fire suppression system	Yes	Depends on code		

*Except for the second ground-floor bathroom, if it is not accessible

Appendix A – Area Calculations

Square footage shall be calculated in the following manner:

FCF Gross Square Footage Calculation

- Measured from the outside of the exterior wall sheathing or masonry
- Includes all FCF-eligible resident and staff space, including any FCF-eligible second-floor spaces
- Includes General storage (see Section B.12 for definition)
- Excludes enclosed porches or covered entrances
- Excludes Remote storage, basement and attic areas, and mechanical spaces

Room Square Footage Calculation

- The square footage of rooms is measured as "net," or from the interior face of finishes
- Note that bedroom square footage does not include the closet areas

Total Building Gross Square Footage Calculation

- FCF gross square footage + excluded space gross square footage with 7' plus headroom + 50% covered unheated areas (porches, garages, covered entrances)

FUSS & O'NEILL
108 Myrtle Street, Suite 502
Quincy, MA 02171
617.282.4675
www.fando.com

March 12, 2025

Mr. Anthony DiGiovanni
Director of Maintenance & Modernization
Watertown Housing Authority
55 Waverly Ave #1
Watertown, MA 02472

RE: Summary Memorandum of Environmental Investigations
103 Nichols Avenue, Watertown, MA 02472
Fuss & O'Neill Reference No. 20220169.A10

Dear Mr. DiGiovanni:

Fuss & O'Neill, Inc. (Fuss & O'Neill) is pleased to provide this summary memorandum of pertinent regulatory actions taken at 103 Nichols Avenue in Watertown, MA (the "Site). This summary memo is for the exclusive use of the Watertown Housing Authority (WHA, the "Client"). We understand that WHA requested these services in anticipation of redeveloping the Site for multi-family residential purposes.

Background

The Site consists of a single 0.11-acre parcel of land in a residential neighborhood on the northern side of Nichols Avenue. The Site has been owned by WHA since 1982 and was last occupied from 2012 to 2019, when it was used as a community garden. The Site was developed in approximately the 1920s, first improved with a concrete block manufacturing building and automobile structure on the north portion of the Site at the time. Historical uses included an auto repair shop, auto sales, and gas station through the 1970s. Records indicated that four (4) underground storage tanks (USTs) were removed in the late 1980s, with excavation performed in the southwestern corner of the Site, next to the former gas island. A gasoline release to soil and groundwater was observed following removal of the tanks, which led to the assignment of a disposal site and release tracking number (RTN) 3-0000514.

In the early 1990s, response actions, including the excavation and disposal of petroleum-contaminated soil, were completed. Based on state records accessed through the Energy and Environmental Affairs (EEA) Data Portal, the soil conditions were remediated to a condition consistent with Massachusetts Department of Environmental Protection (MassDEP) policy at the time, and a finding of No Further Action was requested. As these activities were conducted in accordance with the MassDEP standards at the time, and as no activity and use limitations (AULs) were recorded in connection with the property, the condition was "addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted residential use criteria."

In March 2022, Fuss & O'Neill performed a Phase I Environmental Site Assessment (ESA) for WHA in anticipation of redevelopment on the Site. The Phase I ESA identified one (1) recognized environmental condition (REC), which involved the historic gasoline release to soil and groundwater during the removal of USTs. The release, assigned RTN 3-0000514, met the definition of a historical recognized environmental condition (HREC) per ASTM 1527-13. Based on the concern for potential vapor intrusion for the proposed reuse of the property for multi-family residential purposes, Fuss & O'Neill recommended soil vapor testing in the vicinity of the USTs to evaluate a potential vapor intrusion pathway.

In April 2022, Fuss & O'Neill completed a limited vapor intrusion investigation. Concentrations of the C9-C12 aliphatic fraction in sample SG-3 exceeded the MassDEP Residential Sub-slab Soil Gas threshold value. *Figure 2* is attached as a site plan. No other petroleum fractions, BTEX (benzene, toluene, ethylbenzene, and xylene) compounds, or naphthalene was detected in samples above respective MassDEP threshold values. Fuss & O'Neill recommended that the building foundation system incorporate a chemical-resistant vapor barrier system and passive vent piping network to mitigate the potential pathway into the building.

Limited Groundwater Investigation and Soil Disposal Characterization – April 2024

On April 4, 2024, at the request of the Client, Fuss & O'Neill performed limited soil investigation activities within the proposed building footprint to evaluate a concern for vapor intrusion. Investigation activities consisted of the advancement of four (4) soil boring to a depth of 22-fbg, in which four (4) monitoring wells installed, as depicted on *Figure 2*. One representative soil sample (composited from the 4 soil borings) was collected and submitted for laboratory analysis for disposal characterization parameters. Based on the assessment activities, the following conditions were observed.

- Soil analyses did not indicate any analyte concentrations exceeding the MassDEP Massachusetts Oil and Hazardous Material List (MOHML) Reportable Concentration in Soil (RCS)-1 reporting values.
- Soil characterization data indicated that soil proposed for off-site disposal from the 0-5 fbg interval during redevelopment is acceptable in Massachusetts lined or unlined landfills for reuse.

On April 25, 2024, Fuss & O'Neill returned to the Site to perform a limited groundwater investigation. Fuss & O'Neill collected groundwater samples from the four monitoring wells to evaluated the potential for petroleum constituent compounds to present in groundwater at concentrations which may pose a risk to on-site structures during redevelopment. Exceedance of MassDEP's Method 1 GW-2 Groundwater Standards are considered to be a potential source of vapors of oil and/or hazardous material to indoor air provided depth to groundwater is less than 15 feet below grade (fbg) and the exceedances are detected within 30 feet of an occupied structure. Based on the assessment activities, the following conditions were observed.

- Groundwater analysis did not indicate any volatile petroleum hydrocarbons (VPHs), or volatile organic compounds (VOCs) detected above laboratory reporting limits and/or above the MassDEP Method 1 GW-2 Groundwater Standards associated with health risk.

Based on the April 2024 investigation, Fuss & O'Neill opined that vapor intrusion from petroleum constituent compounds related to the historical release are deemed unlikely[1].

---

[1] Note, there may be seasonal and temporal variability associated with concentrations of specific compounds in groundwater dur to groundwater table fluctuations.

Monitoring Well Decommissioning – November 2024

In November 2024, all monitoring wells on the Site were decommissioned using cement/bentonite grout from depth of each boring to 1-fbg, and concrete from 1 to 0-fbg. A MassDEP Bureau of Resource Protection Well Driller Decommission Form can be found in the MassDEP EEA Data Portal[2] by searching the Well Completion Report ID 678462 (Well ID in portal search), and eDEP Transmittal Number 1848590.

Conclusions

Fuss & O'Neill performed environmental investigations at the Site, which involved completing a Phase I ESA in March 2022, limited vapor intrusion investigation in April 2022, a limited groundwater investigation and soil disposal characterization in April 2024 and monitoring well decommissioning in November 2022. These investigations centered around investigating for potential residual impacts associated with the historical release of petroleum-contaminated soil from former USTs in the late 1980s (RTN) 3-0000514), to support potential redevelopment of the Site. Fuss & O'Neill determined that vapor intrusion from petroleum constituent compounds at the Site is deemed unlikely.

Please refer to previously reports provided by Fuss & O'Neill for analytical results and a full summary of each investigation. If you have any questions regarding the contents of this memo, please contact me at 518-915-9626.

Sincerely,

Evan Koncewicz
Environmental Geologist | Project Manager

Reviewed by:

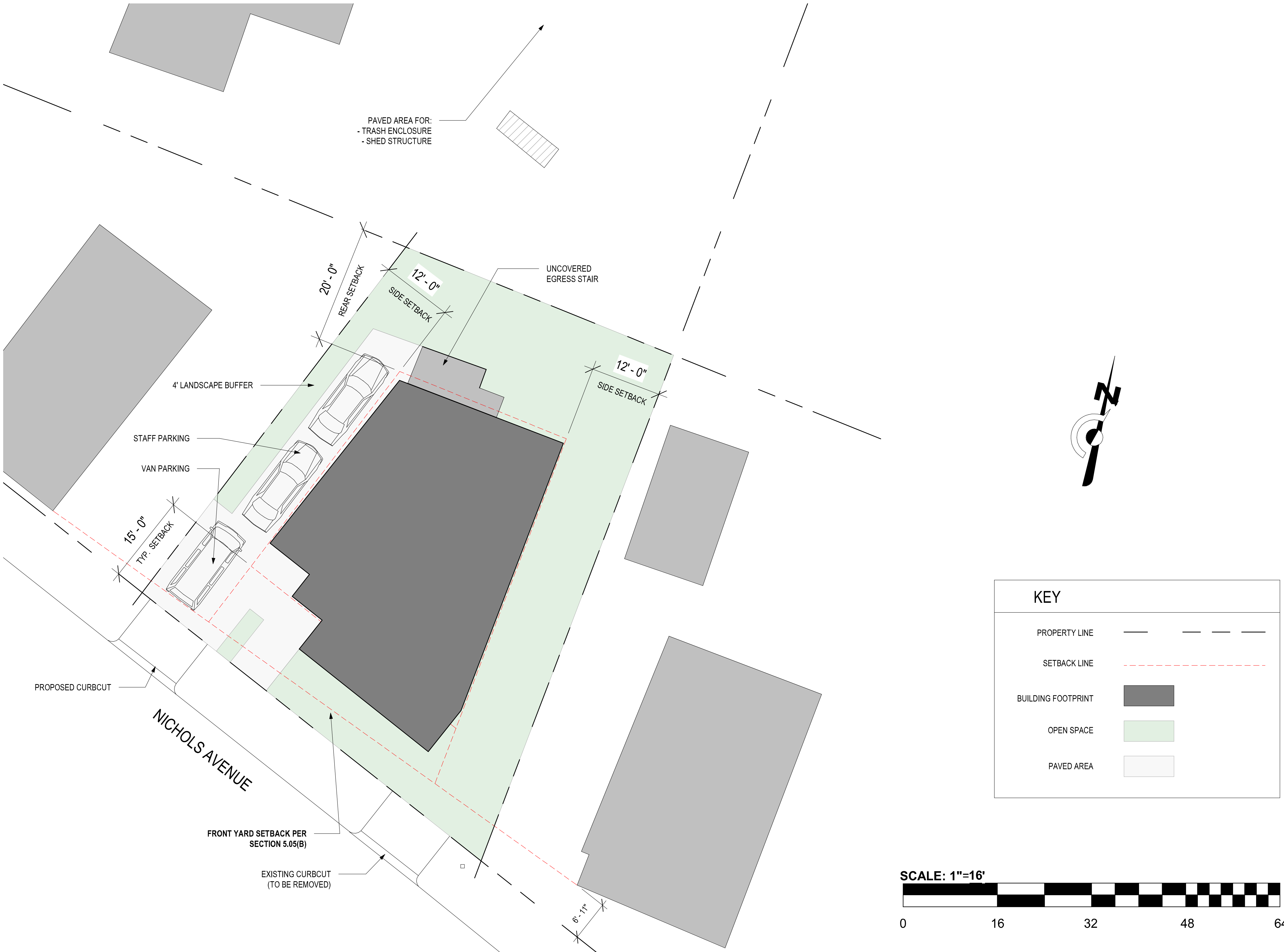
Neal Kelly, LSP
Associate

/

Attachments: *Figure 1 – Proposed Site Plan – ZeroEnergy Design, 8/31/2022*
Figure 2 – Site Plan – Former Monitoring Well Locations

c:

[2] MassDEP Well Drilling Data Portal: https://eeaonline.eea.state.ma.us/Portal/#!/search/welldrilling



1 PD-01 **SITE PLAN**
1/16" = 1'-0"

ZeroEnergy DESIGN

103 NICHOLS AVENUE

PROPOSED SITE PLAN

08.31.2022

REFERENCE:

1. BASE MAP WAS PREPARED FROM USGS 2019 COLOR ORTHO IMAGERY, FROM COMMONWEALTH OF MASSACHUSETTS, OFFICE OF GEOGRAPHIC AND ENVIRONMENTAL INFORMATION (MASSGIS),
2. HISTORICAL FEATURES WERE TAKEN FROM A 1990 IMPLEMENTATION OF FINAL REMEDIAL RESPONSE PLAN BY O'BRIEN & GERE.
3. APPROXIMATE PROPOSED BUILDING FOOTPRINT BASED ON DRAWING 1/PD–01 PREPARED BY ZEROENERGY DESIGN DATED 8/31/2022

LEGEND:

SG–1	SOIL VAPOR SAMPLE BY FUSS & O'NEILL, MARCH 2022
MW–1	MONITORING WELL LOCATION INSTALLED BY FUSS & O'NEILL, APRIL 2024

File: J:\DWG\P2022\0169\A10\Environmental\Plan\20220169A10_STP01_Ph2.dwg Layout: SOIL GAS Plotted: 2024-05-17 9:23 AM Saved: 2024-05-08 5:09 PM User: Evan.Koncewicz
PC3: DWG TO PDF.PC3 STB/CTB: FO HALF.STB
LAYER STATE:
MS VIEW:

SCALE:
HORZ.: 1"= 20'
VERT.:
DATUM:
HORZ.:
VERT.:
0 10 20
GRAPHIC SCALE

FUSS & O'NEILL
108 MYRTLE STREET, SUITE 502
QUINCY, MA 02171
617.282.4675
www.fando.com

WATERTOWN HOUSING AUTHORITY

SITE PLAN

103 NICHOLS AVENUE

WATERTOWN MASSACHUSETTS

PROJ. No.: 20220169.A20
DATE: MAY 2024

FIGURE

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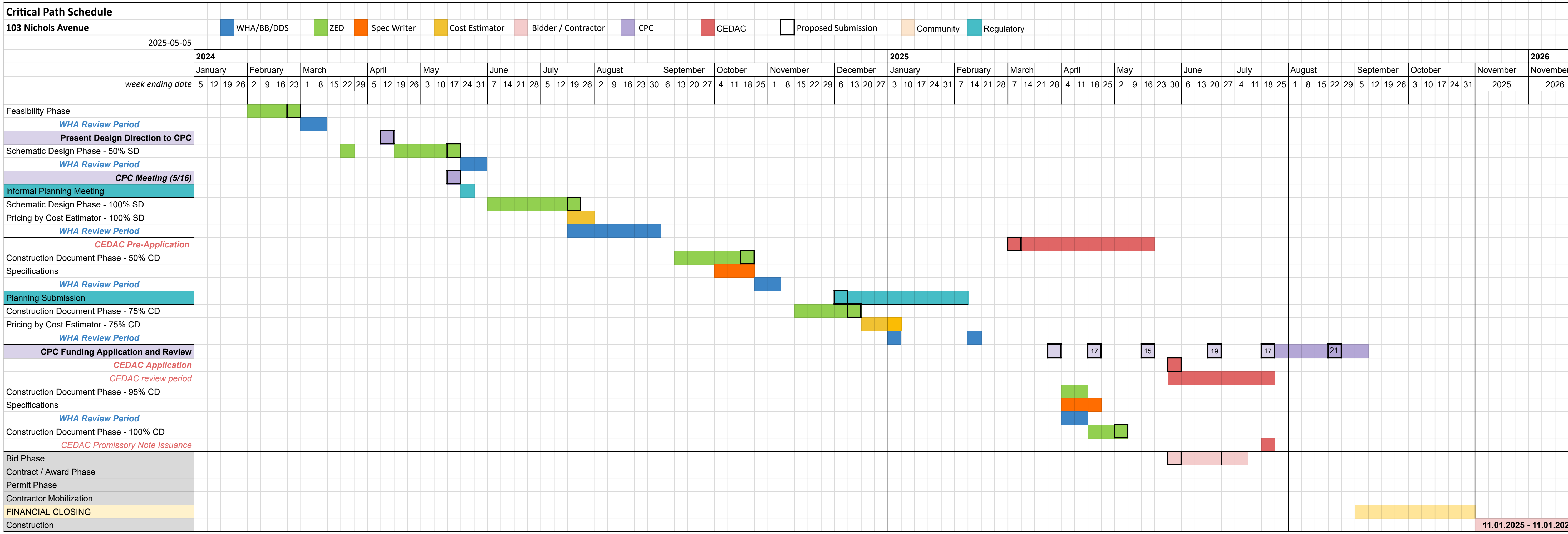

GROUP HOME
103 NICHOLS AVENUE
WATERTOWN MA 02472

CLIENT:

103 NICHOLS LLC

55 WAVERLY AVE, #1
WATERTOWN, MA 02472
617-923-3950
mlara@watertownha.org
jsullivan@watertownha.org

PROJECT TEAM:

ARCHITECT

ZEROENERGY DESIGN
156 MILK ST, SUITE 3
BOSTON, MA 02109
617-720-5002
johnm@zeroenergy.com

LANDSCAPE ARCHITECT

INGES DANIELS DESIGN LLC
24 WATER STREET, STUDIO 3-1
HOLLISTON, MA 01746
617-899-5643
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CIVIL ENGINEER

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CONSULTING STRUCTURAL ENGINEERS, INC.
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CONCORD, MA 01742
978-461-6100
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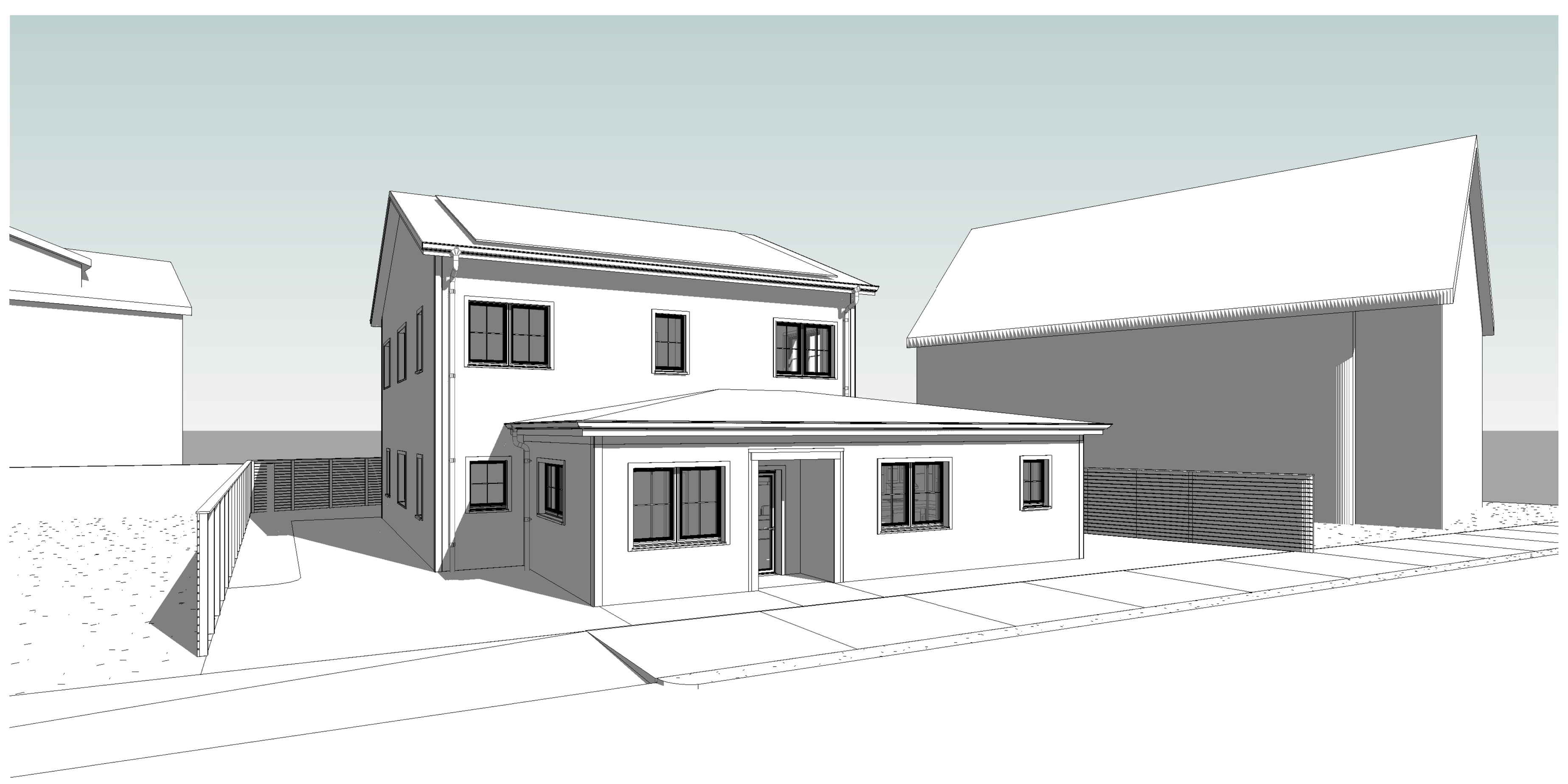

VISUALS FOR REFERENCE ONLY

DRAWING LIST - CONSTRUCTION SET

Building Code

Project shall conform to the Tenth Edition of the Massachusetts Building Code (780 CMR): International Residential Code 2021 with Massachusetts Amendments and the Massachusetts Architectural Access (521 CMR).

Statement of Use

The project's use shall be a care facility for 5 individuals. The projects use shall be Residential Group R-3.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD (psf)	WIND DESIGN		SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP.	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	SPEED (mph)	TOPO. EFFECTS		WEATHERING	FROST LINE DEPTH	TERMITE					
25 psf	110 mph	No	N/A	Severe	48 inches	Slight to Moderate	0° F	Yes	Yes	N/A	49.4° F

ZONING

District:	**T (Two-Family)**
Min. Lot Area:	**5,000 SF**
Min. Lot Frontage:	**50 FT**
Max Lot Coverage:	**30%**
Max FAR:	**0.625**
Max. Building Height:	**35 FT**
Setbacks:	
Front:	**15 FT***
Side:	**12/10 FT**
Rear:	**20 FT**

ZeroEnergy DESIGN

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

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F. 866-201-3856
www.ZeroEnergy.com

Residence for:

103 NICHOLS LLC

103 NICHOLS AVENUE

COVER PAGE

Project number	1483
Date	2024.12.13
Scale	3/4" = 1'-0"

A0-00

SYMBOL LEGEND

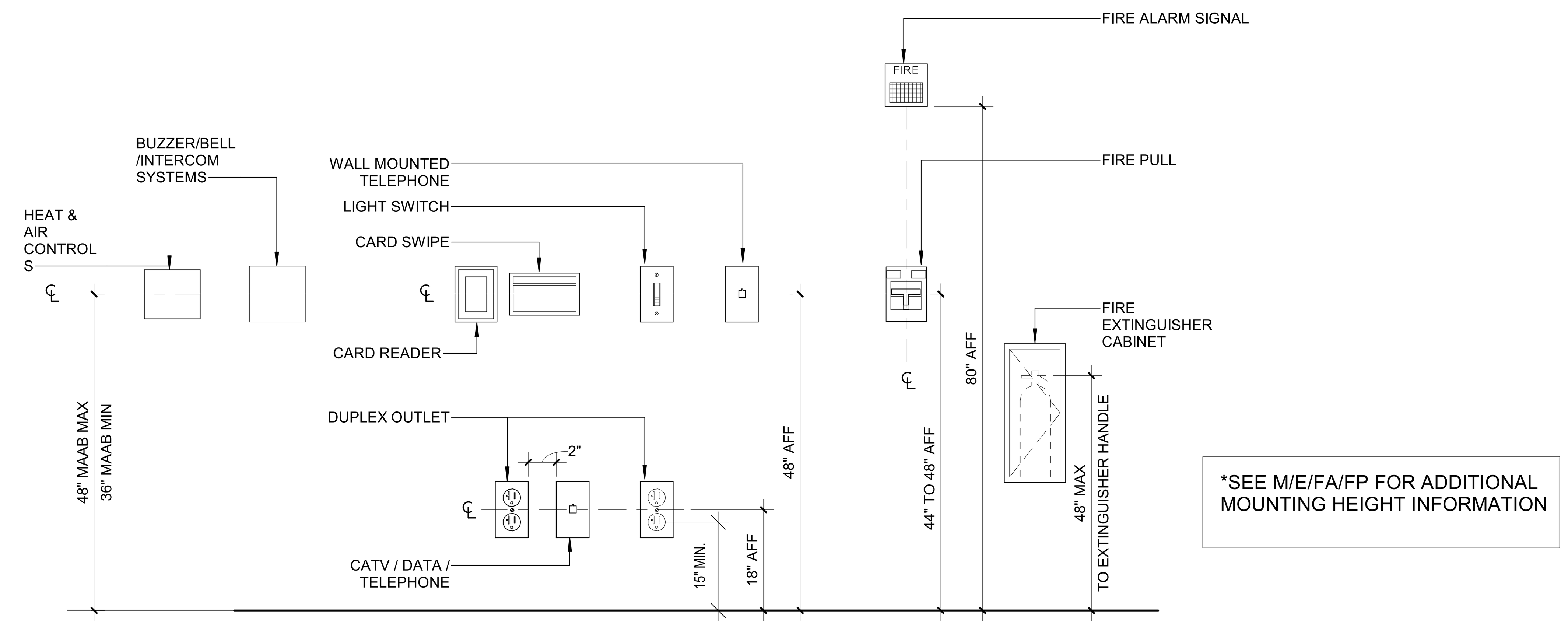
	NORTH ARROW
Room name 101	ROOM TAG
1 A101 SIM	CALLOUT TAG
℄	CENTERLINE
101	DOOR TAG
0	STRUCTURAL GRID TAG
Name Elevation	LEVEL TAG
1	REVISION TAG
1 A101 SIM	SECTION TAG
1 Ref, 1 Ref, A101, 1 Ref, 1 Ref	ELEVATION TAG
1 A101 View Name 1/8" = 1'-0"	VIEW NAME TAG
	SPOT ELEVATION
1i	WALL TAG
1t	WINDOW TAG
1i	STRUCTURAL TAG
Beam Type @ Spacing	STRUCTURAL SPACING TAG
DRAWING SCALE	
SCALE: 1"=20' 0 20 40 60 80	

ABBREVIATIONS

AC	ALTERNATING CURRENT
AFF	ABOVE FINISH FLOOR
BD	BOARD
BLDG	BUILDING
BLKG	BLOCKING
BLK	BLOCK
BM	BEAM
CFM	CUBIC FEET PER MINUTE
CL	CLOSET
CLG	CEILING
CONC	CONCRETE
CONST	CONSTRUCTION
CONT	CONTINUOUS
CONTAIN	CONTAIN
CTR	CENTER
CW	COLDWATER
DBL	DOUBLE
DC	DIRECT CURRENT
DET	DETAIL
DIA	DIAMETER
DIM	DIMENSION
DN	DOWN
DO	DOOR OPENING
DR	DOOR
DS	DOWNSPOUT
DW	DISHWASHER
DWG	DRAWING
DWV	DRAIN, WASTE, AND VENT
E	EAST
EA	EACH
ELEC	ELECTICAL
E.P.	ELECTRICAL PANEL
EXT	EXTERIOR
FD	FLOOR DRAIN
FDN	FOUNDATION
FF	FINISH FLOOR
FIN	FINISH
FLR	FLOOR
FT	FEET OR FOOT
GA	GAUGE
GALV	GALVANIZED
GASF	GROSS AREA SQUARE FOOTAGE
GB	GYPSUM BOARD
GL	GLASS
GND	GROUND
GR	GRADE
GYP	GYPSUM
HC	HANDICAPPED
HDWR	HARDWARE
HT	HEIGHT
HVAC	HEATING, VENTING, AIR-CONDITIONING
HW	HOT WATER
ID	INSIDE DIAMETER
IN	INCH
INSUL	INSULATION
KIT	KITCHEN
KW	KILOWATT
KWH	KILOWATT HOUR
KS	KITCHEN SINK

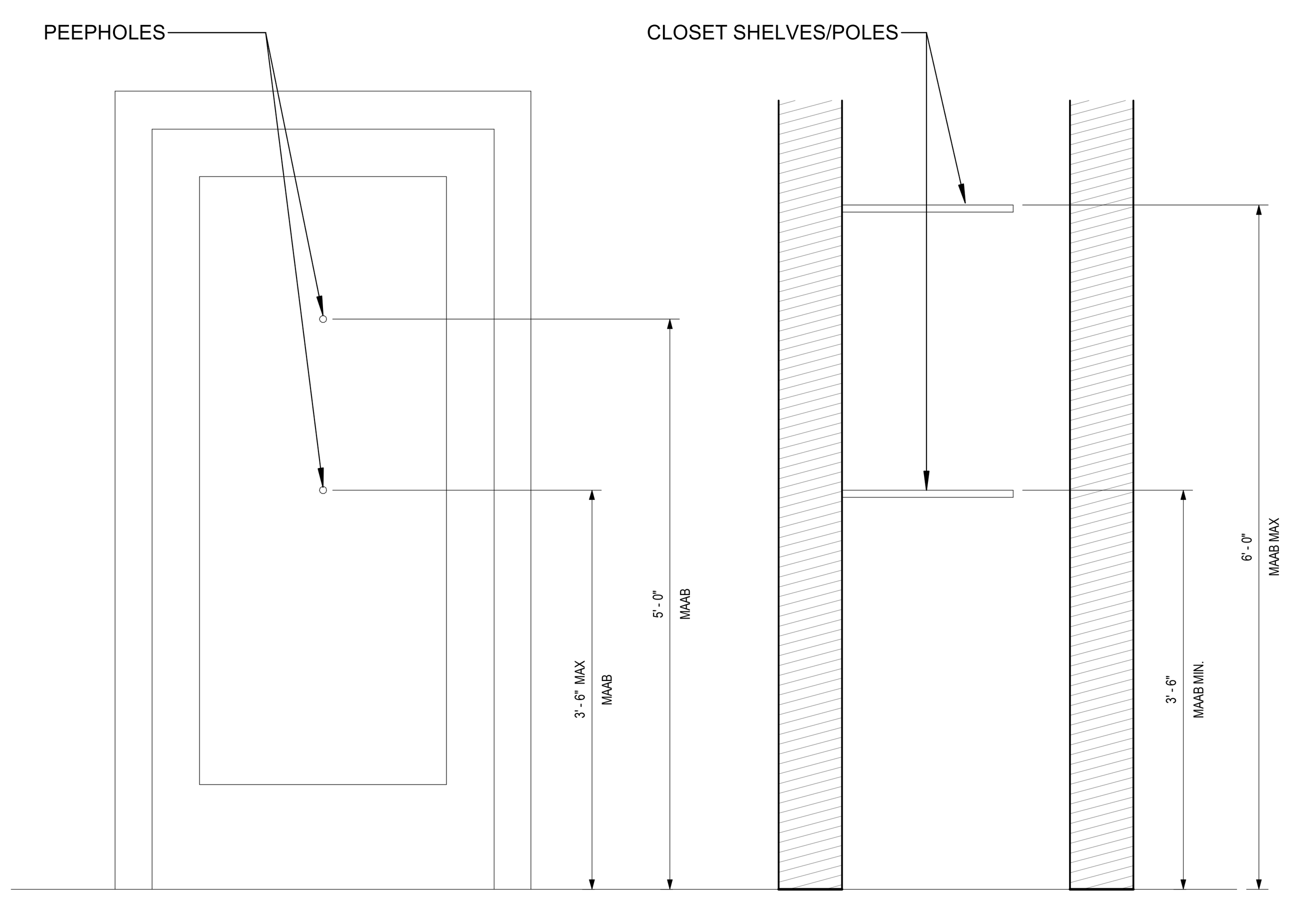
ABBREVIATIONS

LBR	LUMBER
LL	LIVE LOAD
LT	LIGHT
LAV	LAVATORY
MATL	MATERIAL
MAX	MAXIMUM
MECH	MECHANICAL
MEP	MECHANICAL, ELECTRICAL AND PLUMBING
MFR	MANUFACTURER
N	NORTH
NASF	NET AREA SQUARE FOOTAGE
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OC	ONCENTER
OD	OUTSIDE DIAMETER
OPNG	OPENING
OSB	ORIENTED STRAND BOARD
PL	PLATE
PLWD	PLYWOOD
PLUM	PLUMBING
PR	PAIR
PT	PAINT
QTY	QUANTITY
RAD	RADIUS
RCP	REFLECTED CEILING PLAN
REINF	REINFORCED
REQ'D	REQUIRED
REV	REVERSE
RM	ROOM
RO	ROUGH OPENING
S	SOUTH
SCHED	SCHEDULE
SECT	SECTION
SHT	SHEET
SIM	SIMILAR
SPEC	SPECIFICATION
SQ	SQUARE
SS	STAINLESS STEEL
ST	STAIN
STD	STANDARD
STL	STEEL
SUSP	SUSPENDED
SYM	SYMMETRICAL
THSH	THRESHOLD
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
VERT	VERTICAL
V.I.F.	VERIFY IN FIELD
VOL	VOLUME
W	WEST
WC	WATER CLOSET
WD	WOOD
WP	WATER PROOF
WT	WEIGHT
YD	YARD

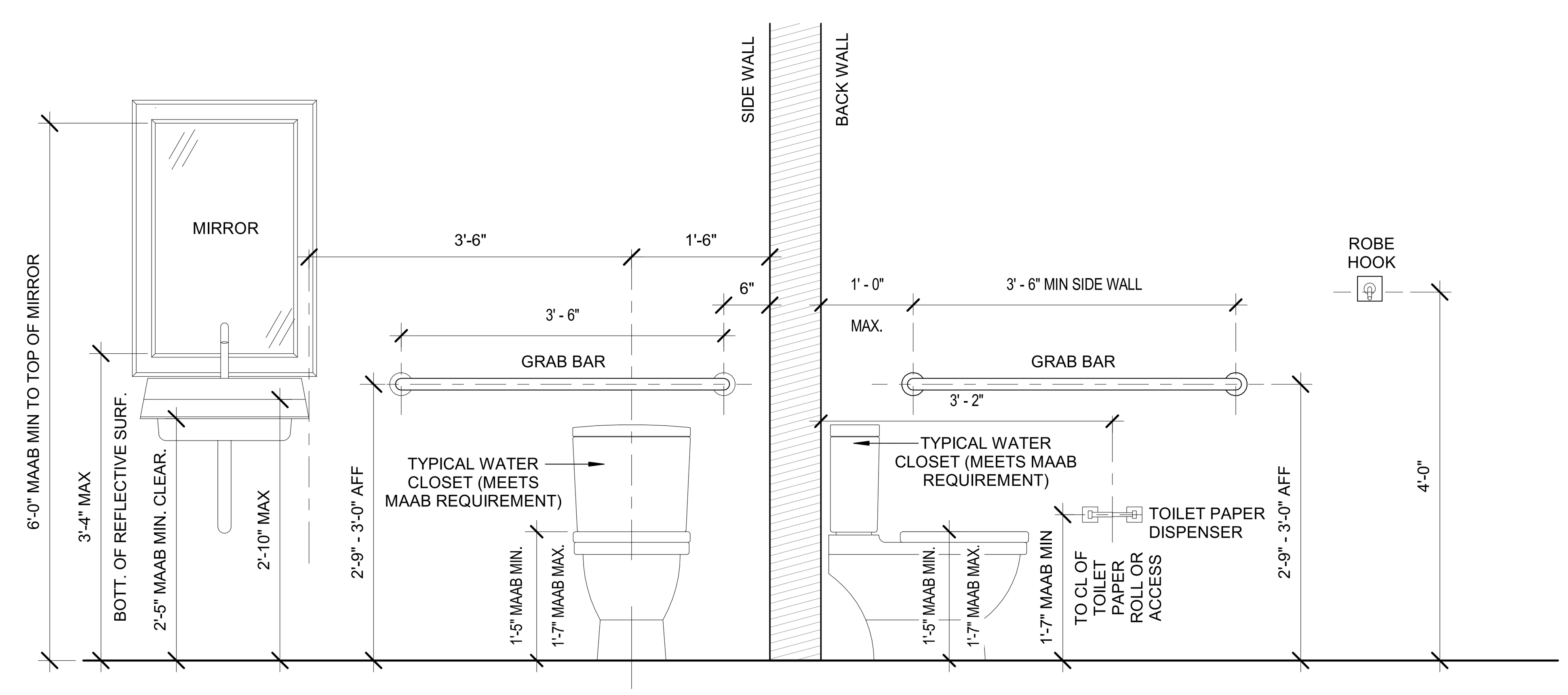


*SEE M/E/FA/FP FOR ADDITIONAL MOUNTING HEIGHT INFORMATION

1 A0-01 **TYPICAL DEVICE MOUNTING HEIGHTS**
1 1/2" = 1'-0"



2 A0-01 **MISC. ACCESSIBLE MOUNTING HEIGHTS**
3/4" = 1'-0"



3 A0-01 **TYP. ACCESSIBLE TOILET ROOM MOUNTING HEIGHTS**
3/4" = 1'-0"

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www.ZeroEnergy.com

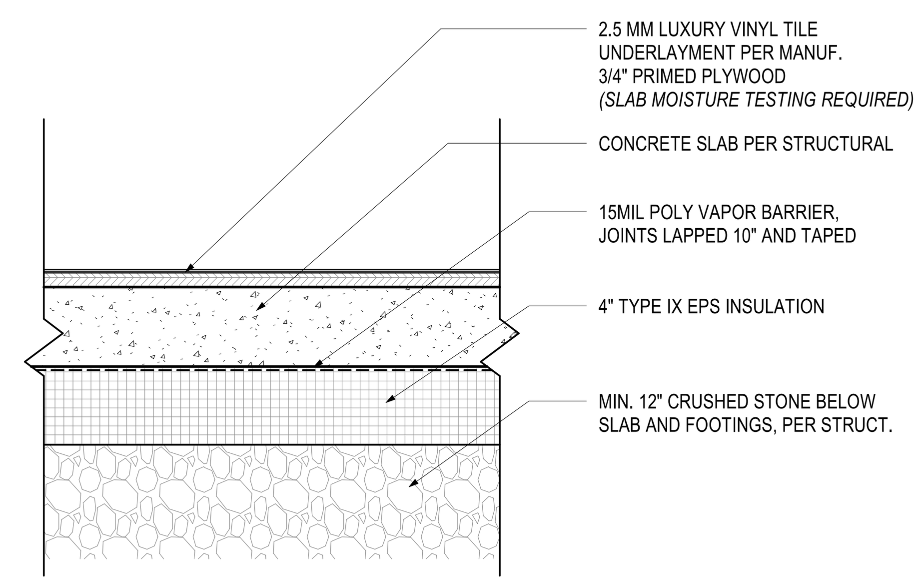
Residence for:
103 NICHOLS LLC

103 NICHOLS AVENUE

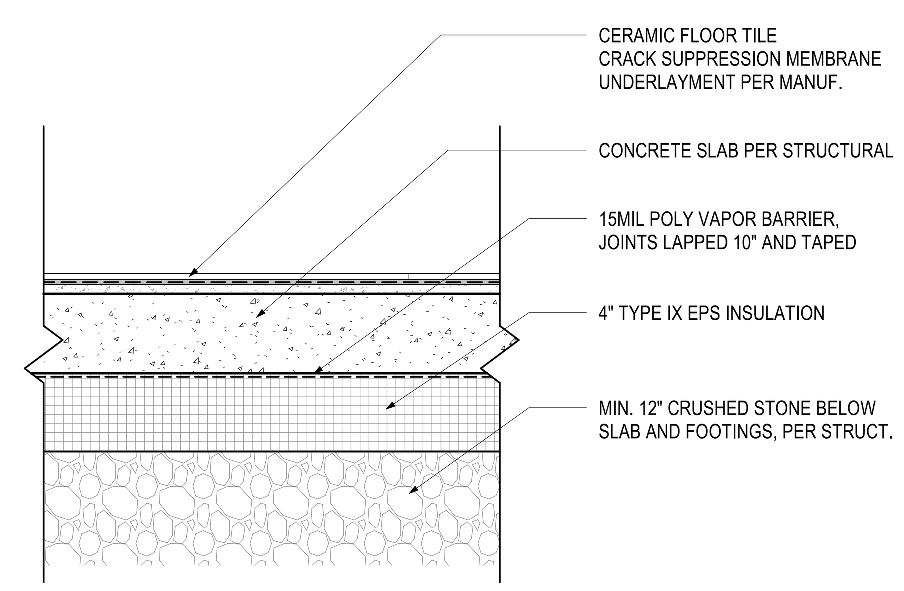
GENERAL INFO

Project number	1483
Date	2024.12.13
Scale	As indicated

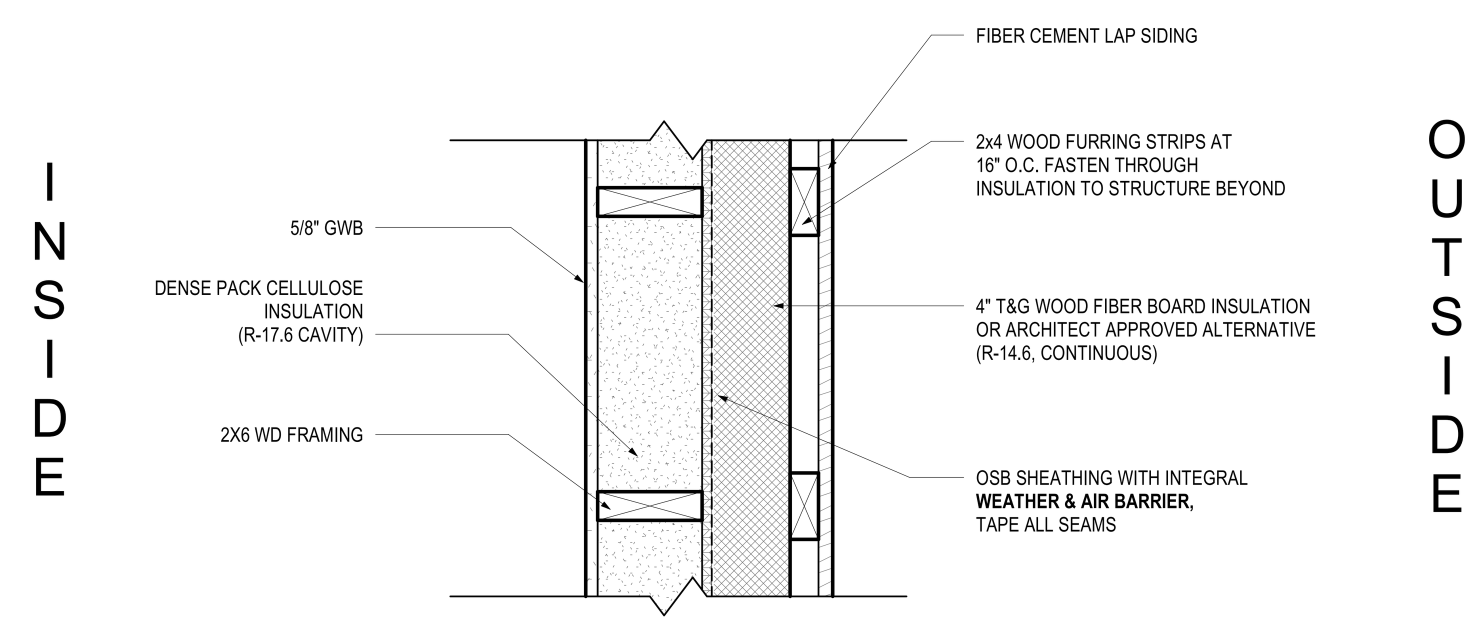
A0-01



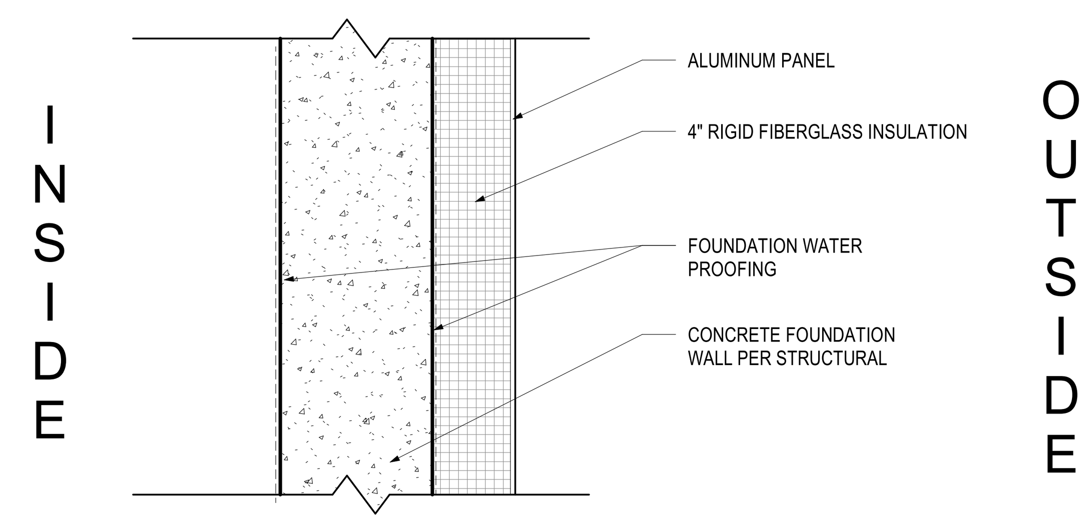
2 A0-11 **FLOOR TYPE 02 - LVT ON CONCRETE**
1 1/2" = 1'-0"



1 A0-11 **FLOOR TYPE 01 - TILE ON CONCRETE**
1 1/2" = 1'-0"



4 A0-11 **WALL TYPE 02 - EXTERIOR SIDING**
1 1/2" = 1'-0"



3 A0-11 **WALL TYPE 01 - FOUNDATION WALL**
1 1/2" = 1'-0"

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Drawing Notes:

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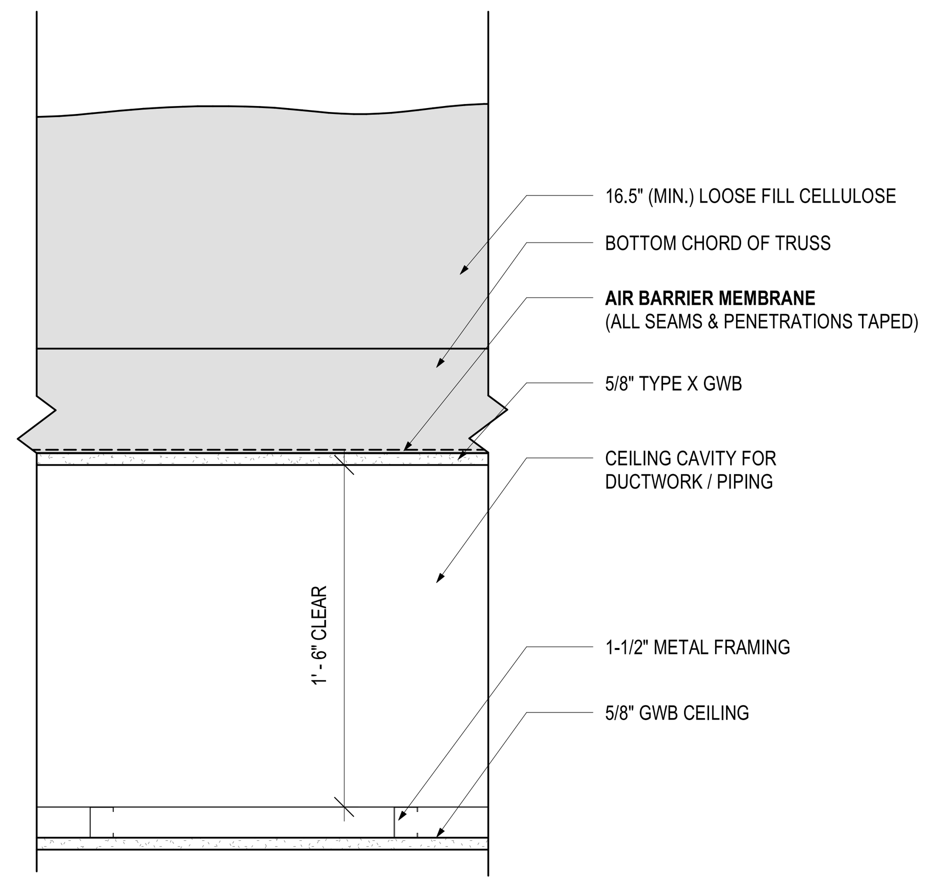
103 NICHOLS LLC

103 NICHOLS AVENUE

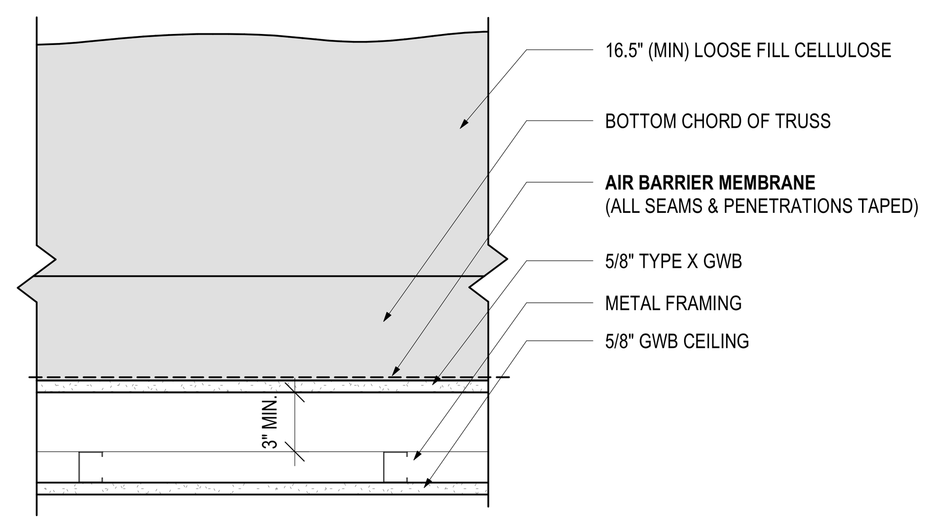
EXTERIOR ASSEMBLY TYPES

Project number	1483
Date	2024.12.13
Scale	1 1/2" = 1'-0"

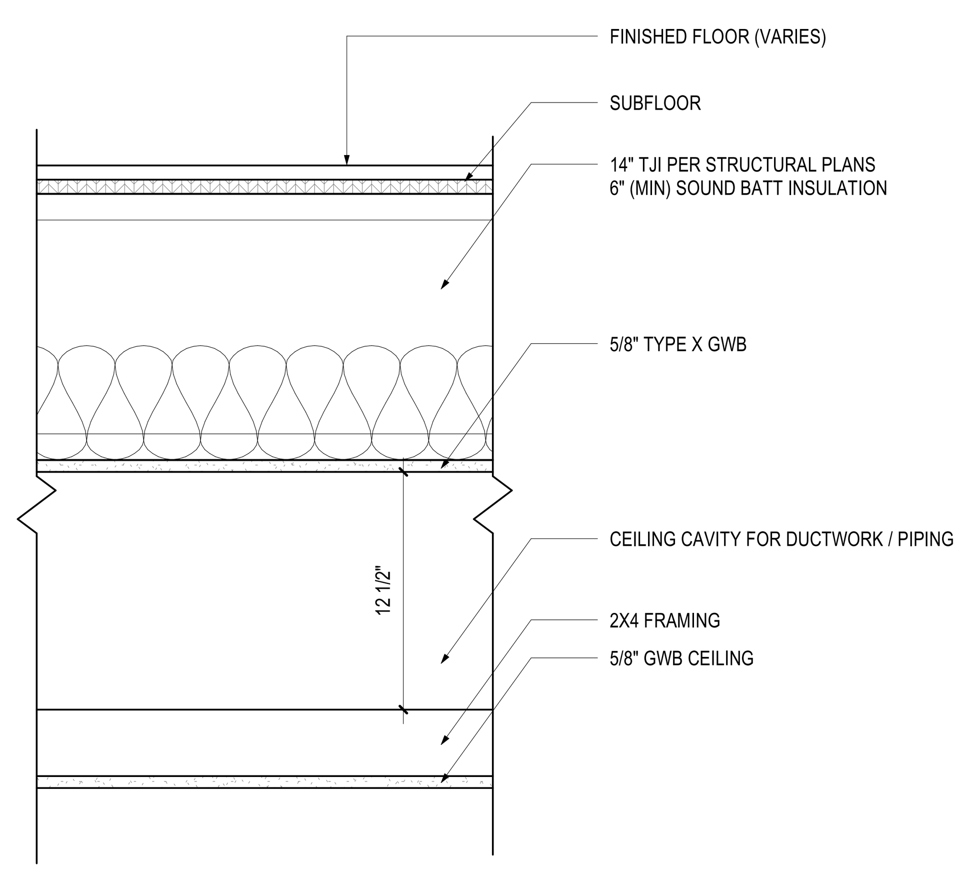
A0-11



3 A0-12 **CEILING/FLOOR TYPE 03 - THIRD FLOOR**
1 1/2" = 1'-0"



2 A0-12 **CEILING/FLOOR TYPE 02 - THIRD FLOOR**
1 1/2" = 1'-0"



1 A0-12 **CEILING/FLOOR TYPE 01 - SECOND FLOOR**
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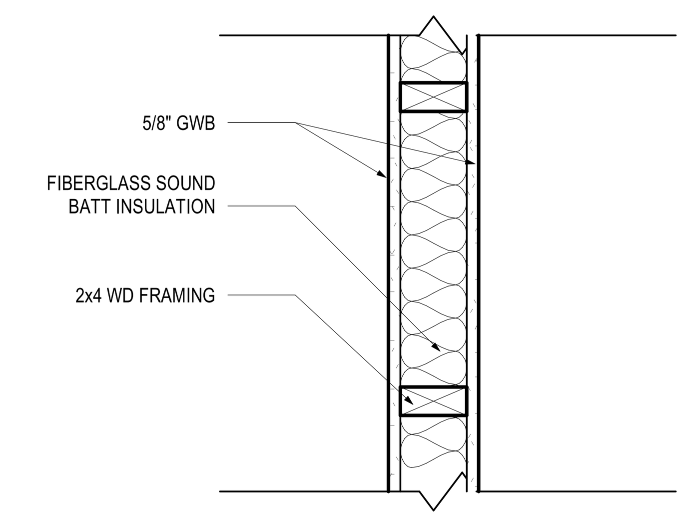
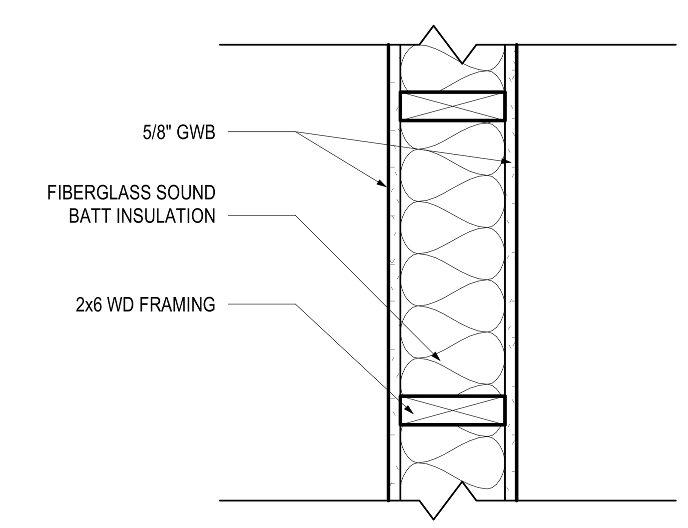


6 A0-12 **WALL TYPE 03 - INTERIOR PARTITION 2x4**
1 1/2" = 1'-0"



4 A0-12 **WALL TYPE 04 - INTERIOR PARTITION 2x6**
1 1/2" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

ZeroEnergy Design
156 Milk St, Ste 3
Boston, MA 02109
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F. 866-201-3856
www.ZeroEnergy.com

Residence for:
103 NICHOLS LLC

103 NICHOLS AVENUE

INTERIOR ASSEMBLY TYPES

Project number	1483
Date	2024.12.13
Scale	1 1/2" = 1'-0"

A0-12

PROPOSED SITE PLAN SET FOR
103 NICHOLS AVENUE
WATERTOWN, MASSACHUSETTS

WATERTOWN HOUSING AUTHORITY
GROUP HOME FOR ADULTS WITH DISABILITIES

GENERAL NOTES:

1. TOPOGRAPHIC DATA, PROPERTY LINE INFORMATION, EXISTING AND PROPOSED SITE FEATURES WERE OBTAINED FROM A PLAN ENTITLED "PLOT OF LAND WATERTOWN, MA. WATER HOUSING AUTHORITY 103 NICHOLS AVENUE", PREPARED BY DAVID P. TERENZONI, P.L.S. DATED DECEMBER 3, 2021. THE DRAWINGS ARE BASED ON A CAD FILE RECEIVED ON JUNE 7, 2024, LAS REVISED OCTOBER 7, 2024 WHICH IS NOTED TO BE ON THE NAVD OF 1988 DATUM.
2. FLOODPLAIN INFORMATION WAS OBTAINED FROM THE FLOOD INSURANCE RATE MAP (FIRM) NO. 25017C0556E. THE SITE IS IN ZONE X, DESIGNATED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
3. THE CONTRACTOR SHALL COMPLY WITH MASSACHUSETTS GENERAL LAWS CHAPTER 82, SECTION 40, AS AMENDED, WHICH STATES THAT NO ONE MAY EXCAVATE IN THE COMMONWEALTH OF MASSACHUSETTS EXCEPT IN AN EMERGENCY WITHOUT 72 HOURS NOTICE, EXCLUSIVE OF SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS, TO NATURAL GAS PIPELINE COMPANIES, AND MUNICIPAL UTILITY DEPARTMENTS THAT SUPPLY GAS, ELECTRICITY, TELEPHONE, OR CABLE TELEVISION SERVICE IN OR TO THE CITY OR TOWN WHERE THE EXCAVATION IS TO BE MADE. THE CONTRACTOR SHALL CALL "DIG SAFE" AT 1-888-DIG-SAFE.
4. THE CONTRACTOR SHALL COMPLY WITH MASSACHUSETTS GENERAL LAWS CHAPTER 82A, ALSO REFERRED TO AS JACKIE'S LAW, AS DETAILED IN SECTION 520 CMR 14.00 OF THE CODE OF MASSACHUSETTS REGULATIONS.
5. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS AND SAFETY CODES IN THE CONSTRUCTION OF ALL IMPROVEMENTS.
6. THE LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES ARE APPROXIMATE AND ALL UTILITIES MAY NOT BE SHOWN. PRESENCE AND LOCATIONS OF ALL UTILITIES WITHIN THE LIMIT OF WORK MUST BE DETERMINED BY THE CONTRACTOR PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IDENTIFYING AND CONTACTING THE CONTROLLING AUTHORITIES AND/OR UTILITIES COMPANIES RELATIVE TO THE LOCATIONS AND ELEVATIONS OF THEIR LINES. THE CONTRACTOR SHALL KEEP A RECORD OF ANY DISCREPANCIES OR CHANGES IN THE LOCATIONS OF ANY UTILITIES SHOWN OR ENCOUNTERED DURING CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO THE OWNER AND BOSTON CIVIL. ANY DAMAGE RESULTING FROM THE FAILURE OF THE CONTRACTOR TO MAKE THESE DETERMINATIONS AND CONTACTS SHALL BE DONE BY THE CONTRACTOR.
7. THE CONTRACTOR SHALL, THROUGHOUT CONSTRUCTION, TAKE APPROPRIATE PRECAUTIONS TO PROTECT ALL WALKS, GRADING, SIDEWALKS, AND SIDE DETAILS OUTSIDE OF THE LIMITS OF WORKS AS DEFINED ON THE DRAWINGS AND SHALL REPAIR AND REPLACE OR OTHERWISE MAKE GOOD AS DETECTED BY THE ENGINEER OR OWNER'S DESIGNATED REPRESENTATIVE ANY SUCH OR OTHER DAMAGE SO CAUSED.
8. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR JOB SITE SAFETY AND ALL CONSTRUCTION MEANS AND METHODS.
9. PRIOR TO BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE SITE AND CONSTRUCTION DOCUMENTS TO DEVELOP A THOROUGH UNDERSTANDING OF THE PROJECT, INCLUDING ANY SPECIAL CONDITIONS AND CONSTRAINTS.
10. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE PROJECT SITE AND TO VERIFY ALL CONDITIONS IN THE FIELD AND REPORT DISCREPANCIES BETWEEN PLANS AND ACTUAL CONDITIONS TO THE OWNER OR OWNER'S REPRESENTATION IMMEDIATELY.
11. THE CONTRACTOR SHALL CONDUCT ALL NECESSARY NOTIFICATIONS AND APPLY FOR AND OBTAIN ALL NECESSARY CONSTRUCTION PERMITS.
12. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE ESTABLISHMENT AND USE OF ALL VERTICAL AND HORIZONTAL CONSTRUCTION CONTROLS.
13. THE BUILDING LOCATION INFORMATION SHOWN ON THE PLAN PROVIDES THE POSITION AND ORIENTATION OF THE BUILDING. REFER TO THE STAMPED PLOT PLAN, AND THE ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS FOR BUILDING AND FOUNDATION DIMENSIONS, INCLUDING BUILDING OVERHANGS AND AREAWAYS. THE CONTRACTOR SHALL VERIFY BUILDING AND FOUNDATION DIMENSIONS WITH THE ARCHITECT AND STRUCTURAL ENGINEER PRIOR TO FOUNDATION CONSTRUCTION.
14. CONTRACTOR TO COORDINATE WITH THE CITY FOR PERMITTING. THESE PLANS DO NOT CONSTITUTE A PERMIT.

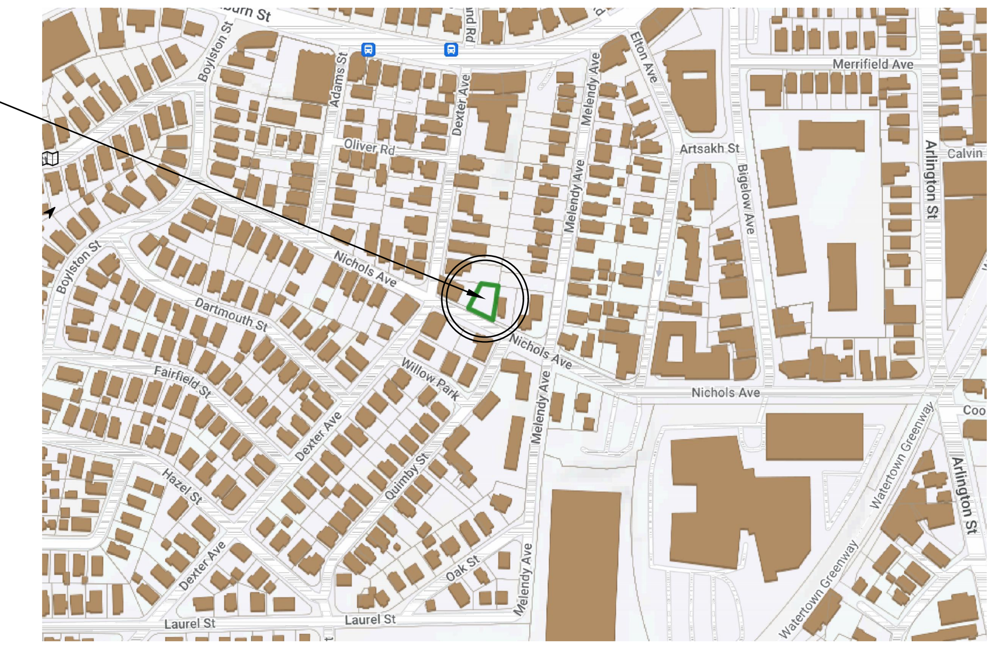
EROSION AND SEDIMENT CONTROL NOTES:

1. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE LATEST EDITION OF THE "MASSACHUSETTS EROSION AND SEDIMENT CONTROL GUIDELINES FOR URBAN AND SUBURBAN AREAS" PREPARED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF RESOURCE PROTECTION, AND THE CURRENT NPDES GENERAL PERMIT FOR STORMWATER DISCHARGES FROM CONSTRUCTION ACTIVITIES.
2. MEANS OF EROSION AND SEDIMENT PROTECTION AS NOTED ON THE DRAWINGS INDICATE MINIMUM RECOMMENDED PROVISIONS. THE CONTRACTOR IS RESPONSIBLE FOR FINAL SELECTION AND PLACEMENT OF EROSION AND SEDIMENT CONTROLS BASED ON ACTUAL SITE CONDITIONS AND CONSTRUCTION CONDITIONS. ADDITIONAL MEANS OF PROTECTION SHALL BE PROVIDED BY THE CONTRACTOR AS REQUIRED FOR CONTINUED OR UNFORESEEN EROSION PROBLEMS, OR AS DIRECTED BY CONTROLLING MUNICIPAL AUTHORITIES, AT NO ADDITIONAL COST TO THE OWNER.
3. AN EROSION CONTROL BARRIER SHALL BE INSTALLED ALONG THE EDGE OF THE PROPOSED DEVELOPMENT AS INDICATED IN THE PLAN PRIOR TO COMMENCEMENT OF DEMOLITION OF CONSTRUCTION OPERATIONS.
4. SEDIMENT CONTROL MEASURES SHALL BE ADJUSTED TO MEET FIELD CONDITIONS AT THE TIME OF AND DURING ALL PHASES OF CONSTRUCTION AND BE CONSTRUCTED PRIOR TO AND IMMEDIATELY AFTER ANY GRADING OR DISTURBANCE OF EXISTING SURFACE MATERIAL ON THE SITE.
5. AFTER ANY SIGNIFICANT RAINFALL (GREATER THAN 0.25 INCHES PER RAINFALL WITHIN 24 HOURS), SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED FOR INTEGRITY. ANY DAMAGE SHALL BE CORRECTED IMMEDIATELY.
6. PERIODIC INSPECTION AND MAINTENANCE OF ALL SEDIMENT CONTROL STRUCTURES SHALL BE PROVIDED TO ENSURE THAT THE INTENDED PURPOSE IS ACCOMPLISHED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SEDIMENT LEAVING THE LIMIT OF WORK. SEDIMENT CONTROL MEASURES SHALL BE IN WORKING CONDITION AT THE END OF EACH WORKING DAY.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PREVENTING SEDIMENT FROM ENTERING ANY STORM DRAINAGE SYSTEM AND FROM BEING CONVEYED TO ANY WETLAND RESOURCE AREA, PUBLIC WAYS, ABUTTING PROPERTIES, OR OUTSIDE OF THE PROJECT LIMITS.
8. THE CONTRACTOR SHALL PROTECT ALL DRAINAGE SWALES AND GROUND SURFACE DURING THE LIMIT OF WORK FROM EROSIVE CONDITIONS. STRAW BALES, CRUSHED STONE OR EQUIVALENT CHECK DAMS ARE TO BE PROVIDED AT A MINIMUM OF TWO HUNDRED (200) FOOT SPACING, OR LESS AS SITE-SPECIFIC CONDITIONS WARRANT, WITHIN ALL DRAINAGE SWALES AND DITCHES AND AT UPSTREAM SIDES OF ALL DRAINAGE INLETS.
9. ALL STOCK PILES SHALL BE LOCATED WITHIN THE LIMIT OF WORK.
10. ANY SEDIMENT TRACKED ONTO PAVING AREAS SHALL BE SWEPT AT THE END OF EACH WORKING DAY.
11. ALL SEDIMENT REMOVED BY EROSION CONTROL MEASURES SHALL BE LEGALLY DISPOSED OF OFF-SITE.
12. TEMPORARY DIVERSION DITCHES, PERMANENT DITCHES, CHANNELS, EMBANKMENTS, AND ANY DENUDED SURFACE THAT WILL BE EXPOSED FOR A PERIOD OF 14 CALENDAR DAYS OR MORE SHALL BE CONSIDERED CRITICAL VEGETATION AREAS. THESE AREAS SHALL BE STABILIZED/PROTECTED WITH APPROPRIATE EROSION CONTROL MATTING OR OTHER EROSION CONTROL METHODS.
13. DUST SHALL BE CONTROLLED BY WATERING OR OTHER APPROVED METHODS AS DIRECTED BY THE PERMITTING AUTHORITY OR OWNER.
14. THE CONTRACTOR SHALL USE TEMPORARY SEEDING, MULCHING OR OTHER APPROVED STABILIZATION MEASURES TO PROTECT EXPOSED AREAS DURING PROLONGED CONSTRUCTION OR OTHER LAND DISTURBANCE. STOCKPILES THAT WILL BE EXPOSED FOR LONGER THAN 14 DAYS SHALL BE STABILIZED.
15. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL EROSION AND SEDIMENT CONTROLS AT THE COMPLETION OF SITE CONSTRUCTION. STABILIZE OR SEED BARE AREAS LEFT AFTER EROSION CONTROL REMOVAL.

EXISTING SITE
SOURCE: CITY ASSESSORS
REFER TO ARCHITECTURAL PLANS FOR PROPOSED DESIGN

SHEET LIST

PROJECT SITE



LOCUS MAP

SOURCE: CITY GIS BROWSER
NOT TO SCALE

UTILITY NOTES:

1. ALL UTILITY CONNECTIONS ARE SUBJECT TO THE APPROVAL OF, AND GRANTING OF PERMITS BY, THE LOCAL MUNICIPALITY. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS AND APPROVALS RELATED TO UTILITY WORK PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR OBTAINING ALL PERMISSIONS FOR, AND FOR CONDUCTING ALL PREPARATIONS RELATED TO, WORK AFFECTING ANY UTILITIES WITHIN THE JURISDICTION OF ANY NON-MUNICIPAL UTILITY COMPANY, INCLUDING BUT NOT LIMITED TO ELECTRIC, TELEPHONE, AND/OR GAS. THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE AGENCIES, DEPARTMENTS, AND UTILITY COMPANIES, IN WRITING, AT LEAST 7 DAYS (OR PER UTILITY COMPANY REQUIREMENT) AND NOT MORE THAN 30 DAYS PRIOR TO ANY CONSTRUCTION.
3. THE CONTRACTOR SHALL MAINTAIN UTILITIES SERVICING BUILDINGS AND FACILITIES WITHIN OR OUTSIDE THE PROJECT LIMIT UNLESS THE INTERRUPTION OF SERVICE IS COORDINATED WITH THE OWNER.
4. ALL WATER, SEWER, AND DRAIN WORK SHALL BE PERFORMED ACCORDING TO THE REQUIREMENTS AND STANDARD SPECIFICATIONS OF THE LOCAL MUNICIPALITY.
5. TELECOMMUNICATIONS AND ELECTRIC SERVICES ARE TO BE DESIGNED BY EACH UTILITY COMPANY IN COORDINATION WITH THE MECHANICAL, ELECTRIC, AND PLUMBING CONSULTANTS.
6. THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES OF NEW UTILITIES WITH TELECOMMUNICATION AND ELECTRICAL SERVICES.
7. INSTALL WATER LINES WITH A MINIMUM OF FIVE FEET OF COVER AND A MAXIMUM OF SEVEN FEET OF COVER FROM THE FINAL DESIGN GRADES.
8. MAINTAIN 10 FEET HORIZONTAL SEPARATION AND 18 INCHES VERTICAL SEPARATION (WATER OVER SEWER) BETWEEN SEWER AND WATER LINES. WHEREVER THERE IS LESS THAN 10 FEET OF HORIZONTAL SEPARATION AND 18 INCHES OF VERTICAL SEPARATION BETWEEN A PROPOSED OR EXISTING SEWER LINE TO REMAIN AND A PROPOSED OR EXISTING WATER LINE TO REMAIN, BOTH WATER MAIN AND SEWER MAIN SHALL BE CONSTRUCTED OF MECHANICAL JOINT CEMENT LINED DUCTILE IRON PIPE FOR A DISTANCE OF 10-FEET ON EITHER SIDE OF THE CROSSING. ONE (1) FULL LENGTH OF WATER PIPE SHALL BE CENTERED OVER THE SEWER AT THE CROSSING.
9. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES EXCEPT THOSE NOTED TO BE ABANDONED AND/OR REMOVED AND DISPOSED OF.
10. ALL ONSITE UTILITIES SHALL BE INSTALLED UNDERGROUND UNLESS OTHERWISE NOTED.
11. ALL EXISTING AND PROPOSED MANHOLE FRAMES, COVERS, VALVES, CLEANOUTS, CASTINGS, ETC. SHALL BE RAISED TO FINISHED GRADE PRIOR TO FINAL GRADING AND PAVING CONSTRUCTION.

EARTH MOVING AND GRADING NOTES:

1. CROSS SLOPES OF ALL PEDESTRIAN WALKS SHALL NOT EXCEED 1.5%.
2. RUNNING SLOPE OF ALL PEDESTRIAN WALKS SHALL NOT EXCEED 4.5%, UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR SHALL EXERCISE CAUTION IN ALL EXCAVATION ACTIVITY DUE TO POSSIBLE EXISTENCE OF UNRECORDED UTILITY LINES.
4. ALL PAVED AREAS MUST PITCH TO DRAIN AT A MINIMUM OF 1% UNLESS OTHERWISE NOTED.
5. PROVIDE POSITIVE DRAINAGE AWAY FROM FACE OF BUILDINGS AT ALL LOCATIONS.
6. PITCH EVENLY BETWEEN CONTOUR LINES AND BETWEEN SPOT GRADES. SPOT GRADE ELEVATIONS TAKE PRECEDENCE OVER CONTOUR LINES.
7. THE CONTRACTOR SHALL BLEND NEW GRADING SMOOTHLY INTO EXISTING GRADING AT LIMITS OF GRADING.
8. WHERE NEW PAVING MEETS EXISTING PAVING, MEET LINE AND GRADE OF EXISTING PAVING WITH SMOOTH TRANSITION BETWEEN EXISTING AND NEW SURFACES.
9. SURPLUS MATERIALS SHALL BE REMOVED FROM THE SITE UNLESS DETECTED BY THE OWNER OR OWNER'S REPRESENTATIVE. REFER TO EARTHWORK SPECIFICATIONS.
10. ANY AREAS OUTSIDE OF THE LIMIT ARE WORK THAT ARE DISTURBED SHALL BE RESTORED BY THE CONTRACTOR TO THE PRE-CONSTRUCTION CONDITION/GRADE AT NO COST TO THE OWNER.
11. EXCAVATION INCLUDED WITHIN PROXIMITY OF EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT NO ADDITIONAL COST TO OWNER.
12. REFER TO THE GEOTECHNICAL ENGINEER'S REPORT AND RECOMMENDATIONS FOR SPECIFICATIONS AND RECOMMENDATIONS WITHIN THE PRIVATE SITE AREA.

ZeroEnergy DESIGN

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

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BOSTON CIVIL
ENGINEERING & LAND PLANNING

Residence for:
WATERTOWN HOUSING AUTHORITY
103 NICHOLS AVENUE

Title Sheet and General Notes

Project number	1483 (BC #312)
Date	2024.12.13
Scale	

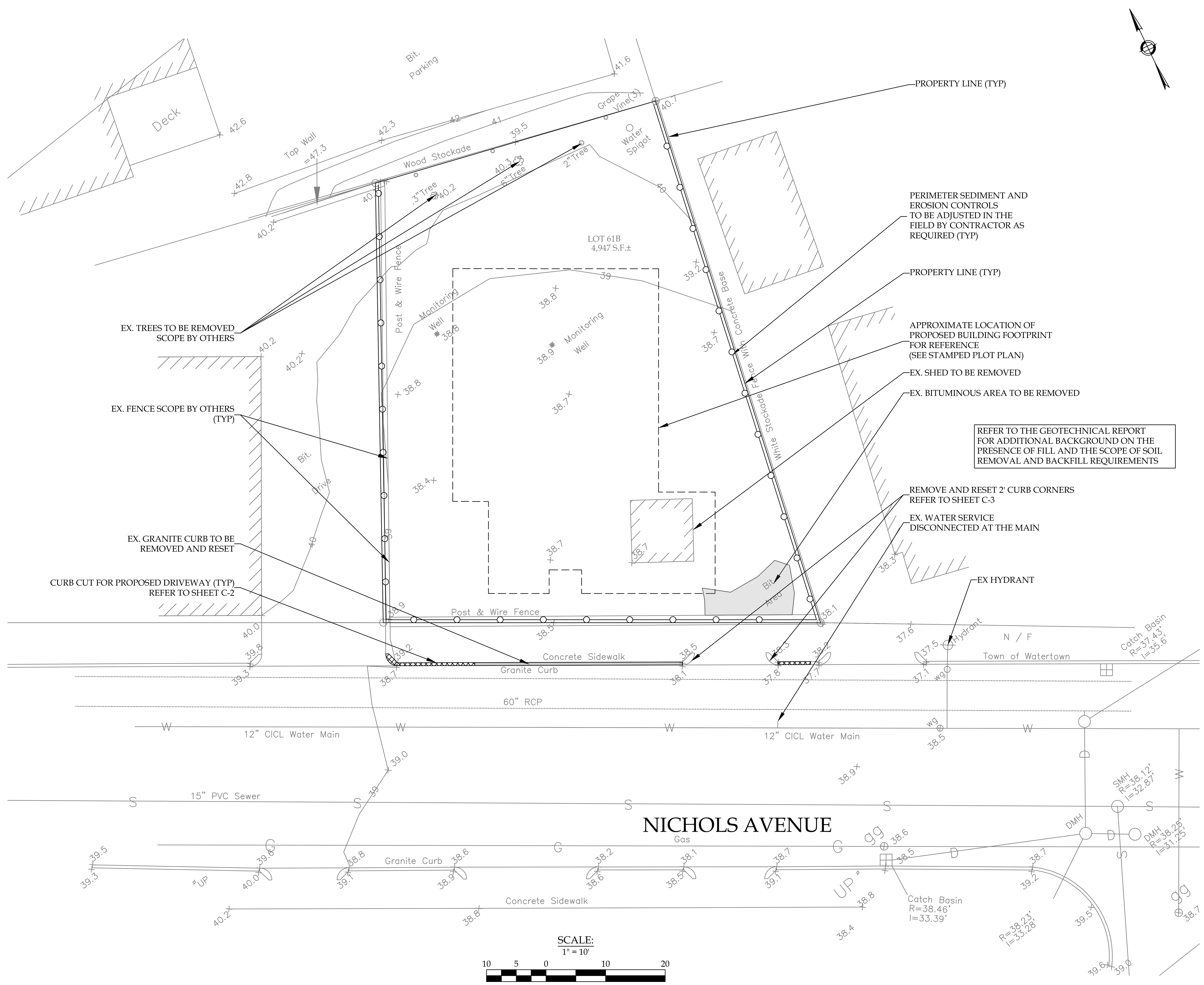
C-1

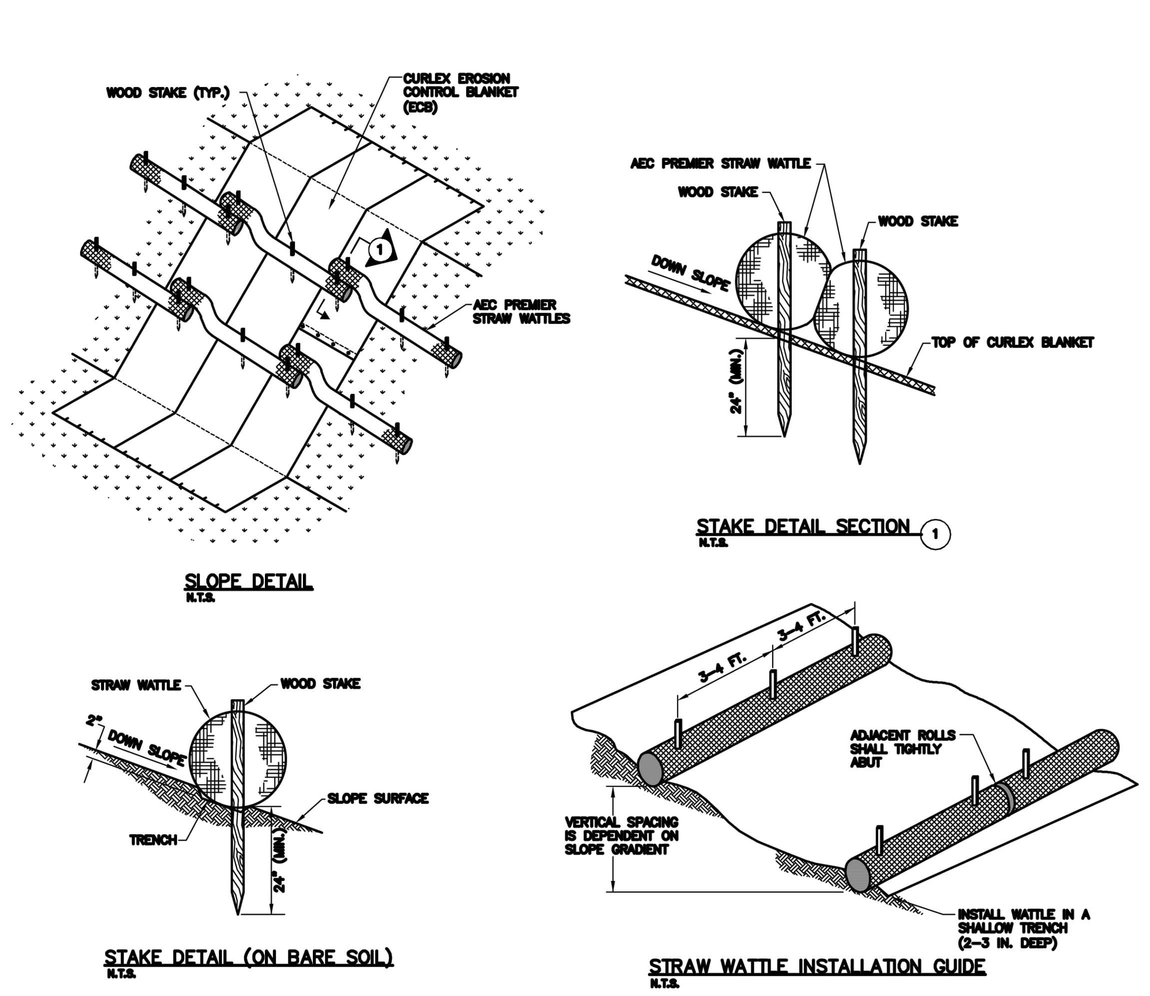
NOTES:

1. REFER TO ADDITIONAL NOTES ON SHEET C-1 AND PROPOSED SITE PLAN ON SHEET C-3.
2. REFER TO THE GEOTECHNICAL SUMMARY REPORT PREPARED BY KMM GEOTECHNICAL CONSULTANTS, LLC, DATED APRIL 15, 2024, AND THE LIMITED GROUNDWATER INVESTIGATION AND SOIL DISPOSAL CHARACTERIZATION REPORT PREPARED BY FUSS & O'NEIL, DATED MAY 17, 2024, FOR SOIL AND GROUNDWATER INFORMATION AND RECOMMENDATIONS WITHIN THE PRIVATE SITE AREA.
3. REFER TO PLANS PREPARED BY OTHERS FOR SETBACKS AND ZONING CHART.
4. ELEVATIONS IN U.S. SURVEY FEET ARE BASED ON VERTICAL DATUM - NAVD OF 1988 PER THE SURVEYOR OF RECORD
5. CONTRACTOR TO COORDINATE WITH THE CITY FOR PERMITTING. THIS PLAN DOES NOT CONSTITUTE A PERMIT.
6. IF CONDITIONS DO NOT MATCH INFORMATION (EX. LEDGE, GW ELEVATIONS, SURVEY DISCREPANCIES, ETC.) CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY.
7. CONTRACTOR SHALL OBTAIN APPROVAL, FROM THE ENGINEER, ANY DEVIATIONS TO THIS PLAN.
8. THIS PLAN MAY NOT SHOW UTILITIES THAT NEED TO BE TERMINATED PRIOR TO DEMOLISHING THE STRUCTURE(S) SUCH AS GAS, ELECTRIC, COMMUNICATIONS AND OTHERS. CONTRACTOR TO VERIFY ALL UTILITIES HAVE BEEN TERMINATED IN ACCORDANCE WITH EACH UTILITY PROVIDERS STANDARDS PRIOR TO DEMOLISHING THE STRUCTURE(S).
9. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR JOB SITE SAFETY AND ALL CONSTRUCTION MEANS AND METHODS.
10. PRIOR TO BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE SITE AND CONSTRUCTION DOCUMENTS TO DEVELOP A THOROUGH UNDERSTANDING OF THE PROJECT, INCLUDING ANY SPECIAL CONDITIONS AND CONSTRAINTS.
11. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE PROJECT SITE AND TO VERIFY ALL CONDITIONS IN THE FIELD AND REPORT DISCREPANCIES BETWEEN PLANS AND ACTUAL CONDITIONS TO THE OWNER OR OWNER'S REPRESENTATION IMMEDIATELY.

CITY OF WATERTOWN STANDARD NOTES:

1. ASPHALT PATCHES SHALL HAVE A MINIMUM DEPTH OF 5-INCHES, OR MATCH EXISTING ROAD DEPTH.
2. ALL WORK SHALL COMPLY WITH ADA REQUIREMENTS.
3. FLOWABLE FILL REQUIRED AS BACKFILL IN PUBLIC WAY.
4. CUT AND CAP EXISTING WATER AND SEWER SERVICES AT THE MAIN PRIOR TO ANY BUILDING DEMOLITION.
5. USE OF FIRE HYDRANTS FOR DEMOLITION OR CONSTRUCTION IS NOT PERMITTED UNLESS APPROVED BEFOREHAND BY THE DEPARTMENT OF PUBLIC WORKS.
6. ALL EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED AND INSPECTED BY THE DPW PRIOR TO COMMENCEMENT OF ANY EARTH MOVING ACTIVITIES.





NOTES:

1. BEGIN AT THE LOCATION WHERE THE WATTLE IS TO BE INSTALLED BY EXCAVATING A 2-3" DEEP X 9" WIDE TRENCH ALONG THE CONTOUR OF THE SLOPE. EXCAVATED SOIL SHOULD BE PLACED UP-SLOPE FROM THE ANCHOR TRENCH.
2. PLACE THE WATTLE IN THE TRENCH SO THAT IT CONTOURS TO THE SOIL SURFACE. COMPACT SOIL FROM THE EXCAVATED TRENCH AGAINST THE WATTLE ON THE UPHILL SIDE. ADJACENT WATTLES SHOULD TIGHTLY ABUT.
3. SECURE THE WATTLE WITH 18-24" STAKES EVERY 3-4' AND WITH A STAKE ON EACH END. STAKES SHOULD BE DRIVEN THROUGH THE MIDDLE OF THE WATTLE LEAVING AT LEAST 2-3" OF STAKE EXTENDING ABOVE THE WATTLE. STAKES SHOULD BE DRIVEN PERPENDICULAR TO SLOPE FACE.

Watertown Department of Public Works	TOWN OF WATERTOWN, MASSACHUSETTS	JUNE, 2015

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Drawing Notes:

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No.	Description	Date

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BOSTON CIVIL ENGINEERING & LAND PLANNING

Residence for:
WATERTOWN HOUSING AUTHORITY
103 NICHOLS AVENUE

Site Preparation Plan

Project number	1483 (BC #312)
Date	2024.12.13
Scale	1" = 10'

C-2

NOTES:

1. REFER TO SHEET C-1 FOR ADDITIONAL NOTES, AND SHEET C-2 FOR THE SITE PREPARATION PLAN.
2. PROPOSED BASE FILE IS BASED ON A SITE PLAN CAD FILE RECEIVED BY ZEROENERGY DESIGN ON JULY15, 2024.
3. REFER TO THE LANDSCAPE ARCHITECT'S PLAN FOR PLANTING SCOPE AND ADDITIONAL SURFACE MATERIALS.
4. REFER TO THE GEOTECHNICAL SUMMARY REPORT PREPARED BY KMM GEOTECHNICAL CONSULTANTS, LLC, DATED APRIL 15, 2024, AND THE LIMITED GROUNDWATER INVESTIGATION AND SOIL DISPOSAL CHARACTERIZATION REPORT PREPARED BY FUSS & O'NEIL, DATED MAY 17, 2024, FOR SOIL AND GROUNDWATER INFORMATION.
5. REFER TO PLANS PREPARED BY OTHERS FOR SETBACKS AND ZONING CHART.
6. ELEVATIONS IN U.S. SURVEY FEET ARE BASED ON VERTICAL DATUM - NAVD OF 1988.
7. IF CONDITIONS DO NOT MATCH INFORMATION (EX. LEDGE, GW ELEVATIONS, SURVEY DISCREPANCIES, ETC.) CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY.
8. CONTRACTOR SHALL OBTAIN APPROVAL, FROM THE ENGINEER, ANY DEVIATIONS TO THIS PLAN.
9. ALL SEWER LINE WORK WITHIN 10 FT OF THE FOUNDATION SHALL BE DESIGNED BY THE PLUMBER IN ACCORDANCE WITH LOCAL AND STATE PLUMBING CODES & IN ACCORDANCE WITH LOCAL INSPECTOR/FOUNDATION DESIGNER DETAILS. 4" SCH 40 PVC AND DI SLEEVES ARE COMMONLY USED. NO PIPES SHALL BE PLACED UNDER THE FOOTING OR THROUGH THE SLAB WITHOUT APPROVAL FROM THE FOUNDATION DESIGNER. BACKWATER VALVE SHALL BE INSTALLED PER PLUMBING CODE AND LOCAL REGULATIONS.
10. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THESE DIMENSIONS PRIOR TO CONSTRUCTION AND NOTING IF DISCREPANCIES OCCUR BETWEEN THE CIVIL AND BUILDING PLANS. THIS PLAN SHALL NOT BE USED TO ESTABLISH DISTANCE FROM PROPERTY LINES UNLESS IS HAS A PLS STAMP.
11. THE BUILDING LOCATION INFORMATION SHOWN ON THE PLAN PROVIDES THE POSITION AND ORIENTATION OF THE BUILDING. REFER TO THE STAMPED PLOT PLAN, AND THE ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS FOR BUILDING AND FOUNDATION DIMENSIONS, INCLUDING BUILDING OVERHANGS AND AREAWAYS. THE CONTRACTOR SHALL VERIFY BUILDING AND FOUNDATION DIMENSIONS WITH THE ARCHITECT AND STRUCTURAL ENGINEER PRIOR TO FOUNDATION CONSTRUCTION.
12. THE APPLICANT WILL HAVE TO APPLY FOR STREET OPENING, UTILITY CONNECTION, AND AN INSTALL CURB & SIDEWALK WITH THE DPW PRIOR TO START OF WORK.
13. AS OF JANUARY 1, 2009, ALL TRENCH EXCAVATION CONTRACTOR'S SHALL COMPLY WITH MASSACHUSETTS GENERAL LAWS CHAPTER 82A, TRENCH EXCAVATION SAFETY REQUIREMENTS, TO PROTECT THE PUBLIC FROM UNAUTHORIZED ACCESS TO UNATTENDED TRENCHES. TRENCH EXCAVATION PERMIT REQUIRED. THIS APPLIES TO ALL TRENCHES, BOTH ON PUBLIC AND/OR PRIVATE PROPERTY.
14. ALL GUTTERS DRAINING TO THE INFILTRATION SYSTEM SHALL HAVE DEBRIS GUARDS. ALL DOWNSPOUTS MAY NOT BE SHOWN OR IN THE LOCATION SHOWN ON THE PLAN.
15. ALL DRAINAGE CONNECTIONS SHALL BE PERFORMED WITH 45 DEGREE BENDS OR WYE CONNECTIONS. DO NOT USE TEE FITTINGS.

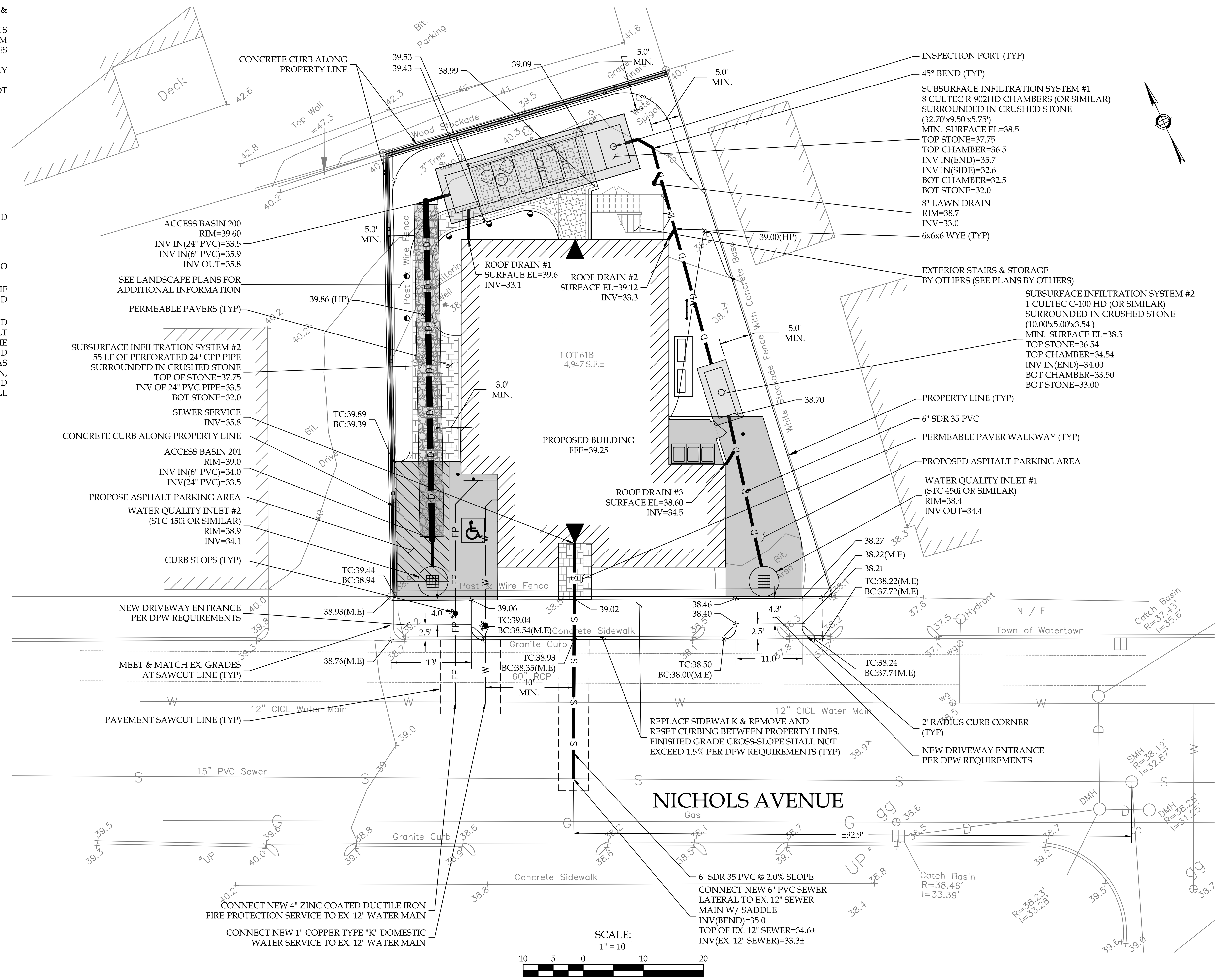
CITY OF WATERTOWN STANDARD NOTES:

1. CONCRETE MIX: 4,000 PSI CONCRETE, 3/4-INCH STONE, 2 1-2-LBS LAMPBLACK PER CUBIC YARD.
2. ASPHALT PATCHES SHALL HAVE A MINIMUM DEPTH OF 5-INCHES, OR MATCH EXISTING ROAD DEPTH.
3. ALL CURBING AND SIDEWALK WORK SHALL BE INSPECTED BY THE DPW PRIOR TO POURING.
4. ALL WORK SHALL COMPLY WITH ADA REQUIREMENTS.
5. FLOWABLE FILL REQUIRED AS BACKFILL IN PUBLIC WAY.
6. USE OF FIRE HYDRANTS FOR DEMOLITION OR CONSTRUCTION IS NOT PERMITTED UNLESS APPROVED BEFOREHAND BY THE DEPARTMENT OF PUBLIC WORKS.
7. WATER PIPES SHALL BE INSTALLED AT A MINIMUM DEPTH OF 5-FEET.
8. A MINIMUM SEPARATION OF 5-FEET IS REQUIRED BETWEEN ALL UTILITIES.
9. ALL EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED AND INSPECTED BY THE DPW PRIOR TO COMMENCEMENT OF ANY EARTH MOVING ACTIVITIES.
10. THE ENGINEER-OF-RECORD SHALL WITNESS INSTALLATION OF ANY SUB-SURFACE INFILTRATION SYSTEM. IF SUB-SURFACE SOIL CONDITIONS DIFFER FROM THAT SHOWN ON THE PLAN, THE DESIGN SHALL BE MODIFIED AND RESUBMITTED TO THE TOWN FOR APPROVAL PRIOR TO CONTINUING INSTALLATION.
11. UPON COMPLETION OF THE WORK, AS-BUILT DRAWINGS SHALL BE SUBMITTED IN BOTH PAPER AND ELECTRONIC FORMAT. THE DRAWINGS HALL BE BASED UPON A FIELD SURVEY OF ACTUAL AS-BUILT LOCATIONS, AND SHALL BE STAMPED BY A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE COMMONWEALTH OF MASSACHUSETTS. THE AS-BUILT DRAWING SHALL DEPICT ALL BUILDINGS, PAVED SURFACES, TOPOGRAPHY, AND MAJOR LANDSCAPE FEATURES. WATER, SEWER, AND DRAINAGE FEATURES, AS WELL AS OTHER UNDERGROUND UTILITIES INSTALLED BY OTHERS, SHALL BE LOCATED ON THE PLAN, INCLUDING SIZE AND MATERIAL. ALL STORMWATER MANAGEMENT CONTROLS, BOTH STRUCTURAL AND NON-STRUCTURAL, DESIGNED TO MANAGE THE STORMWATER ASSOCIATED WITH THE COMPLETED SITE SHALL ALSO BE INCLUDED.

APPROX. DRAINAGE AREA BREAKDOWN

DESCRIPTION	EXISTING	PROPOSED
TOTAL AREA	4,947	4,947
BUILDING + STORAGE	109	2,021
SITE IMPERVIOUS	90	841
PERMEABLE PAVERS	0	529
TOTAL IMPERVIOUS	199	3,391
LAWN (HSG D)	4,748	1,556
CHANGE IN IMPERVIOUS	N/A	3,192

REFER TO THE STORMWATER NARRATIVE FOR RUNOFF AND VOLUME CALCULATIONS WHICH CAN BE PROVIDED AT A LATER DATE.



ZeroEnergy DESIGN

ZEROENERGY DESIGN © 2024

Drawing Notes:

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No.	Description	Date

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ENGINEERING & LAND PLANNING

Residence for:

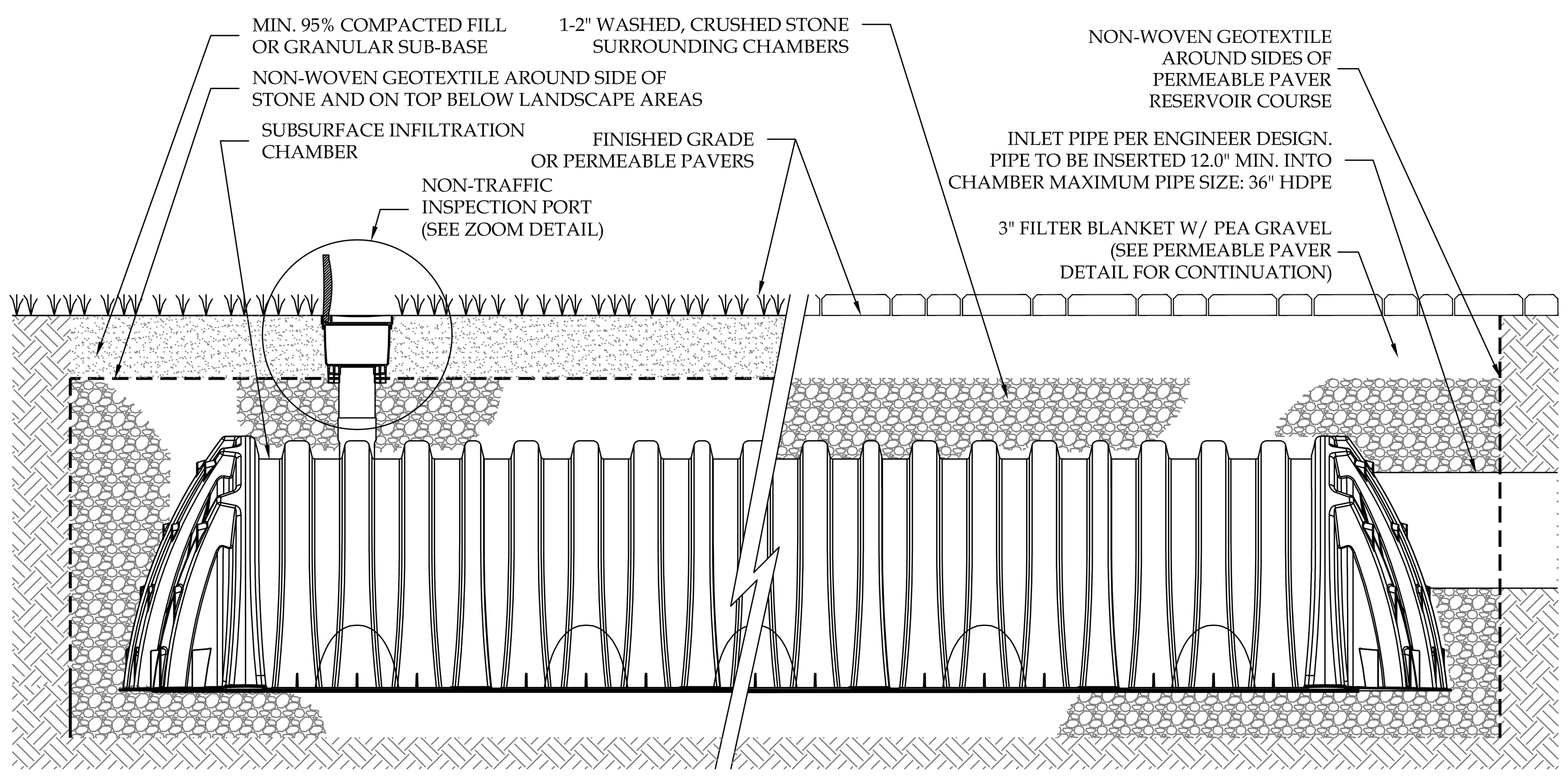
WATERTOWN HOUSING AUTHORITY

103 NICHOLS AVENUE

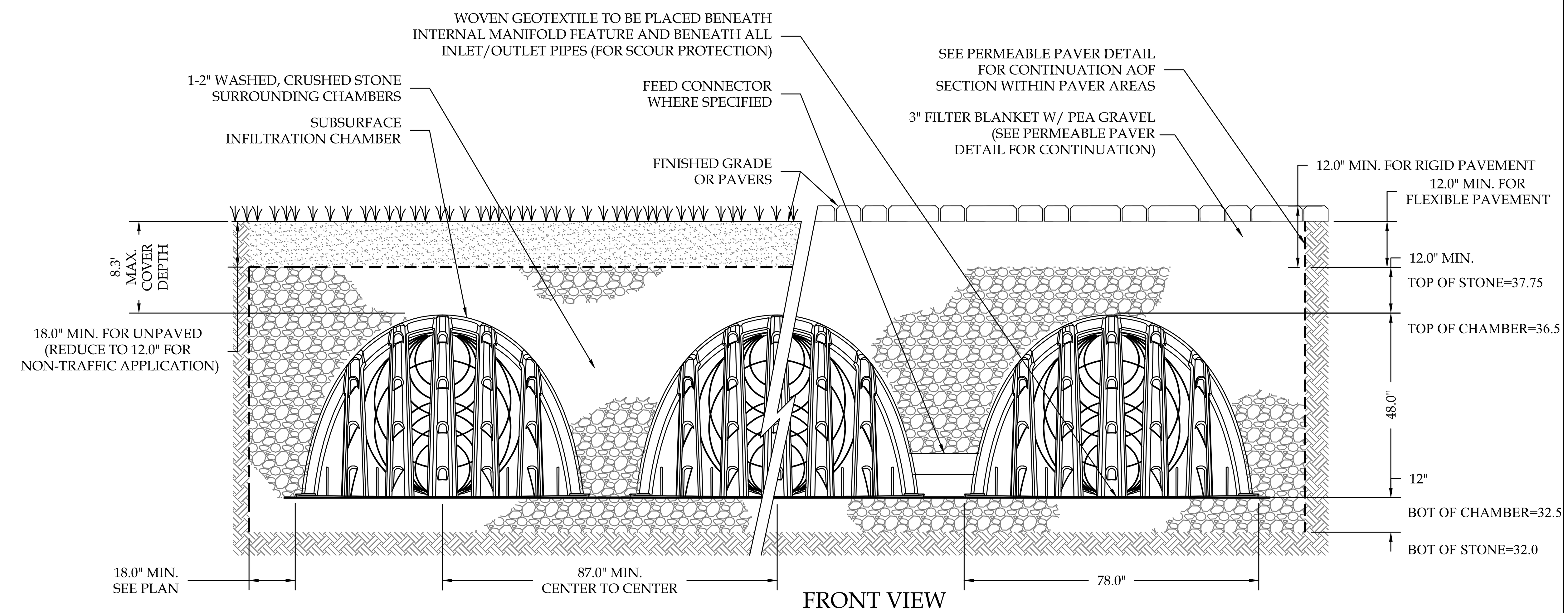
Proposed Site Plan

Project number	1483 (BC #312)
Date	2024.12.13
Scale	1" = 10'

C-3



SIDE VIEW



FRONT VIEW

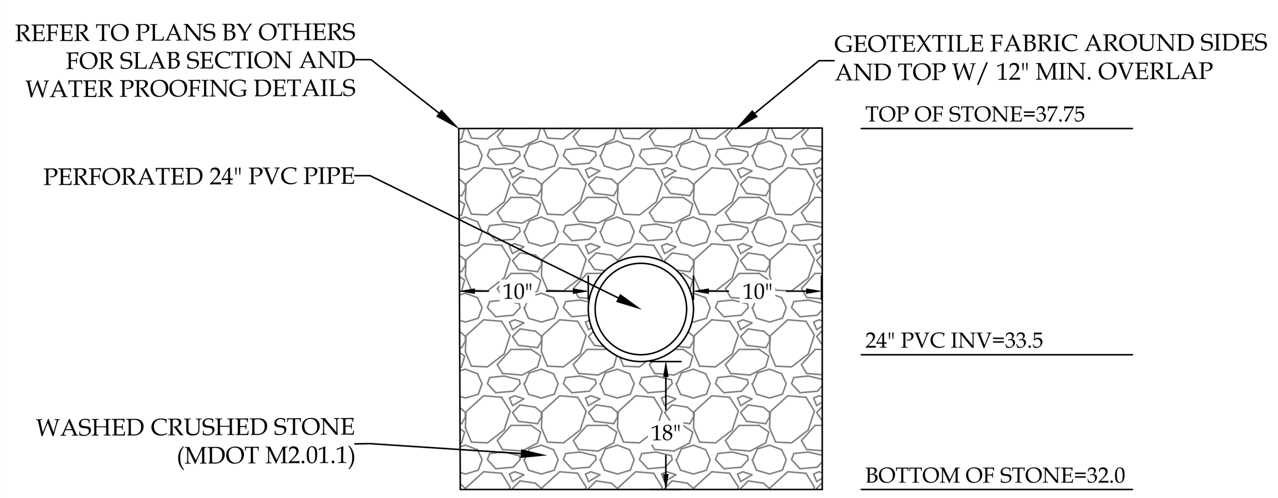
NOTE:
CONTRACTOR SHALL INSTALL PER MANUFACTURER'S SPECIFICATIONS AND REQUIREMENTS.

NOTES:

1. THE CHAMBERS SHALL BE DESIGNED AND TESTED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS." THE LOAD CONFIGURATION SHALL INCLUDE:
   - 1.a. INSTANTANEOUS AASHTO DESIGN TRUCK LIVE LOAD AT MINIMUM COVER
   - 1.b. MAXIMUM PERMANENT (50-YEAR) COVER LOAD
   - 1.c. 1-WEEK PARKED AASHTO DESIGN TRUCK LOAD
2. THE CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F3430-20 "STANDARD SPECIFICATION FOR CELLULAR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS"
3. THE INSTALLED CHAMBER SYSTEM SHALL PROVIDE RESISTANCE TO THE LOADS AND LOAD FACTORS AS DEFINED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS SECTION 12.12, WHEN INSTALLED ACCORDING TO CULTEC'S RECOMMENDED INSTALLATION INSTRUCTIONS. THE STRUCTURAL DESIGN OF THE CHAMBERS SHALL INCLUDE THE FOLLOWING:
   - 3.a. THE CREEP MODULUS SHALL BE 50-YEAR AS SPECIFIED IN ASTM F3430
   - 3.b. THE MINIMUM SAFETY FACTOR FOR LIVE LOADS SHALL BE 1.75
   - 3.c. THE MINIMUM SAFETY FACTOR FOR DEAD LOADS SHALL BE 1.95

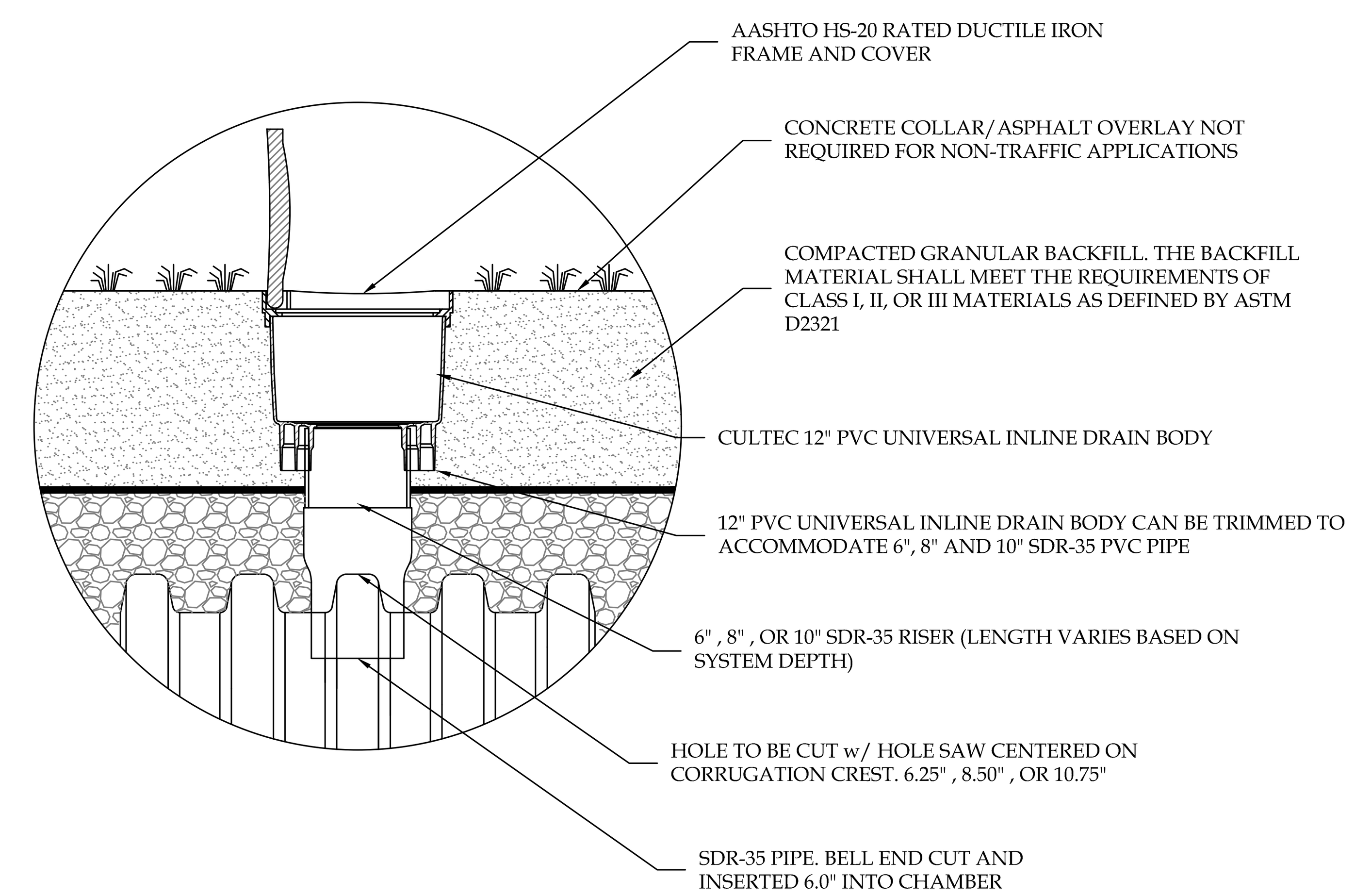
SUBSURFACE INFILTRATION SYSTEM #1 DETAIL

NOT TO SCALE



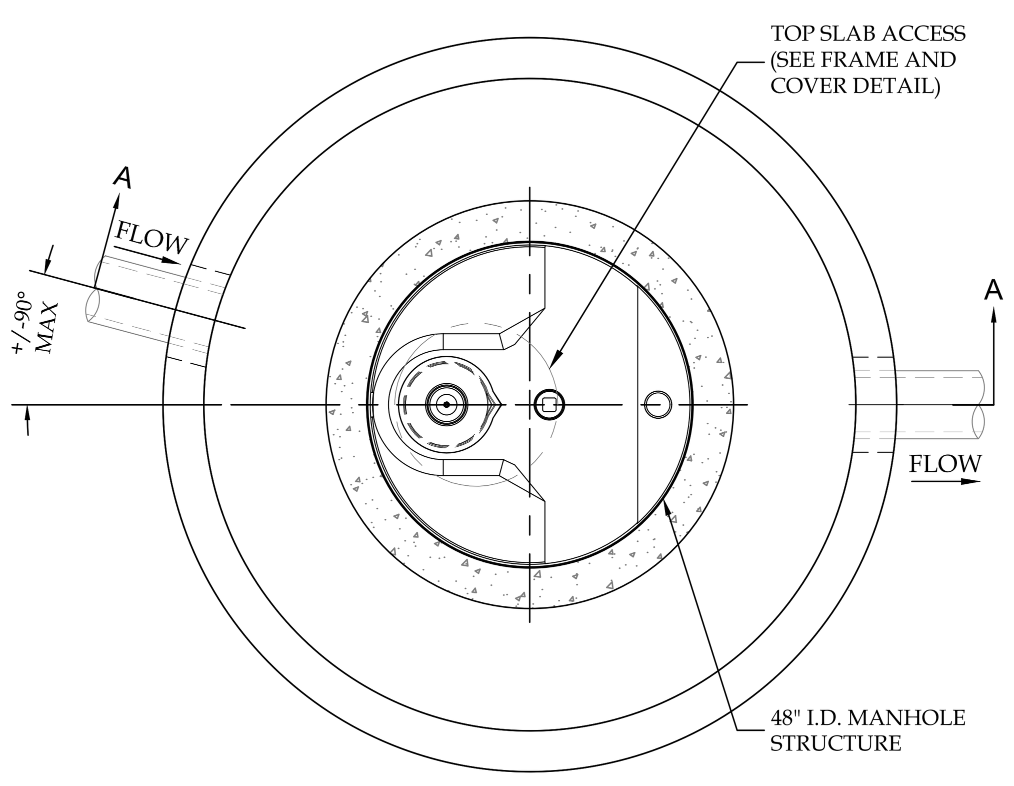
TYPICAL PERFORATED PIPE SYSTEM DETAIL

NOT TO SCALE



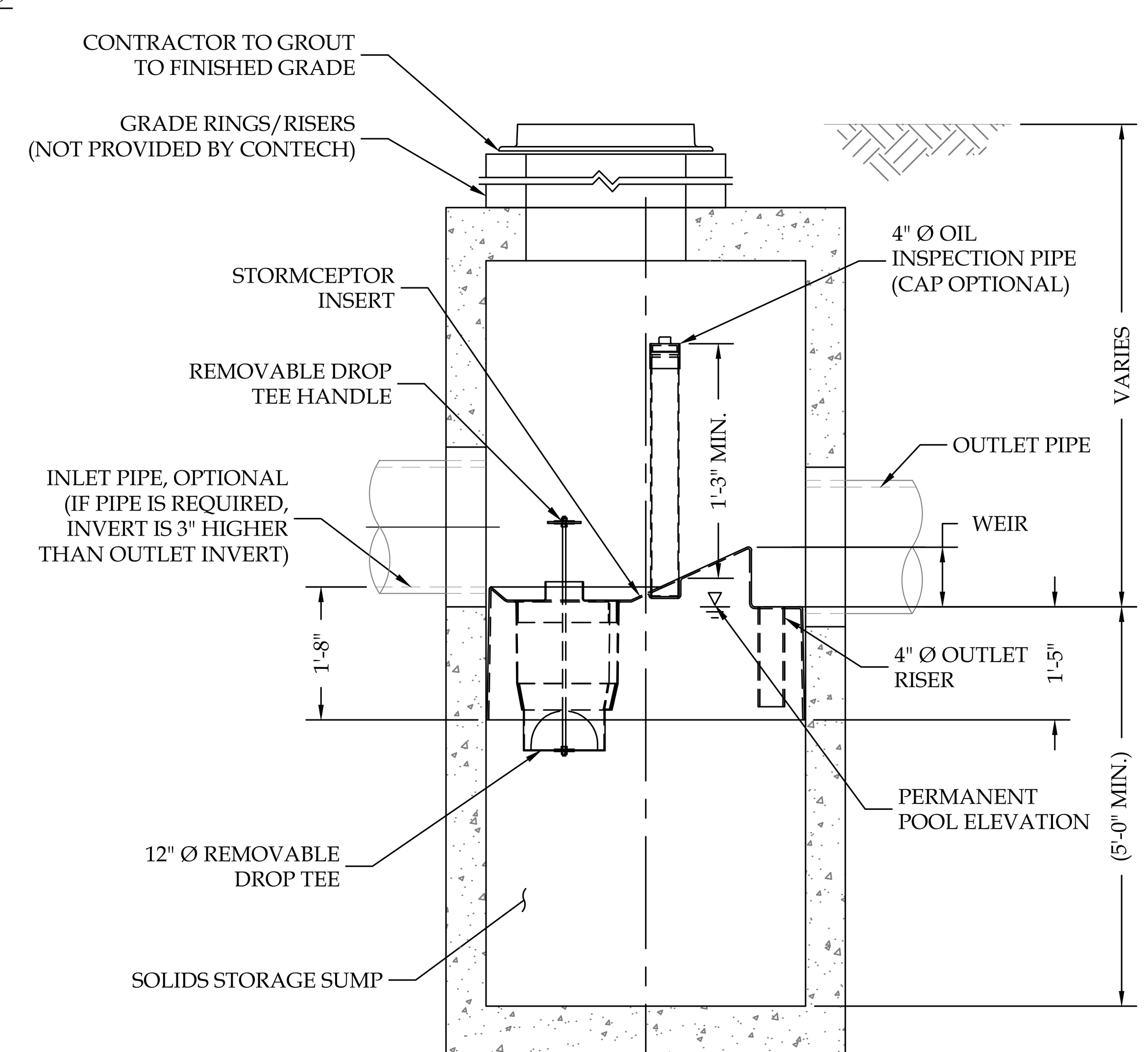
CULTEC INSPECTION PORT DETAIL

NOT TO SCALE



PLAN VIEW

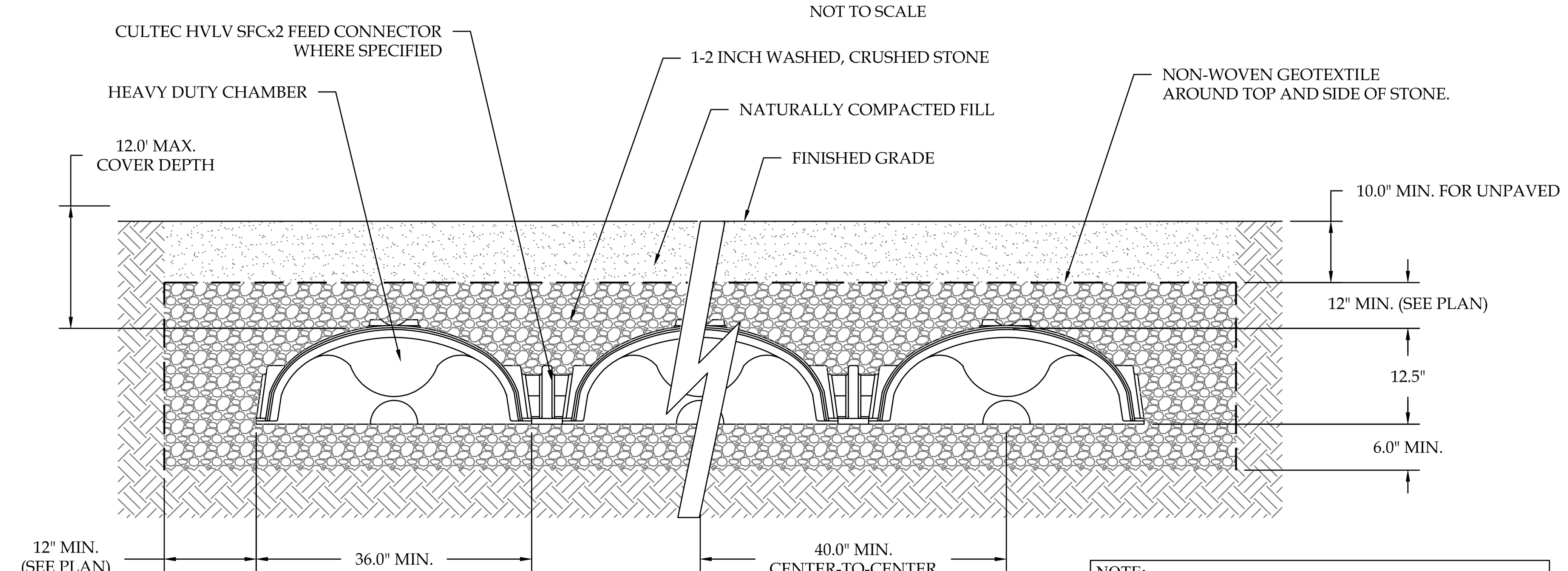
TOP SLAB NOT SHOWN



WATER QUALITY INLET DETAIL

NOT TO SCALE

SECTION A-A



NOTE:
CONTRACTOR SHALL INSTALL PER MANUFACTURER'S SPECIFICATIONS AND REQUIREMENTS.

SUBSURFACE INFILTRATION SYSTEM #2 DETAIL

NOT TO SCALE

ZeroEnergy DESIGN

ZEROENERGY DESIGN © 2024

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

Boston Civil
711 East Broadway
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bostoncivil@gmail.com
www.bostoncivil.com

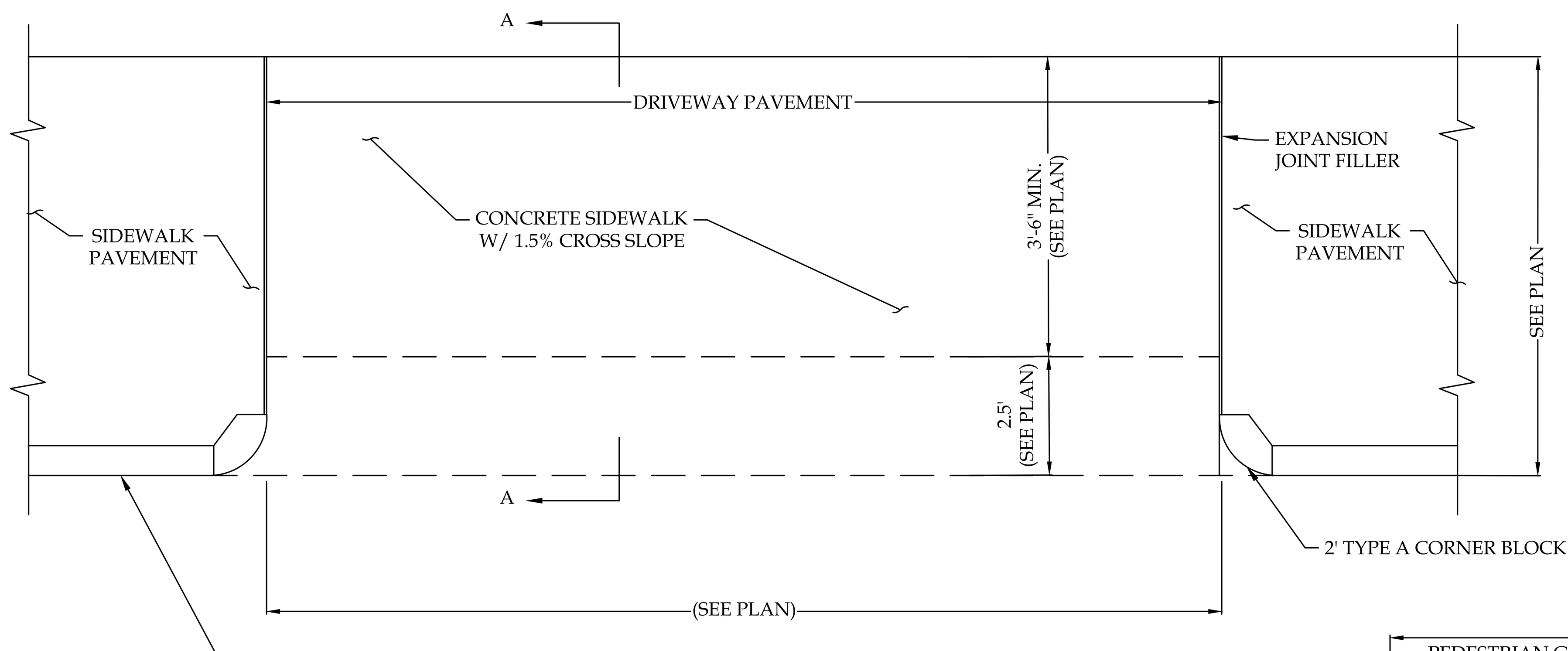
BOSTON CIVIL
ENGINEERING & LAND PLANNING

Residence for:
WATERTOWN HOUSING AUTHORITY
103 NICHOLS AVENUE

Civil Details 1

Project number	1483 (BC #312)
Date	2024.12.13
Scale	

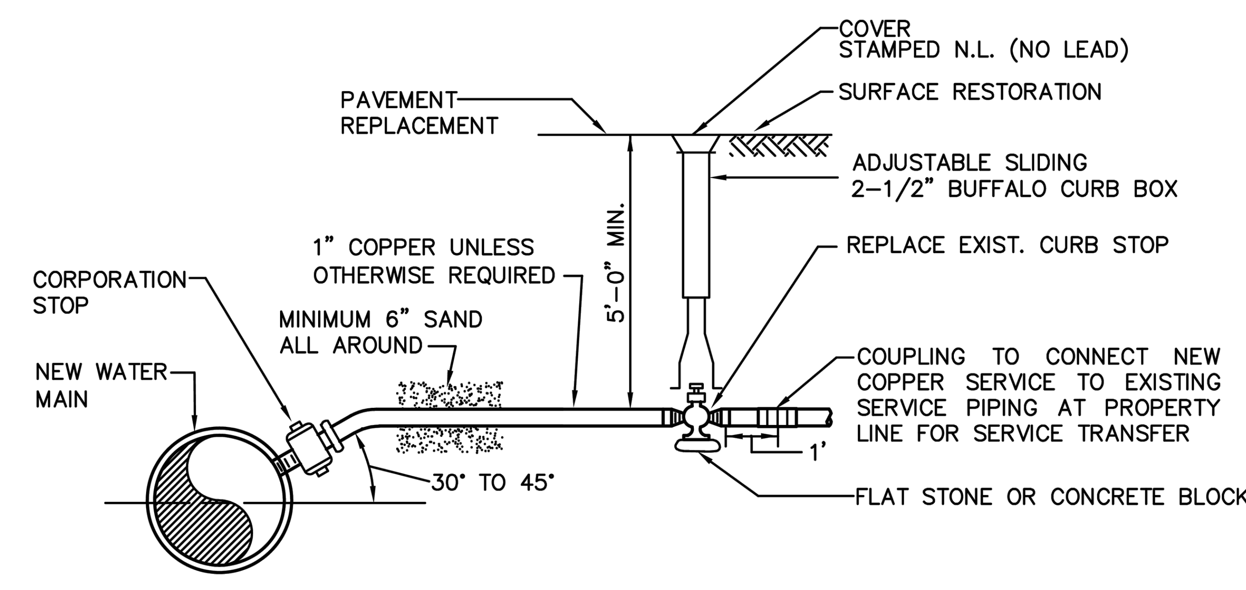
C-4



PLAN

TYPICAL DRIVEWAY ENTRANCE (CURB CUT)

NOT TO SCALE



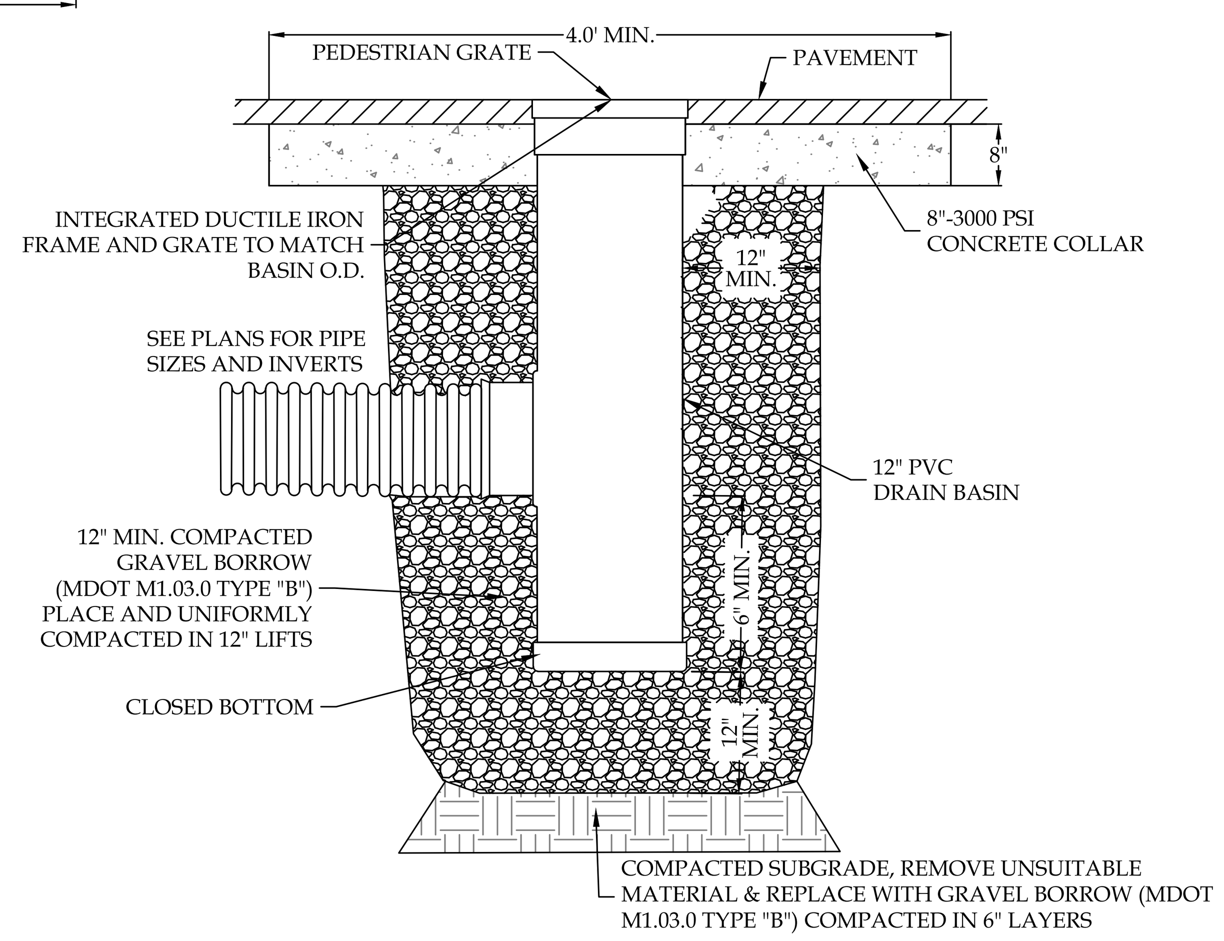
NOTES:

1. PROVIDE SADDLE FOR ALL 2" OR LARGER STOPS.
2. AN EXTENSION ROD SHALL BE INSTALLED ON ALL CURB STOPS.
3. ALL CURB STOP HEADS SHALL BE DRILLED TO ACCEPT A CURB STOP EXTENSION ROD.
4. ALL WATERWORKS BRASS SHALL BE OF THE "NO-LEAD" TYPE AND SHALL BE STAMPED "N.L."
5. ALL CURB STOPS SHALL BE INSTALLED IN THE SIDEWALK IF A SIDEWALK IS PRESENT OR 18" FROM THE PROPERTY LINE IF NO SIDEWALK IS PRESENT.

WATER SERVICE DETAIL

N.T.S.

Watertown Public Works	TOWN OF WATERTOWN, MASSACHUSETTS	JUNE, 2015



SECTION VIEW

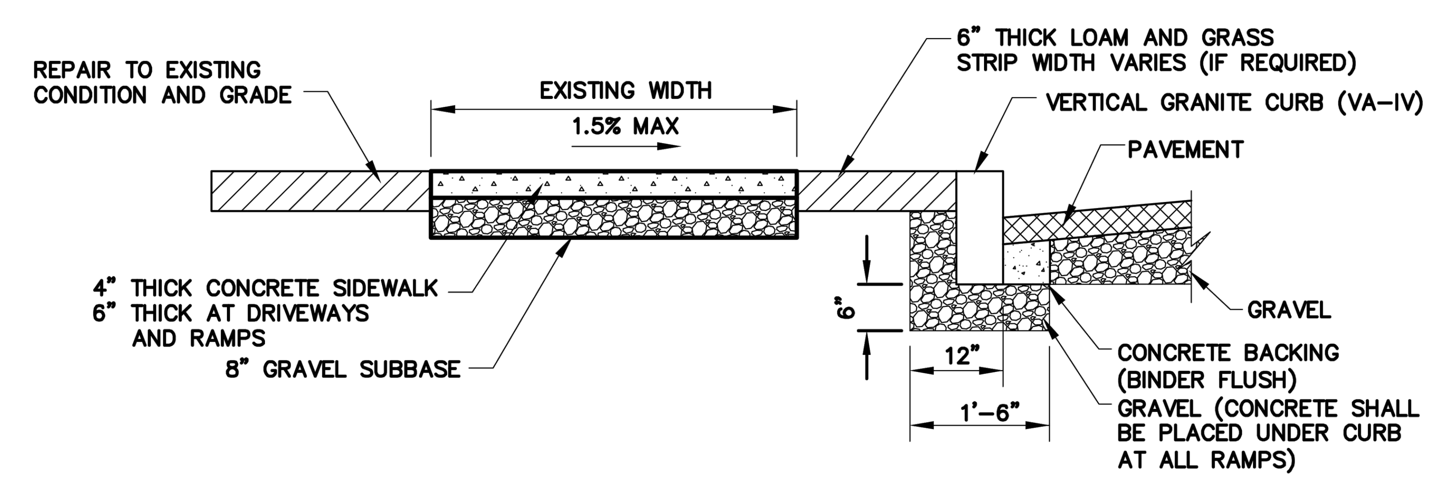
NOTES:

1. FRAME AND GRATE SHALL BE DUCTILE IRON CONFORMING TO ASTM A536 GRADE 70-50-05.
2. 12" ACCESS BASINS SHALL BE NYLOPLAST MODEL 2812AG MANUFACTURED BY ADVANCED DRAINAGE SYSTEMS, INC. OR APPROVED EQUAL.
3. ACCESS BASINS SHALL BE CUSTOM MANUFACTURED ACCORDING TO THE PLANS AND DETAILS.
4. CASTINGS SHALL BE FURNISHED WITH A BLACK PAINT.
5. SEE PLANS FOR LAYOUT AND ELEVATIONS OF DRAIN PIPES TO ACCESS BASINS.
6. FITTINGS AND JOINTS SHALL BE WATERTIGHT.

12" ACCESS BASIN IN PAVEMENT DETAIL

NOT TO SCALE

NOTE: CONCRETE CURB SHALL BE USED WITHIN PRIVATE SITE AREAS. REFER TO LANDSCAPE PLANS.

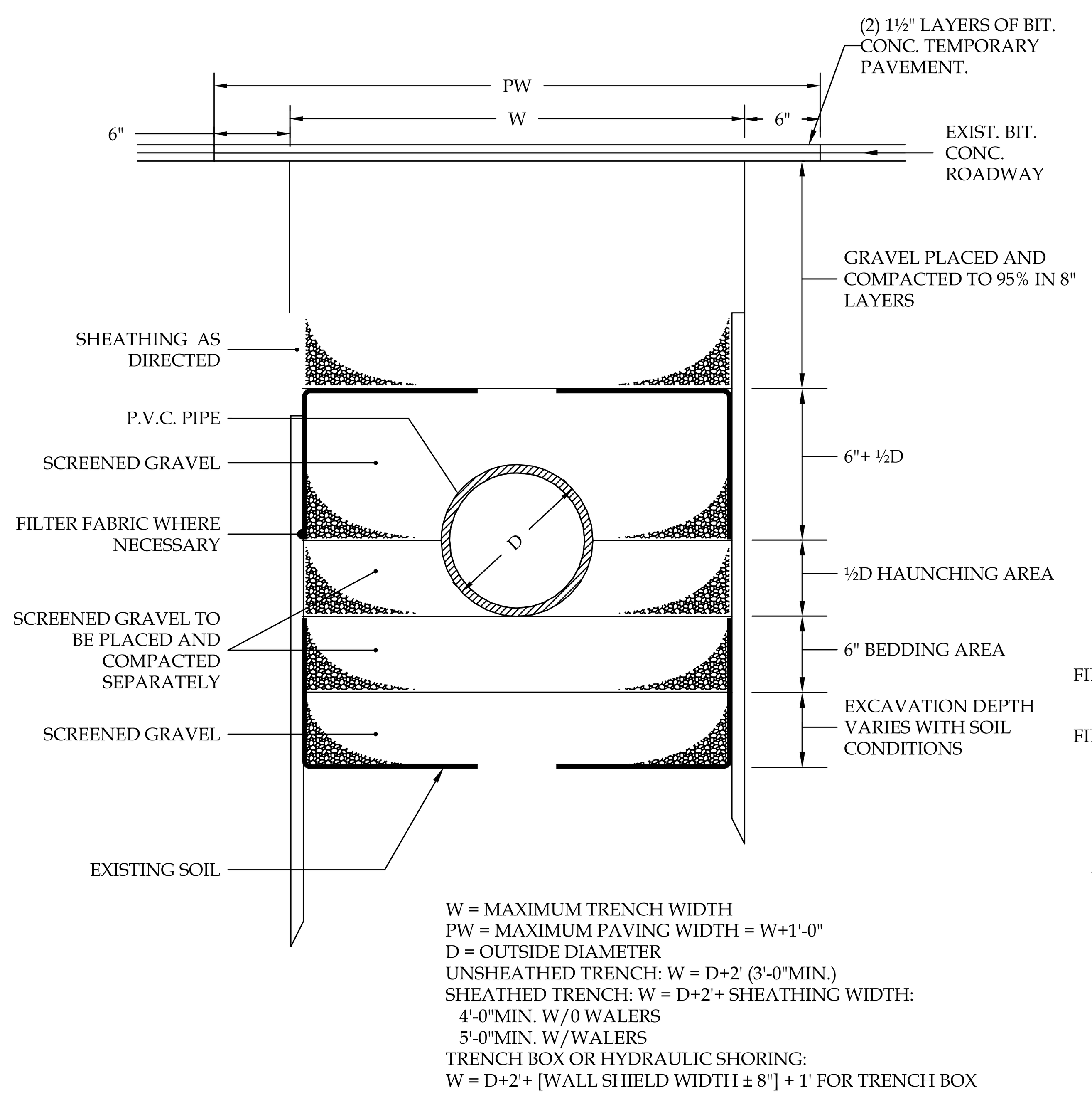


TYPICAL SECTION THROUGH CONCRETE SIDEWALK AND CURB

N.T.S.

NOTE: CONCRETE SHALL BE 4,000 PSI, 3/4" STONE WITH 2 1/2-LBS LAMPBLACK PER CY PROVIDE SILANE OR SILOXANE SEALER TO FINISHED CONCRETE INSTALLED AFTER SEPTEMBER 1

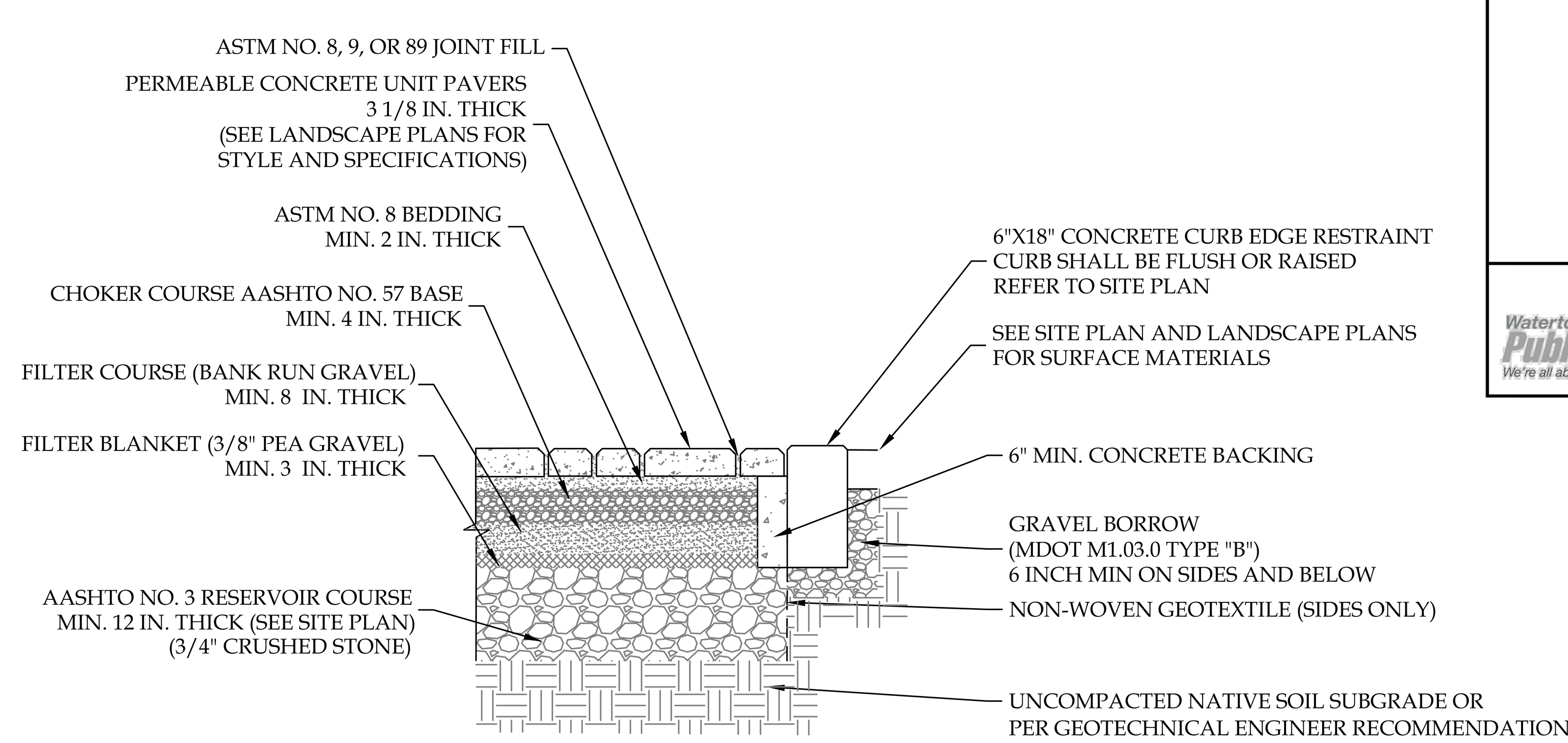
Watertown Public Works	TOWN OF WATERTOWN, MASSACHUSETTS	JUNE, 2015



W = MAXIMUM TRENCH WIDTH
PW = MAXIMUM PAVING WIDTH = W+1'-0"
D = OUTSIDE DIAMETER
UNSHEATHED TRENCH: W = D+2' (3'-0"MIN.)
SHEATHED TRENCH: W = D+2'+ SHEATHING WIDTH:
4'-0"MIN. W/0 WALERS
5'-0"MIN. W/WALERS
TRENCH BOX OR HYDRAULIC SHORING:
W = D+2'+ [WALL SHIELD WIDTH ± 8"] + 1' FOR TRENCH BOX

TRENCH DETAIL FOR PVC PIPE

NOT TO SCALE

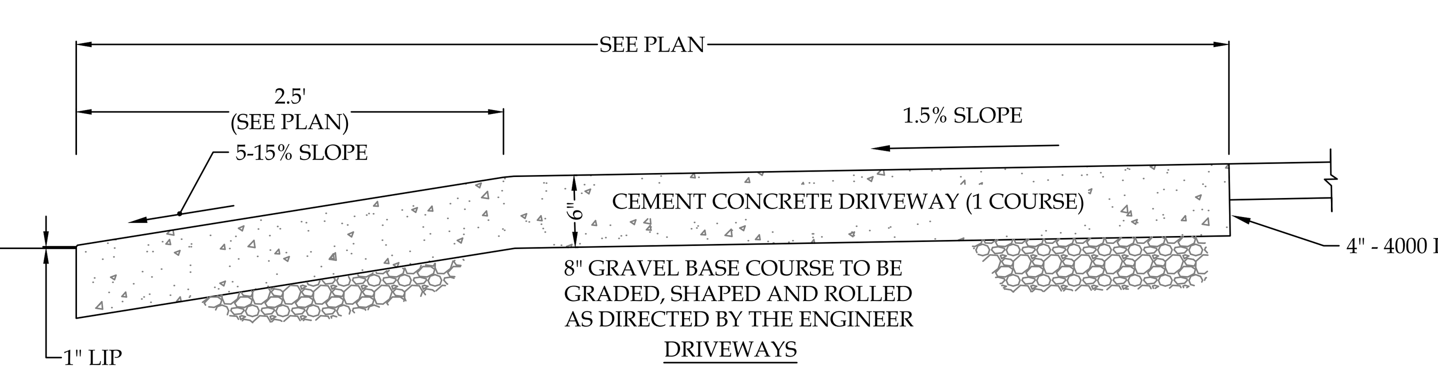


NOTES:

1. DESIGN, MATERIAL, AND CONSTRUCTION GUIDELINES TO FOLLOW ICPI GUIDE SPECIFICATIONS AND UNH SPECIFICATIONS.
2. PAVER SURFACES SLOPE: MAX 5%
3. SOIL SUBGRADE MAX SLOPE: 0.5%
4. SELECT NON-WOVEN GEOTEXTILE PER AASHTO M288.
5. MINIMUM DEPTH TO THE BOTTOM OF THE RESERVOIR COURSE SHALL BE 32" FROM GRADE.

PERMEABLE CONCRETE UNIT PAVERS DETAIL

NOT TO SCALE



SECTION A-A

CONCRETE DRIVEWAY ENTRANCE DETAIL

NOT TO SCALE

ZeroEnergy DESIGN

ZEROENERGY DESIGN © 2024

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

Boston Civil
711 East Broadway
Boston, MA 02127
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BOSTON CIVIL
ENGINEERING & LAND PLANNING

Residence for:

WATERTOWN HOUSING AUTHORITY

103 NICHOLS AVENUE

Civil Details 2

Project number	1483 (BC #312)
Date	2024.12.13
Scale	

C-5

GENERAL NOTES

1. ALL TOPOGRAPHIC AND EXISTING BASE INFORMATION PROVIDED BY DAVID P. TERENZONI, PLS IN A BASE PLAN DATED OCTOBER 11, 2024.
2. NO GRADING, CONSTRUCTION OR MATERIALS STORAGE SHALL OCCUR WITHIN TREE PROTECTION AREAS OR WITHIN DRIP-LINE OF EXISTING TREES.
3. ALL AREAS NOT REQUIRING GRADING SHALL BE LEFT UNDISTURBED. CONTRACTOR SHALL KEEP OUT OF THESE AREAS AND PRESERVE EXISTING PLANTINGS, EXCEPT AS NOTED.
4. UNDERGROUND AND ABOVE GROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVE GROUND OR UNDERGROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. UTILITY CONFLICTS SHALL BE REPORTED IMMEDIATELY TO THE LANDSCAPE ARCHITECT (LA).

SOIL NOTES

1. IN AREAS SUBJECTED TO CONSTRUCTION VEHICLE TRAFFIC, OR WHERE EXISTING PAVEMENT HAS BEEN REPLACED BY PLANTING, DECOMPACT SUBGRADE TO A DEPTH OF 24" AND RECOMPACT TO BETWEEN 86 AND 88 PERCENT STANDARD PROCTOR. REVIEW EXTENT OF AREAS TO BE DECOMPACTED WITH LA. PERFORM DECOMPACTION BEFORE PLANTING OR PLACING TOPSOIL.
2. PLANTING SOILS SHALL NOT BE HANDLED WHEN WET OR FROZEN.
3. PROVIDE LOAM WHICH IS A "FINE SANDY LOAM" OR A "SANDY LOAM" DETERMINED BY MECHANICAL ANALYSIS AND BASED ON THE "U.S.D.A. CLASSIFICATION SYSTEM." IT SHALL BE OF UNIFORM COMPOSITION, WITHOUT ADMIXTURE OF SUBSOIL. LOAM SHALL HAVE AN ACIDITY RANGE OF pH 6.5 TO pH 7.5 AND SHALL CONTAIN NOT LESS THAN 4% NOR MORE THAN 8% ORGANIC MATTER AS DETERMINED BY THE LOSS OF IGNITION OF OVEN-DRIED SAMPLES. PROVIDE FERTILE, FRIABLE, NATURAL LOAM FREE FROM SUBSOIL, CLAY LUMPS, BRUSH, LITTER, ROOTS, STONES OVER 3/4", AND OTHER FOREIGN MATERIALS INCLUDING QUACKGRASS RHIZOMES, NUT-LIKE TUBERS OF NUTGRASS, AND ALL OTHER PRIMARY NOXIOUS WEEDS. PROVIDE NEW LOAM FROM A LOCAL SOURCE WITH A WELL DRAINED SITE AND WITH LOAM DEPTH OF AT LEAST 4" WHICH HAS NEVER BEEN PREVIOUSLY STRIPPED AND HAS A HISTORY OF SATISFACTORY VEGETATIVE GROWTH. SUBMIT SOIL TESTS FOR ALL LOAM AS INDICATED BELOW.
4. PLANT BED SOIL SHALL MEET THE FOLLOWING GRADUATION CRITERIA:

US SIEVE #	% PASSING MIN.	% PASSING MAX.
10	100	
18	85	95
35	60	85
60	42	65
140	28	44
270	24	30
0.002mm	3	6

   MAXIMUM SIZE SHALL BE ONE HALF-INCH LARGEST DIMENSION. THE MAXIMUM RETAINED ON THE #4 SIEVE SHALL BE 10% BY WEIGHT OF THE TOTAL SAMPLE. THE RATIO OF THE PARTICLE SIZE FOR 80% PASSING (D80) TO THE PARTICLE SIZE FOR 30% PASSING (D30) SHALL BE 7.5 OR LESS. THE SOIL SHALL HAVE AN ORGANIC CONTENT BETWEEN 5 AND 8%. THE SOIL SHALL HAVE A HYDRAULIC CONDUCTIVITY OF NOT LESS THAN 1.5"/HOUR WHEN COMPACTED TO A MINIMUM OFF 88 PERCENT STANDARD PROCTOR. TEST BY COMBINED HYDROMETER AND WET SIEVING AFTER DESTRUCTION OF ORGANIC MATTER BY IGNITION. INCLUDE CHEMICAL ANALYSIS FOR NITRATE NITROGEN, AMMONIUM NITROGEN, PHOSPHORUS, POTASSIUM, CALCIUM MAGNESIUM, ALUMINUM, IRON, MANGANESE, LEAD, CEC, SOLUBLE SALTS, pH AND BUFFER pH.
5. LAWN SOIL SHALL MEET THE FOLLOWING GRADUATION CRITERIA:

US SIEVE #	% PASSING MIN.	% PASSING MAX.
10	100	
18	75	93
35	46	78
60	27	50
140	17	25
270	15	20
0.002mm	2	4

   MAXIMUM SIZE SHALL BE ONE HALF-INCH LARGEST DIMENSION. THE MAXIMUM RETAINED ON THE #4 SIEVE SHALL BE 10% BY WEIGHT OF THE TOTAL SAMPLE. THE RATIO OF THE PARTICLE SIZE FOR 80% PASSING (D80) TO THE PARTICLE SIZE FOR 30% PASSING (D30) SHALL BE 7.5 OR LESS. THE SOIL SHALL HAVE AN ORGANIC CONTENT BETWEEN 3 AND 4%. THE SOIL SHALL HAVE A HYDRAULIC CONDUCTIVITY OF NOT LESS THAN 3.0"/HOUR WHEN COMPACTED TO A MINIMUM OF 90% STANDARD PROCTOR. TEST BY COMBINED HYDROMETER AND WET SIEVING AFTER DESTRUCTION OF ORGANIC MATTER BY IGNITION. INCLUDE CHEMICAL ANALYSIS FOR NITRATE NITROGEN, AMMONIUM NITROGEN, PHOSPHORUS, POTASSIUM, CALCIUM MAGNESIUM, ALUMINUM, IRON, MANGANESE, LEAD, CEC, SOLUBLE SALTS, pH AND BUFFER pH.
6. SOIL IN WHICH SOD WAS GROWN SHALL BE USDA CLASSIFIED AS SAND AND BE COMPATIBLE WITH SITE PLANTING SOILS.
7. PROVIDE THE FOLLOWING SOIL AMENDMENTS: M-ROOTS FERTILIZER WITH MYCORRHIZAL FUNGI; NATURAL DOLOMITIC LIMESTONE; SHREDDED OR GRANULAR NATURAL HUMUS; REED PEAT OR SEDGE PEAT; SUPERPHOSPHATE ; WELL-ROTTED MANURE; AND BONEMEAL.
8. PLANTING SOILS SHALL BE PLACED IN 8" LIFTS AND COMPACTED TO BETWEEN 82 AND 86 PERCENT STANDARD PROCTOR FOR PLANT BED SOILS AND BETWEEN 86 AND 88 PERCENT STANDARD PROCTOR FOR LAWN SOILS. PLACEMENT OF SOIL AND PLANT STOCK SHALL BE SCHEDULED TO PREVENT EXCESSIVE TRAFFIC OVER SOIL AND UNDESIRABLE SOIL COMPACTION.
9. PROVIDE 4-6" LOAM ON ALL DISTURBED LAWN AND MEADOW AREAS. PROVIDE 8-12" LOAM FOR PLANT BED AREAS.

GRADING NOTES

1. GRADING HERE SHOWN FOR FINISH AND CONCEPTUAL GRADES - GRADING TO BE FIELD CONFIRMED AFTER CONSTRUCTION/SUB-GRADING/UTILITIES WORK IS COMPLETE.
2. ALL SPOT GRADES SHALL PREVAIL OVER CONTOURS.
3. CONTRACTOR SHALL COMPLY WITH ALL EROSION CONTROL AND STORM WATER MANAGEMENT REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION.
4. CONTRACTOR SHALL COMPLY WITH REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION TO MAINTAIN STABLE AND SAFE EXCAVATIONS.
5. CONTRACTOR SHALL FIELD VERIFY ALL GRADES AND FIELD VERIFY LOCATION OF EXISTING PLANTS AND UTILITIES AS NECESSARY. ANY DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE LA.
6. GRADING STAKING SHALL BE APPROVED BY LA PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE LA PRIOR TO REQUIRED SITE VISIT.
7. CONTRACTOR SHALL ENSURE POSITIVE SURFACE DRAINAGE IN ALL AREAS. ALL NEWLY GRADED GROUND SURFACES SHALL BE FINISHED TO UNIFORM GRADES AND SLOPED IN SUCH A MANNER AS TO DRAIN PROPERLY AND BE FREE OF DEPRESSIONS THAT CAUSE AREAS OF STANDING WATER. CONFLICTS SHALL BE REPORTED TO THE LA.
8. PROTECT NEWLY-GRADED AREAS FROM TRAFFIC, FREEZING AND EROSION. KEEP FREE OF TRASH, DEBRIS OR CONSTRUCTION MATERIALS FROM OTHER WORK.
9. THE CONTRACTOR SHALL MAINTAIN TREE PROTECTION MEASURES DURING GRADING WORK. LEAVE PROTECTION IN PLACE AND MAINTAIN UNTIL ALL CONSTRUCTION WORK HAS BEEN COMPLETED AND ALL DANGER OF DAMAGE HAS PASSED.
10. GRADING AND CONSTRUCTION IN PROXIMITY OF EXISTING TREES OR ADJACENT TO TREE PROTECTION AREAS SHALL BE DONE WITH EXTREME CARE SO AS NOT TO DAMAGE TREES OR ROOT SYSTEMS OF TREES OR COMPACT SOIL IN THE AREA.
11. NO GRADING OR CONSTRUCTION SHALL OCCUR WITHIN TREE PROTECTION AREAS.
12. UTILITY INFORMATION SHOWN IS APPROXIMATE ONLY. PRIOR TO EXCAVATION, APPROPRIATE UTILITY COMPANIES SHALL BE CONTACTED AND DIG-SAFE CENTER SHALL BE CALLED AT 1-800-DIG-SAFE, AT LEAST 72 HOURS (3 WORKING DAYS) IN ADVANCE.

LAYOUT & MATERIAL NOTES

1. USE DIMENSIONAL INFORMATION GIVEN. DO NOT SCALE DRAWINGS. ALL LINES AND DIMENSIONS ARE PARALLEL OR PERPENDICULAR TO THE LINES FROM WHICH THEY ARE MEASURED UNLESS OTHERWISE SHOWN. AREA TAKEOFFS CAN BE PROVIDED AS NEEDED FROM THE LA.
2. THE CONTRACTOR SHALL VERIFY DIMENSIONS SHOWN ON THE DRAWINGS AND NOTIFY LA OF ANY DISCREPANCIES PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL REVIEW AND OBTAIN THE APPROVAL OF THE FINAL LAYOUT WITH THE LA PRIOR TO STARTING CONSTRUCTION.
3. CONTRACTOR TO TAKE ACCURATE FIELD MEASUREMENTS PRIOR TO THE PREPARATION OF SHOP DRAWINGS AND FABRICATION.
4. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICES FOR ALL CONSTRUCTION, AND FOLLOW ALL MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION.
5. THE CONTRACTOR SHALL REFER ANY QUESTIONS ON MATERIALS, FINISHES, LABOR AND/OR PRODUCTS NOT SPECIFIED HEREIN TO THE LA PRIOR TO ORDERING MATERIALS OR STARTING WORK.
6. PROVIDE SAMPLES OF ALL MASONRY AND FINISHES TO LA FOR APPROVAL PRIOR TO DELIVERY ON SITE. LA TO REVIEW MASONRY MOCKUPS PRIOR TO BUILD. APPROVED MOCKUP CAN BE USED AS FINAL PRODUCT.

PLANTING NOTES

1. CONTRACTOR SHALL BEGIN WATERING AND MAINTENANCE IMMEDIATELY AFTER PLANTING AND SHALL CONTINUE UNTIL FINAL ACCEPTANCE. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MEANS AND METHODS OF WATERING AND MAINTENANCE.
2. THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE ALL PLANTINGS SHOWN ON THIS DRAWING. CLARIFY ANY DISCREPANCIES WITH THE LA PRIOR TO ORDERING PLANT MATERIAL.
3. ALL MATERIALS SHALL CONFORM TO THE GUIDELINES ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
4. ALL PLANTS SHALL BEAR THE SAME RELATIONSHIP TO FINISH GRADE AS THE ORIGINAL GRADES BEFORE DIGGING.
5. THE CONTRACTOR SHALL GUARANTEE ALL NEW PLANT MATERIALS FOR ONE (1) FULL YEAR FROM DATE OF SUBSTANTIAL COMPLETION. GUARANTEE TO INCLUDE THE REMOVAL AND REPLACEMENT OF DEAD PLANTS AND LAWN AREAS.
6. ALL PLANT MATERIALS ARE SUBJECT TO THE APPROVAL OF THE LA AT THE NURSERY AND AT THE SITE.
7. CONTRACTOR SHALL SUBMIT PHOTOS OF TREES AT THE NURSERY FOR LA APPROVAL.
8. ALL AREAS OF THE SITE WHICH HAVE BEEN DISTURBED AND NOT OTHERWISE DEVELOPED SHALL BE LOAMED WITH A MINIMUM DEPTH OF 4" OF TOPSOIL AND SEEDED/MULCHED AS SPECIFIED.
9. CONTRACTOR IS ENCOURAGED TO PROVIDE THE LA WITH CONCERNS AND/OR SUGGESTIONS WITH REGARD TO PROPOSED PLANT MATERIAL SELECTION PRIOR TO PLACING A PURCHASE ORDER.
10. ALL TREES LOCATED ADJACENT TO WALKS AND DRIVES SHALL HAVE 6' OF CLEAR HEIGHT TO FIRST BRANCHING.
11. CONTRACTOR SHALL OBTAIN APPROVAL FOR PROPOSED LAWN SEED MIX OR SOD SPECIES PRIOR TO INSTALLATION.
12. NO PLANT SHALL BE PUT INTO THE GROUND BEFORE ROUGH GRADING HAS BEEN FINISHED AND APPROVED BY THE LA.
13. ALL PLANTS SHALL BE BALLED AND WRAPPED OR CONTAINER GROWN AS SPECIFIED. NO CONTAINER GROWN STOCK WILL BE ACCEPTED IF IT IS ROOT BOUND. ALL ROOT WRAPPING MATERIAL MADE OF SYNTHETICS OR PLASTICS SHALL BE REMOVED AT THE TIME OF PLANTING.
14. FOR CONTAINER GROWN STOCK, THE CONTAINER SHALL BE REMOVED AND THE CONTAINER BALL SHALL BE CUT THROUGH THE SURFACE IN TWO VERTICAL LOCATIONS.
15. THE LOCATION OF TREES, SHRUB AND BEDLINES SHALL BE STAKED FOR APPROVAL BY THE LA PRIOR TO INSTALLATION. THE CONTRACTOR SHALL NOTIFY THE LA PRIOR TO REQUIRED SITE VISIT.
16. EXPOSE ROOT FLARE ON ALL ROOT BALLS AND KEEP EXPOSED THROUGH PLANTING.
17. ALL BROAD LEAF EVERGREEN PLANTS SHALL BE SPRAYED WITH AN ANTIDESSICANT AT THE BEGINNING OF THEIR FIRST WINTER.
18. ALL PLANTS AND STAKES SHALL BE SET PLUMB UNLESS OTHERWISE SPECIFIED.
19. THE CONTRACTOR SHALL PROVIDE LOAM FILL AS NEEDED.
20. THE CONTRACTOR SHALL REFER TO THE PLANT LIST AND PLANTING SPECIFICATIONS FOR SEASONAL REQUIREMENTS AND OTHER RESTRICTIONS RELATED TO THE TIME OF PLANTING.
21. PROVIDE 4" OF PARTIALLY DECOMPOSED, MINIMUM 6 MONTH AGED, FINELY-SHREDDED PINE MULCH WITH DARK BROWN COLOR AND FREE OF WEEDS, EXCESSIVE FINE PARTICLES, STRINGY MATERIAL AND CHUNKS OF WOOD THICKER THAN 1/4" IN ANY DIRECTION ON PLANT BEDS AND RING-MULCHING AROUND TREES, KEEPING ROOT-FLARE EXPOSED. PROVIDE SAMPLE OF MULCH FOR LA APPROVAL.
22. PLANT QUANTITIES SHOWN ON PLANT LISTS ARE FOR CONVENIENCE TO THE CONTRACTOR ONLY. THE CONTRACTOR IS RESPONSIBLE FOR ALL PLANT MATERIAL INSTALLATION AS SHOWN ON THE PLANS.

LIGHTING NOTES

1. THIS PLAN IS FOR GENERAL LAYOUT INTENT OF FIXTURES ONLY - FINAL LAYOUT TO BE FLAGGED AND FIELD-APPROVED BY LA BEFORE WIRING AND INSTALLATION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL CONSTRUCTION ACTIVITIES RELATED TO THIS LIGHTING LAYOUT.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ELECTRICAL WIRING THAT MEETS ALL STATE, MUNICIPAL AND LOCAL REQUIREMENTS.
4. SOURCE OF POWER SHALL BE DETERMINED BY OWNER. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ELECTRICAL CONNECTION AND WIRING TO THE SOURCE WITH OWNER & OWNER'S CONTRACTORS PRIOR TO CONSTRUCTION AND PRIOR TO ORDERING MATERIALS.
5. PRICING BY CONTRACTOR SHALL INCLUDE ALL FIXTURES, WIRING TO POWER SOURCE, POWER SOURCE (INTERIOR OR DIRECT BURIAL LOW VOLTAGE TRANSFORMERS) ELECTRICAL CONNECTION, AND OTHER ELECTRICAL MATERIALS REQUIRED FOR OPERABLE LIGHTING SYSTEM.
6. CONTRACTOR SHALL COORDINATE WITH A LICENSED ELECTRICIAN, AS NEEDED.
7. CONTRACTOR SHALL COORDINATE ALL SWITCH LOCATIONS WITH THE LA AND ELECTRICIAN.

LEGEND

EXISTING		PROPOSED
	PROPERTY LINE/R.O.W.	
	ABUTTER LINE/R.O.W.	
	SETBACK	
	IRON PIPE/ROD	
C1/L1	DEED CALL	
	BUILDING	
	OVERHANG	
	EDGE PAVEMENT	
	EDGE CONCRETE	
	CURB LINE	
120 118	CONTOURS	120
×120.00	SPOT GRADE	+120.00
	STONE WALL	
	RETAINING WALL	
	TREE	
	MULCH LINE	
S	SANITARY SEWER	S
	STORM DRAIN	SD
G	GAS	G
W	WATER	W
	WATER GATE VALVE	
	HYDRANT	

ABBREVIATIONS

AC	AIR CONDITIONER
BW	BOTTOM OF WALL
BD	BELOW DECK
CMU	CONCRETE MASONRY UNIT
DEC'D	DECEASED
DIA	DIAMETER
DS	DOWNSPOUT
ETC	ETCETERA
FFE	FINISH FLOOR ELEVATION
H	HEIGHT
LA	LANDSCAPE AREA
LF	LINEAR FEET
MAX	MAXIMUM
MIN	MINIMUM
OC	ON CENTER
PSI	POUNDS PER SQUARE INCH
PVC	POLYVINYL CHLORIDE
TW	TOP OF WALL
VIF	VERIFY IN FIELD
W	WIDTH

ZeroEnergy DESIGN

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date
	CD 75	12.13.24
	CD 50	10.18.24
	SD 100	7.15.24

idd.la
LANDSCAPE
Inge Daniels Design, LLC
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inge@idd.la
617.899.5643

Residence for:

103 NICHOLS LLC
103 NICHOLS AVENUE

50% CD NOTES, LEGEND AND ABBREVIATIONS

Project number	1483
Date	2024.12.13
Scale	1/8" = 1'-0"

L1.0

NOTE:
ALL ITEMS SHOWN IN BLUE : TO BE REMOVED. SCOPE BY OTHERS.

NORTH

Scale

0 4'-0" 8'-0" 16'-0"

SCALE in FEET
1/8" = 1'-0"

ZeroEnergy DESIGN

ZEROENERGY DESIGN ©2021

Drawing Notes:

1. SITE SURVEY DONE BY DAVID P. TERENZONI, PLS.
2. CONTRACTOR SHALL VERIFY LOCATION OF ANY EXISTING UTILITIES AND SERVICES AND PROVIDE PROTECTION DURING CONSTRUCTION. UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED AT CONTRACTORS EXPENSE.
3. CONTRACTOR SHALL OBTAIN PERMITS FOR THE WORK AS REQUIRED AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE LOCAL JURISDICTION, THE STATE, AND ALL OTHER AUTHORITIES HAVING JURISDICTION.
4. CONTRACTOR SHALL LEAVE SITE CLEAN AND ORDERLY DURING CONSTRUCTION PROCESS. REMOVE FROM SITE ALL EXCESS MATERIALS, SOIL, DEBRIS AND EQUIPMENT. STORE MATERIALS ONLY IN AN APPROVED LOCATION.

90% CONSTRUCTION DOCUMENTS

No.	Description	Date
	CD 75	12.13.24
	CD 50	10.18.24
	SD 100	7.15.24

idd.la
LANDSCAPE
Inge Daniels Design, LLC
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inge@idd.la
617.899.5643

Residence for:

103 NICHOLS LLC
103 NICHOLS AVENUE

75% CD SITE PREPARATION AND DEMOLITION PLAN

Project number	1483
Date	2024.12.13
Scale	1/8" = 1'-0"

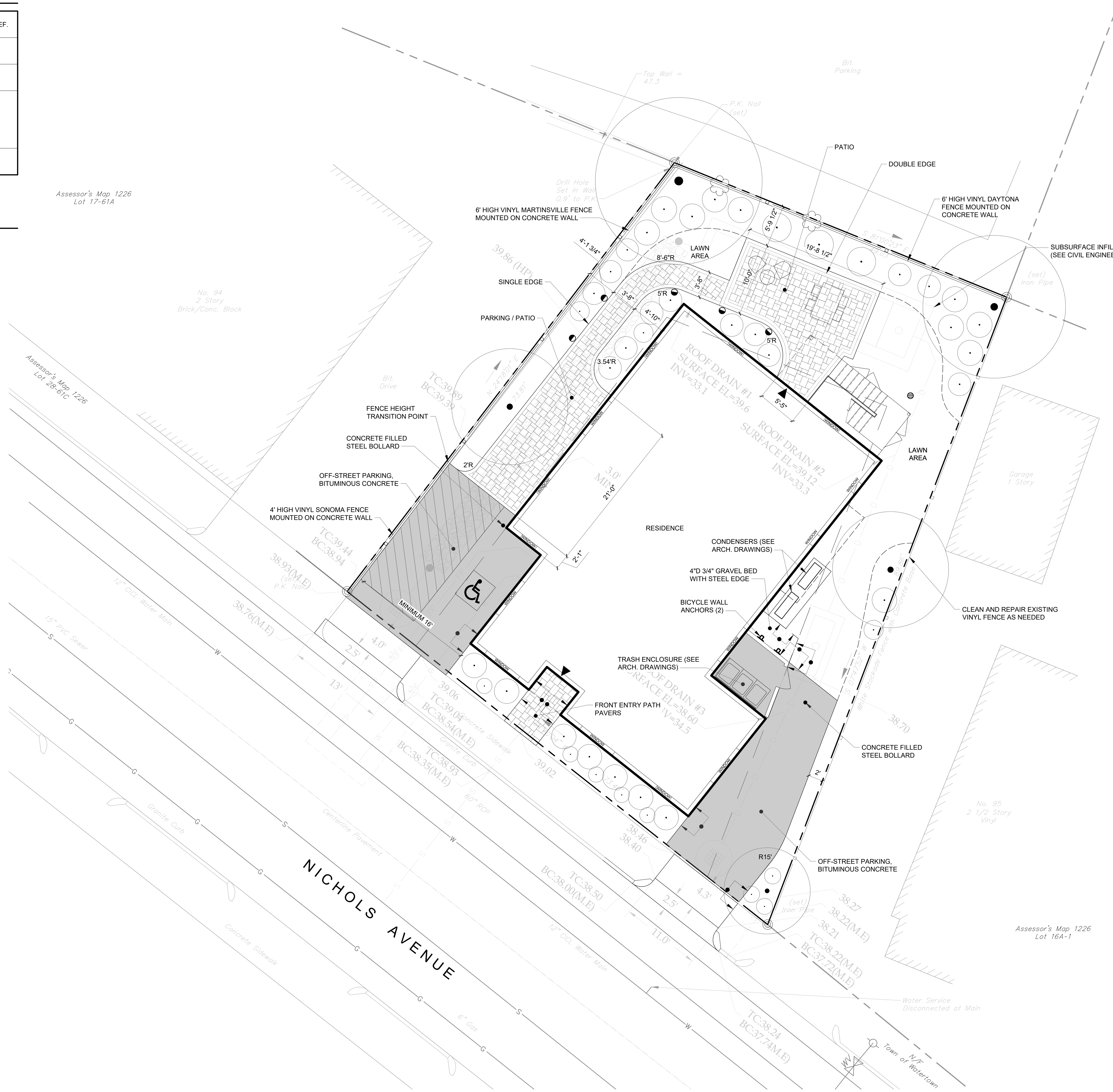
L2.0

MATERIALS LEGEND

SYMBOL	KEY NOTE	DESCRIPTION	DETAIL REF.	SPEC. REF.
		BITUMINOUS CONCRETE PAVING APPROX. 771 SQ. FT.		
		ANDOVER SMOOTH COLLECTION PAVERS APPROX. 422 SQ. FT.		
		TARGETTI ZEDGE PRO LOW VOLTAGE BOLLARD PATHLIGHT, 16"H, WD, 3000K WITH 1US34502 MOUNT ON 8"Ø CONCRETE FOOTING, 1US2530 WIRING BOX (TYPICAL OF 5)		
		WALL-IT BICYCLE WALL ANCHOR BY BIKE SOLUTIONS OR APPROVED EQUAL, TYP. 2		

NOTES

1. UNLESS LISTED, SITE FURNITURE N.I.C.



NORTH

Scale

0 4'-0" 8'-0" 16'-0"

SCALE in FEET
1/8" = 1'-0"

ZeroEnergy DESIGN

ZEROENERGY DESIGN ©2021

Drawing Notes:

1. SITE SURVEY DONE BY DAVID P. TERENZONI, PLS.
2. CONTRACTOR SHALL VERIFY LOCATION OF ANY EXISTING UTILITIES AND SERVICES AND PROVIDE PROTECTION DURING CONSTRUCTION. UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED AT CONTRACTORS EXPENSE.
3. CONTRACTOR SHALL OBTAIN PERMITS FOR THE WORK AS REQUIRED AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE LOCAL JURISDICTION, THE STATE, AND ALL OTHER AUTHORITIES HAVING JURISDICTION.
4. CONTRACTOR SHALL LEAVE SITE CLEAN AND ORDERLY DURING CONSTRUCTION PROCESS. REMOVE FROM SITE ALL EXCESS MATERIALS, SOIL, DEBRIS AND EQUIPMENT. STORE MATERIALS ONLY IN AN APPROVED LOCATION.

90% CONSTRUCTION DOCUMENTS

No.	Description	Date
	CD 75	12.13.24
	CD 50	10.18.24
	SD 100	7.15.24

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LANDSCAPE
Inge Daniels Design, LLC
24 Water Street, 3-1
Holliston, MA 01746
inge@idd.la
617.899.5643

Residence for:

103 NICHOLS LLC
103 NICHOLS AVENUE

75% CD MATERIALS AND LAYOUT PLAN

Project number	1483
Date	2024.12.13
Scale	1/8" = 1'-0"

L3.0

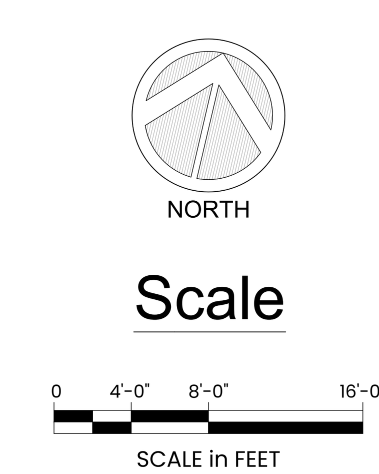
MATERIALS LEGEND

SYMBOL	KEY NOTE	DESCRIPTION	DETAIL REF.	SPEC. REF.
		PLANT BED AREA APPROX. 950 SQ. FT.		
		LAWN AREA APPROX. 539 SQ. FT.		

NOTES

PLANT SCHEDULE

	Species		Qty	Size	Notes
	TREES				
GM	Gingko biloba 'Magyar'	Male Maidenhair Tree	1	8-10'H	B&B
GT	Gleditsia triacanthos var inermis 'Skyline'	Skyline Honey Locust	2	8-10'H	B&B
PS	Prunus sargentii 'JFS-KW58'	Pink Flair Sargent Cherry	1	6-8'H	B&B
QM	Quercus macrocarpa x robur	Heritage Oak	1	8-10'H	B&B
	SHRUBS				
CP	Comptonia peregrina	Sweet Fern	6	1G	
HQ	Hydrangea quercifolia 'Alice'	Oakleaf hydrangea	2	5G	
IG	Ilex glabra 'Shamrock'	Inkberry	10	5G	
MD	Microbiota decussata	Siberian Cypress	2	5G	
RA	Rhus aromatica 'Gro Lo'	Gro Lo Sumac	8	3G	
RR	Rosa 'Radrazz'	Knockout Rose	5	5G	
TM	Taxus x media 'Taunton'	Taunton Yew	8	10G	
VC	Viburnum carlesii	Arrowwood Viburnum	3	7G	
	PERENNIALS				
GB	Geranium 'Biokovo'	Hardy Geranium	80	1G	



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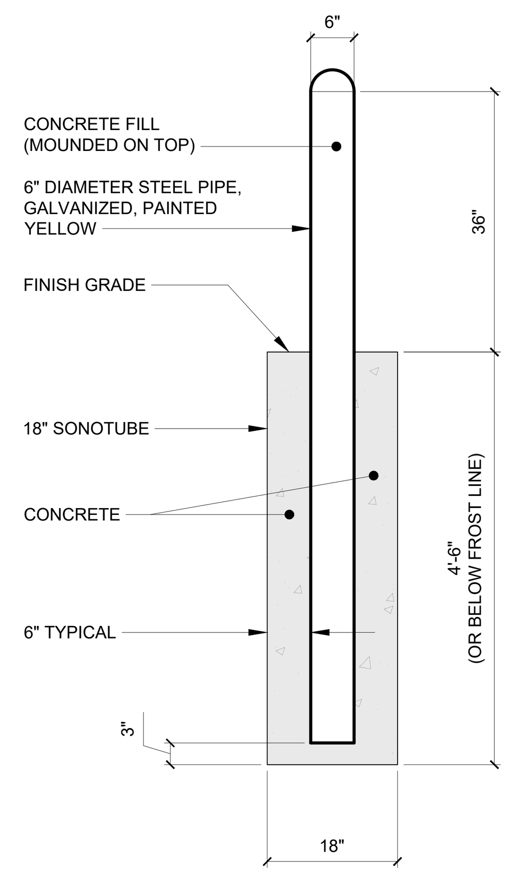
Residence for:

103 NICHOLS LLC
103 NICHOLS AVENUE

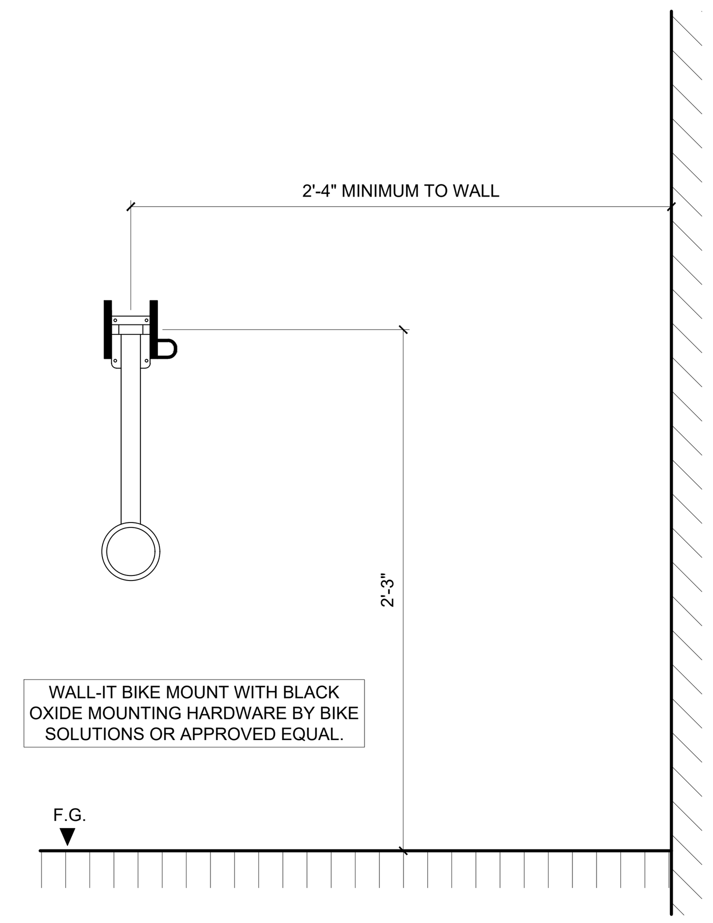
75% CD GRADING AND PLANTING PLAN

Project number	1483
Date	2024.12.13
Scale	1/8" = 1'-0"

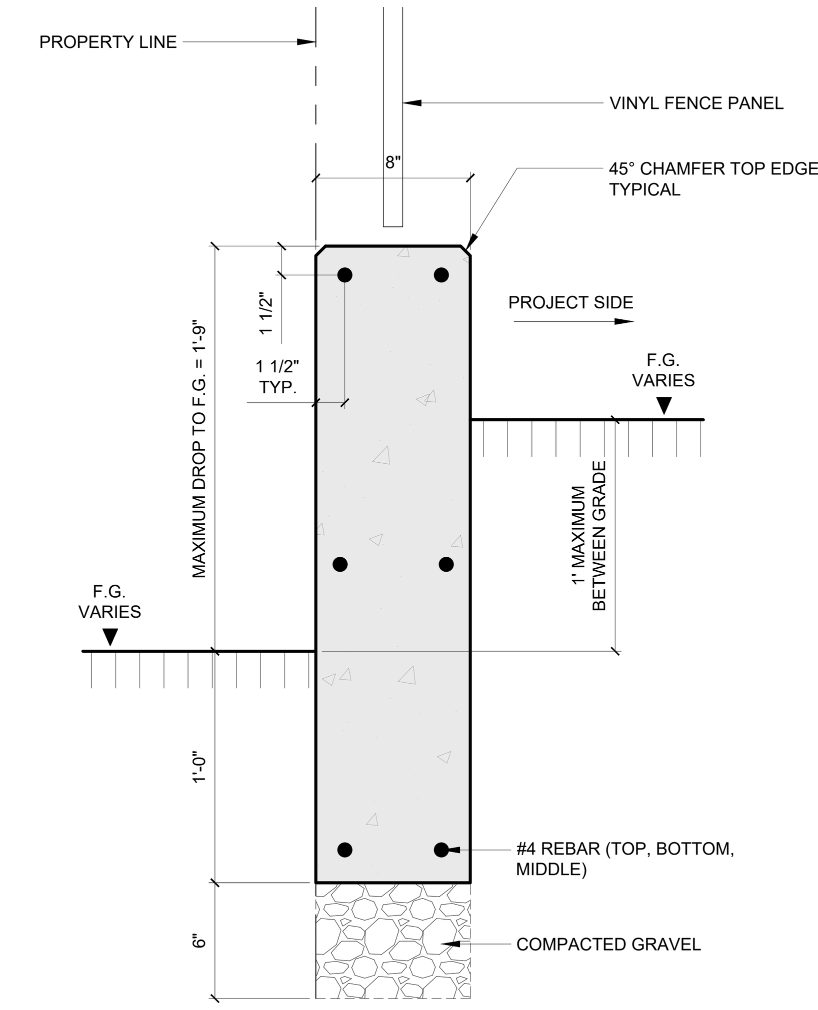
L4.0



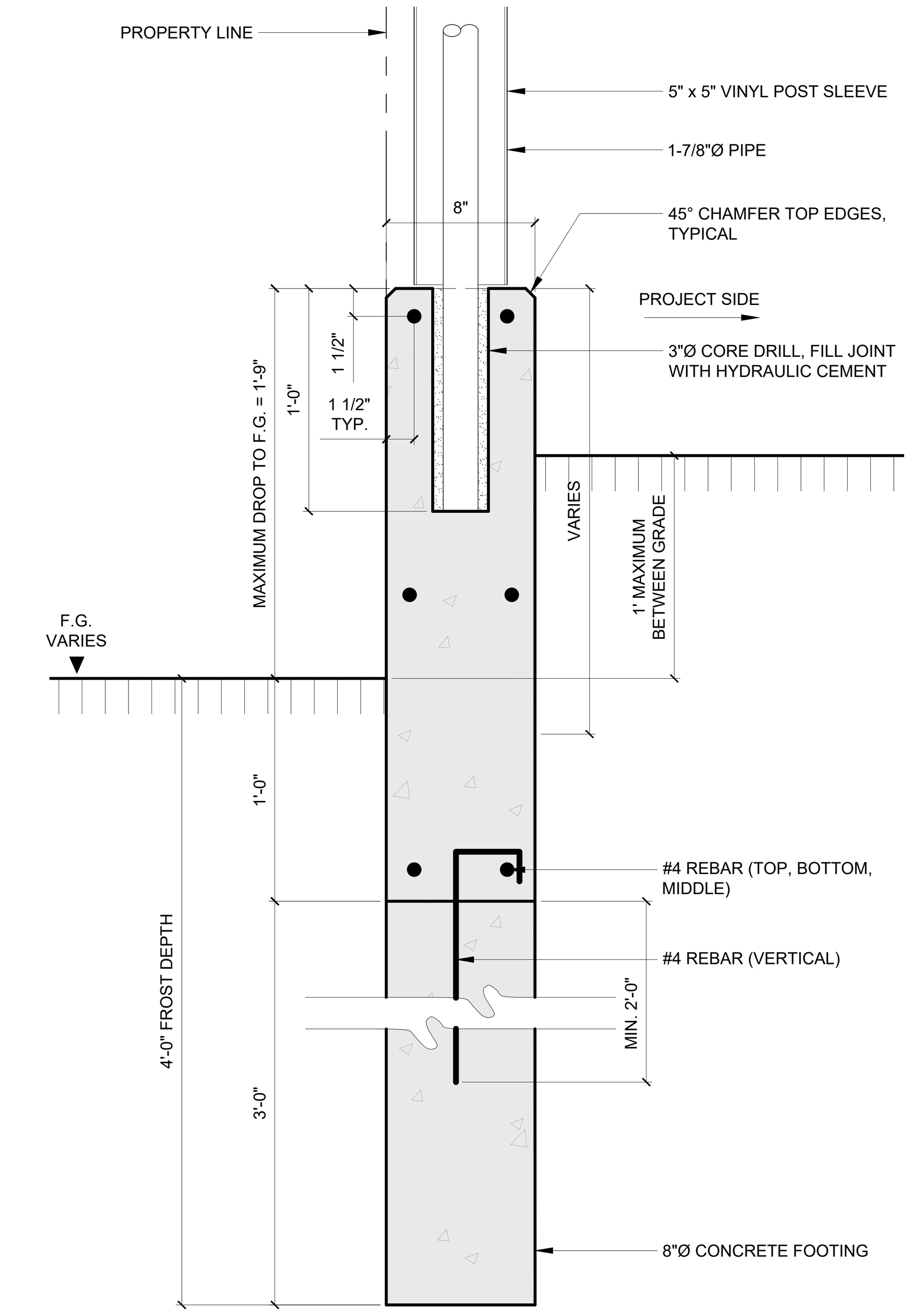
1 L5.0 BOLLARD DETAIL
SCALE: N.T.S.



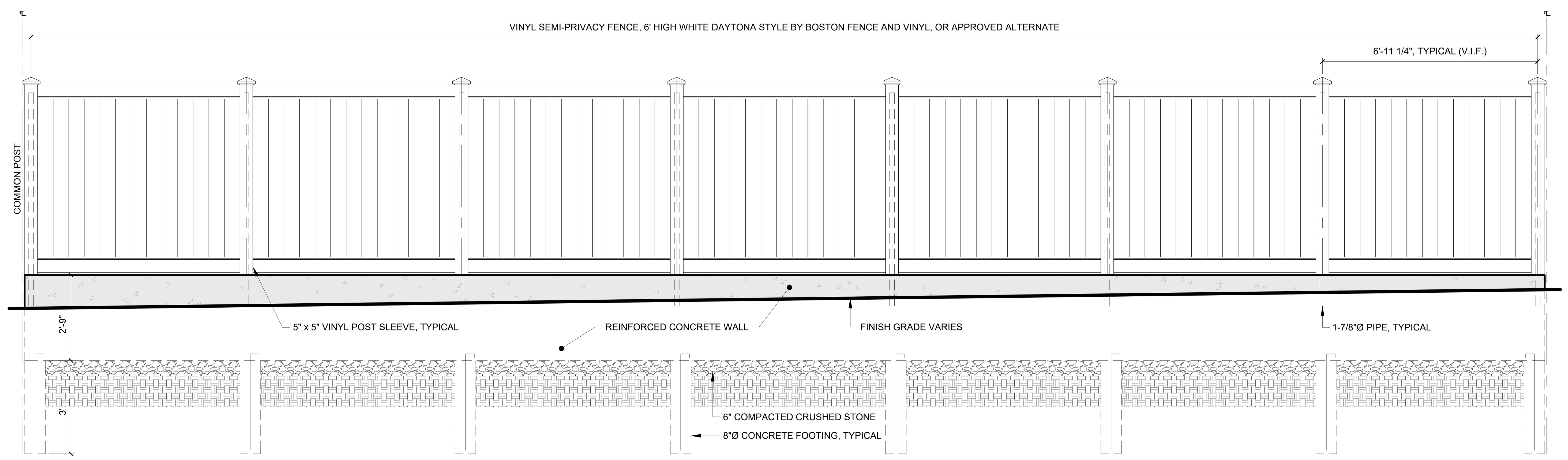
2 L5.0 BIKE MOUNT DETAIL
SCALE: 1-1/2" = 1'-0"



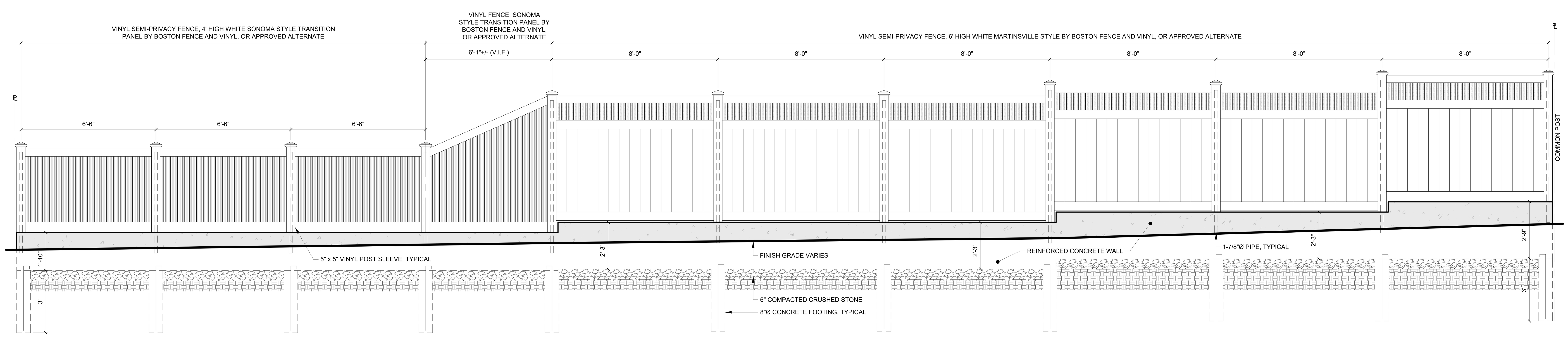
3 L5.0 CONCRETE WALL DETAIL
SCALE: 1-1/2" = 1'-0"



4 L5.0 FENCE MOUNT DETAIL @ CONCRETE WALL
SCALE: 1-1/2" = 1'-0"



5 L5.0 FENCE ELEVATION - NORTH
SCALE: 3/8" = 1'-0"



6 L5.0 FENCE ELEVATION - WEST
SCALE: 3/8" = 1'-0"

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Drawing Notes:

90% CONSTRUCTION DOCUMENTS

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	CD 50	10.18.24
	SD 100	7.15.24

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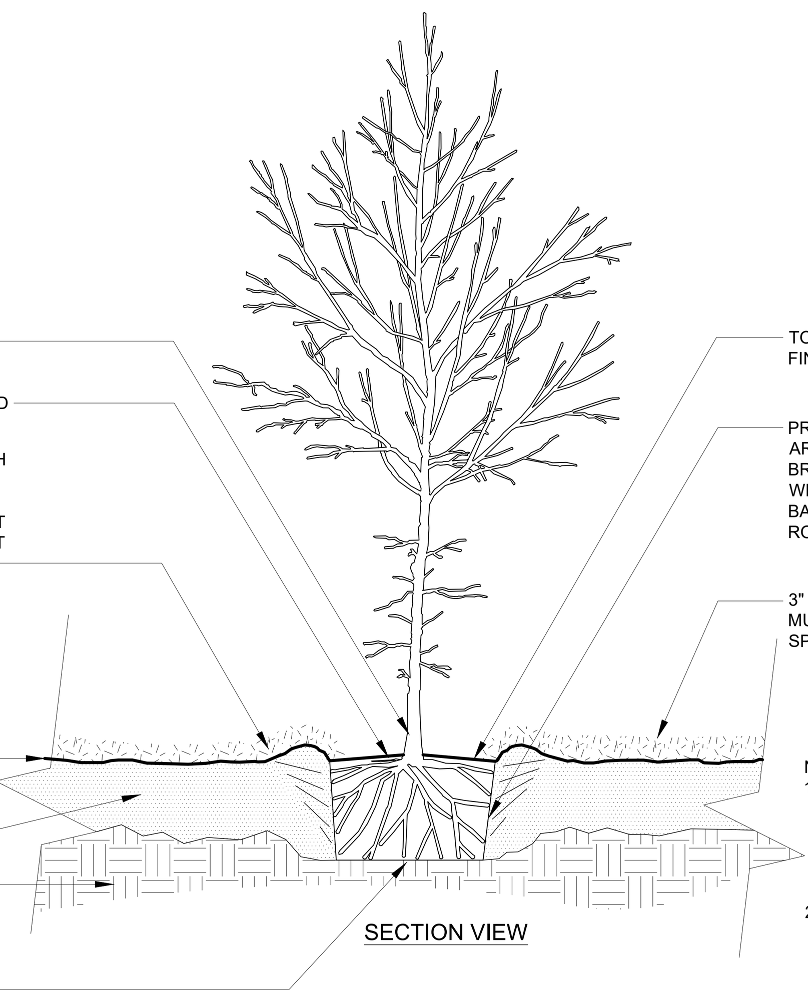
Residence for:

103 NICHOLS LLC
103 NICHOLS AVENUE

75% CD PAVING AND SITE FURNISHING DETAILS

Project number	1483
Date	2024.12.13
Scale	1/8" = 1'-0"

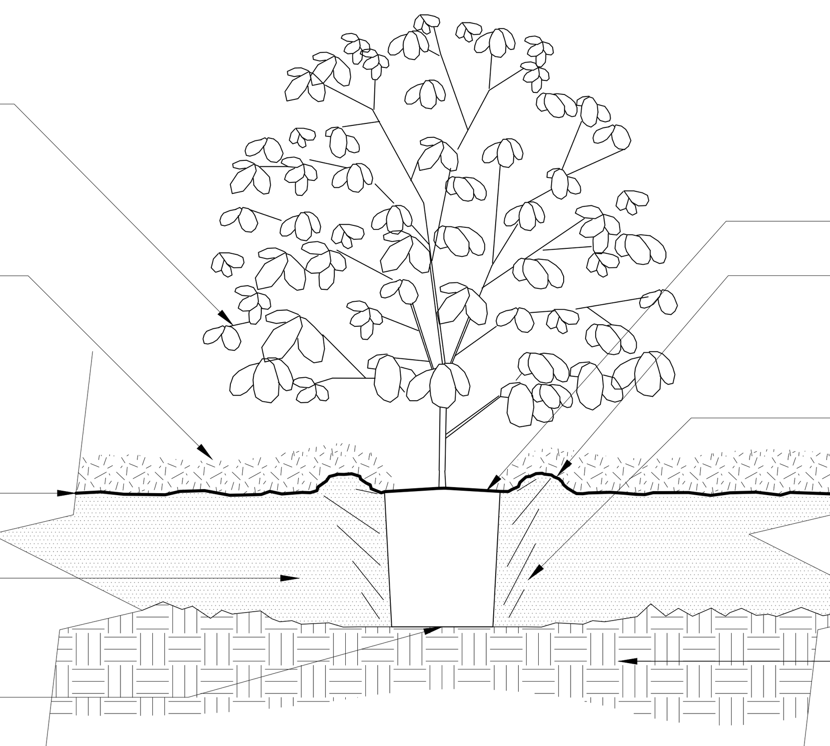
L5.0



NOTES:
1. TREES SHALL BE OF QUALITY PRESCRIBED IN CROWN OBSERVATIONS AND ROOT OBSERVATIONS DETAILS AND SPECIFICATIONS.
2. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

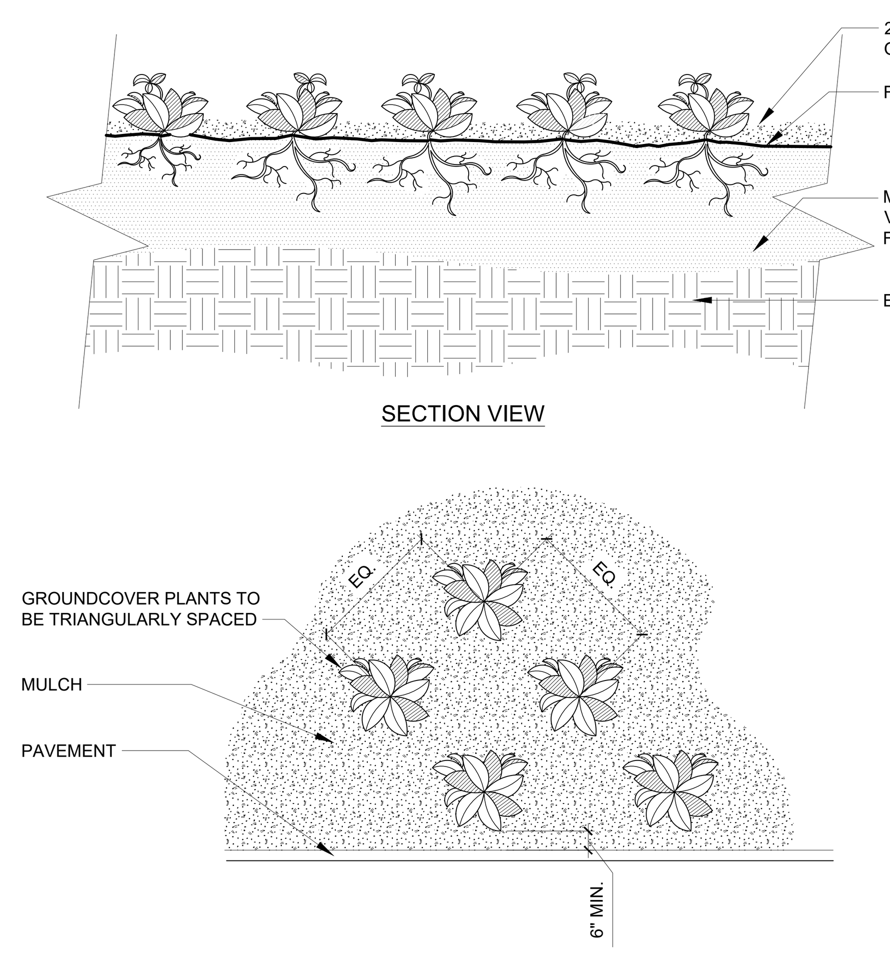
1 L5.1 TREE PLANTING DETAIL
SCALE: 1/2" = 1'-0"

ADD ROOT BARRIER AS NOTED ON SHEET L4.0.



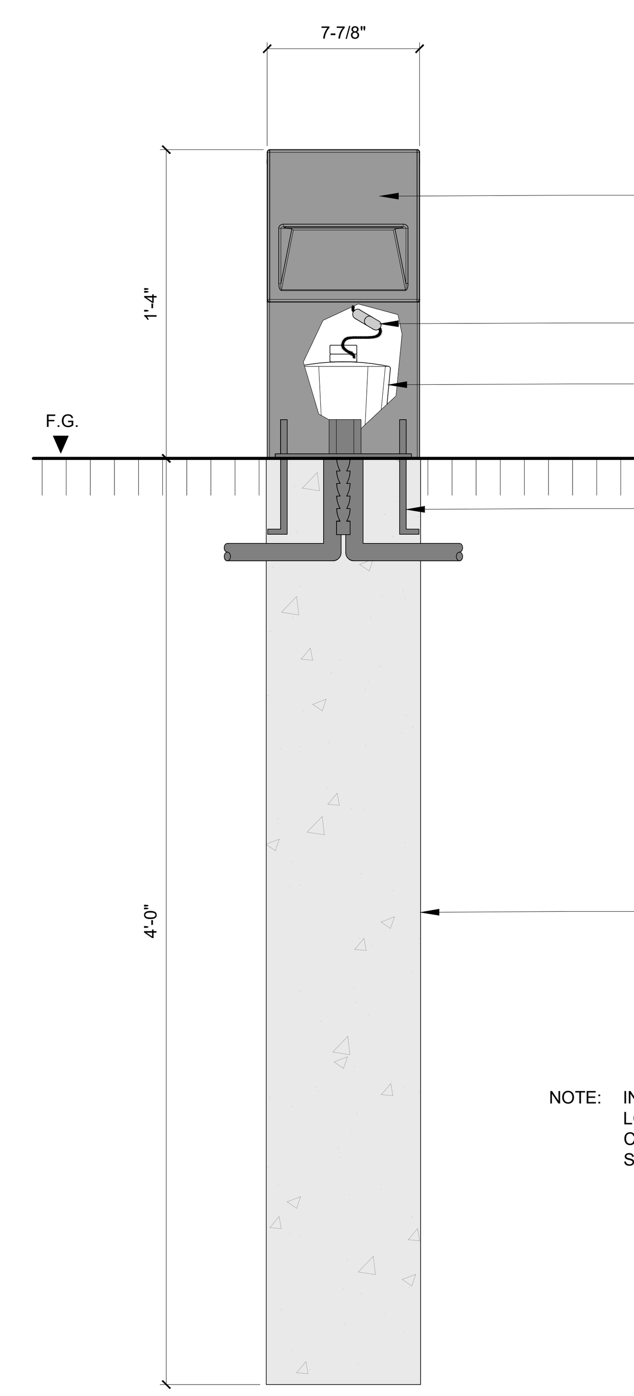
NOTES:
1. SHRUBS SHALL BE OF QUALITY PRESCRIBED IN THE ROOT OBSERVATIONS DETAIL AND SPECIFICATIONS.
2. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

2 L5.1 SHRUB PLANTING DETAIL
SCALE: 3/4" = 1'-0"



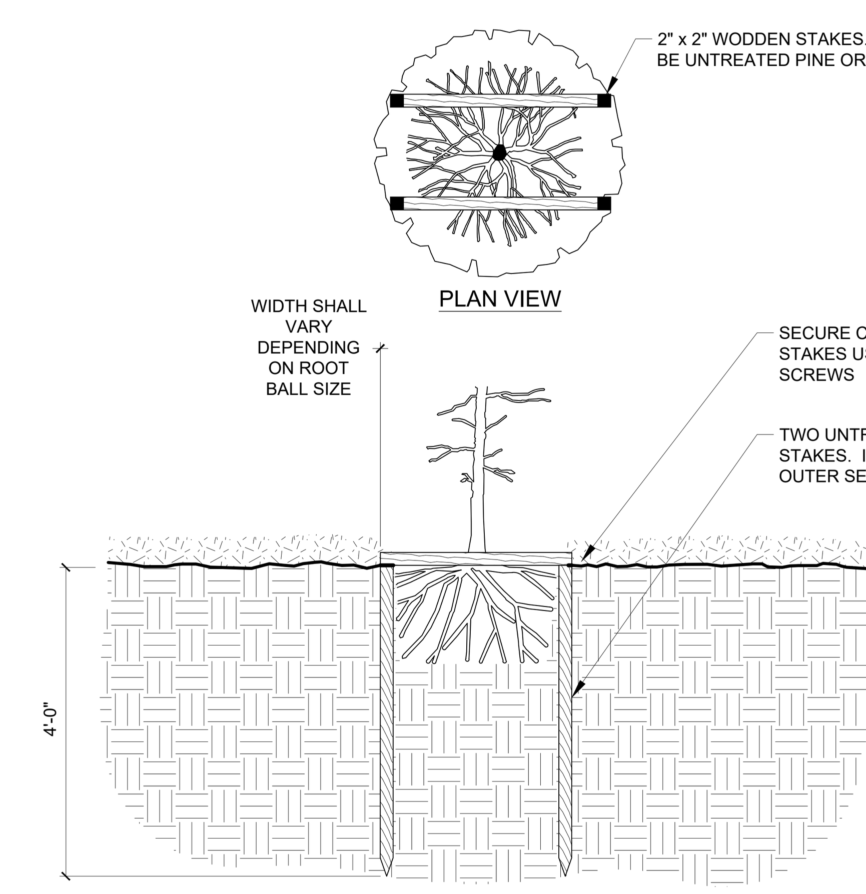
NOTES:
1. SEE PLANTING LEGEND FOR GROUNDCOVER SPECIES, SIZE AND SPACING DIMENSION.
2. SMALL ROOTS (1/4" OR LESS) THAT GROW AROUND, UP OR DOWN THE ROOT BALL PERIPHERY ARE CONSIDERED A NORMAL CONDITION IN CONTAINER PRODUCTION AND ARE ACCEPTABLE HOWEVER THEY SHOULD BE ELIMNATED AT THE TIME OF PLANTING. ROOTS ON THE PERIPHERY CAN BE REMOVED AT THE TIME OF PLANTING (SEE ROOT BALL SHAVING CONTAINER DETAIL).
3. SETTLE SOIL AROUND ROOT BALL OF EACH GROUND COVER PRIOR TO MULCHING.

3 L5.1 GROUNDCOVER PLANTING DETAIL
SCALE: 3/4" = 1'-0"



NOTE: INSTALL ACCORDING TO LOCAL AND NEC BUILDING CODES. UL LISTED J-BOX SUPPLIED BY OTHERS.

4 L5.1 BOLLARD LIGHT FOOTING
SCALE: 1-1/2" = 1'-0"



5 L5.1 TREE STAKING - STAPLE
SCALE: 1/2" = 1'-0"

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Drawing Notes:

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	SD 100	7.15.24

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75% CD PLANTING AND SITE FURNISHING DETAILS

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Date	2024.12.13
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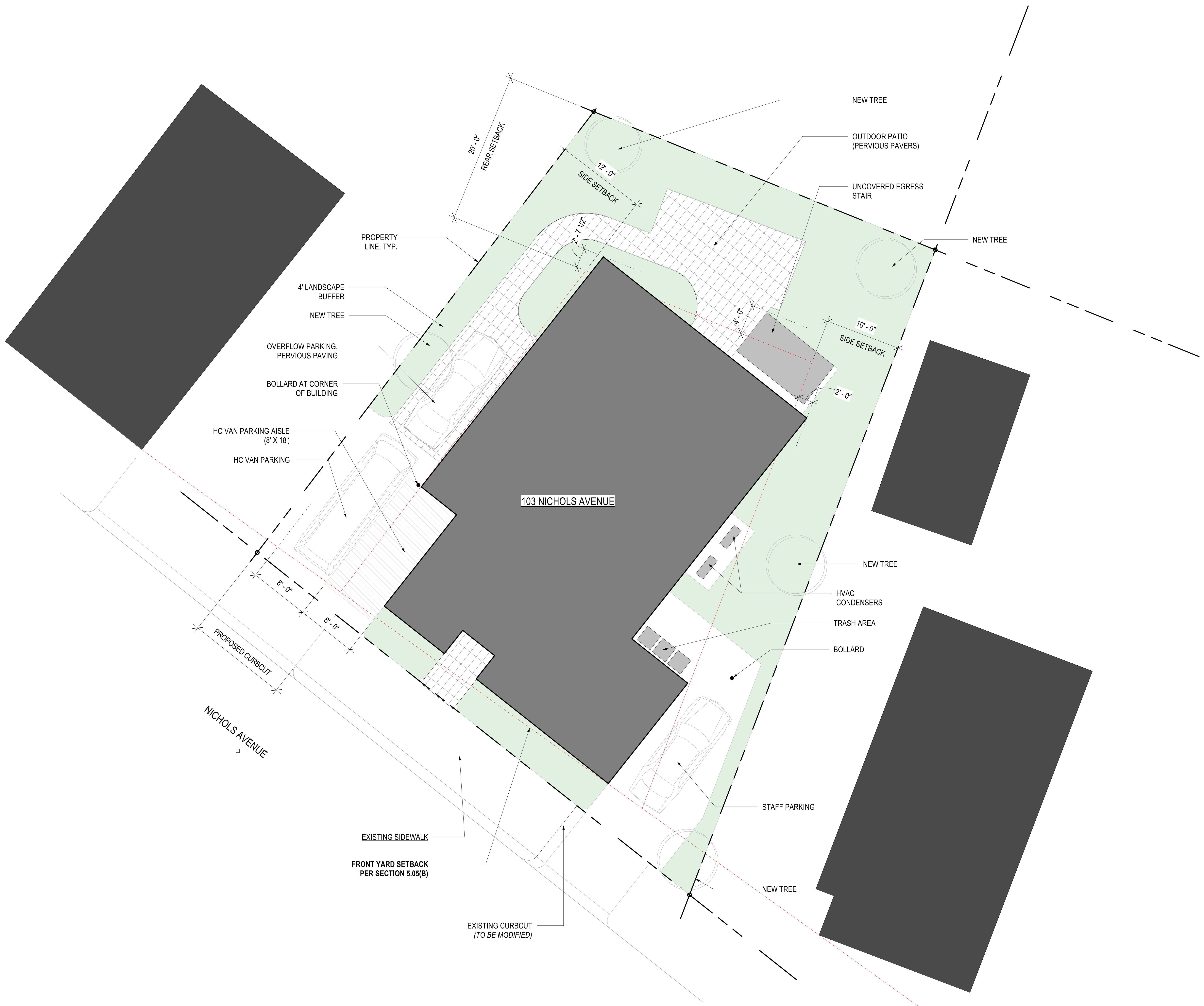
L5.1



1 PROPOSED SITE PLAN
A1-01 1/8" = 1'-0"

SEE LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.

SITE PLAN LEGEND

- PROPERTY LINE
- SETBACK LINE
- BUILDING
- OPEN SPACE
- PERMEABLE PAVERS

SCALE: 1"= 8 '
0 8 16 24 32

ZeroEnergy DESIGN

Drawing Notes:

1.SITE SURVEY DONE BY DAVID TERENZONI, SURVEYOR.

2.CONTRACTOR SHALL ACCURATELY STAKE-OUT FOOTPRINT. VERIFY COMPLIANCE WITH ALL LOCAL SETBACKS REQ. PRIOR TO EXCAVATION.

3.CONTRACTOR SHALL COORDINATE WITH ALL APPLICABLE UTILITY ENTITIES TO PROVIDE AND ALTER SERVICE AS NOTED IN DRAWINGS. ALL UTILITIES SHALL BE BURIED WITH REMOTE READ METERS.

4.CONTRACTOR SHALL NOTIFY DIG SAFE, OR LOCAL EQUIVALENT, A MINIMUM OF 72 BUSINESS HOURS PRIOR TO ANY EXCAVATION

5.COORDINATE FINAL DRIVEWAY GRADE IN FIELD.

6.CONTRACTOR SHALL VERIFY CONDENSING UNIT CLEARANCE W/ SELECTED MFG. AND LOCAL CODES

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156 Milk St, Ste 3
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F. 866-201-3856
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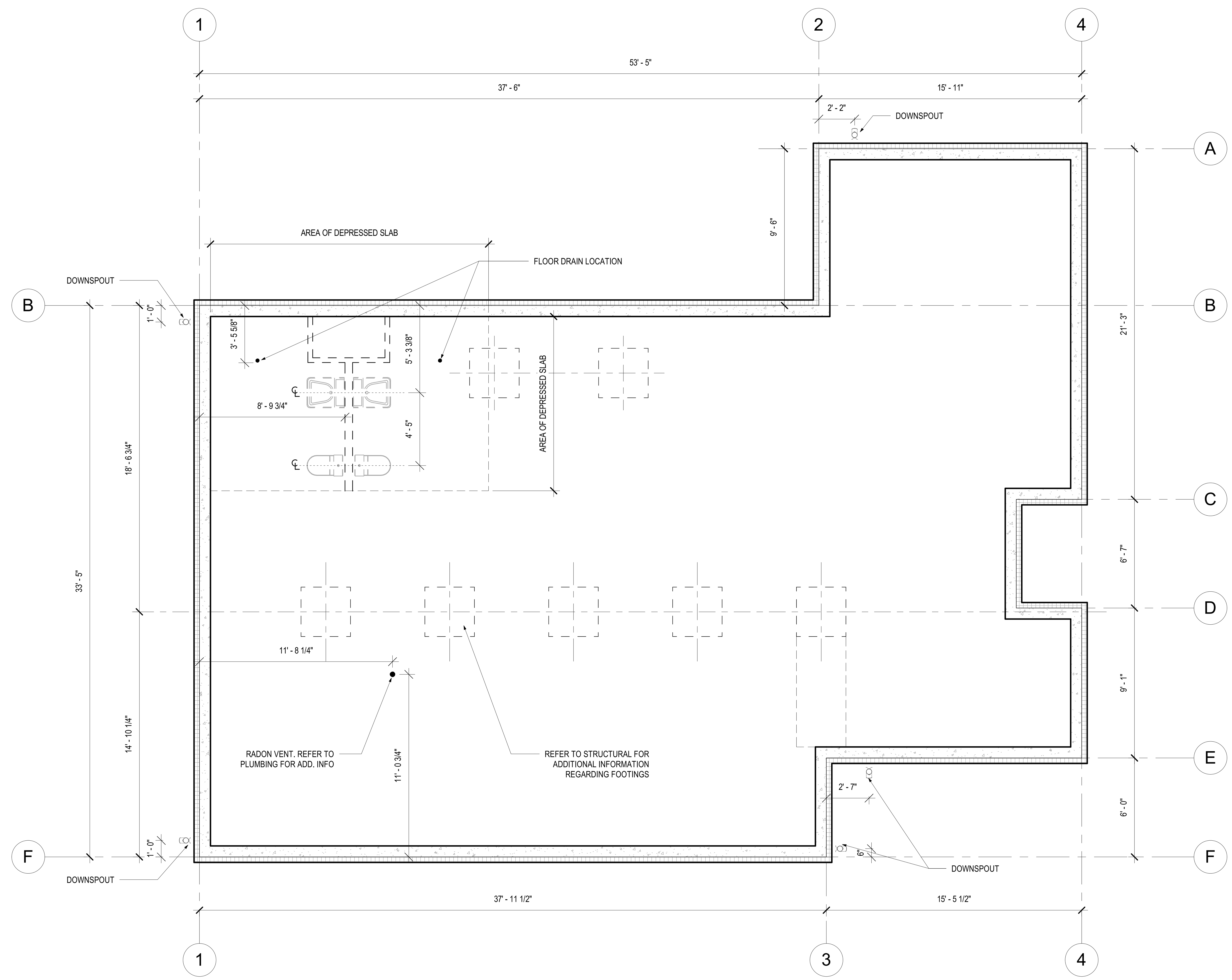
Residence for:
103 NICHOLS LLC

103 NICHOLS AVENUE

ARCHITECTURAL SITE PLAN

Project number	1483
Date	2024.12.13
Scale	1/8" = 1'-0"

A1-01



1 FOUNDATION PLAN
A2-01 1/4" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

1. TYPICAL DIMENSIONS TAKEN TO OUTSIDE OF EXTERIOR FRAMING.
2. TYPICAL INTERIOR DIMENSIONS TAKEN FROM ONE SIDE OF INTERIOR PARTITION AND INSIDE FACE OF EXTERIOR FRAMING.
3. WHEN NOT DIMENSIONED, DOORS ARE CENTERED ON ROOM, CLOSET OR REFERENCED FEATURE. OTHERWISE, PROVIDE 5" FROM PERPENDICULAR WALL TO OPENING.
4. ALL INTERIOR PARTITIONS 2x4 UNLESS NOTED.
5. PROVIDE ACOUSTICAL BATT INSULATION AT ALL INTERIOR BEDROOM AND BATHROOM PARTITIONS. SEE PRODUCT SPECIFICATIONS
6. CONTRACTOR SHALL MAKE BEST EFFORT TO KEEP WATER & MECHANICAL LINES OUT OF EXTERIOR WALL ASSEMBLIES.

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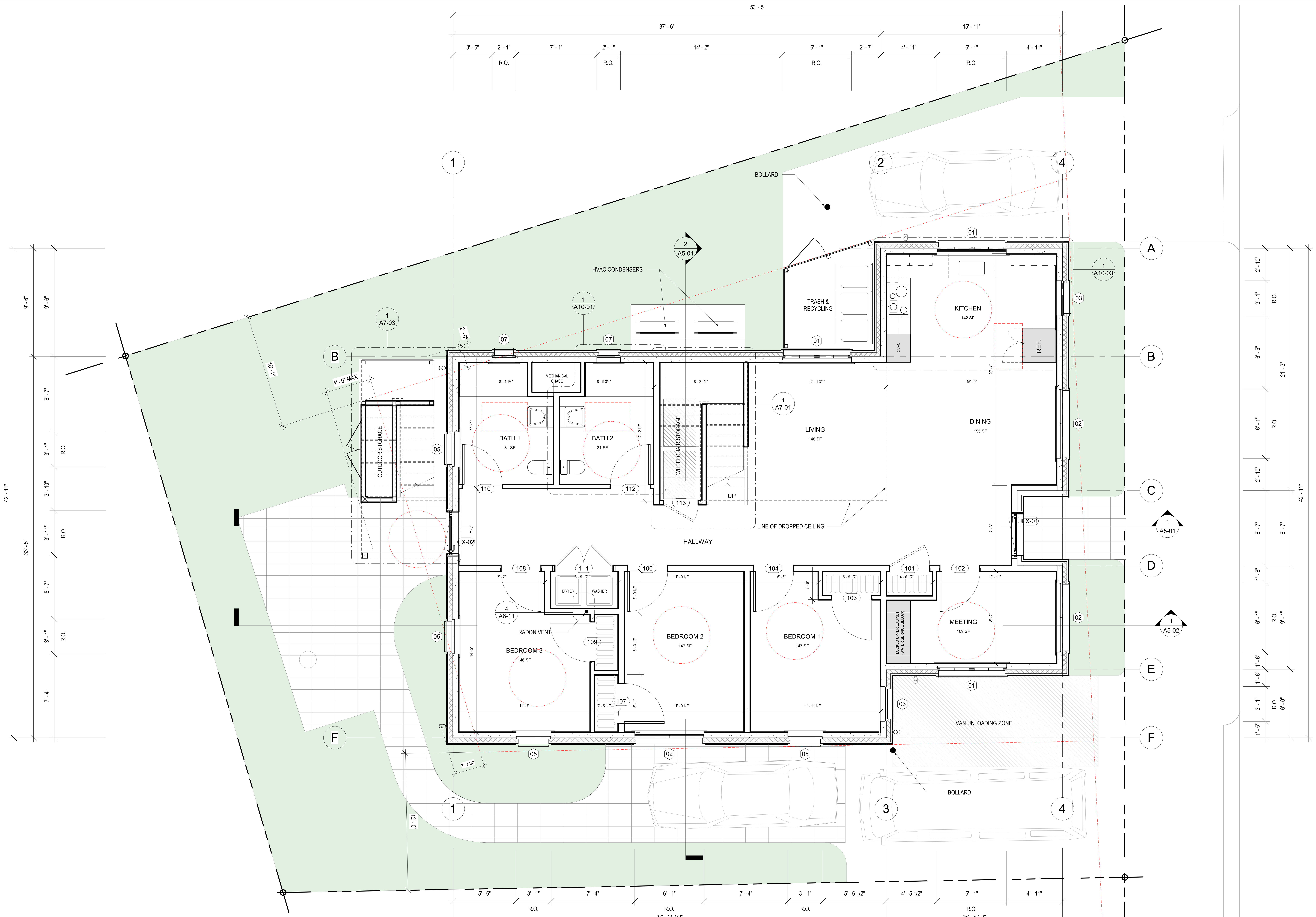
103 NICHOLS AVENUE

FOUNDATION PLAN

Project number	1483
Date	2024.12.13
Scale	1/4" = 1'-0"

A2-01



1 LEVEL 1 PLAN
A2-02 1/4" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

1. TYPICAL DIMENSIONS TAKEN TO OUTSIDE OF EXTERIOR FRAMING.
2. TYPICAL INTERIOR DIMENSIONS TAKEN FROM ONE SIDE OF INTERIOR PARTITION AND INSIDE FACE OF EXTERIOR FRAMING.
3. WHEN NOT DIMENSIONED, DOORS ARE CENTERED ON ROOM, CLOSET OR REFERENCED FEATURE. OTHERWISE, PROVIDE 5" FROM PERPENDICULAR WALL TO OPENING.
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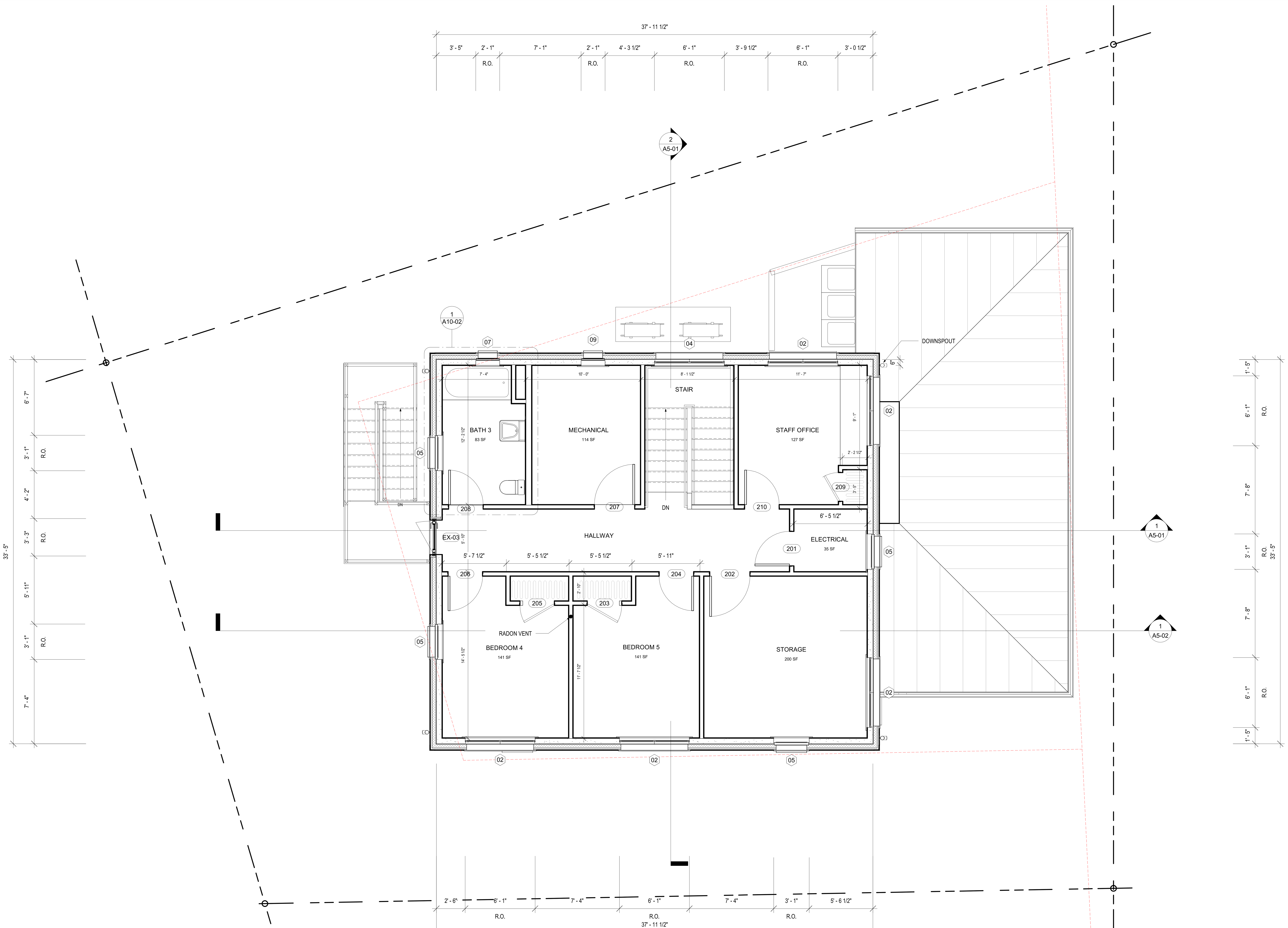
LEVEL 1 FLOOR PLAN

Project number	1483
Date	2024.12.13
Scale	1/4" = 1'-0"

A2-02



1 LEVEL 2 PLAN
A2-03 1/4" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

1. TYPICAL DIMENSIONS TAKEN TO OUTSIDE OF EXTERIOR FRAMING.
2. TYPICAL INTERIOR DIMENSIONS TAKEN FROM ONE SIDE OF INTERIOR PARTITION AND INSIDE FACE OF EXTERIOR FRAMING.
3. WHEN NOT DIMENSIONED, DOORS ARE CENTERED ON ROOM, CLOSET OR REFERENCED FEATURE. OTHERWISE, PROVIDE 5" FROM PERPENDICULAR WALL TO OPENING.
4. ALL INTERIOR PARTITIONS 2x4 UNLESS NOTED.
5. PROVIDE ACOUSTICAL BATT INSULATION AT ALL INTERIOR BEDROOM AND BATHROOM PARTITIONS. SEE PRODUCT SPECIFICATIONS
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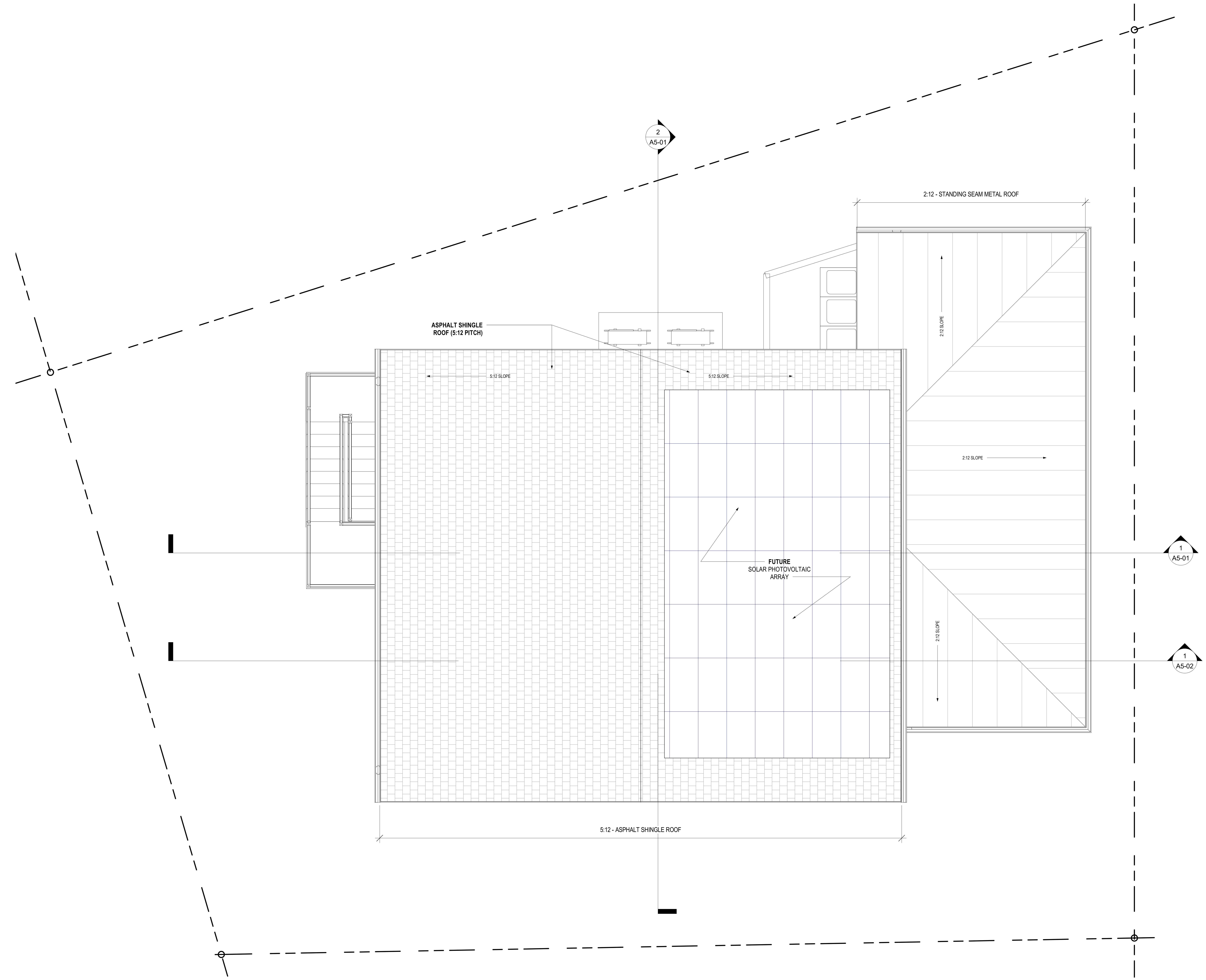
LEVEL 2 FLOOR PLAN

Project number	1483
Date	2024.12.13
Scale	1/4" = 1'-0"

A2-03



1 ROOF PLAN
A2-04 1/4" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

ROOF FINISH TYPE LEGEND

STANDING SEAM METAL ROOF

ARCHITECTURAL ASPHALT SHINGLES

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ROOF PLAN

Project number	1483
Date	2024.12.13
Scale	1/4" = 1'-0"

A2-04

1 A4-01 **WEST ELEVATION**
1/4" = 1'-0"

2 A4-01 **NORTH ELEVATION**
1/4" = 1'-0"

ZeroEnergy
DESIGN

Drawing Notes:

(T) = TEMPERED: WINDOW REQUIRES SAFETY GLASS

(E) = EGRESS WINDOW: SILL HEIGHT AT 44" MAX ABOVE FINISHED FLOOR, MIN NET CLEAR OPENING DIMENSIONS OF 20" x 24" IN EITHER DIRECTION

90% CONSTRUCTION DOCUMENTS

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Residence for:
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103 NICHOLS AVENUE

BUILDING ELEVATIONS

Project number	1483
Date	2024.12.13
Scale	As indicated

A4-01

1 A4-02 **EAST ELEVATION**
1/4" = 1'-0"

2 A4-02 **SOUTH ELEVATION**
1/4" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

(T) = TEMPERED: WINDOW REQUIRES SAFETY GLASS

(E) = EGRESS WINDOW: SILL HEIGHT AT 44" MAX ABOVE FINISHED FLOOR, MIN NET CLEAR OPENING DIMENSIONS OF 20" x 24" IN EITHER DIRECTION

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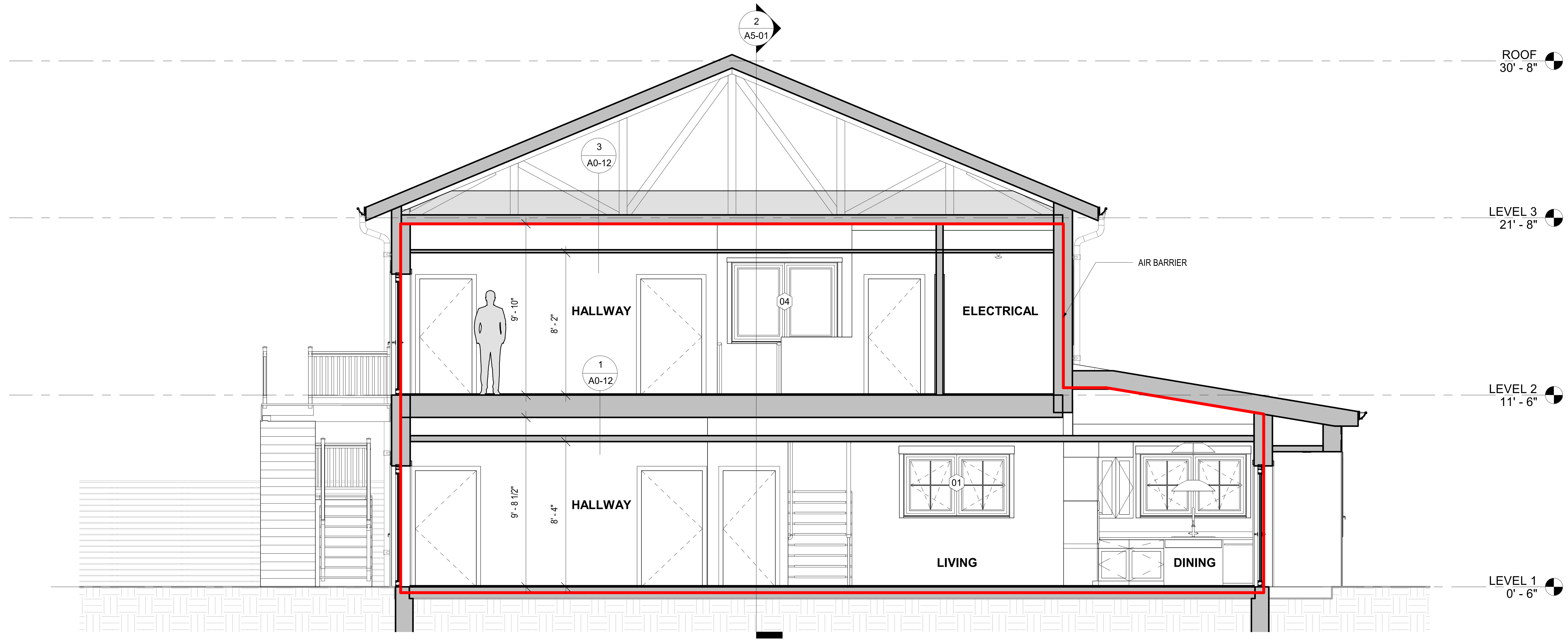
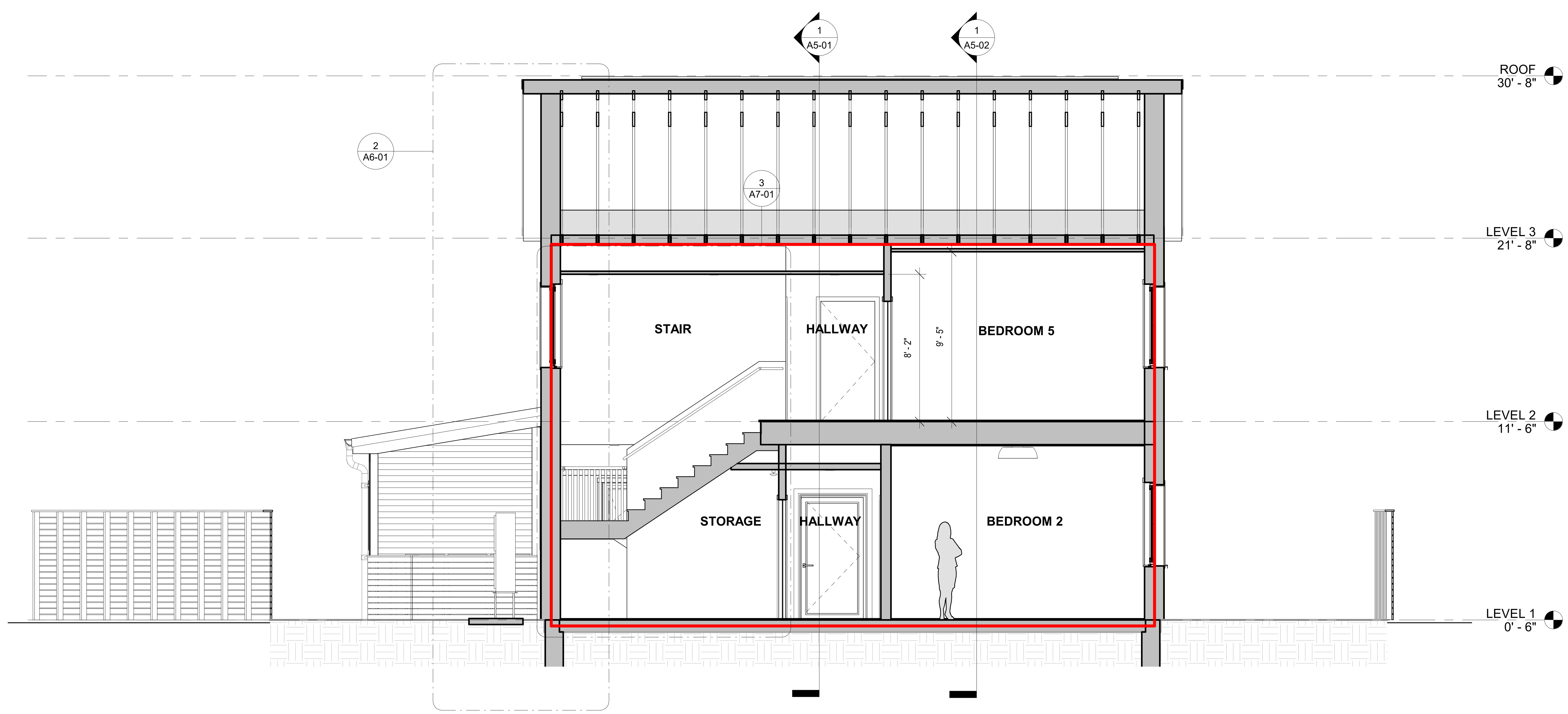
BUILDING ELEVATIONS

Project number	1483
Date	2024.12.13
Scale	As indicated

A4-02



1 A5-01 **BUILDING SECTION 01**
1/4" = 1'-0"



2 A5-01 **BUILDING SECTION 02**
1/4" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

= PRIMARY AIR BARRIER

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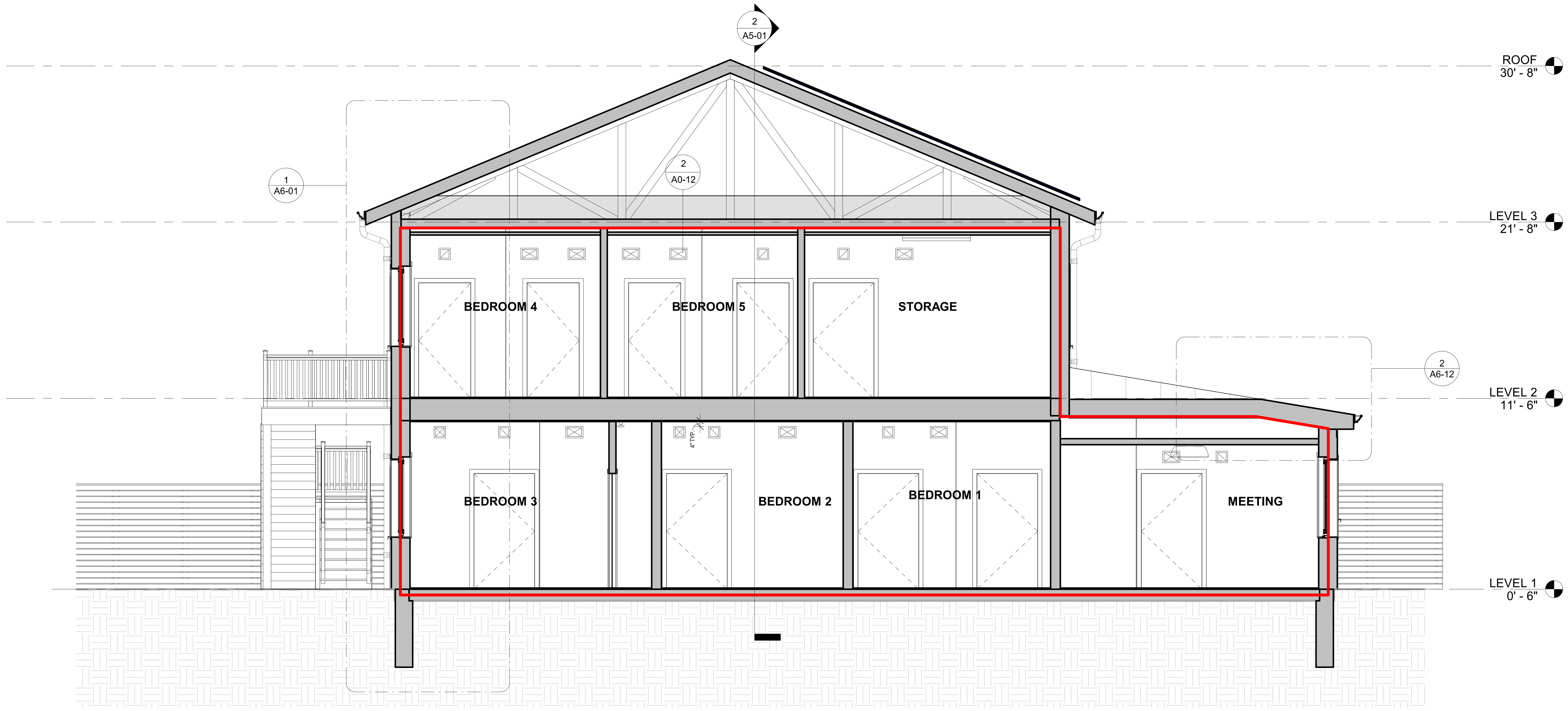
BUILDING SECTIONS

Project number	1483
Date	2024.12.13
Scale	As indicated

A5-01



1 BUILDING SECTION 03
A5-02 1/4" = 1'-0"

Drawing Notes:

= PRIMARY AIR BARRIER

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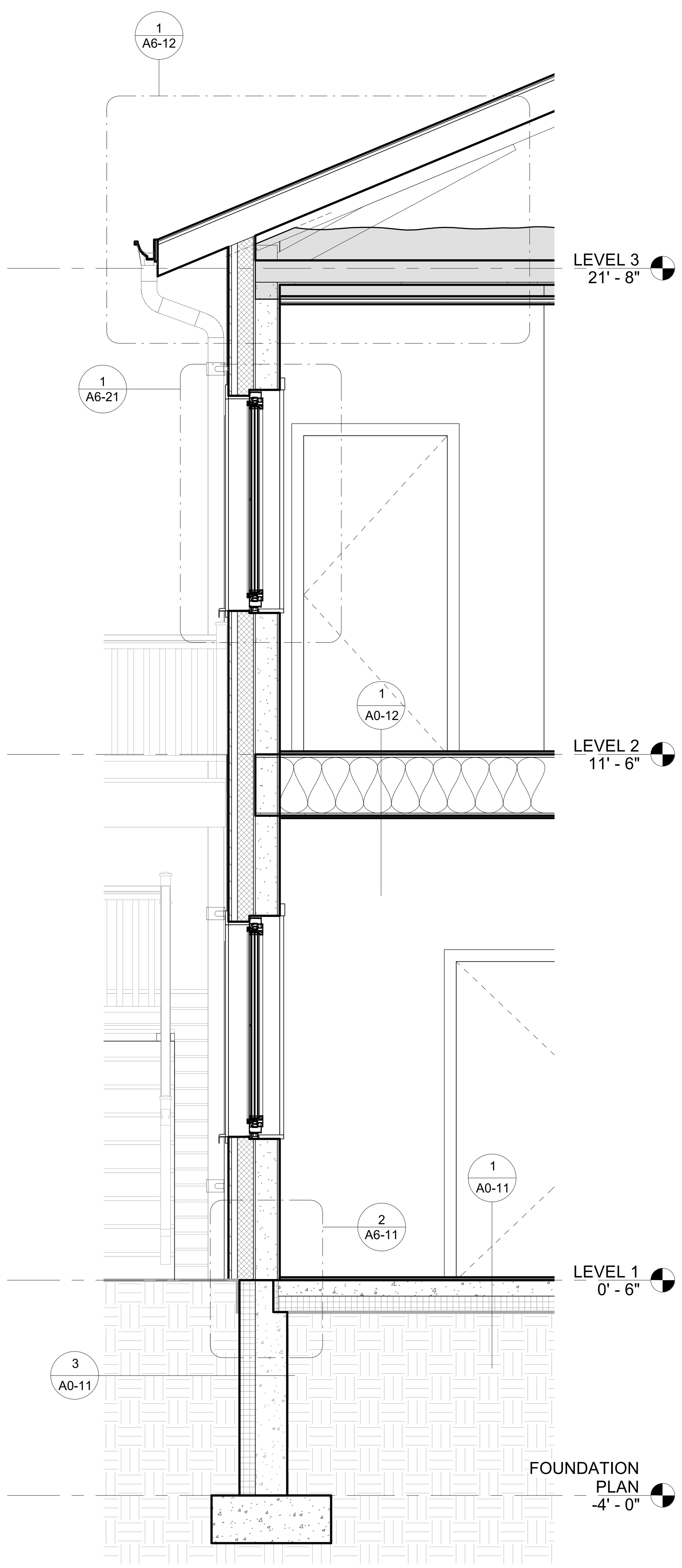
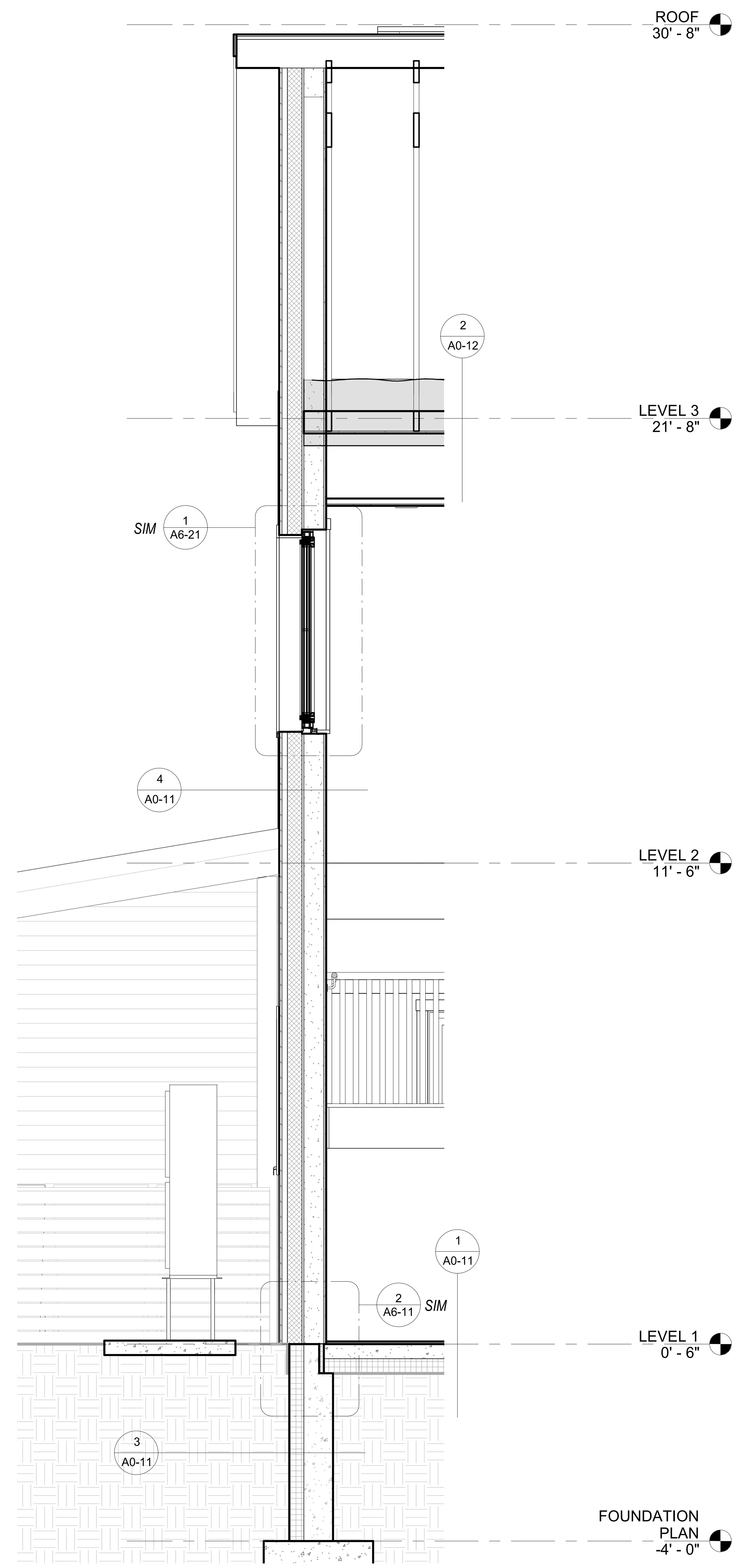
BUILDING SECTIONS

Project number	1483
Date	2024.12.13
Scale	As indicated

A5-02



1 A6-01 **WALL SECTION 01**
1/2" = 1'-0"



2 A6-01 **WALL SECTION 02**
1/2" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

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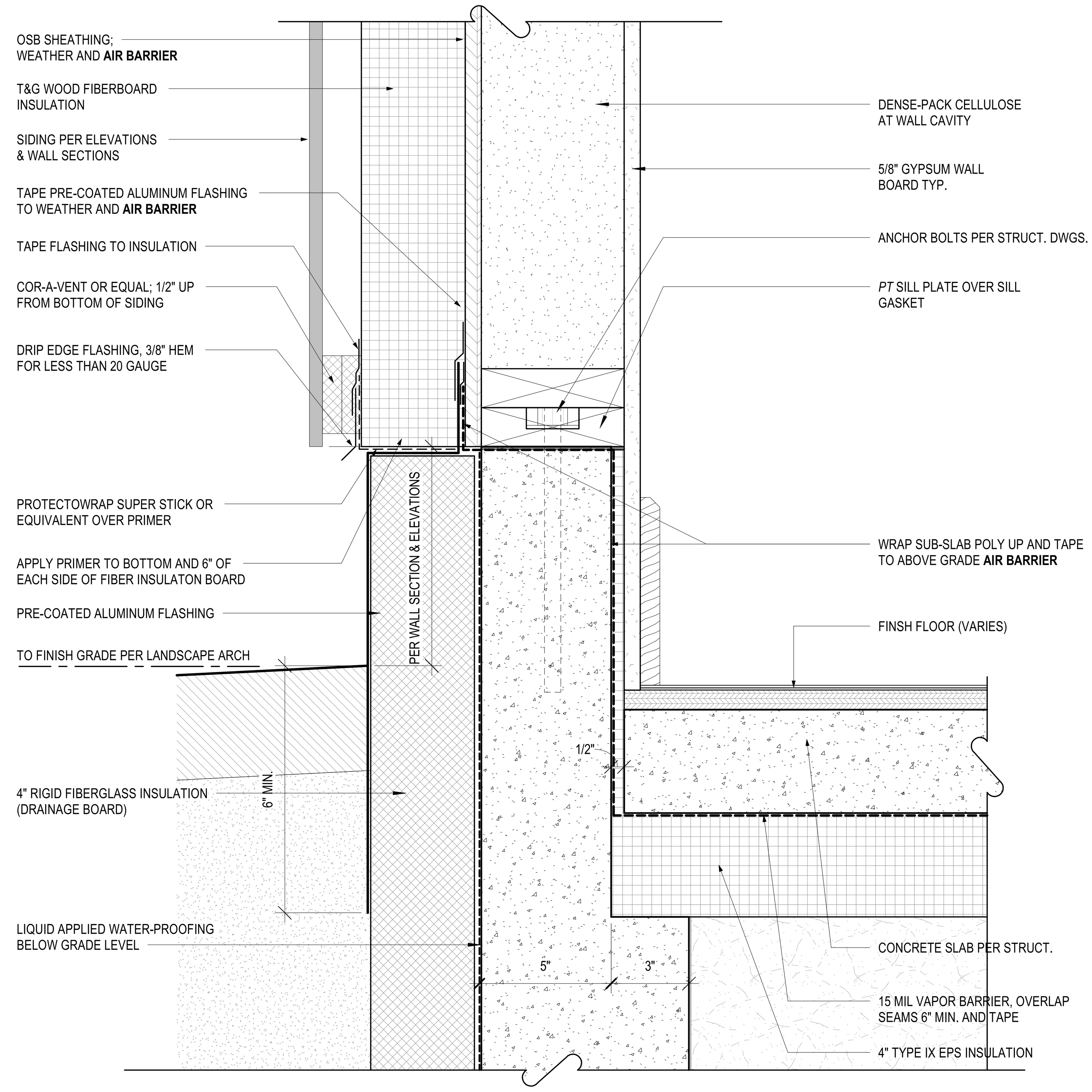
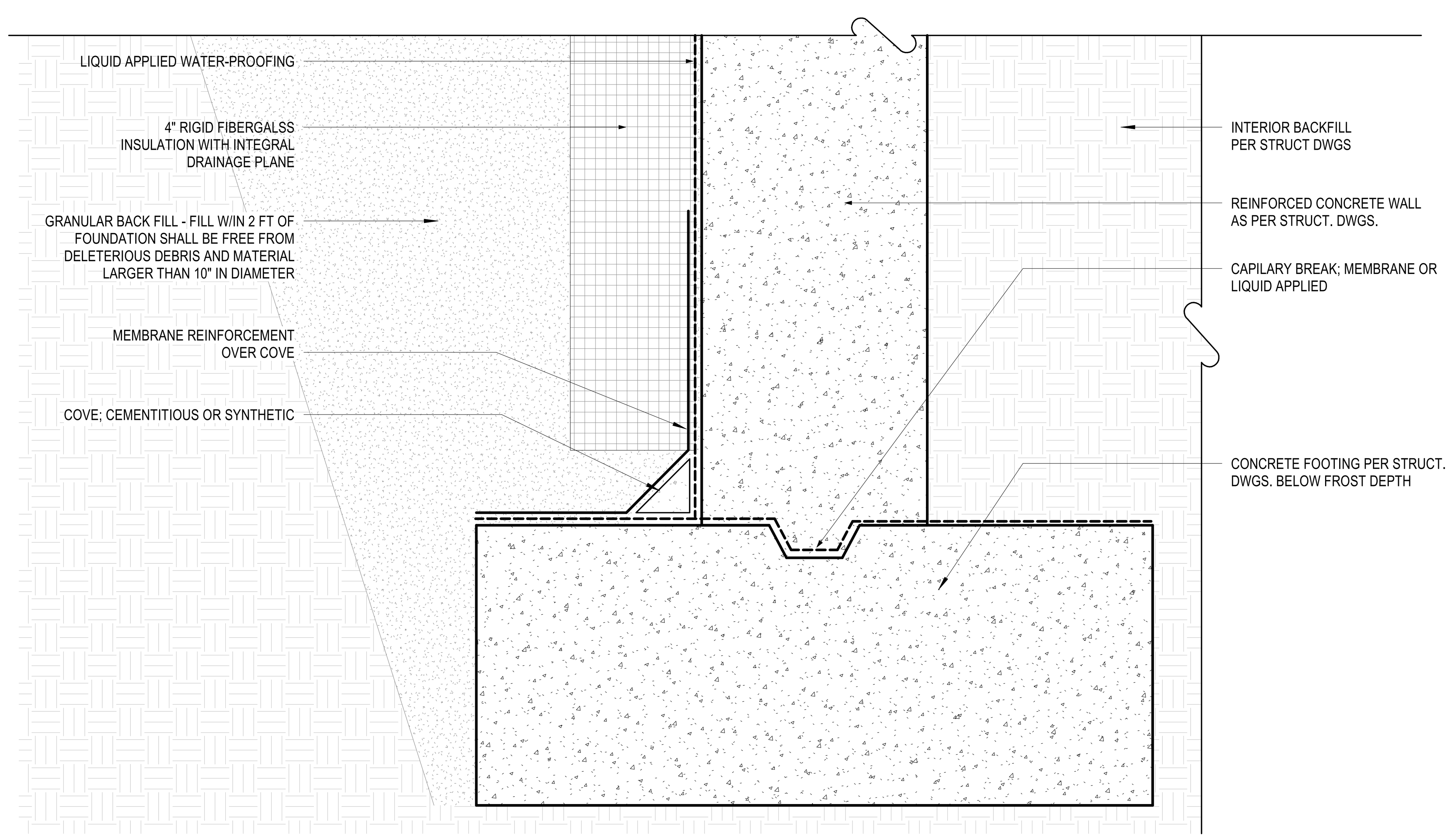
TYPICAL WALL SECTION

Project number	1483
Date	2024.12.13
Scale	1/2" = 1'-0"

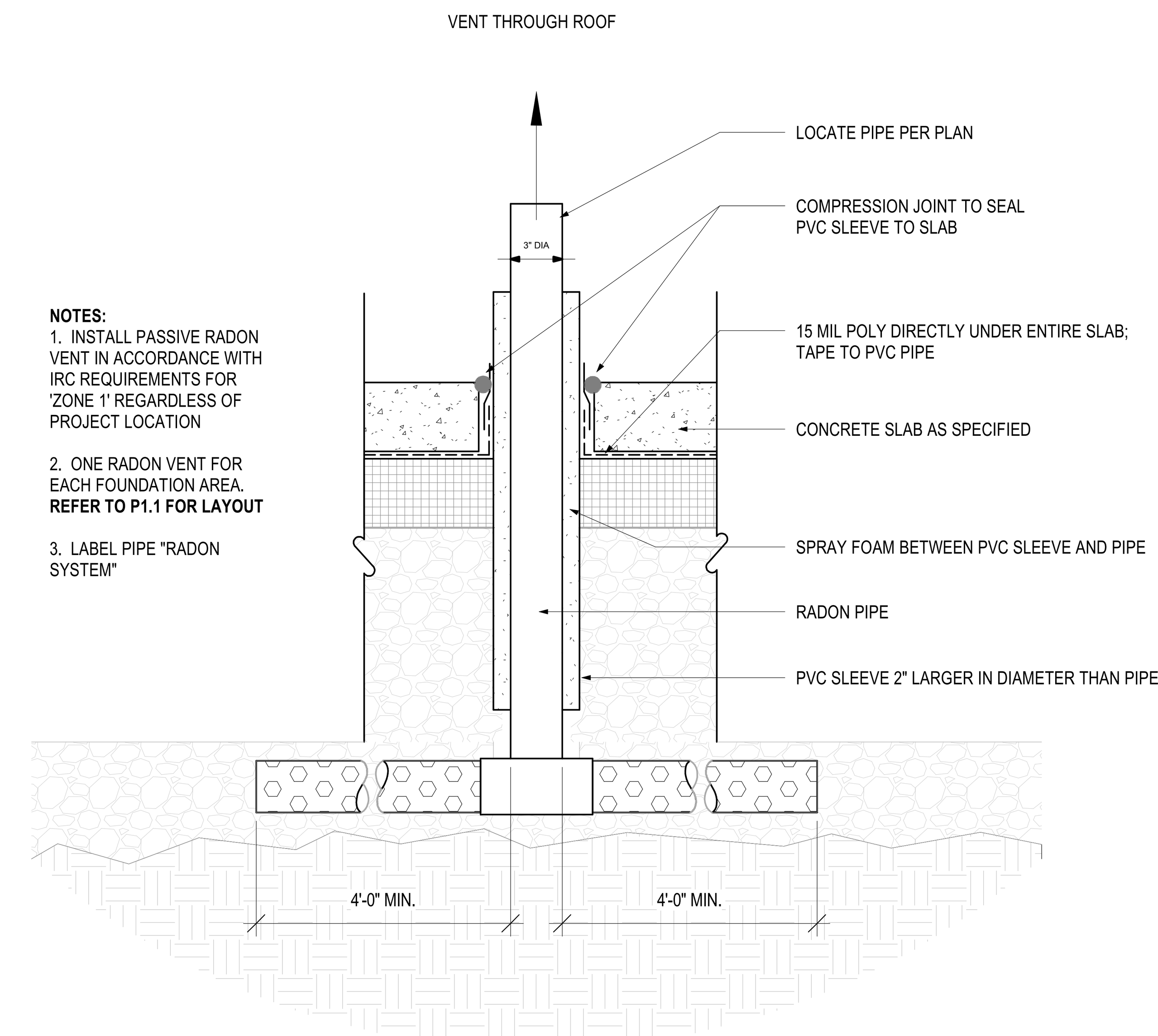
A6-01



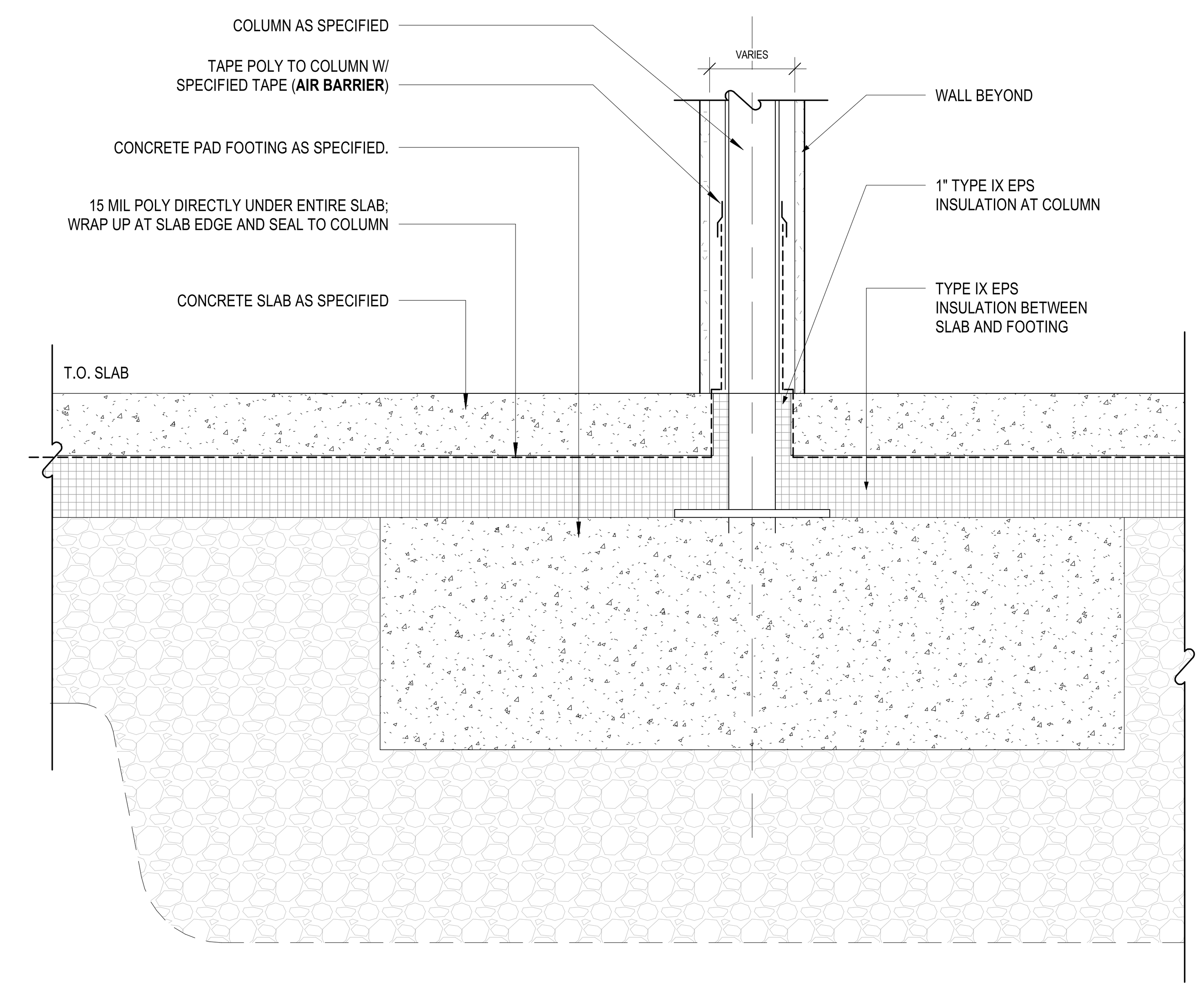
2 A6-11 **DETAIL - TOP OF FOUNDATION WALL**
3" = 1'-0"



1 A6-11 **DETAIL - FOOTING**
3" = 1'-0"



4 A6-11 **DETAIL - RADON VENT AT SLAB**
1 1/2" = 1'-0"



3 A6-11 **DETAIL - COLUMN AT SLAB**
1 1/2" = 1'-0"

ZeroEnergy DESIGN
ZEROENERGY DESIGN © 2024

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

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www.ZeroEnergy.com

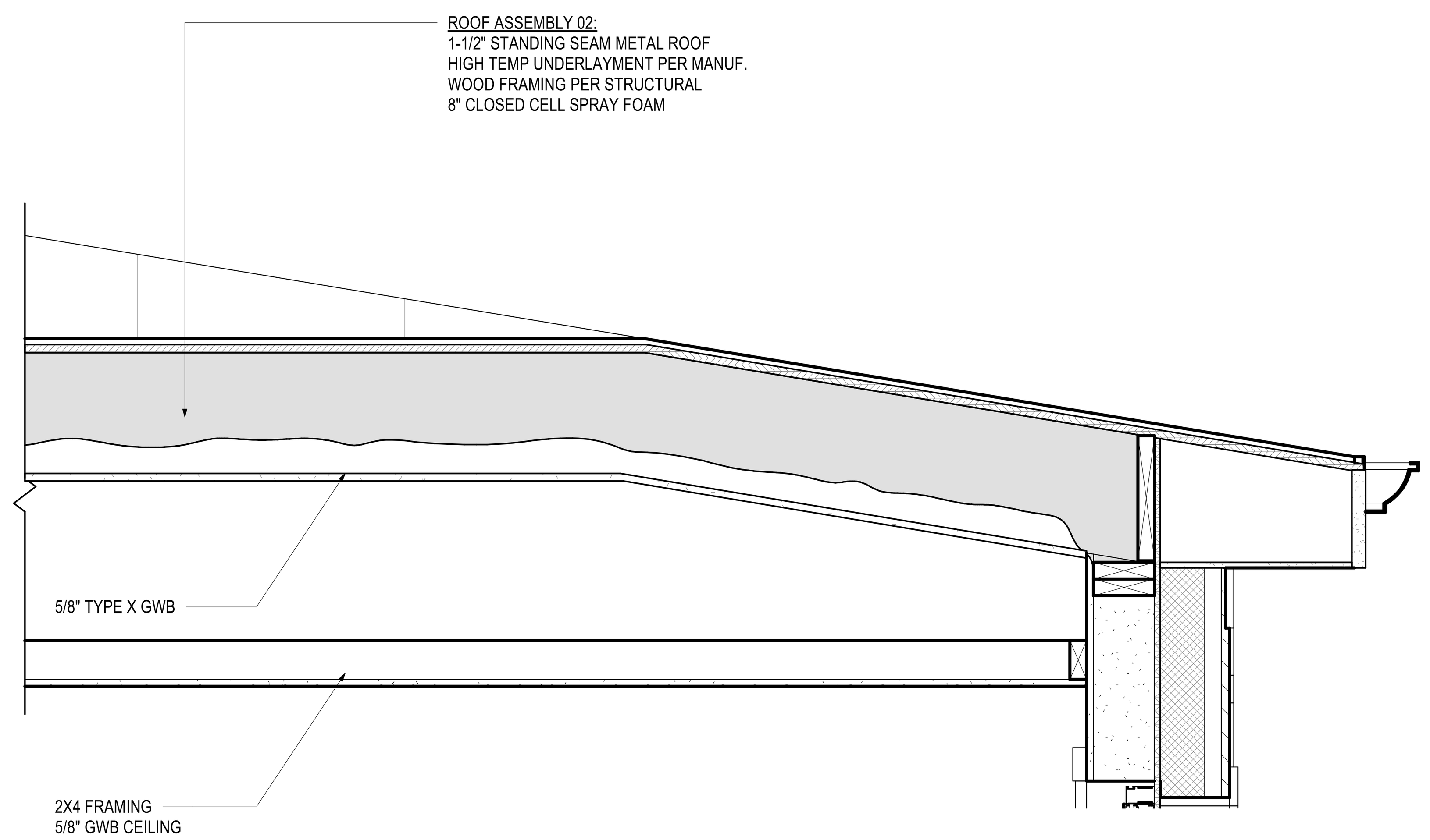
Residence for:
103 NICHOLS LLC

103 NICHOLS AVENUE

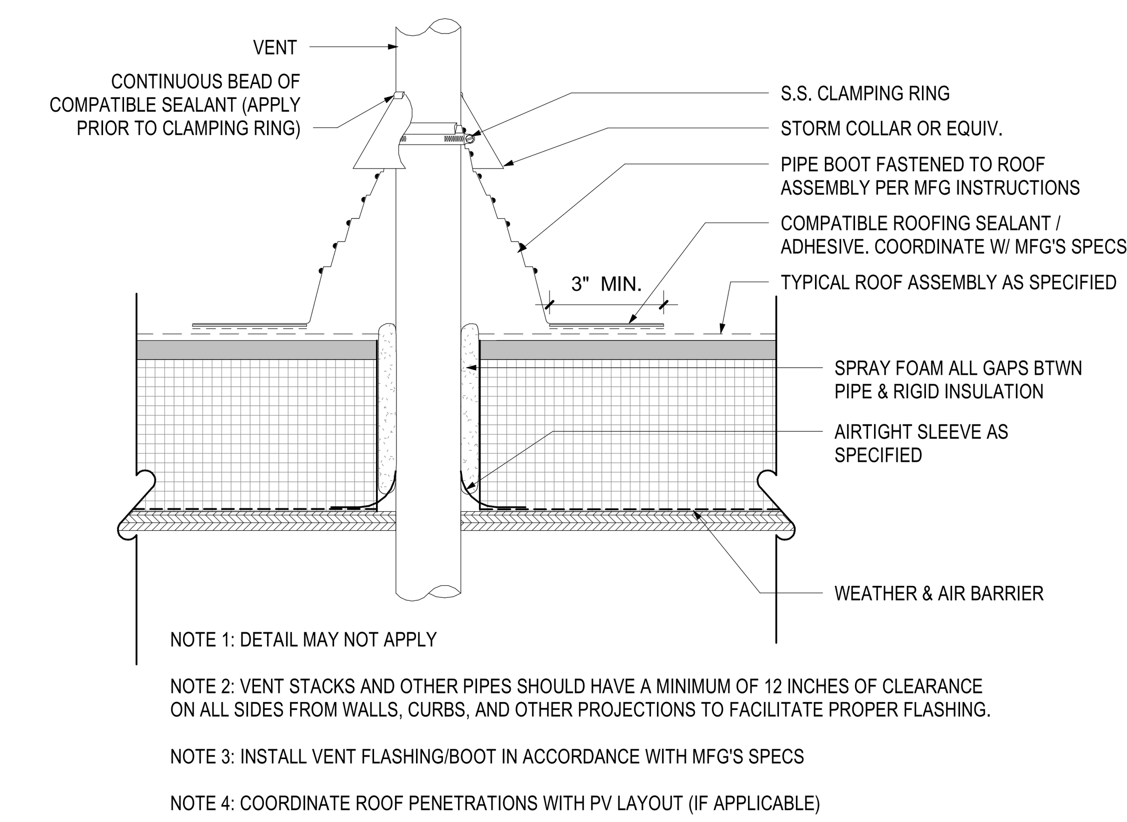
EXTERIOR DETAILS

Project number	1483
Date	2024.12.13
Scale	As indicated

A6-11



2 A6-12 **DETAIL - ROOF ASSEMBLY 02**
1" = 1'-0"



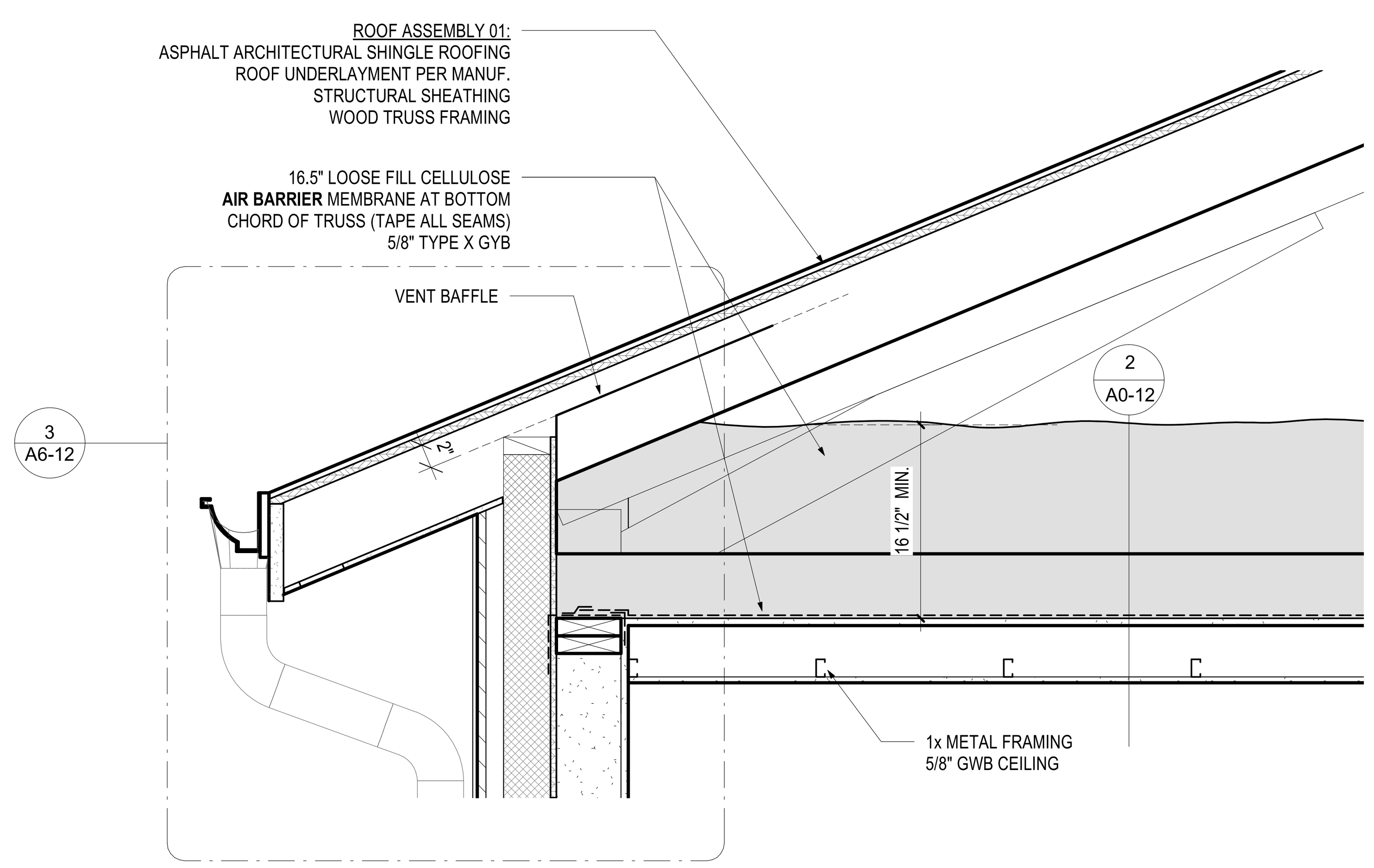
NOTE 1: DETAIL MAY NOT APPLY

NOTE 2: VENT STACKS AND OTHER PIPES SHOULD HAVE A MINIMUM OF 12 INCHES OF CLEARANCE ON ALL SIDES FROM WALLS, CURBS, AND OTHER PROJECTIONS TO FACILITATE PROPER FLASHING.

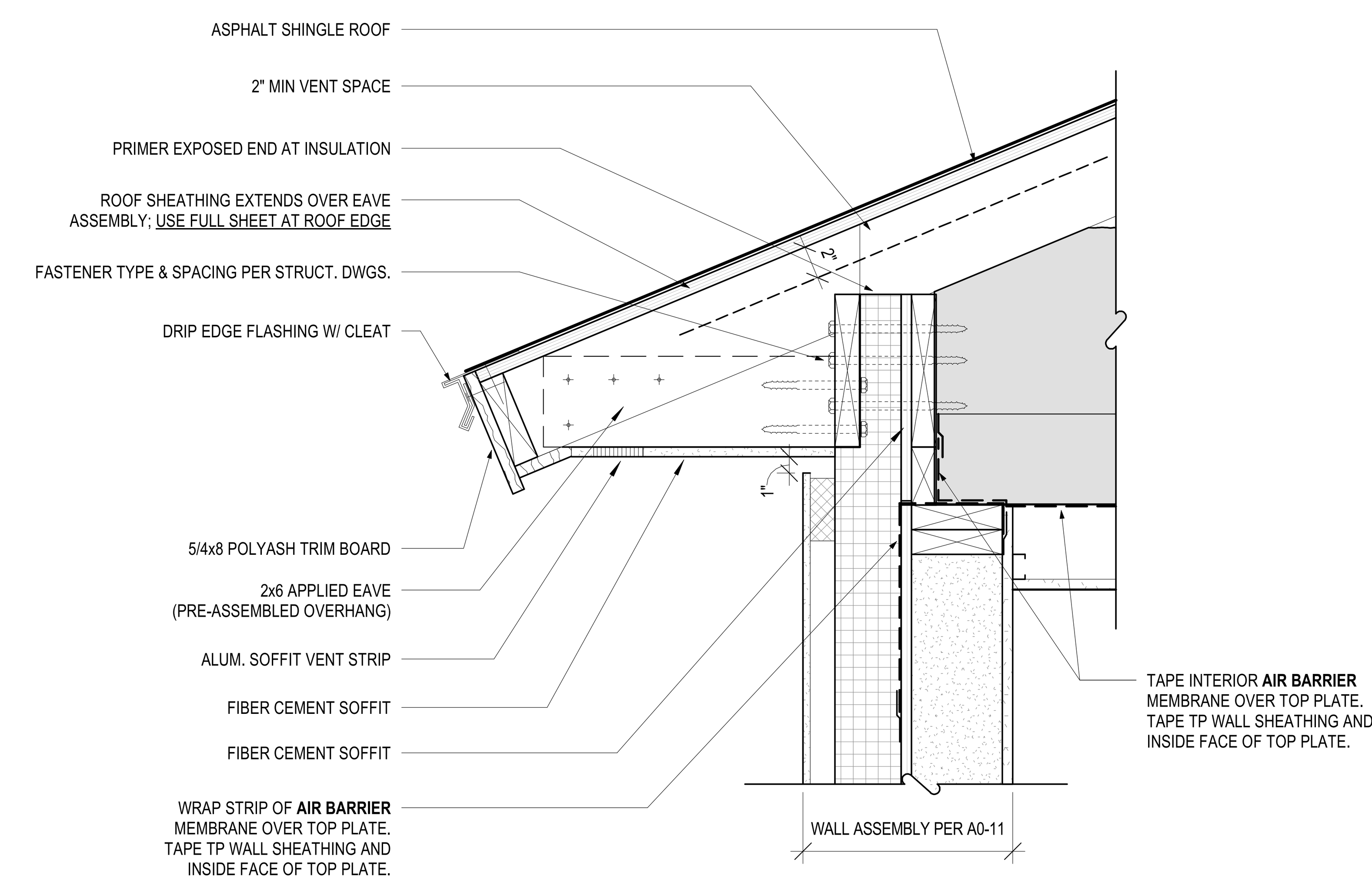
NOTE 3: INSTALL VENT FLASHING/BOOT IN ACCORDANCE WITH MFG'S SPECS

NOTE 4: COORDINATE ROOF PENETRATIONS WITH PV LAYOUT (IF APPLICABLE)

4 A6-12 **DETAIL - VENT PENETRATION AT ROOF**
3" = 1'-0"



1 A6-12 **DETAIL - ROOF ASSEMBLY 01**
1" = 1'-0"



3 A6-12 **DETAIL - APPLIED EAVE**
1 1/2" = 1'-0"

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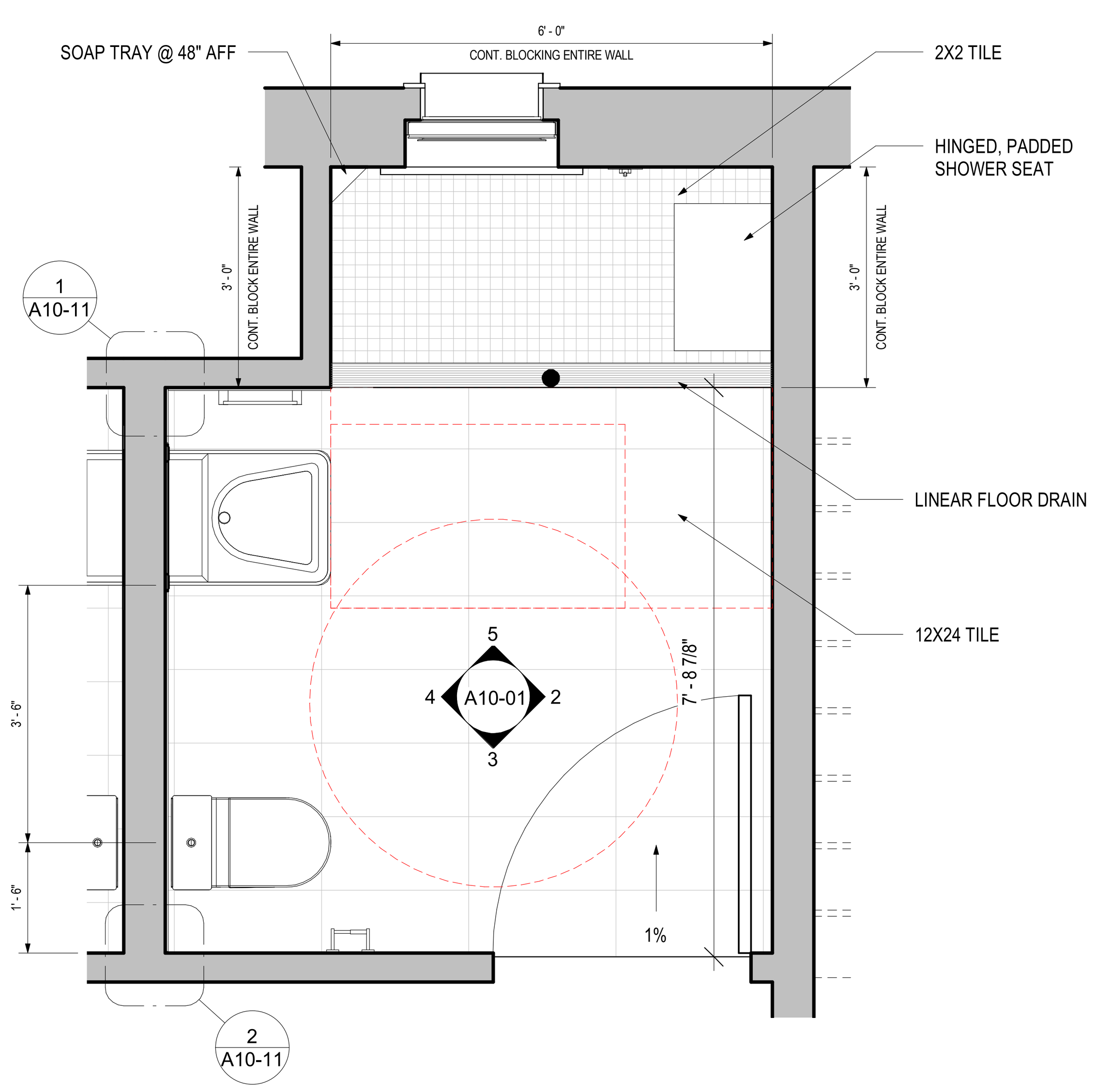
103 NICHOLS AVENUE

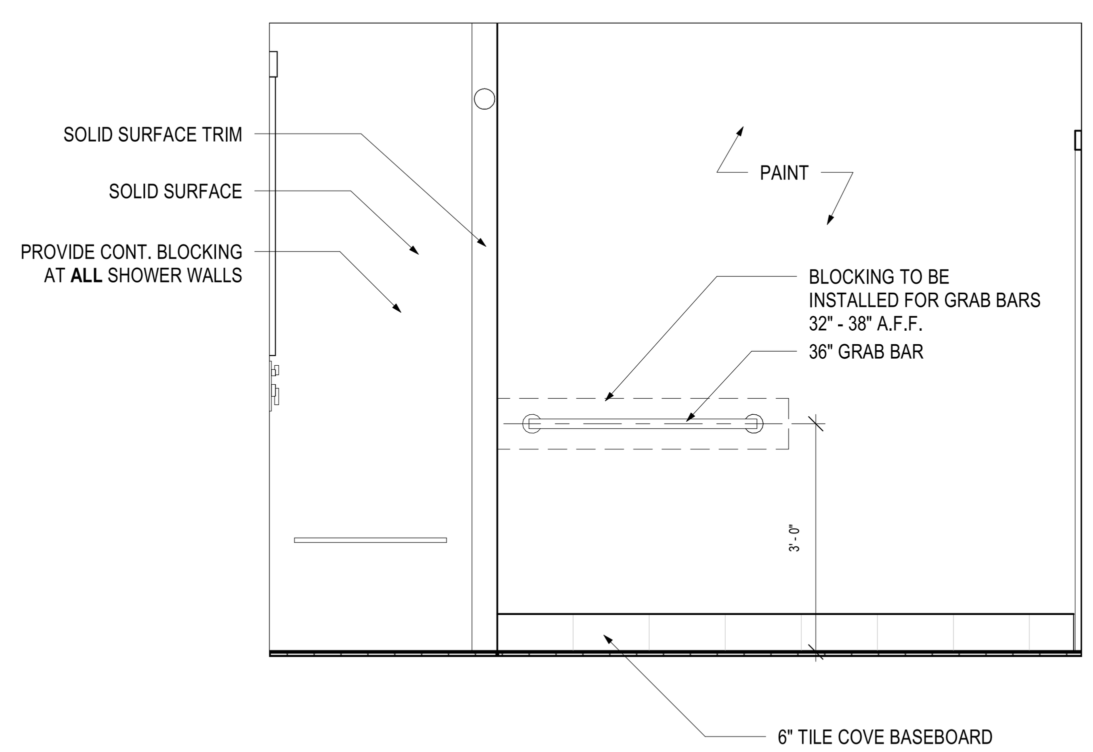
EXTERIOR DETAILS

Project number	1483
Date	2024.12.13
Scale	As indicated

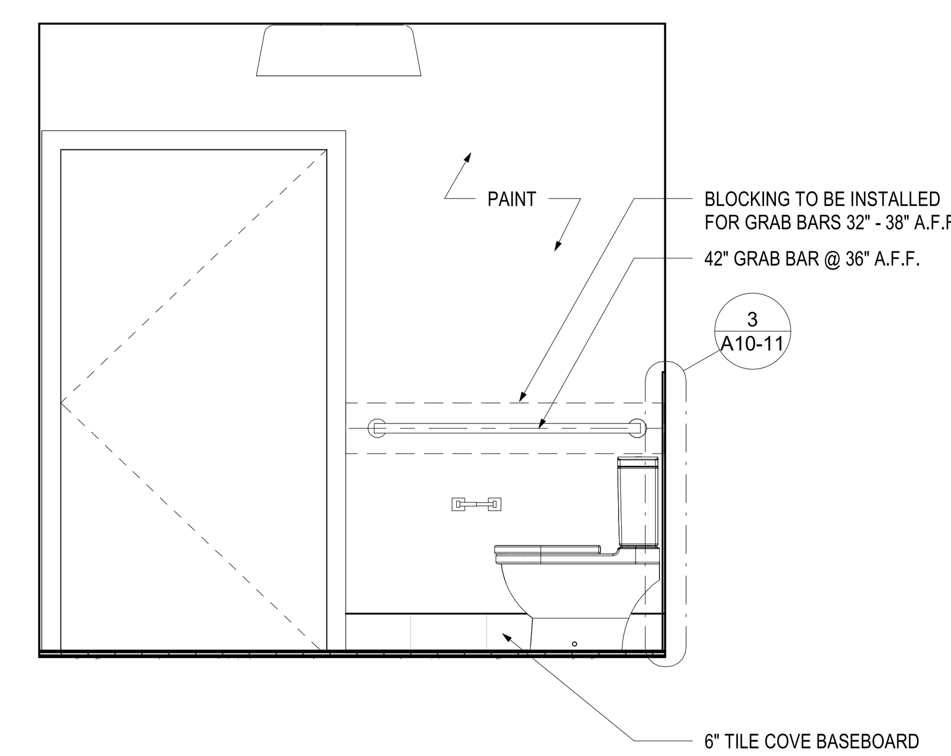
A6-12



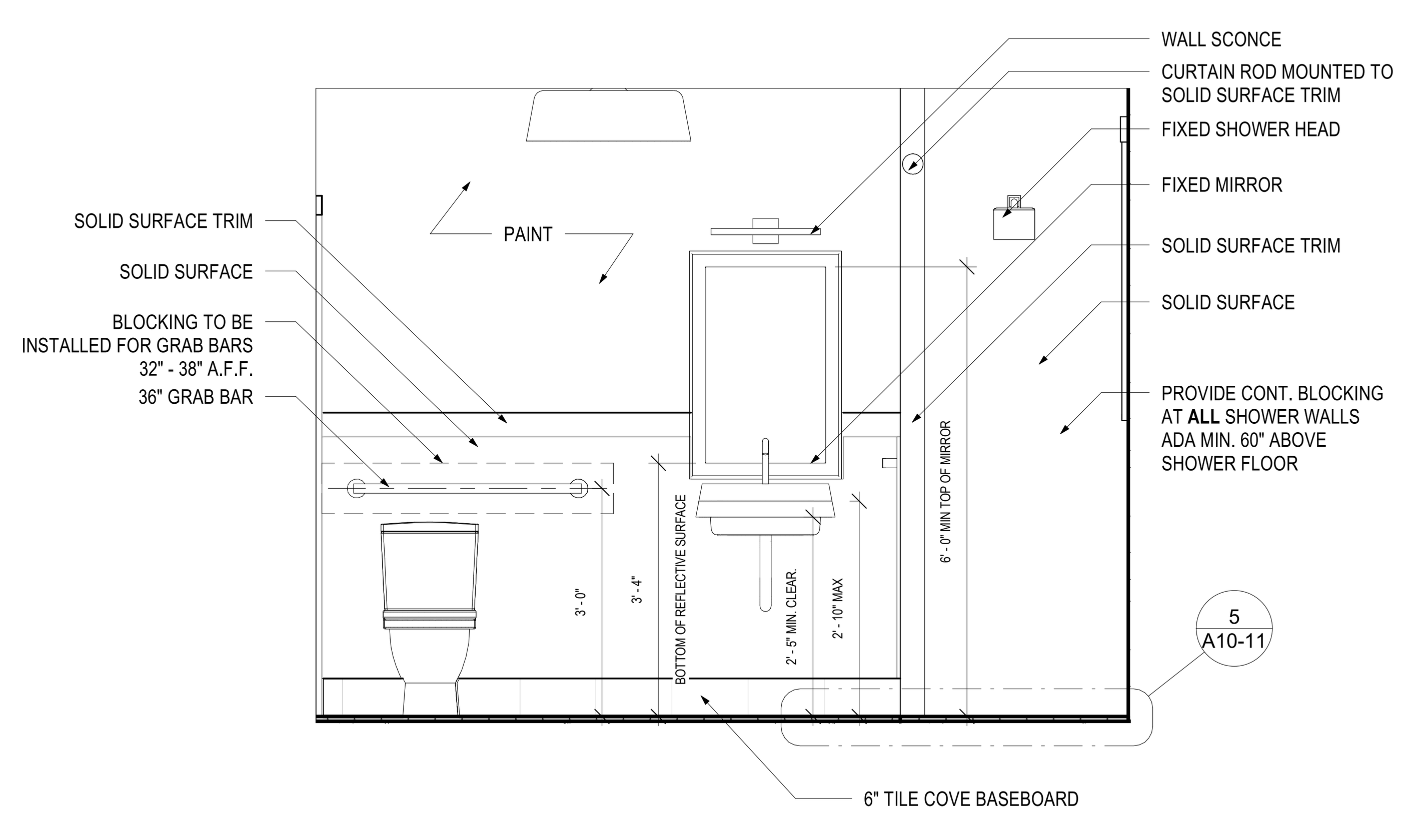
1 ENLARGED FLOOR PLAN - BATH 2
A10-01 1/2" = 1'-0"



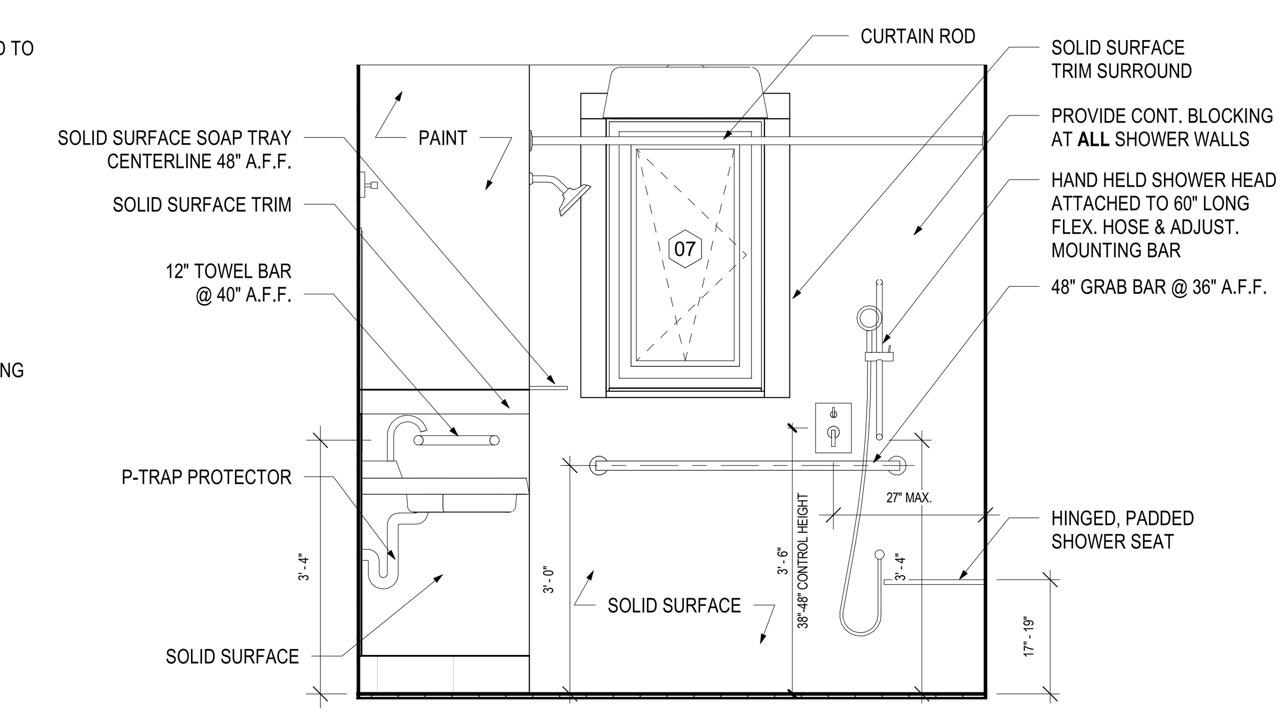
2 BATH 2 - ELEVATION A
A10-01 1/2" = 1'-0"



3 BATH 2 - ELEVATION B
A10-01 1/2" = 1'-0"



4 BATH 2 - ELEVATION C
A10-01 1/2" = 1'-0"



5 BATH 2 - ELEVATION D
A10-01 1/2" = 1'-0"

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Drawing Notes:

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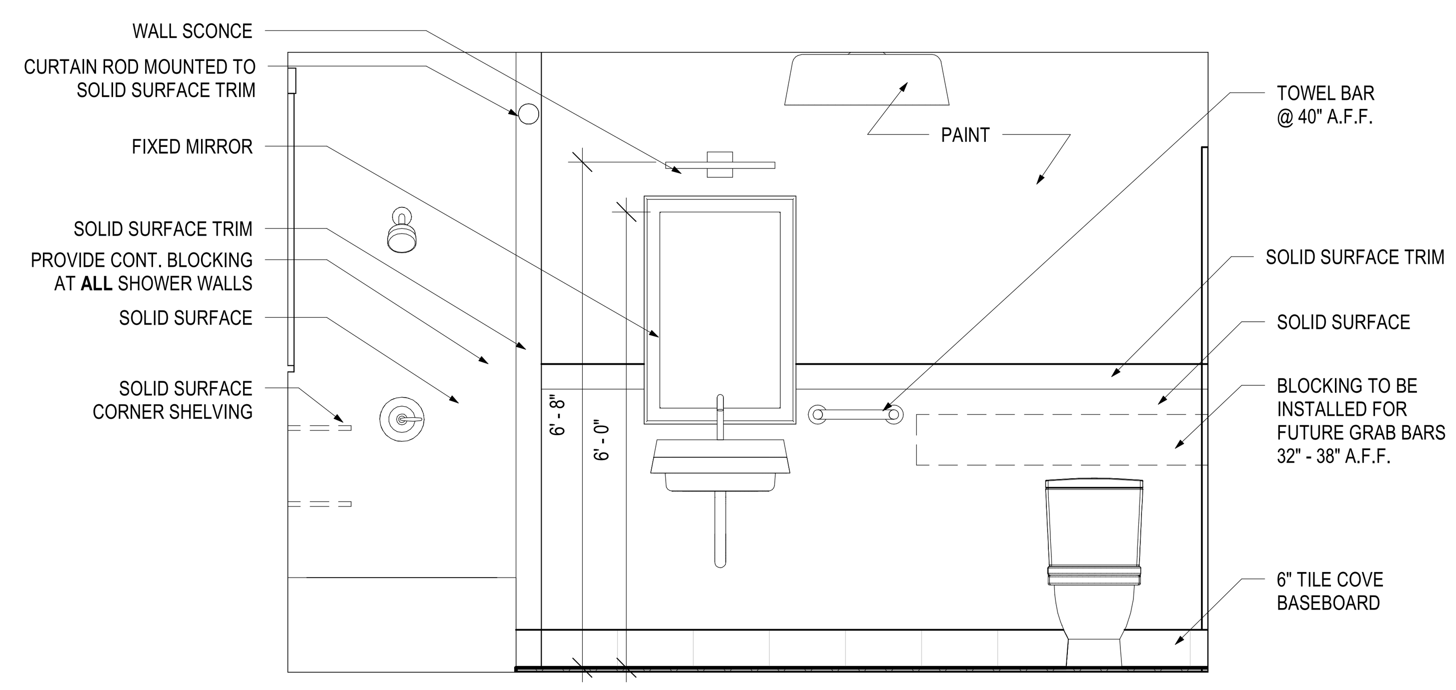
103 NICHOLS AVENUE

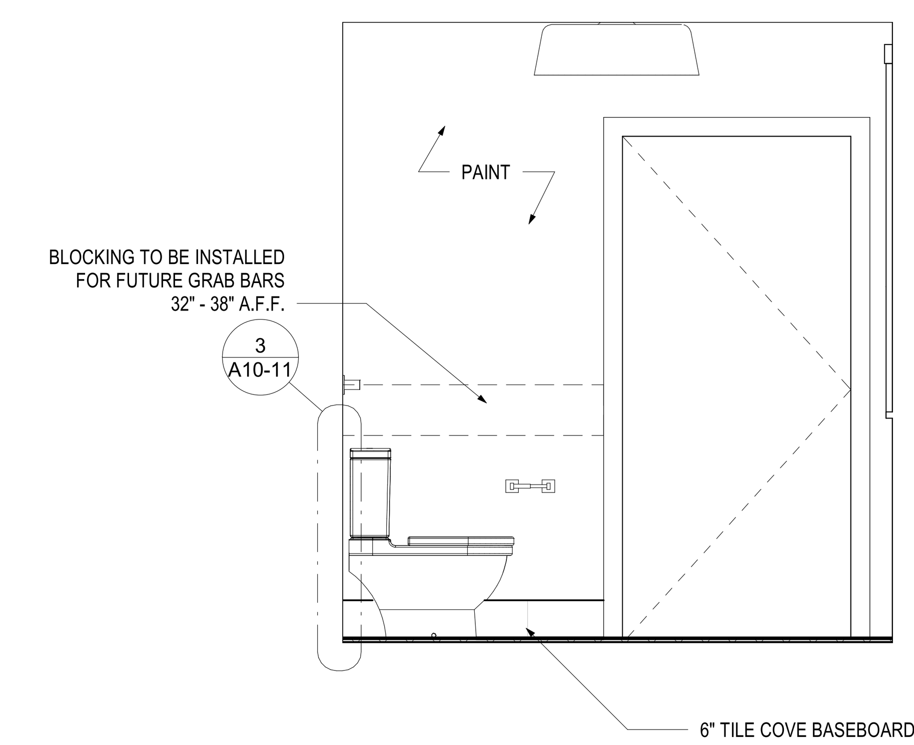
INTERIOR ELEVATIONS

Project number	1483
Date	2024.12.13
Scale	1/2" = 1'-0"

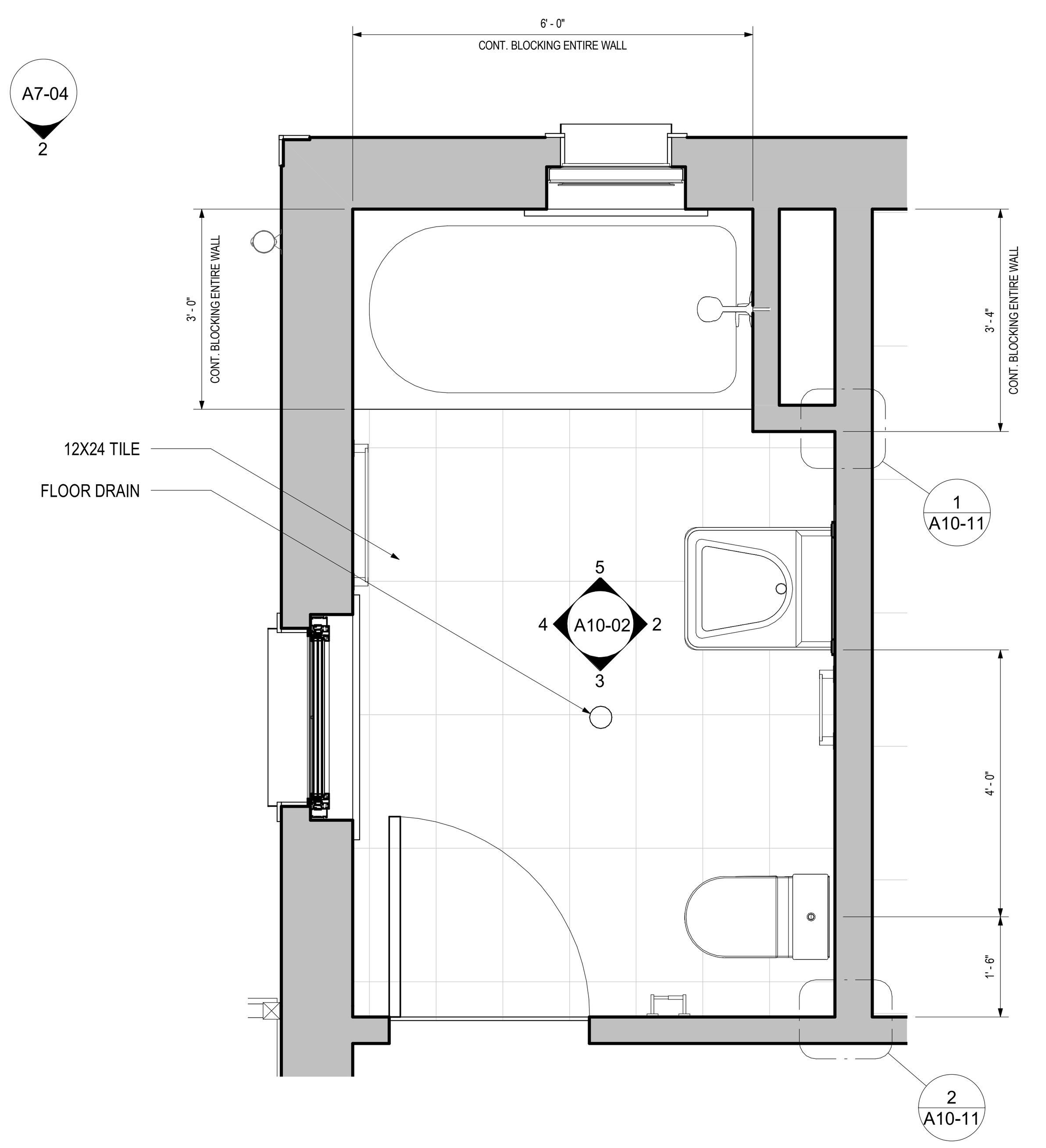
A10-01



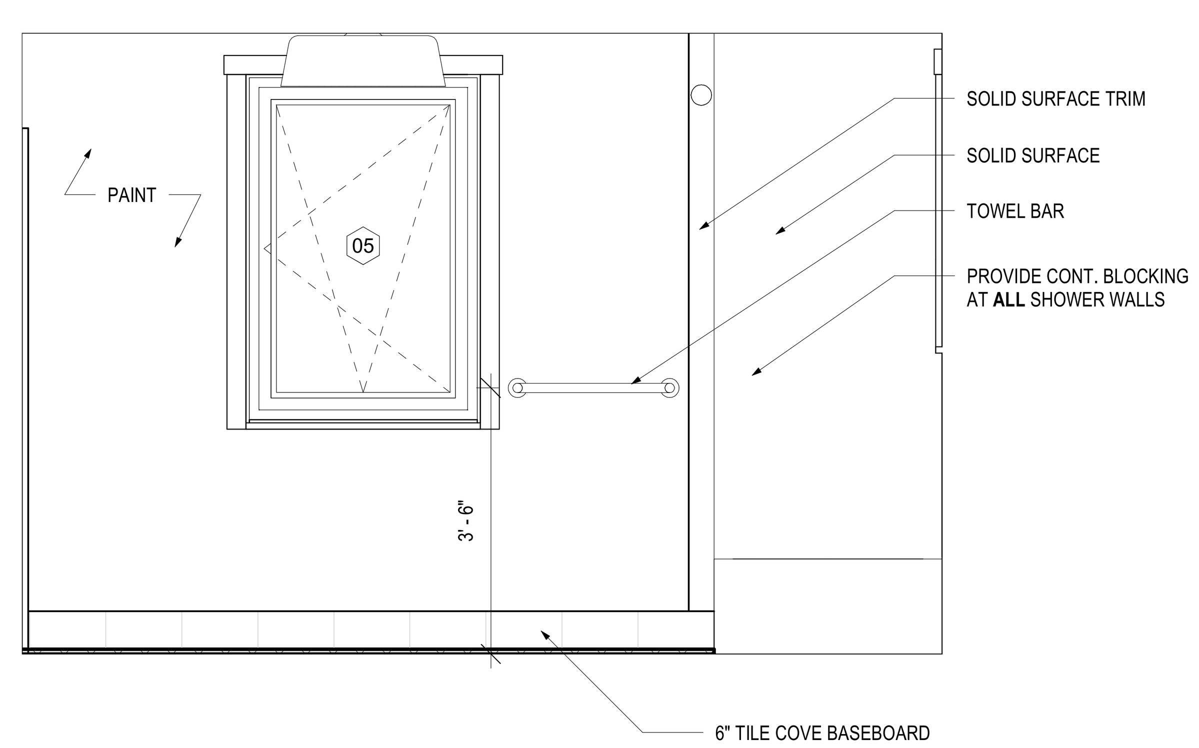
2 BATH 3 - ELEVATION A
A10-02 1/2" = 1'-0"



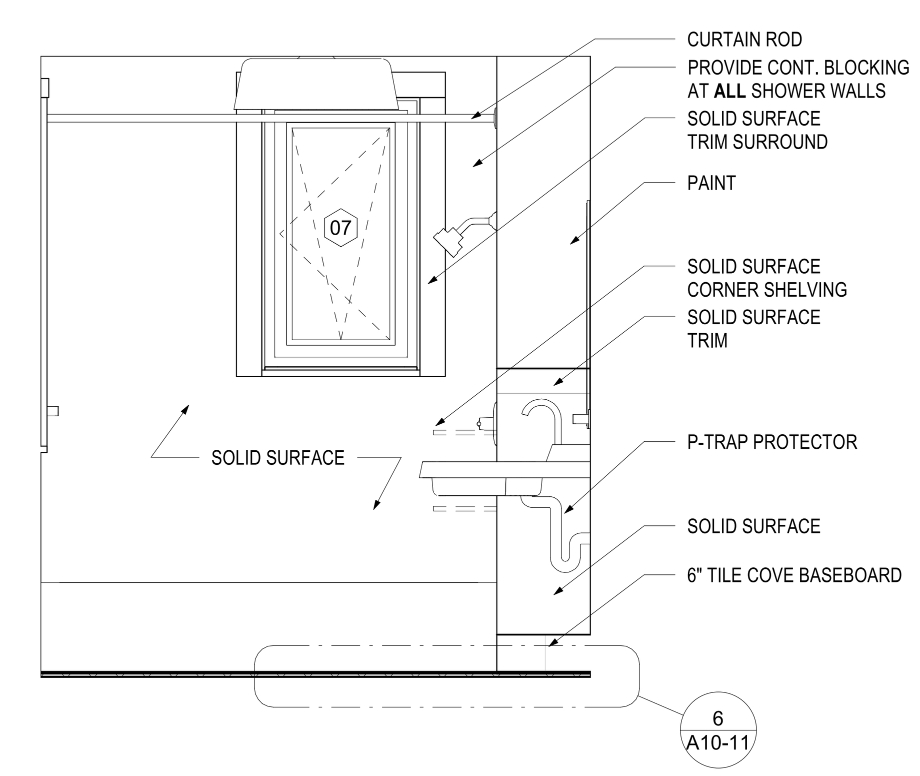
3 BATH 3 - ELEVATION B
A10-02 1/2" = 1'-0"



1 ENLARGED FLOOR PLAN - BATH 3
A10-02 1/2" = 1'-0"



4 BATH 3 - ELEVATION C
A10-02 1/2" = 1'-0"



5 BATH 3 - ELEVATION D
A10-02 1/2" = 1'-0"

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Drawing Notes:

90% CONSTRUCTION DOCUMENTS

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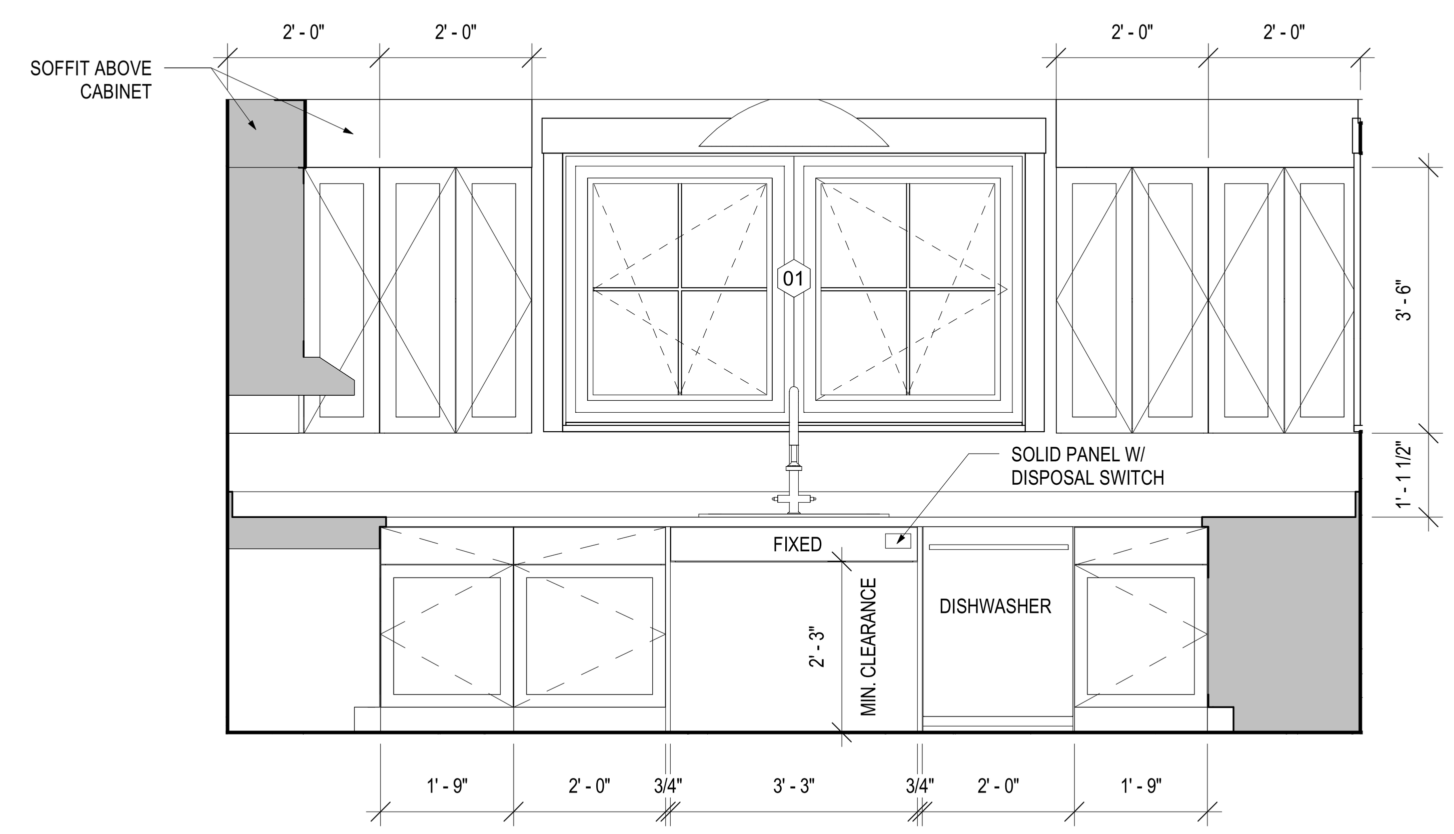
103 NICHOLS AVENUE

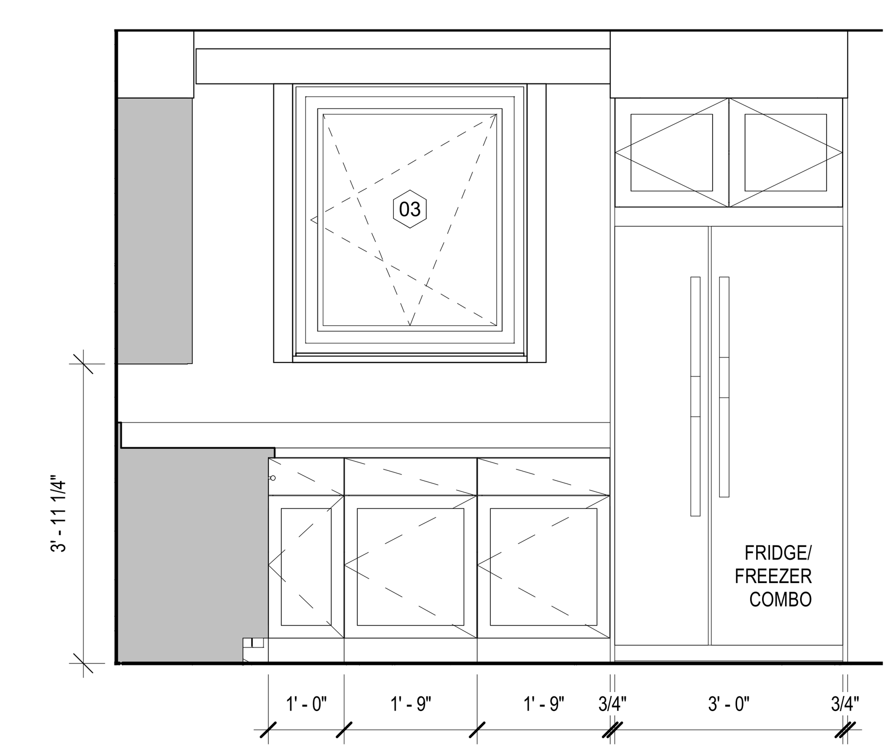
INTERIOR ELEVATIONS

Project number	1483
Date	2024.12.13
Scale	1/2" = 1'-0"

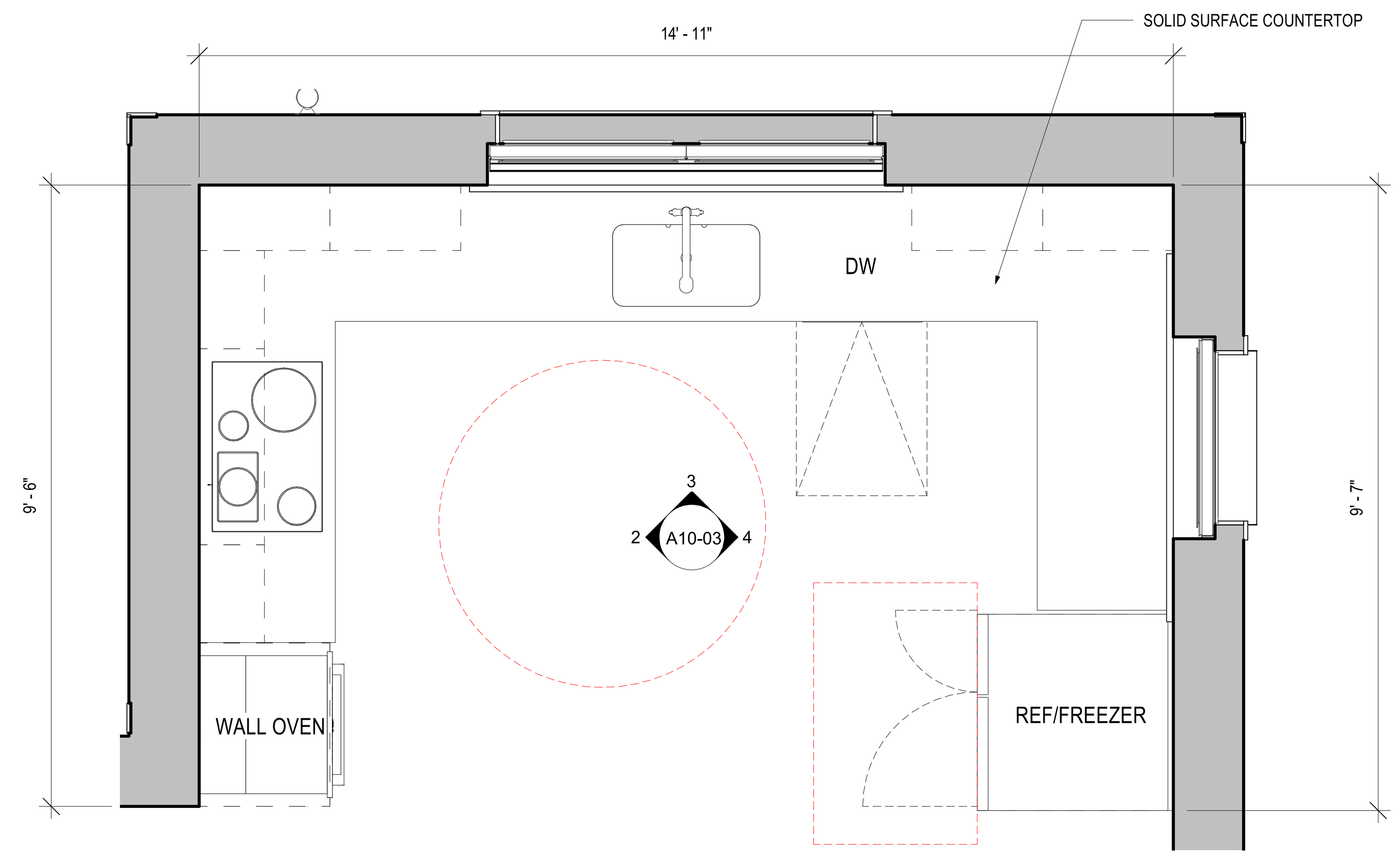
A10-02



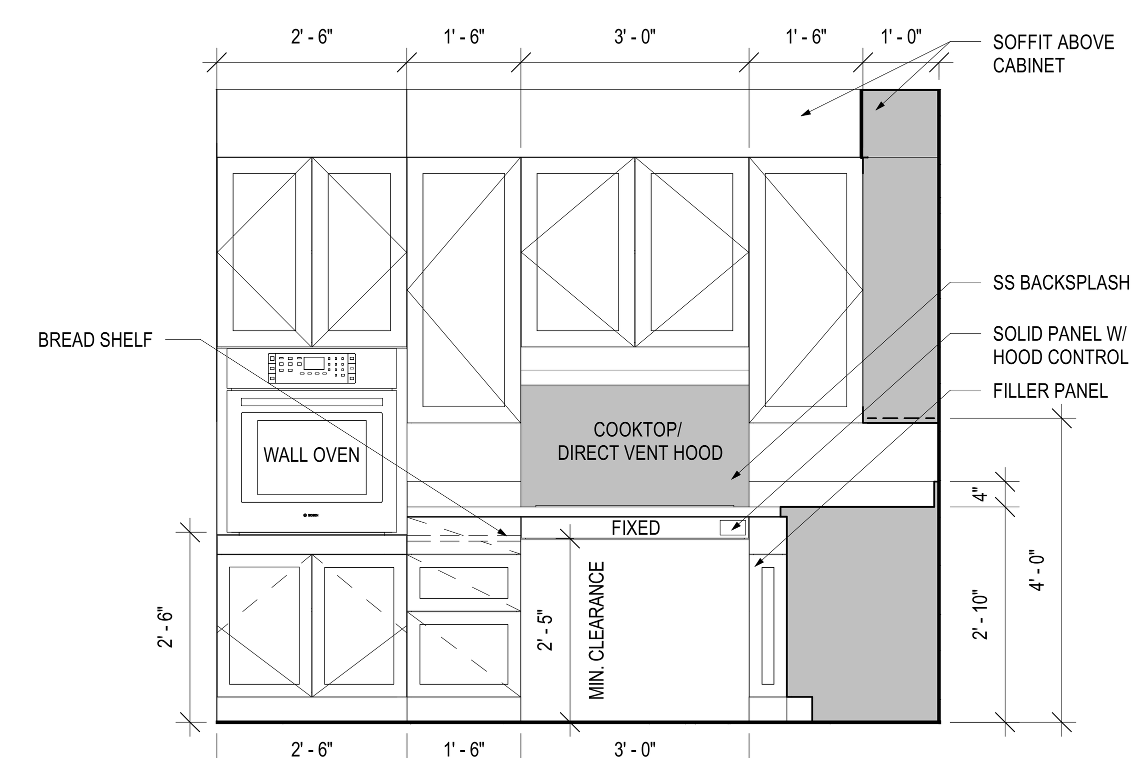
3 KITCHEN - ELEVATION B
A10-03 1/2" = 1'-0"



4 KITCHEN - ELEVATION C
A10-03 1/2" = 1'-0"



1 ENLARGED FLOOR PLAN - KITCHEN
A10-03 1/2" = 1'-0"



2 KITCHEN - ELEVATION A
A10-03 1/2" = 1'-0"

ZeroEnergy DESIGN

Drawing Notes:

90% CONSTRUCTION DOCUMENTS

No.	Description	Date

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Residence for:
103 NICHOLS LLC

103 NICHOLS AVENUE

INTERIOR ELEVATIONS

Project number	1483
Date	2024.12.13
Scale	1/2" = 1'-0"

A10-03

Sources and Uses of Funds

Sources	Construction	Permanent	IR	Amortization	Term
Equity					
Mass Low Income Housing Tax Credits		$ -			
LIHTC Equity - 4%					
Hard Debt					
Construction Loan - Taxable	$ 1,956,878		4.85%		10 month
CHAL Bridge Loan					
Permanent Loan (35yr 6.02% IR)		$ 688,333	6.02%	35	35
Accrued Interest					
Accrued Interest on Soft Loans					
Soft Debt					
FCF	$ -	$ 1,350,000			
Local - Watertown CPA Funds	$ 1,308,303	$ 1,308,303			
Total Sources	**$ 3,265,181**	**$ 3,346,636**			
GAP	(0)	(0)			

Uses	Construction	Permanent	*LIHTC Basis*	*50% Test*	*Per SF*
Acquisition					
Land	$ -	$ -			
Buildings	$ -	$ -			
Subtotal	$ -	$ -			
Hard/Direct Construction					
Construction	$ 2,531,452	$ 2,531,452			
Demolition, abatement of bldgs, site demolition,	$ -	$ -			
Sales Tax Exemption	$ -	$ -			
Land Improvements	$ -	$ -			
Personal Property	$ -				
Utility/Misc Non-GC contract	$ -				
Subtotal - Direct Construction	$ 2,531,452	$ 2,531,452			
Construction Contingency (7%)	$ 177,202	$ 177,202			
Subtotal	2,708,654	$ 2,708,654			
Financing Fees					
Bidding	$ -	$ -			
Construction Loan Interest	$ 49,415	$ 57,324			
Accrued Interest					
Origination Fees	$ 6,883	$ 6,883			
Lender Legal	$ 10,000	$ 10,000			
Due Diligence	$ -				
MassDev Application	$ -	$ -			
Lender Application	$ -	$ -			
Loan Fees	$ 16,883	$ 16,883			
Tax Credit Agency / HLC Fees	$ -				
MIP	$ -	$ -			
CreditEnhancement Fees	$ -	$ -			
Letter of Credit	$ -				
Escrow Agent/Trustee Fees	$ -	$ -			
Bond Counsel Lender	$ -	$ -			
Construction Interest Rate Cap	$ -	$ -			
Conversion Fees and Expenses	$ -				
Other Financing Fees	$ -	$ -			
Subtotal	$ 66,298	$ 74,207			
Other Costs/Fees/Contingecy					
A/E Services	$ 182,000	$ 182,000			
A/E Reimbursables	$ -	$ -			
A/E Total	$ 182,000	$ 182,000			
Survey	$ 10,000	$ 15,000			
Permits	$ -	$ -			
Survey & Permits	$ 10,000	$ 15,000			
Clerk of the Works	$ 30,000	$ 30,000			
Environmental	$ 5,500	$ 5,500			
Pre-Development	$ -	$ -			
Closing	$ 10,000	$ 10,000			
During Construction	$ -	$ -			
Conversion		$ 5,000			
Legal -All Phases	$ 10,000	$ 15,000			
Title	$ 3,797	3,797			
Recording	$ 14,625	$ 15,600			
Title and Recording	$ 18,422	$ 19,397			
Yearly Accounting	$ -	$ -			
Cost Certification	$ -	$ -			
General Support/Consulting	$ -	$ -			
Accounting/Audit	$ -	$ -			
Marketing	$ -	$ -			
RE Taxes (PILOT)	$ 6,693	$ 6,693			
Builder's Risk/Liability Insurance	$ 68,864	$ 68,864			
Moves	$ -	$ -			
Utilities	$ -	$ -			
Misc	$ -	$ -			
Staff	$ -	$ -			
Relocation	$ -	$ -			
Appraisal/Market Study	$ -	$ -			
Security	$ -	$ -			
Construction Monitoring	$ 10,000	$ 10,000			
Owner's Representative	$ -				
Commissioning	$ -	$ -			
Geotech	$ 5,000	$ 5,000			
Other: Specific	$ 5,000	$ 5,000			
Other - Misc.	$ -	$ -			
Soft Cost Contingency	$ 20,000	$ 20,000			
Subtotal	$ 366,480	$ 377,455			
Fees and Reserves					
Development Period Deficit Reserve	$ -	$ -			
Operating Reserves	$ -	$ 21,320			
Initial Deposit to Replacement Res	$ -	$ -			
Developer Fees (5%)	123,750	$ 165,000			
Subtotal	$ 123,750	$ 186,320			
Total Uses	**$ 3,265,181**	**$ 3,346,636**			

Monthly Construction Draw								Construction (12 months)						Completion				Conversion	
		Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	
Sources	Total	Closing	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Total
MA LIHTC Equity	$ -																	$ -	$ -
LIHTC Equity - 4%	$ -																	$ -	$ -
Construction Loan - Taxable	$ 1,956,878							$ 276,867	$ 358,342	$ 359,791	$ 255,768	$ 249,418	$ 250,426	$ 179,828	$ 8,777	$ 8,813	$ 8,848	$ -	$ 1,956,878
CHAL Bridge Loan	$ -																	$ -	$ -
Permanent Loan (35yr 6.02% IR)	$ 688,333																	$ 688,333	$ 688,333
FCF	$ 1,350,000	$ -	$ -	$ -	$ -	$ -												$ 1,350,000	$ 1,350,000
Local - Watertown CPA Funds	$ 1,308,303	$ 192,988	$ 133,169	$ 133,169	$ 246,029	$ 244,363	$ 244,363	$ 114,223	$ -									$ -	$ 1,308,303
Community OneStop (Housing Choice)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
DOER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FHLB Boston	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CAHT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CHA Program Loan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -										$ -	$ -
HEAR (Electrification Rebates)	$ -																	$ -	$ -
45L	$ -																	$ -	$ -
Passive House Incentive	$ -	$ -																$ -	$ -
Def. Dev. Fee	$ -																	$ -	$ -
Total Sources	**$ 5,303,514**	**$ 192,988**	**$ 133,169**	**$ 133,169**	**$ 246,029**	**$ 244,363**	**$ 244,363**	**$ 391,090**	**$ 358,342**	**$ 359,791**	**$ 255,768**	**$ 249,418**	**$ 250,426**	**$ 179,828**	**$ 8,777**	**$ 8,813**	**$ 8,848**	**$ 2,038,333**	**$ 5,303,514**
Uses			$ 50	$ 50	$ 50	$ 100	$ 100	$ 100	$ 150	$ 150	$ 150	$ 100	$ 100	$ 100					
Acquisition	$ -	$ -																	$ -
Construction	$ 2,531,452	$ -	$ 105,477	$ 105,477	$ 210,954	$ 210,954	$ 210,954	$ 316,432	$ 316,432	$ 316,432	$ 210,954	$ 210,954	$ 210,954	$ 105,477					$ 2,531,452
Construction Contingency	$ 177,202	$ -	$ 7,383	$ 7,383	$ 14,767	$ 14,767	$ 14,767	$ 14,767	$ 22,150	$ 22,150	$ 22,150	$ 14,767	$ 14,767	$ 7,383					$ 177,202
Bidding	$ -	$ -																	$ -
Construction Loan Interest	$ 49,415	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,119	$ 2,567	$ 4,021	$ 5,055	$ 6,063	$ 7,075	$ 7,802	$ 7,838	$ 7,873	$ 7,909	$ 57,324
Loan Fees	$ 16,883	$ 16,883																	$ 16,883
Tax Credit Agency / HLC Fees	$ -	$ -																	$ -
Bond Counsel Lender	$ -	$ -																	$ -
MIP	$ -	$ -																	$ -
Escrow Agent/Trustee Fees	$ -	$ -																	$ -
Construction Interest Rate Cap	$ -	$ -																	$ -
Conversion Fees and Expenses	$ -	$ -																$ -	$ -
A/E Services	$ 182,000	$ 30,000	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667	$ 12,667					$ 182,000
Permits	$ -	$ -																	$ -
Surveys	$ 15,000	$ 10,000																$ 5,000	$ 15,000
Clerk of the Works	$ 30,000	$ -	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500					$ 30,000
Environmental	$ 5,500	$ 5,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ 5,500
Legal	$ 15,000	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 5,000	$ 15,000
Title/Recording	$ 19,397	$ 3,797	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 975	$ 19,397
Accounting & Cost Cert	$ -	$ -	$ -															$ -	$ -
Marketing	$ -	$ -																	$ -
RE Taxes (PILOT)	$ 6,693	$ 6,693																	$ 6,693
Builder's Risk/Liability Insurance	$ 68,864	$ 68,864																	$ 68,864
Relocation	$ -	$ -																	$ -
Appraisal/Market Study	$ -	$ -																	$ -
Construction Monitoring	$ 10,000	$ -	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ 833	$ -	$ -			$ 10,000
Owner's Representative	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -
Commissioning	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -
Geotech	$ 5,000	$ -	$ 1,667	$ 1,667	$ 1,667														$ 5,000
Other - Misc.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			$ -
Soft Cost Contingency	$ 20,000	$ -	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667	$ 1,667					$ 20,000
Operating Reserves	$ 21,320	$ -																$ 21,320	$ 21,320
Developer Fees (5%)	$ 165,000	$ 41,250			$ -			$ 41,250					$ -	$ 41,250	$ -			$ 41,250	$ 165,000
																			$ -
Repay Construction Loan	$ 1,956,878	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 1,956,878	$ 1,956,878
Total Uses	**$ 5,295,604**	**$ 192,988**	**$ 133,169**	**$ 133,169**	**$ 246,029**	**$ 244,363**	**$ 244,363**	**$ 391,090**	**$ 358,342**	**$ 359,791**	**$ 255,768**	**$ 249,418**	**$ 250,426**	**$ 179,828**	**$ 8,777**	**$ 8,813**	**$ 8,848**	**$ 2,038,332**	**$ 5,303,512**
$ 3,338,726																			
Surplus/(Shortfall)	$ 7,910	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1	
Cumulative		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1	
Construction Loan - Taxable																			
Monthly Draw		-	-	-	-	-	-	276,867	358,342	359,791	255,768	249,418	250,426	179,828	8,777	8,813	8,848	-	1,956,878
Cumulative		-	-	-	-	-	-	276,867	635,210	995,000	1,250,768	1,500,186	1,750,612	1,930,440	1,939,217	1,948,030	1,956,878	1,956,878	
Repayment																			
Interest	4.85%	-	-	-	-	-	-	1,119	2,567	4,021	5,055	6,063	7,075	7,802	7,838	7,873	7,909	-	57,324

Operating Expenses

	Total
Administrative	
Staff and Benefits	**3,298**
Accounting Fee	**4,052**
Legal	1,126
Audit	**100**
Misc	**1,000**
Total Admin	9,576
	-
Maintenance	
Maintenance Payroll	**2,000**
Taxes/Fringe	-
Repairs and Supplies	**2,026**
Contracts	**6,190**
Total Maintenance	10,216
Utilities	
Electricity	**-**
Gas	**-**
Water and Sewer	**-**
Total Utilities	-
PILOT	**6,693**
Insurance	**9,335**
Replacement Reserves	**2,250**
Other: MIP	-
Other: General Expenses	
Total Other	18,279
Total Operating Expense	**38,071**

20 Year Operating Pro Forma

#REF!

Vacancy Assumptions	
All units	0.0%

Financial Closing	8/1/2025	Lease-Up Begins	
Construction Start	9/1/2025	Lease-Up Completion	
First Unit PIS		Perm Loan Conversion	12/10/2026
Final Unit PIS			
First Yr Credit Delivery		Year 1 Occupancy %	100.00%

\# of units 1

Income Trending

	Year 1	Yr 2-3	Yr 4-5	Yr 6+
Section 8	2.00%	2.00%	2.00%	2.00%
Other	2.0%	2.0%	2.0%	2.0%

Expense Trending

	Year 1	Yr 2-3	Yr 4-5	Year 6+
Utilities	3%	3%	3%	3.0%
Taxes	3%	3%	3%	3.0%
Insurance	3%	3%	3%	3.0%
Other Expenses	3%	3%	3%	3.0%

	Base Year	PUM	Year 1 2027	Year 2 2028	Year 3 2029	Year 4 2030	Year 5 2031	Year 6 2032	Year 7 2033	Year 8 2034	Year 9 2035	Year 10 2036
Income												
Rent	90,000	7,500	91,800	93,636	95,509	97,419	99,367	101,355	103,382	105,449	107,558	109,709
Other Income	-	-	-	-	-	-	-	-	-	-	-	-
Gross Rental Income	90,000	7,500	91,800	93,636	95,509	97,419	99,367	101,355	103,382	105,449	107,558	109,709
Less Vacancy	0		-	-	-	-	-	-	-	-	-	-
Effective Gross Income	90,000	7,500	91,800	93,636	95,509	97,419	99,367	101,355	103,382	105,449	107,558	109,709
Expenses												
Administrative	9,576	798	9,863	10,159	10,464	10,778	11,101	11,434	11,777	12,131	12,495	12,869
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance	10,216	851	10,522	10,838	11,163	11,498	11,843	12,198	12,564	12,941	13,330	13,729
Tenant Services	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Real Estate Taxes	6,693	558	6,894	7,101	7,314	7,533	7,759	7,992	8,232	8,479	8,733	8,995
Insurance	9,335	778	9,615	9,904	10,201	10,507	10,822	11,147	11,481	11,826	12,180	12,546
Misc. General	-	-	-	-	-	-	-	-	-	-	-	-
Replacement Reserves	2,250	188	2,318	2,387	2,459	2,532	2,608	2,687	2,767	2,850	2,936	3,024
Ground Lease Paymen	-	-	-	-	-	-	-	-	-	-	-	-
Expense Total	38,071	3,173	39,213	40,389	41,601	42,849	44,134	45,458	46,822	48,227	49,673	51,164
NOI	51,929	4,327	52,587	53,247	53,908	54,570	55,233	55,896	56,560	57,223	57,885	58,546
Debt Service	$ 47,209	3,934	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)
Cash Flow	4,721	393	5,379	6,038	6,699	7,362	8,024	8,688	9,351	10,014	10,676	11,337
Cash Flow / Unit	4,721		5,379	6,038	6,699	7,362	8,024	8,688	9,351	10,014	10,676	11,337
DSCR (Above Line)	1.10		1.11	1.13	1.14	1.16	1.17	1.18	1.20	1.21	1.23	1.24

	Year 11 2037	Year 12 2038	Year 13 2039	Year 14 2040	Year 15 2041	Year 16 2042	Year 17 2043	Year 18 2044	Year 19 2045	Year 20 2046
Income										
Rent	111,904	114,142	116,425	118,753	121,128	123,551	126,022	128,542	131,113	133,735
Other Income	-	-	-	-	-	-	-	-	-	-
Gross Rental Income	111,904	114,142	116,425	118,753	121,128	123,551	126,022	128,542	131,113	133,735
Less Vacancy	-	-	-	-	-	-	-	-	-	-
Effective Gross Income	111,904	114,142	116,425	118,753	121,128	123,551	126,022	128,542	131,113	133,735
Expenses										
Administrative	13,255	13,653	14,063	14,485	14,919	15,367	15,828	16,302	16,792	17,295
Management Fee	-	-	-	-	-	-	-	-	-	-
Maintenance	14,141	14,566	15,003	15,453	15,916	16,394	16,885	17,392	17,914	18,451
Tenant Services	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-
Real Estate Taxes	9,265	9,543	9,829	10,124	10,428	10,741	11,063	11,395	11,737	12,089
Insurance	12,922	13,310	13,709	14,120	14,544	14,980	15,430	15,893	16,369	16,860
Misc. General	-	-	-	-	-	-	-	-	-	-
Replacement Reserves	3,115	3,208	3,304	3,403	3,505	3,611	3,719	3,830	3,945	4,064
Ground Lease Paymen	-	-	-	-	-	-	-	-	-	-
Expense Total	52,698	54,279	55,908	57,585	59,313	61,092	62,925	64,812	66,757	68,760
NOI	59,205	59,862	60,517	61,168	61,816	62,459	63,097	63,730	64,356	64,976
Debt Service	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)	(47,209)
Cash Flow	11,997	12,654	13,308	13,959	14,607	15,250	15,888	16,521	17,148	17,767
Cash Flow / Unit	11,997	12,654	13,308	13,959	14,607	15,250	15,888	16,521	17,148	17,767
DSCR (Above Line)	1.25	1.27	1.28	1.30	1.31	1.32	1.34	1.35	1.36	1.38

CPC Agenda 5/15/25

Agenda Item 2.C

Community Preservation Committee FY 2026 Budget Allocation Vote

The Community Preservation Committee requests the City Council appropriate and transfer FY 2026 CPA funds which total $3,737,500.00 to the following:

5% totaling $186,875.00 for the administrative expenses of the Community Preservation Committee; 10% to the community housing reserve totaling $373,750.00; 10% to the historical preservation reserve totaling, $373,750.00; 10% to the open space/recreation reserve totaling, $373,750.00; and 65% to the undesignated reserve totaling, $2,429,375.00.

Operating Budget (Administrative Budget Accounts)

The CPC requested the following amounts be transferred: $20,000 to the Purchased Services and $150 to the Supplies accounts.

Explanation for the request.

CPC Budget (excludes personnel)	**FY 2025 Projection**
Purchased Services	
Printing	50
Canva Subscription	119
Boston Globe Legal Notice	1,428
Community Preservation Alliance Membership	7,900
Housing Consultant	8,000
Total	$17,497
Supplies	
Marketing Materials - Farmer’s Market	30
Office Supplies	75
	$105

Summary of Watertown CPA Fund Activity (as of 05/05/2025)

	2018	2019	2020	2021	2022	2023	2024	YTD 2025
Beginning CPA Cash Balance								
Total Fund Balance		1,449,397	3,201,838	5,058,390	7,407,100	9,897,899	12,071,746	14,218,495
Total Category Reserves		450,000	1,160,217	1,904,637	2,684,637	3,272,805	3,843,640	3,480,390
Total Expenditures/Encumbrances				37,150	23,120	327,195	1,046,644	2,414,121
Total CPA Funds		**1,899,397**	**4,362,055**	**7,000,177**	**10,114,857**	**13,497,899**	**16,962,030**	**20,113,006**
Estimated Annual Revenue								
CPA Surcharge	1,500,000	2,000,000	2,250,000	2,350,000	2,500,000	2,700,000	2,915,000	3,107,000
State Match		367,395	231,400	250,000	551,210	1,000,000	1,085,000	543,000
Total Estimated Revenue	1,500,000	2,367,395	2,481,400	2,600,000	3,051,210	3,700,000	4,000,000	3,650,000
Actual Annual CPA Revenue								
CPA Surcharge	1,899,397	2,080,871	2,163,100	2,511,803	2,386,311	2,744,433	2,995,757	3,073,680
State Match		367,395	498,767	625,041	1,041,504	956,905	578,194	535,797
Interest Income		14,392	23,474	34,927	6,013	7,760	9,373	488,571
Total Actual Revenue	**1,899,397**	**2,462,658**	**2,685,341**	**3,171,771**	**3,433,828**	**3,709,098**	**3,583,324**	**4,098,048**
Actual Annual CPA Expenditures								
5% Administrative Expenditures								
Personnel			20,019	40,878	43,557	50,003	46,064	41,247
Purchased Services			27,200	16,213	6,965	12,260	9,702	11,665
Supplies					264	170	127	48
Administrative Expenditures Subtotal			47,219	57,091	50,786	62,433	55,892	52,959
CPA Projects						182,534	376,457	951,736
Total Expenditures			47,219	57,091	50,786	244,967	432,349	1,004,695
Ending Cash Balance*	**1,899,397**	**4,362,055**	**7,000,177**	**10,114,857**	**13,497,899**	**16,962,030**	**20,113,005**	**23,206,360**

*Ending Cash Balance = Total CPA Funds + Total Actual Revenue - Total Expenditures

	2018	2019	2020	2021	2022	2023	2024	YTD 2025
Annual Category Reserve Allocation								
10% Open Space	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000
10% Historic Preservation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000
10% Community Housing	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000
65% Budgeted Reserve	1,050,000	1,657,178	1,612,910	1,690,000	1,983,287	2,405,000	2,600,000	2,372,500
5% Administrative Budget			124,070	130,000	152,560	185,000	200,000	182,500
Total Specific Reserve Allocations	1,500,000	2,367,395	2,481,400	2,600,000	3,051,210	3,700,000	4,000,000	3,650,000

City of Watertown
CPA Category Reserves Activity (as of 5/05/2025)

Category Reserves								YTD
CPA Project Expenditures	2018	2019	2020	2021	2022	2023	2024	2025
Open Space/Outdoor Recreation								
Prior Balance	-	150,000	386,739	634,879	894,879	905,805	1,156,000	
10% Allocation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000
Appropriation Not Used							59,121	
Total Appropriations					(294,195)	(119,805)	(1,615,121)	
Open Space/Recreation Reserve Total	**150,000**	**386,739**	**634,879**	**894,879**	**905,805**	**1,156,000**	**-**	**365,000**
Historic Preservation								
Prior Balance	-	150,000	386,739	634,879	894,879	1,167,000	1,292,640	1,685,390
10% Allocation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000
Total Appropriations					(33,000)	(244,360)	(7,250)	(14,503)
Appropriation Not Used (Closed to Fund Balance)	-	-	-	-			123	-
Historic Preservation Reserve Total	**150,000**	**386,739**	**634,879**	**894,879**	**1,167,000**	**1,292,640**	**1,685,390**	**2,035,887**
Community Housing								
Prior Balance	-	150,000	386,739	634,879	894,879	1,200,000	1,395,000	1,795,000
10% Allocation	150,000	236,739	248,140	260,000	305,121	370,000	400,000	365,000
Transfer from Fund Balance								4,000,000
Total Appropriations						(175,000)		(4,000,000)
Community Housing Reserve Total	**150,000**	**386,739**	**634,879**	**894,879**	**1,200,000**	**1,395,000**	**1,795,000**	**2,160,000**
Budgeted Reserve (Closes to Fund Balance annually)								
65% Allocation	1,050,000	1,657,177	1,612,910	1,690,000	1,983,287	2,405,000	2,600,000	2,372,500
Total Appropriations							(543,624)	
Budgeted Reserve Total	**1,050,000**	**1,657,177**	**1,612,910**	**1,690,000**	**1,983,287**	**2,405,000**	**2,600,000**	**2,372,500**
FUND BALANCE								
FY Starting Balance	-	1,449,397	3,201,838	5,058,390	7,407,100	9,897,899	12,071,746	14,218,495
Total Encumbrances						180,284		
Ending Balance	1,449,397	1,758,441	1,856,552	2,348,710	2,490,799	2,173,847	2,146,749	(1,060,505)

TOTAL FUND BALANCE	**1,449,397**	**3,207,838**	**5,058,390**	**7,407,100**	**9,897,899**	**12,252,030**	**14,218,495**	**13,157,990**

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CITY OF WATERTOWN
Community Preservation Committee

Minutes of CPC Meeting Thursday, April 17, 2025, at 7PM held in hybrid format in the Lower Hearing Room of City Hall.

Committee Members Present: Mark Kraczkiewicz, Chair; Jon Bockian, Vice Chair; Bob DiRico; Dennis J. Duff; Allen Gallagher; Abigail Hammett; Jamie O'Connell; and Elodia Thomas.

Joined Remotely: Matt Walter

Others Joining Remotely: Lanae Handy, Community Preservation Coordinator; Joseph Bednar, Cambridge Housing Authority; Margie Wayne; Joyce Kelly; Jamie Gordon; and Jacky van Leeuwen.

1. **Call to Order**

   Mark Kraczkiewicz called the meeting to order at 7:02PM and noted it was being held in a hybrid format per the Governor's order, suspending certain provisions of Open Meeting Laws.

2. **Acceptance of Minutes**

   A. **2025-3-20-Draft-CPC-Minutes**

   Motion: Allen Gallagher moved to accept the 2025-3-20 CPC Minutes as written and Dennis J. Duff seconded the motion.

   Vote: Dennis Duff, Abigail Hammet, Elodia Thomas, Bob DiRico, Mark Kraczkiewicz, Matt Walter, and Jon Bockian voted in favor. Jamie O'Connell was absent.

3. **Committee Discussion:**

   A. **103 Nichols Ave. Group Home Application – Phase II**

   During the discussion of the 103 Nichols Application CPC Members decided to draft a list of questions to be answered by the applicant in writing.

   Lanae commented on Christine Rogers' (CPC Housing Consultant) request for updated support letters. She notified the Committee that she had advised the Watertown Housing Authority (WHA) to apply as soon as possible to give the CPC time to review their application rather than seek updated letters of support. She reasoned it was unlikely entities who had provided support letters would withdraw their support.

Mark was concerned about several items, including the financing uncertainty, particularly the status of FCF funding and that of the bond bill funding, which was not an appropriation, but merely an authorization. He also noted the project manual lacked crucial details about the heat pump's capacity and operational parameters. Mark further questioned whether the proposed rent subsidies would be available and how affordability would be ensured. He wanted clarity around the multiple contingences (for example, construction, bidding, and soft cost contingencies). Finally, Mark wanted an explanation from Fuss & O'Neill about differences in sampling methods and test results between previous and recent environmental studies.

Abigail Hammett questioned why overall costs had escalated so much and wanted to know if the architectural and engineering fees were fixed-fee as opposed to an hourly contract. She also noted the discrepancy between the request of $1.5M and the construction draw of $1.378M. Abigail was concerned about the costs of construction administration and how the team would plan for the impacts of tariffs and market volatility. Also, she was uncertain about who would manage the delivery of the project.

Concerning design, Abigail would like to see better rated insulation than baseline and an increase in the patio size. She questioned whether the patio pavers were accessible and if the overhang at the entrance area was necessary.

Jamie O'Connell would like Fuss and O'Neill to appear at the presentation to provide details about the sampling methods and test results. She also asked if there is an issue with exposed soil.

Dennis J. Duff asked who would be responsible for cost overruns. And Elodia Thomas commented that the design didn't mesh with the neighborhood. She questioned why the costs had ballooned while the number of bedrooms decreased. Elodia also found the maintenance budget to be excessive for a new 5-bedroom home. She asked why a portion of the Willow Park project wasn't used given the amenities there. Abigail noted that a small community of people living together as a family was a value of a group home setting. Jamie added that the projects were on two very different timelines.

Lanae pointed out the cost increases were troubling, given there was no acquisition fee, and the second kitchen was eliminated. According to the construction draw, CPA would also be funding hard and soft costs for the first 6 months of the project, though the application requested what appeared to be hard construction costs, though it lacked detail.

Bob asked if the $1.5M was approved what exactly would that amount be used for because the budget lacked detail.

B. Mark Kraczkiewicz's and Jon Bockian's Resignation

Mark stated that he and Jon met with the city manager and handed in their resignations. Mark felt it was time for new perspectives and energy on the CPC.

He said the city manager thought he could find new candidates by June. Elodia was concerned with continuity through the fiscal year and application cycle.

Lanae stated she had spoken with JoAnna Hand in the city manager's office and JoAnna said the Residents Advisory Board had some candidates who could hopefully be onboarded by the beginning of the new application cycle.

C. Old Business Agenda Item Parameters

Bob notified the Committee that he found a stone and the engraver will probably have it done soon which was a good segway to item 3C on the agenda.

Lanae wanted to know how the old business agenda item would work and asked if she would be tracking old business or would CPC members send her agenda items. Lanae would like CPC members to assist with tracking the dropped or unresolved agenda items.

Elodia added the CPC may want to add a new business item so members could make suggestions for future meetings.

4. Coordinator Update

A. Draft 2025 Community Survey

Lanae circulated a draft community survey which was an update of a previous survey. CPC members decided that the survey was not the best way to inform the public about the CPA in Watertown and since the CPC doesn't initiate projects the survey may mislead and disappoint participants when their project ideas don't come to fruition.

Committee members discussed ways to get community members engaged, such as creating visuals like a video to foster imaginative thinking about possible CPA projects. Abigail suggested involving young people.

Jamie proposed creating a story map of CPA projects on ESRI. Lanae mentioned she didn't have a license to use the platform and would investigate if she could obtain access.

B. Public Service Announcement

Lanae announced that she would be recording a public service announcement about the CPA in Watertown and the upcoming public hearing.

5. Adjourn

Motion: Dennis J. Duff moved to adjourn, and Jon Bockian seconded the motion.

Vote: Jon Bockian, Bob DiRico, Dennis J. Duff, Jamie O'Connell, Matt Walter, Mark Kraczkiewicz, Elodia Thomas, Abigail Hammett, and Allen Gallagher voted in favor.

Adjournment: 8:31 PM