



**Town of Wenham
BOARD OF SELECTMEN**

AGENDA
Monday March 4th
5:45 PM

Wenham Town Hall – 138 Main Street

Notice of public meeting as required by M.G.L. Chpt.30A §18-25

All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name & address.

5:45 P.M.

WELCOME: Call to order

Executive Session #3 under M.G.L. Ch. 30A, § 21 – To discuss strategy with respect to collective bargaining or litigation if the chair declares that an open meeting may have a detrimental effect on the bargaining or litigation position of the Town.

- Water Superintendent

Executive Session #6 under M.G.L. Ch. 30A, § 21 – To discuss the purchase, exchange, leave, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town.

- Maple Woods

6:30 P.M.

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

CH

1. Warrant Hearing – Monday, April 1, 2019 7:00 pm, Buker Elementary Multi-Purpose Room
2. WVIS Luncheon – Saturday, April 6, 2019 12:00 pm, Buker Elementary Multi-Purpose Room
3. Annual Town Meeting – Saturday, April 6, 2019 1:00 pm, Buker Elementary Perkins Auditorium
4. Annual Town Elections – Thursday, April 11, 2019 7:00 am – 8:00 pm, Town Hall

6:35 P.M.

REPORTS

TOWN ADMINISTRATOR – Update
CHAIRMAN
SELECTMEN

6:40 P.M.

CONSENT AGENDA

JC

A. Minutes

Executive Session: January 15, 2018 (2)

6:45 P.M.

NEW BUSINESS

- B. Vote to Reopen Town Meeting Warrant (2 minutes) JC
- C. Review of Property Appraisal Report of Maple Wood Project Land (20 minutes) CH
- D. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) CH

7:05 P.M.

OLD BUSINESS

- E. Final Review of and Recommendation Votes on All Warrant Articles (90 minutes) CH
- F. Vote to Close Annual Town Meeting Warrant (2 minutes) JC

8:35 P.M.

ANTICIPATED ADJOURNMENT

Board of Selectmen Meeting Announcements – March 4, 2019

Catherine Harrison

The Warrant Hearing for our Annual Town Meeting will be held in the Bessie Buker Elementary Multipurpose Room on Monday April 1st at 7:00pm.

On Saturday April 6th at 12:00pm, the Wenham Village Improvement Society Luncheon will be held in the Bessie Buker Elementary Multipurpose Room prior to our Annual Town Meeting in the Perkins Auditorium which begins at 1:00pm.

Our Annual Town Election will be held at Town Hall on Thursday April 11th from 7:00am to 8:00pm.

Voters must be registered by March 15th to vote in the Annual Town Election. Please contact the Town Clerk's office for information on absentee voting.

TOWN OF WENHAM **EVENTS**



WARRANT HEARING - MONDAY
APRIL 1, 2019 @7PM
BUKER

WVIS TOWN LUNCH - SATURDAY
APRIL 6, 2019 @12PM
BUKER

TOWN MEETING - SATURDAY
APRIL 6, 2019 @1PM
BUKER

TOWN ELECTION - THURSDAY
APRIL 11, 2019 @7AM-8PM
TOWN HALL

ABSENTEE VOTING WILL BE AVAILABLE FOR THE TOWN ELECTION
CONTACT THE CLERK - DBUCCO@WENHAMMA.GOV

ABSENTEE VOTING IS NOT AVAILABLE FOR TOWN MEETING

BOARD OF SELECTMEN MEETING

March 4, 2019

REPORTS

- TOWN ADMINISTRATOR – Update
- CHAIRMAN
- SELECTMEN

BOARD OF SELECTMEN MEETING

March 4, 2019

CONSENT AGENDA DRAFT MOTION

I move to approve all items in the Consent Agenda as presented, including the release of set #2 of the Executive Session meeting minutes of January 15, 2019.

BOARD OF SELECTMEN MEETING

March 4, 2019

CONSENT AGENDA

A.

Meeting Minutes

➤ Executive Session:

January 15, 2019 (2)

BOARD OF SELECTMEN MEETING

March 4, 2019

NEW BUSINESS

B.

Vote to Reopen Town Meeting Warrant
(2 minutes)

- Draft Motion

BOARD OF SELECTMEN MEETING

March 4, 2019

DRAFT MOTION

Reopen Warrant

- Vote: I move the Board of Selectmen reopen the April 6, 2019 Annual Town Meeting Warrant.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

March 4, 2019

NEW BUSINESS

C.

**Review of Property Appraisal Report of
Maple Wood Project Land**

(20 Minutes)

- Placeholder

BOARD OF SELECTMEN MEETING

March 4, 2019

NEW BUSINESS

D.

**Other matters, as may not have been reasonably
anticipated by the Chair
(Discussion Only)**

BOARD OF SELECTMEN MEETING

March 5, 2019

OLD BUSINESS

E.

Final Review of and Recommendation Votes on All Warrant Articles (60 Minutes)

- Potential 2019 ATM Warrant Articles, March 1, 2019
- Email regarding Updated Warrant Articles from Peter Lombardi, Town Administrator, February 27, 2019
- CPA Fund Balances FY 2020 Planning Document
- Article 12: CPA Appropriations
 - CPC Applications
 - Maple Woods Senior Affordable Housing
 - Town Hall Debt
 - Habitat for Humanity - 40 Hull Street
 - The Community House – Heating System
 - Open Space Trail Map Project
 - Wenham Lake Cedar Street Bench
- Article 15: Certain Acts Prohibited
 - Email regarding Water discharge into roads from Bill Tyack, DPW Director, January 23, 2019
- Article 16-23: 2019 Zoning Bylaw Articles
- Article 25: Bylaw Amendment: Reduction in Number of Conservation Commission Members from 7 to 5
 - Email regarding Con Com Member Reduction
 - Con Com Appointment Summary
 - M.G.L., Ch. 41, Sec. 2: Officers and Employees of Cities, Towns and Districts: Establishment of New Board or Office; Effect; Increase or Decrease in Board Membership or Number of Officers

**WARRANT FOR THE ANNUAL TOWN MEETING
WENHAM, MASSACHUSETTS
Saturday April 6, 2019**

ARTICLE 1: Budget Appropriations

To see if the Town will determine what sum of money (\$19,798,600) may be necessary to defray the Town's expenses of the twelve month period (Fiscal Year 2020) beginning July 1, 2019 and ending June 30, 2020 and to make appropriations for the same and to determine the source thereof.

Or take any other action relative thereto.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 2: Use of Free Cash to Balance the Budget

To see what sum of money (\$700,000), the Town will vote from FY 2018 Free Cash to be used to balance the budget for the period July 1, 2019 to June 30, 2020.

Or take any other action relative thereto.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

**ARTICLE 3: Hamilton Wenham Regional School District
Operating Override #1**

To see what sum of money (\$499,145), the Town will vote to be used to partially fund Wenham's annual assessment for the FY 2020 Hamilton Wenham Regional School District budget as adopted by the Hamilton Wenham Regional School Committee for the period July 1, 2019 to June 30, 2020.

Or take any other action relative thereto.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 4:

HWRSD Operating Override #2 (for OPEB and School Resource Officer)

To see what sum of money (\$89,875 for OPEB + \$26,244 for SRO = \$116,119 for Wenham's share), the Town will vote to be used to fully fund Wenham's annual assessment for the FY 2020 Hamilton Wenham Regional School District budget as adopted by the Hamilton Wenham Regional School Committee for the period July 1, 2019 to June 30, 2020.
Or take any other action relative thereto.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (1-4-0)

Vote needed: Simple Majority

ARTICLE 5:

Cemetery and Other Trust Funds

To see if the Town will vote to accept the Cemetery and other Trust Funds received in FY 2018, as printed in Part I of the Town Report and on file with the Town Clerk.
Or take any other action relative thereto.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 6:

Cemetery Maintenance Fund Transfer

To see if the Town will vote to authorize the Treasurer to withdraw a sum of money, not to exceed \$7,500 from the Sale of Cemetery Lots - Receipts Reserved for Appropriation account, after July 1, 2019 and before June 30, 2020, and transfer and deposit said funds into the General Fund. The purpose of the transfer is to subsidize Highway Department expenditures for the care and operation of the three cemeteries in the Town of Wenham.
Or take any action relative thereto.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 7:

Road Work – Chapter 90 Funding

To see if the Town will vote from available funds a sum of money for work on Town Roads, subject to conditions detailed by the Massachusetts Department of Transportation Highway Division, pursuant to MGL Chapter 30, Section 39M; Chapter 149, Section 44J; and Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Department

of Transportation Highway Division.
Or take any other action relative thereto.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)
Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)
Vote needed: Simple Majority

ARTICLE 8: **Transfer from Water Operating Budget to
Water Capital Reserve Fund**

To see if the Town will approve the transfer of \$35,000 from the FY 2020 Water operating budget into the water capital reserve account.
Or take any other action relative thereto.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)
Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)
Vote needed: Simple Majority

ARTICLE 9: **Transfer from Water Department
Undesignated Fund Balance Surplus to FY19
Water Department Operating Expense**

To see if the Town will vote to transfer a sum of \$20,000 from the water undesignated fund balance surplus account to the water expense account for costs associated with the installation of 39 new water services for the Wenham Pines and Spring Hill subdivisions to be used in this fiscal year (FY 2019).
Or take any other action relative thereto.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)
Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)
Vote needed: 4/5ths Majority

ARTICLE 10: **Amend Veterans Property Tax Work-Off
Program**

To see if the Town will vote to amend the Veterans Property Tax Work-Off Program adopted under Article 17 of the 2016 Annual Town Meeting, by increasing the abatement amount to \$1,500, the maximum currently allowed by law, for veterans who participate in the program under MGL Chapter 59, Section 5N.
Or take any other action relative thereto.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)
Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)
Vote needed: Simple Majority

ARTICLE 11: Bylaw Amendment: Iron Rail Rental Revolving Fund

To see if the Town will vote to amend the Chapter XXVIII, Section 2 of the General Bylaws to increase the fiscal year spending limit of the Iron Rail Rental Revolving Fund to \$30,000.
Or take any other action relative thereto.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)
Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)
Vote needed: Simple Majority

ARTICLE 12: CPA Appropriations

To see if the Town will vote to: hear and act on the report of the Community Preservation Committee ("CPC") for FY 2020; increase the amounts set aside in FY 2019 to reflect higher than forecasted FY 2019 Community Preservation Fund ("CPF") revenues; appropriate from the CPF FY 2020 estimated annual revenues a sum of money to meet the necessary and proper expenses of the Community Preservation Committee for FY 2020; and, further, to expend or set aside, whether from CPF FY 2020 estimated annual revenues or otherwise, as recommended by the CPC, sums of money for: acquisition, creation and preservation of open space; acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use; acquisition, preservation, rehabilitation, and restoration of historic resources; acquisition, creation, preservation and support of community housing; and for the rehabilitation and restoration of open space or community housing acquired under the Community Preservation Act ("CPA").
Or take any other action relative thereto.

- 1) Move that the Town vote to transfer from the Community Preservation Fund 2019 estimated annual revenues the additional sum of \$21,867.30, for the purpose of reserving a minimum of 10% of the CPF FY 2019 estimated annual revenue for each of the three purposes of the CPA, as follows:

\$ 7,289.10	Historic Resources Reserve
\$ 7,289.10	Open Space & Recreation Reserve
\$ 7,289.10	Community Housing Reserve

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)
Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)
Vote needed: Simple Majority

- 2) Move that the Town vote to transfer from the Community Preservation Fund FY 2020 estimated annual revenue the total sum of \$119,490, for the purpose of reserving a minimum of 10% of the FY 2020 estimated annual revenue for each of the three purposes of the CPA, and to make annual transfers to the Budgetary Reserve (\$271,310) and to the CPC Administrative Account (\$7,500) for the necessary and proper expenses of the CPC for FY 2020, as follows:

\$ 39,830	Historic Resources Reserve
\$ 39,830	Open Space & Recreation Reserve
\$ 39,830	Community Housing Reserve
\$271,310	Budgetary Reserves
\$7,500	Administrative

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- 3) Move that the sum of \$750,000 be transferred from the Community Preservation Fund, of which the sum of \$182,052 shall come from the Community Preservation FUND BALANCE, and the sum of \$373,119 shall come from the COMMUNITY HOUSING RESERVE, and the sum of \$194,829 shall come from the CPA BUDGETARY RESERVES, as a grant to Harborlight Community Partners, Inc., for the acquisition and/or creation of forty-five (45) units of housing for seniors (over the age of 62) earning no more than 80% of the area median income including the Town of Wenham, for the project known as "Maple Woods Senior Affordable Housing," located at 62 Maple Street, Wenham, Massachusetts, and described in the application filed with the CPC on January 23, 2019 (the "Project"), and to authorize the Board of Selectmen to enter into a grant agreement with Harborlight Community Partners, Inc., setting forth the terms and conditions of the grant, including a requirement that the Town be provided with an affordable housing deed restriction or restrictions in such property, in perpetuity, and to authorize the Board of Selectmen to accept such restriction(s), execute any documents and other agreements, and take all other action necessary to effectuate this vote; provided, however, that the Board of Selectmen shall not expend the funds appropriated hereunder unless the following conditions are met:

- i) A final ruling, settlement, and/or dismissal by the court is reached with respect to the matter of Lou Terranova, et al. v. Crystal Kornegay, Director of the Commonwealth of MA Dept of Housing and Community Development, et al, C.A. No. 1677CV00015, the pending litigation regarding the appeal of the Maple Woods comprehensive permit issued by the Wenham Zoning Board of Appeals;
- ii) The Zoning Board of Appeals issues a comprehensive permit for the Project, which permit is not appealed;
- iii) The Project receives all other necessary permits and Town Department approvals;
- iv) The Project to be undertaken is consistent with the terms and conditions of the fully executed settlement agreement rather than the development already permitted by Maple Woods LLC several years ago;
- v) The Town elects not exercise its right-of-first refusal, triggered by a change in the property's status under Chapter 61, i.e. as forestry land;

Comment [PL1]: First 4 contingencies are as recommended and voted on by the CPC on, except for new reference to the settlement agreement instead of the term sheet in iv per BOS.

- vi) Acquisition costs of the Project are consistent with all relevant state affordable housing statutes and regulations;
- vii) Harborlight Community Partners, Inc. applies for and receives a building permit from the Wenham Inspector of Buildings within 360 and 364 days of being issued a comprehensive permit by the Wenham Zoning Board of Appeals;
- viii) And further, that said grant award of \$750,000 shall expire three (3) years after a comprehensive permit has been issued by the Wenham Zoning Board of Appeals if a certificate of occupancy has not been issued for the Project by the Wenham Inspector of Buildings by that date certain, said deadline to be extended at the discretion of the Board of Selectmen upon the request of Harborlight Community Partners, Inc. as long as a good faith effort has been made to advance the Project;
- ix) The Board of Selectmen or its designee has verified that all of the aforementioned conditions are met.

Comment [PL2]: BOS elected to add these 4 new contingencies, subject to legal review.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: To be given at Town Meeting

Vote needed: Simple Majority

- 4.) Move that the total sum of \$126,100 be transferred from the Community Preservation Fund, of which the sum of \$99,619 shall come from the HISTORIC RESOURCES RESERVE and the sum of \$26,481 shall come from the CPA BUDGETARY RESERVES, for FY 2020 debt service on the borrowing for the rehabilitation of the historic Town Hall.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- 5.) The sum of \$60,000 from the Community Preservation FUND BALANCE as a grant to Habitat for Humanity North Shore, Inc. for the creation of two (2) affordable housing units developed through the use of a comprehensive permit ("friendly 40B process") for one 2-bedroom unit and one 3-bedroom unit for the project entitled "40 Hull Street," located at 40 Hull Street, Wenham, Massachusetts, as described in the application filed with the CPC on January 7, 2019 (the "Project"), and to authorize the Board of Selectmen to enter into a grant agreement with the Habitat for Humanity North Shore, Inc. setting forth the terms and conditions of the grant, including a requirement that the Town be provided with an affordable housing deed restriction in such property, in perpetuity, and to authorize the Board of Selectmen to accept such restriction, execute any documents or other agreements, and take all other action necessary to effectuate this vote; provided, however, that the Board of Selectmen shall not expend the funds appropriated hereunder unless the following conditions are met:
 - i) The Zoning Board of Appeals issues a comprehensive permit for the Project, which permit is not appealed;
 - ii) The Project receives all other necessary permits and Town Department approvals;
 - iii) The Project to be undertaken is consistent with the project as described in the application submitted to the Community Preservation Committee on January 7, 2019 ; and

- iv) The Board of Selectmen or its designee has verified that all of the aforementioned conditions have been met.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- 6.) Move that the sum of \$50,000 be transferred from the Community Preservation FUND BALANCE as a grant to the Community House, Inc. for the heating system as part of the preservation and rehabilitation of the historic Community House located at 284 Bay Road, Hamilton, Massachusetts, and to authorize the Board of Selectmen to enter into a grant agreement with the Community House, Inc. upon such terms and conditions as the Board of Selectmen shall deem appropriate, including but not limited to the provision to the Town of an historic preservation restriction, in perpetuity, in such property and further that historic preservation efforts be documented to the satisfaction of the Board of Selectmen to accept an historic preservation restriction in such property, execute documents, and take all other action needed to effectuate the purposes of this vote.

Comment [PL3]: Per BOS, need to add same contingency language as Hamilton about deadline to complete construction.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- 7.) Move that the sum of \$6,000 be transferred from the OPEN SPACE AND RECREATION RESERVE for the Open Space Trail Map project, including all incidental and related expenses, which project is described in the application submitted to the Community Preservation Committee on February 6, 2019, such sum to be expended under the direction of the Town of Wenham Open Space and Recreation Committee.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- 8.) Move that the sum of \$1,200 be transferred from the OPEN SPACE AND RECREATION RESERVE for the purpose of the purchasing and installing the so-called Wenham Lake Cedar Street Bench, including all incidental and related expenses, which project is described in the application submitted to the Community Preservation Committee on January 7, 2019, such sum to be expended under the direction of the Town of Wenham Open Space and Recreation Committee.

Recommendation of the Board of Selectmen:

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 13:

Bylaw Amendment: Historic District Commission / Historical Commission

To see if the Town will vote to amend the General Bylaw by separating the current Wenham Historical Commission Bylaw into two different bylaws, a Historic District Commission and a Historical Commission, by inserting the bold text and deleting the strikethrough text, all as set forth below:

CHAPTER XXV.1 WENHAM ~~HISTORICAL COMMISSION~~ HISTORIC DISTRICT COMMISSION

SECTION 1

~~This bylaw shall be known and may be cited as the Wenham Historical Commission Bylaw and is adopted pursuant to Chapter 40C of the General Laws of the Commonwealth of Massachusetts, as amended.~~

SECTION 1 2

The purpose of this bylaw is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Wenham or their architecture, and through the maintenance and improvement of settings for such buildings and places and the encouragement of design compatible therewith.

SECTION 2 3

There is hereby established under the provisions of Chapter 40C of the General Laws a historic district to be known as the "Wenham Historic District 1972" attached to and made part of this bylaw.

SECTION 3 4

There is hereby established under Chapter 40C of the General **Laws the Wenham Historic District Commission** with all the powers and duties **provided for by statute of a historic district commission under such statute a Wenham Historical Commission / Historic District Commission**, consisting of seven members to be appointed **for terms of three years** in accordance with the provisions of such statute; provided, however, that in addition to the organizations which section four of such statute designates, the Wenham Village Improvement Society may submit nominees for membership in the Commission. ~~The initial appointments to membership in the Commission shall be as follows: two members appointed for a term of one year; two members appointed for a term of two years; and three members appointed for a term of three years. Successors shall each be appointed for a term of three years.~~ Vacancies shall be filled by appointment for the unexpired term.

SECTION 4 5

Notwithstanding anything containing in this bylaw to the contrary, the authority of this commission shall not extend to the review of the following categories of buildings or structures or exterior architectural features in the Wenham Historic District.

a. Terraces, walks, driveways and similar structures or any one or more of them, provided that any such structure is substantially at grade level.

b. Storm doors and windows, screens, window air conditioners, lighting fixtures, antennas and similar appurtenances, or any one or more of them.

c. The color of paint

d. The color of materials used on roofs

e. The reconstruction of substantially similar in exterior design of a building, structure or exterior architectural feature damaged or destroyed by fire or storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

SECTION 6

~~The commission established hereunder shall have the powers and duties of an historical commission as provided in chapter 40 section eight D of the General Laws of the Commonwealth of Massachusetts and the commission shall be entitled The Wenham Historical Commission / Historic District Commission.~~

SECTION 5 7

In case any section, paragraph or part of this bylaw be for any reason declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph or part shall continue in full force and effect. (Approved at the Annual Town Meeting 4/5/2014 and accepted by the Attorney General 9/11/2014) Effective 9/16/2014 when posted.

CHAPTER XXV.II WENHAM HISTORICAL COMMISSION

SECTION 1

~~This bylaw shall be known and may be cited as the Wenham Historic District Commission Bylaw and is adopted pursuant to Chapter 40 section 8D of the General Laws of the Commonwealth of Massachusetts, as amended.~~

SECTION 1 2

~~The purpose of this bylaw is for the preservation, protection and development of the historical or archeological assets of the Town of Wenham. through conducting researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work.~~

SECTION 2 3

The Wenham Historic District Commission, established under Chapter XXV.I(3) shall act also as **There is hereby established the Wenham Historical Commission under Chapter 40 section 8D of the General Laws and shall have all the powers and duties provided to historical commissions by said statute.** ~~with all the powers and duties of a historical commission under~~

such statute a Wenham Historical, consisting of no less than three nor more than seven members appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. Alternate members may be appointed in like manner as provided for in this section not exceeding in number the principal members. In the case of the absence or inability to act on the part of a principal member, the place of the principal member shall be taken by an alternate member designated by the chairman. When a commission is first established, the terms of the members and alternate members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members and alternate members will expire each year, and their successors shall be appointed for terms of three years each. Any member or alternate member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment.

SECTION 3

The Historical Commission shall make such recommendations as it shall deem appropriate to the Board of Selectmen on matters relating to the preservation, protection and development of historic areas, buildings, structures and sites. In addition, to further its objectives, the commission may hold hearings, and do and perform any and all acts that may be necessary or desirable to carry out the purposes of G.L. c.40, §8D. Further, it may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, and lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

SECTION 4

In case any section, paragraph or part of this bylaw be for any reason declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph or part shall continue in full force and effect.

Or take any other action relative thereto.

Recommendation of the Board of Selectmen:

Vote needed: Simple Majority

ARTICLE 14: Bylaw Amendment: Penalties

To see if the Town will vote to amend the General Bylaw by deleting Chapter VIII and inserting in place thereof the following:

“A. General.

1. These bylaws may be enforced by any means available in law or in equity, including but not limited to enforcement by criminal indictment or on complaint before the

district court pursuant to MGL c. 40, § 21 or by non-criminal disposition pursuant to G.L. MGL c. 40, § 21D. If enforced by criminal indictment or on complaint before the district court, a fine of up to \$300 may be imposed for each violation.

2. The election of one remedy shall not preclude enforcement through any other lawful means. Each day that a violation exists shall constitute a separate offense.

B. Enforcement through Non-criminal Disposition.

1. Any general or zoning by-law of the Town of Wenham, or rule or regulation of its officers, boards or departments adopted at a public meeting for which notice is posted on the Town website for a period of not less than one week prior to such public meeting, may in the discretion of the Town official who is the appropriate enforcing person, be enforced through non-criminal disposition as provided in MGL c.40, § 21D. The specific penalty for purposes of non-criminal disposition for each such violation, if not otherwise specified in the bylaw rule or regulation, shall be as follows, with each day a violation exists constituting a separate violation for purposes of this by-law:

First violation – warning

Second violation - \$50.00

Third violation - \$100.00

Fourth and subsequent violations - \$300.00

2. The term “enforcing person” as used in this by-law shall mean: any Town of Wenham Police Officer with respect to any offense; as well as the Fire Chief, Town Administrator, Inspector of Buildings, Building Commissioner/Zoning Enforcement Officer, Conservation Commission or its agent, Board of Health or its agent, Sealer of Weights and Measures, Code Enforcement Officer, and their designees, and such other officials as the Board of Selectmen may from time to time designate, each with respect to violation of by-laws, rules and regulations within their respective jurisdictions. If more than one official has jurisdiction in a given case, any such official may be an enforcing person with respect thereto.”

Or take any action relative thereto.

Recommendation of the Board of Selectmen:

Vote needed: Simple Majority

ARTICLE 15: Bylaw Amendment: Certain Acts Prohibited

To see if the Town will vote to amend the General Bylaw by deleting Section 12 of Chapter V and inserting in place thereof the following:

"Snow, Ice and Water Onto or Across Public Property

No person other than an employee in the service of the Town or an employee in the service of a private contractor acting on behalf of the Town shall pile, push, plow, dump, blow, shovel, or deposit snow, ice, or water subject to freezing, onto, into, or across any public way, including sidewalks, or cause, direct, sanction, or authorize any such activity involving snow, ice, or water subject to freezing on a public way, including sidewalks; provided, however, that it shall not be a violation of this bylaw for persons to play, push or throw any snow or ice onto any street or sidewalk of the town if such persons immediately remove such snow or ice therefrom."

Or take any action relative thereto.

Recommendation of the Board of Selectmen:

Vote needed: Simple Majority

ARTICLE 16: Zoning Bylaw Amendment: Amend Section 2.2 Definitions

To see if the Town will vote to amend the Wenham Zoning Bylaw by adding the following definitions under Section 2.2:

"Commercial Kennel: an establishment used for boarding or overnight stays of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal.

Animal Day Care or Training Facility: An establishment used for holding (not to include overnight stays), day care, grooming, or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal."

Or take any other action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 17: **Zoning Bylaw Amendment: Amend Section 4.0
Table of Use Regulations**

To see if the Town will vote to amend the Wenham Zoning Bylaw Section 4.0 Table of Use Regulations by removing the use "Kennel" under Commercial and replace with the following:

CATEGORY	USE	DISTRICT		DESCRIPTION
		RES	BUS	
COMMERCIAL				
	Commercial Kennel	N	N	
	Animal Day Care or Training Facility	BA	BA	

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 18: **Zoning Bylaw Amendment: Section 2.2
Definitions**

To see if the Town will vote to amend the Wenham Zoning Bylaw by amending the definitions for "Lot" and "Special Permit" under Section 2.2 as follows, with additions in bold and deletions in strikethrough:

Lot: An area of land in common ownership meeting minimum requirements for area, width, and frontage in the district in which it lies. ~~A lot is buildable.~~

Special Permit: A permit granted by the ~~Board of Appeals~~ **Special Permit Granting Authority** for structure or use identified in the Table of Use Regulations as permitted with approval of the ~~Board of Appeals~~ **Special Permit Granting Authority**.

Or take any other action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 19: **Zoning Bylaw Amendment: Section 4.2**
Principle Uses

To see if the Town will vote to amend the Wenham Zoning By-law by adding a new Section 4.2.6, Use Variances as follows:

“4.2.6 – Use Variances
Use variances shall not be granted.”

Or take any action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 20: **Zoning Bylaw Amendment: Amend Section**
4.3.6.3 Parking and storage of commercial or
recreational vehicles

To see if the Town will vote to amend the Wenham Zoning Bylaw Section 4.3.6.3 as follows, with additions in bold and deletions in strikethrough:

“4.3.6.3. Parking or Storage of commercial vehicles or recreational vehicles in the residential district

Parking of one (1) commercial or recreational vehicle of not more than 25,000 GVW is permitted in conformance with Section 4.3.6.2.

The storage of **up to** two additional commercial vehicles ~~with of not~~ more than 25,000 GVW **each** may be authorized by special permit **from the ZBA**, provided such vehicles are not visible from any public way. Nothing herein shall be construed to prohibit the parking or storage of farm vehicles.”

Or take any other action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 21: Zoning Bylaw Amendment: Site Plan Review Applicability

To see if the Town will vote to amend the Wenham Zoning Bylaw Section 13 as follows, with additions in bold and deletions in strikethrough:

"13.5.1 – Site Plan Review Applicability

1) Construction, exterior alteration or exterior expansion of, or change of use within, a municipal, institutional, commercial, industrial, or residential structure with two or more dwelling units; and

2) any change of use of from residential, including single family, to municipal, institutional, commercial, industrial use, or residences with two or more dwellings; and," (and renumber the current 2 and 3 to sections 3 and 4)

3) Construction or expansion of a parking lot for a municipal, institutional, commercial, industrial, or residential structure with two or more dwelling units.

4) For the following Institutional and Exempt Uses set forth in the Table of Use Regulations: Educational, Religious, and Child Care Facility, see Section 13.7, Site Plan Review for Institutional and Exempt Uses (collectively, "Dover Amendment Uses"), subject to the limitations on the scope of review as set forth hereunder.

"13.5.5 - Contents of Plan

13.5.5.1 - Five (5) separate plans prepared at a scale of one (1) inch equals twenty (20) feet or such other scale as may be approved by the Board. The plans are as follows:

1) Site layout, which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, and areas for snow storage after plowing. The first sheet in this plan shall be a locus plan, at a scale of one (1) inch equals one hundred (100) feet, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the Board.

2) Topography and drainage plan, which shall contain the existing and proposed final topography at two foot intervals and plans for handling storm water drainage.

3) Utility and landscaping plan, which shall include all facilities for refuse and sewerage disposal or storage of all wastes, the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site, all proposed recreational facilities and open space areas, and all wetlands including floodplain areas.

4) Architectural plan, which shall include the ground floor plan and architectural elevations of all proposed buildings and a color rendering.

5) Landscaping plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for each shrub or tree, and including proposed erosion control measures.

6) Dover Amendment Uses shall be required to provide only information that is relevant to the limited scope of site review of the use as provided for under G.L. c.40A, s. 3.

13.5.5.2 The site plan shall be accompanied by:

- 1) A written statement indicating the estimated time required to complete the proposed project and any and all phases thereof. There shall be submitted a written estimate, showing in detail the costs of all site improvements planned.
- 2) A written summary of the contemplated projects indicating, where appropriate, the number of dwelling units to be built and the acreage in residential use, the evidence of compliance with parking and off-street loading requirements, the forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof, identification of all land that will become common or public land, and any other evidence necessary to indicate compliance with this Bylaw.
- 3) Drainage calculations by a registered professional engineer. Storm drainage design must conform to the Town's Subdivision Rules and Regulations and **to the Planning Board's Rules and Regulations.**
- 4) If the Board requires, narrative assessments of the on-site and off-site impacts of the proposed use and structures.
- 5) Certification that the proposal is fully compliant with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.
- 6) Dover Amendment Uses shall be required to provide only information that is relevant to the limited scope of site review of the use as provided for under G.L. c.40A, s. 3.

Or take any other action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 22: Zoning Bylaw Amendment: Small and Medium Ground Mounted Solar Photovoltaic Installations

To see if the Town will vote to amend the Wenham Zoning Bylaw by adding new Section 10.3 for Small and Medium Scale Ground Mounted Solar Photovoltaic Installations as follows:

10.3 Small and Medium Scale ground-mounted solar photovoltaic installations.

10.3.1 - Definitions -

Small Scale Ground Mounted Solar Photovoltaic Installation: An Active Solar Energy System that occupies 1,750 square feet of surface area or less (equivalent to a rated nameplate capacity of about 10 kW DC or less).

Comments: This is about the square footage of an in ground swimming pool and accompanying apron.

Medium Scale Ground Mounted Solar Photovoltaic Installation: An Active Solar Energy System that occupies more than 1,750 but less than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 10 - 250 kW DC).

Comments: Once an installation gets over 250 kW DC it requires review under the Large Scale Ground Mounted Bylaw Section 10.2

Purpose. The purpose of this section is to encourage the responsible development of small and medium scale ground-mounted solar energy systems. Small-scale and medium scale ground-mounted solar energy systems shall be considered accessory structures to both residential and nonresidential uses.

Applicability. This section applies to small-scale and medium scale ground-mounted solar energy systems, including associated equipment. Small-scale ground-mounted solar energy systems are permitted by right as accessory uses. Medium Scale ground mounted solar energy systems shall require site plan approval from the Planning Board.

Solar photovoltaic Installations shall not be included in calculations for lot coverage or impervious cover as defined in section 5.1 Table of Dimensional regulations unless the area below the installation is to be paved or otherwise rendered impervious. All solar photovoltaic installations must apply for and be granted a building permit before construction.

10.3.2 - Small Scale Ground Mounted Solar Energy Systems General requirements:

Small-scale ground-mounted solar energy systems shall be permitted anywhere in a side or rear yard of any lot if they:

- Have rear yard setbacks of at least 30 feet;
- Have side yard setbacks of at least 30 feet;
- Have front yard setbacks of at least 40 feet
- Are not located between a building and any street; and
- Are no taller than 10 feet in height.

Small-scale ground-mounted solar photovoltaic installations shall be located so that the entirety of any system and associated equipment falls within the setback requirements.

All small-scale ground-mounted solar energy systems must comply with all applicable local, state, and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements.

10.3.2.1 - Design and performance standards:

Outdoor lighting for the purpose of illuminating small-scale ground-mounted solar energy systems is not permitted. The solar energy system, including all accessories and appurtenant structures, shall be designed to minimize visual impacts, including preserving natural vegetation to the maximum extent possible, blending in equipment with the surroundings and adding

vegetative buffers to provide an effective visual barrier from adjacent roads and screen abutting residential properties, regardless of development status. Siting shall be such that the view of the solar energy system from locations off-site shall be minimal.

Reasonable efforts shall be made to design small scale solar energy systems to prevent reflected solar radiation or glare from becoming a public nuisance or hazard to adjacent buildings, roadways, or properties. Such efforts may include, but not be limited to, deliberate placement and arrangement, anti-reflective materials, solar glare modeling, and screening in addition to required landscaping.

Utility connections. Reasonable efforts shall be made to place all utility connections from small scale, ground-mounted solar energy systems underground, depending on appropriate soil conditions, shape, and topography of the site, as well as any requirements of the utility provider. Electrical transformers for utility interconnections may be aboveground if required by the utility provider.

Noise. Noise generated by small-scale ground-mounted solar energy systems and associated equipment and machinery shall conform at a minimum to applicable state and local noise regulations, including the DEP's Division of Air Quality noise regulations, 310 CMR 7.10.

10.3.3 - Medium Scale Ground Mounted Solar Photovoltaic Installations General

Requirements:

Medium-scale ground-mounted solar energy systems shall be permitted anywhere in a side or rear yard of any lot if they:

- Have rear yard setbacks of at least 100 feet;
- Have side yard setbacks of at least 100 feet;
- Have front yard setbacks of at least 100 feet
- Are not located between a building and any street; and
- Are no taller than 15 feet in height.

Medium-scale ground-mounted solar photovoltaic installations shall be located so that the entirety of any system and associated equipment falls within the setback requirements.

All medium-scale ground-mounted solar energy systems must comply with all applicable local, state, and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements.

10.3.3.1 - Design and performance standards:

Outdoor lighting for the purpose of illuminating medium-scale ground-mounted solar energy systems is not permitted. The solar energy system, including all accessories and appurtenant structures, shall be designed to minimize visual impacts, including preserving natural vegetation to the maximum extent possible, blending in equipment with the surroundings and adding vegetative buffers to provide an effective visual barrier from adjacent roads and screen abutting

residential properties, regardless of development status. Siting shall be such that the view of the solar energy system from locations off-site shall be minimal.

Reasonable efforts shall be made to design solar energy systems to prevent reflected solar radiation or glare from becoming a public nuisance or hazard to adjacent buildings, roadways, or properties. Such efforts may include, but not be limited to, deliberate placement and arrangement, anti-reflective materials, solar glare modeling, and screening in addition to required landscaping.

Utility connections. Reasonable efforts shall be made to place all utility connections from medium scale, ground-mounted solar energy systems underground, depending on appropriate soil conditions, shape, and topography of the site, as well as any requirements of the utility provider. Electrical transformers for utility interconnections may be aboveground if required by the utility provider.

Utility Notification - No grid-intertie medium scale photovoltaic system shall be installed until evidence has been given to the Planning Board that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

Safety - The medium-scale ground-mounted solar energy system owner or operator shall provide a copy of the Site Plan Review application to the local fire chief. All means of shutting down the solar installation shall be clearly marked.

Visual Impact – Reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening abutting properties, or other appropriate measures.

Land Clearing, Soil Erosion and Habitat Impacts - Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of ground-mounted solar energy systems or as otherwise prescribed by applicable laws, regulations, and bylaws/ordinances.

Noise. Noise generated by medium-scale ground-mounted solar energy systems and associated equipment and machinery shall conform at a minimum to applicable state and local noise regulations, including the DEP's Division of Air Quality noise regulations, 310 CMR 7.10.

10.3.4 - Site Plan Review provisions for medium-scale ground-mounted solar energy systems:

Medium-scale ground-mounted solar energy systems proposed shall undergo Site Plan Review in accordance with Section 13.5 prior to construction, installation or modification as provided in this section.

Site Plan Document Requirements:

Pursuant to the Site Plan Review process, the project proponent shall provide the following documents, as deemed applicable by the Planning Board:

A site plan showing:

- (a) Property lines and physical features, including roads, for the project site;
- (b) Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
- (c) Blueprints or drawings of the solar energy system showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all property lines and existing on-site buildings and structures, and the tallest finished height of the solar collector;
- (d) Documentation of the major system components to be used, including the panels, mounting system, and inverter;
- (e) Name, address, and contact information for proposed system installer;
- (f) Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
- (g) The name, contact information and signature of any agents representing the project proponent; and
- (h) Zoning district designation for the lot(s) of land comprising the project site.
- (i) Locations of active farmland and prime farmland soils, wetlands, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and "Important Wildlife Habitat" mapped by the DEP.
- (j) Locations of floodplains or inundation areas for moderate or high hazard dams;
- (k) Locations of local or National Historic Districts;

Abandonment or Decommissioning

Any medium-scale ground-mounted solar photovoltaic installation which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations or abandonment. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

- 1) Physical removal of all medium-scale ground-mounted solar photovoltaic installations, structures, equipment, security barriers, and transmission lines from the site.
- 2) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
- 3) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

Removal by Town

If the owner or operator of the medium-scale ground-mounted solar photovoltaic installation fails to remove the installation in accordance with the requirements of this Section within 150 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the installation.

Performance Guarantee

The Planning Board may require an applicant for a medium scale ground-mounted solar photovoltaic installation to provide a performance guarantee, in the form of an escrow account, bond or tripartite agreement, to cover the cost of removal in the event the town must remove the installation and repair any damage done to the subject property, in an amount and form determined to be reasonable by the Board. Such performance guarantee shall not be required for municipal or state owned facilities.

Accessory Roof-Mounted Solar Photovoltaic Installations

Nothing in this Section shall be construed to prevent the installation, pursuant to G.L. c. 40A, s. 3, of accessory roof-mounted solar photovoltaic installations in any district.

Or take any other action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 23: Zoning Bylaw Amendment: Signs

To see if the Town will vote to amend the Wenham Zoning Bylaws by replacing Section 7.0 Signs in its entirety with the following:

Section 7.0 Signs

7.1 Purpose.

The purpose and intent of this bylaw shall be to regulate, restrict and place limitations on the size, location, type and illumination of signs, as specified herein, to ensure that they are appropriate to the land, building or use to which they are located, be protective of property values and the public safety and not unnecessarily detract from the historic qualities and characteristics of the Town of Wenham.

7.2 Residential District.

Signs are prohibited in the Residential District, except as described below. All allowable signs are subject to the general standards set forth in § 255-7.4. Any signs found to be in violation of this section are subject to removal by the Town.

A. Allowable temporary signs.

(1) Real estate signs. On any lot there shall be no more than one temporary sign not exceeding seven square feet in area, pertaining to lease or sale of the lot or building on which such sign is placed. The sign shall be permitted for a period not to exceed seven days after such sale or lease execution.

(2) Contractor signs. One temporary sign not exceeding seven square feet in area advertising contracted services being provided on site shall be permitted for a period not to exceed seven days after such completion of work.

(3) Non-commercial signs.

(a) On any lot, any non-commercial temporary sign (other than a special event sign addressed under Section 3(b) of this bylaw) shall not exceed seven square feet in area.

(b) Special event signs. On any lot there shall be no more than one temporary sign not exceeding seven square feet in area providing notice of the date of a special event, which signs may be erected for a period not to exceed two weeks prior to the event and are to be removed within two business days following the date of the event.

B. Allowable permanent signs. On any lot there shall be no more than one such sign pertaining to the use thereof or having the name and occupation of the occupant or occupants, and no such sign shall exceed two square feet in area. All permanent signs located in the Historic District are also subject to Historic District Commission review and approval.

C. Special permit. The Planning Board may, upon a request therefor, issue a special permit for the erection of a temporary or permanent sign under this section 255-7.1 that is larger, or posted for a longer period of time, than otherwise authorized hereunder, which sign the Planning Board deems not detrimental to the surrounding property nor injurious to the public welfare, provided however that any such permitted sign in the Historic District is also subject to the approval of the Historic District Commission.

7.2.2 Business District.

Signs advertising goods or services offered by an occupant of the premises for sale, hire or use are permitted, provided however that any such sign in the Historic District is subject to the approval of the Historic District Commission and further provided that signs shall not exceed seven square feet in area for one business, or in the case of a building containing more than one business, the following shall apply:

- A. One street side sign not to exceed seven square feet to identify the complex itself.
- B. Individual businesses within the complex identified at street side with signs 12 inches by 36 inches arranged vertically in a single structure.
- C. Each business within the complex may have one two-square-foot sign located at the doorway for business identification.

7.2.3 Senior Housing Overlay District (SHOD).

See § 255-12.3H for special requirements for signs located in a Senior Housing Overlay District.

7.3 General Standards For Signs.

The following standards apply to all signs:

- A. No sign shall be erected so as to obstruct any fire escape, window, door, or other opening or so as to prevent free passage from one part of a roof to any other part thereof.
- B. No sign shall be attached in any manner to a fire escape or shall be placed to interfere with an opening which is required for ventilation.
- C. No exposed, un-insulated parts of an electrical sign shall be permitted.
- D. No sign shall be erected that shall in any way create a traffic hazard or in any way obscure or confuse traffic control.
- E. No sign or sign structure shall interfere in any way with a public way, including sidewalks.
- F. Letters, figures, characters, or representations in cutout or irregular form, maintained in conjunction with, attached to or superimposed upon any sign, shall be safely and securely built or attached to the sign structure.
- G. Signs shall be designed, constructed, and erected in accordance with the State Building Code.
- H. No sign shall be posted on or attached to utility poles, trees nor attached to any parapet.
- I. No non-municipal sign shall be located on public property, ~~including sidewalks, roadsides and roadways,~~ **with the exception of a location to be designated by a policy of the Board of Selectmen, with such policy to be set only after a public hearing process including notification in a newspaper of general circulation at least seven (7) days prior to the date of the public hearing.**

7.4 Illuminated signs.

The following additional standards apply to illuminated signs.

- A. Illuminated signs are not permitted within residential districts without a special permit.
- B. No red or green or other colored lights shall be used on any sign if such light would create a driving hazard.
- C. No sign may be illuminated more than 30 minutes after closing of any store or business or 30 minutes after working hours in a commercial building, except signs identifying public buildings; provided however, that the Planning Board, in granting a special permit, may, for good cause shown, extend the time during which a sign may be illuminated.

7.5 Moving signs.

Swinging signs, flashing signs, revolving signs, and signs consisting of pennants, ribbons, streamers, spinners, strings of light bulbs, revolving beacons, searchlights, animated signs, and signs illuminated to create the illusion of motion are prohibited.

7.6 Maintenance.

Every sign shall be maintained by the owner in a clean, sanitary condition and in good repair. In addition, every freestanding pole or ground sign shall be kept free and clear of all substances, rubbish, and weeds.

7.7 Removal of Existing Signs.

Non-conforming signs that are enlarged, redesigned, replaced or altered in any way shall comply immediately with all applicable provisions of this Bylaw.

7.8 Special permit.

Notwithstanding the provisions set forth in this article, the Planning Board may authorize nonconforming signs or a greater number of signs by the grant of a special permit, where such relief is not detrimental to the neighborhood or the Town.

A. Exemptions. No permit is required for the following types of signs:

- (1) Any sign legally erected before the date of the Town Meeting approving this article shall be exempt from the requirements in this article.
- (2) Any sign erected or required by the Town, by the Commonwealth of Massachusetts or by the United States, or any subdivision or agency thereof, or for any sign intended solely for the protection of life or property.

B. Special permit process.

- (1) Application. Application for a sign special permit shall be made in writing upon forms furnished by the Planning Board. Such application shall contain the location by street number of the proposed sign, the name and address of the owner of the sign, the name and address of the sign contractor or erector, if any, and a scale drawing showing the construction, the method of installation or support, colors, dimensions, and position of the sign, method of illumination and such other relevant information as may be requested.
- (2) Fee. A sign special permit fee shall be paid to the Town for each permit in accordance with the schedule established by the Planning Board.
- (3) Inspection. The Building Inspector shall inspect any sign subject to a special permit within 30 days after it is erected and shall report to the Planning Board that said sign has been erected properly and in accordance with the provisions of this article and any other applicable law.
- (4) Constructive grant. If a sign special permit has not been denied within 60 days after application has been made, it shall be deemed to be approved.
- (5) Lapse. A sign special permit shall become null and void if the work for which the permit was issued has not been completed within a period of 12 months from the date of the permit; provided, however, that the Planning Board may, in its discretion, issue extensions covering a period not to exceed an additional one

year from the date of issue of the original permit. The applicant shall notify the Building Inspector of completion of work under a permit within 10 days of completion.

§255-8.0 Administration and Penalties

This bylaw may be enforced by the Building Inspector by any means available in law or in equity in accordance with Section __ of the General Bylaws, including non-criminal disposition.

Or take any other action relative thereto.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen:

Vote needed: 2/3 Majority

ARTICLE 24: PLACEHOLDER - Bylaw Amendment: New Associate Planning Board Member

Recommendation of the Board of Selectmen:

Vote needed: Simple Majority

ARTICLE 25: PLACEHOLDER - Bylaw Amendment: Reduction in Number of Conservation Commission Members from 7 to 5

Recommendation of the Board of Selectmen:

Vote needed: Simple Majority

ARTICLE 26: Acceptance of Settler's Lane as a Public Way

To see if the Town will vote accept as a Town way the roadway known as Settler's Lane, as heretofore laid out by the Board of Selectmen and shown on a plan entitled "Definitive Plans/Settler's Lane/Wenham, Mass.", prepared by Hayes Engineering, Inc., dated June 1, 2007, last revised October 8, 2009, and recorded with the Essex South District Registry of Deeds in Book 423, Page 84, and on file with the Town Clerk, and to authorize the Board of Selectmen to acquire on behalf of the Town, by gift, purchase, and/or eminent domain, the fee to or an easement to use Settler's Lane for all purposes for which public ways are used in the Town of Wenham, and any and all drainage, utility, access, and/or other easements related thereto.

Or take any other action relative thereto.

Recommendation of the Board of Selectmen:

Vote needed: Simple Majority

ARTICLE 27: Election of Town Officers

To choose the following officers:

Board of Assessors, one position, three year term; Board of Health, one position, three year term; Board of Selectmen, one position, three year term; Hamilton Wenham Regional Library Trustee, one Wenham position, three year term; Hamilton Wenham Regional School Committee, three positions, three year terms; Moderator, one position, three year term; Planning Board, one position, five year term; Water Commissioner, one position, three year term and one position, 1 year term to fill an unexpired term; Wenham Housing Authority, one position, five year term.

And to answer the following questions:

Shall the Town of Wenham be allowed to assess an additional \$499,145 in real estate and personal property taxes for the purposes of funding the Town of Wenham's annual assessment for the FY 2020 Hamilton Wenham Regional School District budget as adopted by the Hamilton Wenham Regional School Committee?

Shall the Town of Wenham be allowed to assess an additional \$116,119 in real estate and personal property taxes for the purposes of funding the Town of Wenham's annual assessment for the FY 2020 Hamilton Wenham Regional School District budget as adopted by the Hamilton Wenham Regional School Committee?

Shall G.L. c.59, §5, Clause Forty First C 1/2, granting real estate property tax reductions to qualifying senior citizens, be accepted?

And you are hereby directed to serve this warrant by posting attested copies thereof at Town Hall, Hamilton-Wenham Regional Library, Senior Center, and on the bulletin board outside the Fire Station seven days at least before the time of the meeting aforesaid.

Peter Lombardi

From: Peter Lombardi
Sent: Wednesday, February 27, 2019 12:12 PM
To: Catherine Harrison; John Clemenzi; Jack Wilhelm
Cc: Nicole Roebuck; ultrafinepapers@yahoo.com
Subject: Updated Warrant Articles
Attachments: 2019 Maplewoods Application and Exhibits 1-5.pdf; 2019 Maplewoods Exhibits 6-10.pdf; 2019 Community House.pdf; 2019 Habitat for Humanity.pdf; 2019 Town Hall Debt.pdf; 2019 Town Wide Trail Map.pdf; 2019 Wenham Lake Cedar St Bench.pdf; 2019 ATM Warrant WORKING DRAFT 02.27.19.docx

All,

Following up on our meeting last night, please see attached revised warrant. The items in green have been placed on the warrant with a recommendation from the Board – those in yellow have been placed on the warrant but no action has been taken on recommendations – those in red have not yet been placed on the warrant or voted on. Note that I have marked the Maple Woods article in yellow for the FinCom so they can take that up for a recommendation vote at their meeting tonight subject to the Board potentially deciding to add this to the warrant next week. I will let you know when I hear back from legal on the newly proposed contingencies language for the Maple Woods project.

In terms of the remaining articles that the Board has not yet decided on, based on my conversations with staff and feedback from the various impacted Boards and Committees, I would prioritize them as follows (mandatory ones are in **bold**):

General Bylaws or Misc Other

1. **Acceptance of Settler's Lane as Public Way - #26**
2. Reduction in Number of ConCom Members from 7 to 5 (ConCom was unable to make quorum for both of their Feb meetings) - #25
3. HDC (final version will likely no longer include fines/enforcement, as only "local" appeal option is through MAPC per MGL, but I have included the original for now pending an HDC meeting early next week to agree on making those changes) - #13
4. Penalties - #14
5. Certain Acts Prohibited - #15
6. 1 New Associate Planning Board Member - #24

Zoning Bylaws

1. **Site Plan Review Applicability - #21**
2. Signs - #23
3. Kennel Definition (#16) & Kennel Use Regulation (#17)
4. Small/Medium Solar Installs - #22
5. Parking/Storage of Commercial/Recreational Vehicles - #20
6. Lot & Special Permit Definitions - #18
7. Use Variances - #19

A reminder that there are 12 articles on the warrant so far.

In addition, for your reference, I have also attached all of the project applications to the CPC this year. We will include these in your packets for your next meeting (looking like it will probably be next Monday night), so that you can have them when you make your recommendation votes on each project.

Please let me know if you have any questions.

Thanks,
Peter

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2
<http://wenhamma.gov>

CPA Fund Balances FY 2020 Planning Document

February 13 and 19, 2019

CPA Surcharge 3%	\$ 350,000	
State Match - Estimate	\$ 48,300	13.80%
Estimated Annual Revenue	\$ 398,300	
 FY 20 10% Appropriations	 \$ (119,490)	
FY 20 Budgetary Reserve	\$ (271,310)	
FY 20 Administrative appropriation	\$ (7,500)	
	\$ (398,300)	

<u>CPA Fund Balance 7/1/18</u>	\$ 974,538	
FY20 10% Appropriations	\$ (119,490)	
FY 20 Administrative	\$ (7,500)	
FY 20 Budgetary Reserve	\$ (271,310)	
Prior Year Unspent Allocations	\$ (167,582)	
FY18 Budgetary Reserve Closed out to CPA Fund	\$ 307,500	
FY19 Budgetary Reserve (Available for Appropriation)	\$ (316,524)	
FY 19 Admin to Close to Fund Balance	\$ 2,500	
FY 2020 Community House	\$ (98,000)	
FY 2020 Habitat for Humanity	\$ (60,000)	
FY 2020 Harborlight Community Partners (Maple Woods)	\$ (182,052)	
Close out of Cemetery Project to Historic Fund	\$ (13,500)	
	\$ 48,580	

<u>Open Space / Recreation 7/1/18</u>	\$ 644,582	
10% FY 2020 estimated revenue	\$ 39,830	
FY 2020 Town Wide Trail Map	\$ (6,000)	
FY 2020 Wenham Lake Cedar Street Bench	\$ (1,200)	
	\$ 677,212	

<u>Historic Preservation 7/1/18</u>	\$ 46,289	
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10% FY 2020 estimated revenue	\$	39,830
Transfer of Cemetery Project close out to Historic Fund	\$	13,500
FY 2020 Town Hall Debt	\$	(99,619)

-

<u>Community Housing 7/1/18</u>	\$	333,289
10% FY 2020 estimated revenue	\$	39,830
FY 2020 Harborlight Community Partners (Maple Woods)	\$	(373,119)

\$

-

Budgetary Reserve

FY 20 apportionment	\$	271,310
FY 2020 Town Hall Debt	\$	(26,481)
FY 2020 Harborlight Community Partners (Maple Woods)	\$	(194,829)

50,000

TOTAL RESERVES	\$	775,792
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FY 2020 Projects submitted to date with applicant funding requests

Community House	Historic	\$	98,000.00
Habitat for Humanity	Housing	\$	60,000.00
Harborlight Community Partners (Maple Woods)	Housing	\$	750,000.00
Town Hall Debt	Historic	\$	126,100.00
Town Wide Trail Map	Open Sp/Rec	\$	6,000.00
Wenham Lake Cedar Street Bench	Open Sp/Rec	\$	1,200.00
Total FY 2020 Project Requests		\$	1,041,300.00

Town of Wenham
Community Preservation Committee

TOWN OF WENHAM

JAN 23 2019

3:10pm

RECEIVED

ARB

2019 CPA Project Funding Application

January 23, 2019



2

Proposed Rendering
Maple Woods
March 11, 2015



Maple Woods

Submitted by:
Harborlight Community Partners, Inc.



Harborlight
Community
Partners

Providing Homes & Community Support

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Community Preservation Committee

Wenham Town Hall
Wenham, Massachusetts 01984

Name of Applicant/Contact Person: Andrew DeFranza

Sponsoring Organization, if applicable: Harborlight Community Partners

Mailing address: PO Box 507, Beverly, MA 01915

Daytime phone: 978-473-7158 Email: adefranza@harborlightcp.org

Name of Proposal: Maple Woods Senior Affordable Housing

CPA Category: Please see chart 1 from the website for correct category descriptions

(Circle all that apply): Open Space - Historic Preservation - Recreation - Community Housing

CPA Funding Requested: \$750,000 Total Cost of Proposed Project: \$17,902,000

PROJECT DESCRIPTION: In describing the project, please include answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

This project has three major goals. The first goal is to create safe, decent, affordable housing for fixed-income seniors in the community. The second goal is to develop housing that is contextual to the Town of Wenham and is celebrated and welcomed as a community success upon completion. The third goal is to enable the Town of Wenham to meet their 10% chapter 40B goals.

The beneficiaries will primarily be the elderly residents who reside in the building for years to come, as well as their families who will have the confidence of their loved one being in a safe, affordable and supportive setting. Secondly, the Town of Wenham will benefit by being over their 40B limit, allowing them to plan for and manage future development.

Success will be measured in three ways:

- 1) The completion and occupancy of the building,
- 2) The reception of the Town officials, property neighbors and broader community,
- 3) The performance of the property over time including financial sustainability, facility standards (energy, mechanicals, etc), and resident satisfaction.

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?

The project is needed for two main reasons. First, there is a large number of fixed-income seniors needing housing in our community. Consistent market analysis shows a strong need for affordable senior housing in Essex County. The senior population is expanding and the number of fixed-income seniors will expand along with it. Recent market studies commissioned by HCP for Boxford and Cape Ann have borne this pattern out. Second, this project is needed to put the Town of Wenham over 10% affordable housing on the State Housing Inventory.

The Town's need for affordable housing is evidenced by the Town creation and operation of the Wenham Affordable Housing Trust, the Town commissioned Housing Needs Assessment of February 2017 and the Wenham Affordable Housing Trust Action Plan of June 2018. Maple Woods meets the needs identified in these plans. As cited in aforementioned Town documents, "the number of older adults age 65 or over almost doubled between 1980 and 2014, from 369 to 724 residents, representing a growth rate of 96.2%. The percentage of seniors in 2014, at 20.4%, is much higher than the county and state levels of 13.3% and 14.4%" respectively. Those over 65 are "estimated to increase substantially, from 13.3% of all residents in 2010 to 26.2% by 2030, representing a gain of 495 residents in this age category and a growth rate of 76%."

The reports also go on to state that "these projected population changes suggest the need for housing alternatives to accommodate the increasing population of seniors such as more handicapped accessibility, housing with supportive services, and units without substantial maintenance demands." The projected changes in population along with the fact that many of the Town's residents are entering retirement creates a "demand for a wider range of housing options beyond the existing detached single-family home."

Maple Woods will support the Town of Wenham's efforts to reach the required 10% affordable housing inventory. Town reports state that "the Town is striving to reach the state's minimum 10 percent affordable housing goal per MGL c.40B and is subject to comprehensive permit applications... The Trust intends to explore possibilities to negotiate the inclusion of additional affordable units in such development proposals, above the minimum requirements of the subsidizing agency or the town bylaws, as warranted and as opportunities arise."

3. **Community Support:** What is the nature and level of support and/or opposition for this project?

The project has received significant support including that of the Planning Board, Council on Aging, and the Metro Area Planning Council. The project also satisfied the concerns of the various Town boards and departments including PD, FD, Public Works, Water Department, Board of Health, Conservation Commission and Zoning Board of Appeals. The project also satisfied the concerns of the Ipswich River Watershed Association (See Exhibit 2 for project support letters). The project has received a 40B Comprehensive Permit in 2015 (Exhibit 1).

While the project was subject to a legal appeal in later 2015, a settlement agreement at a 45 unit size has been created. This requires the vote of the HCP Board of Directors and the agreement of all the Plaintiffs as well as other contingencies. The process to pursue the requirements of the settlement letter is being done currently and in good faith. The trial date has been delayed to September of 2019 in order to provide time to achieve satisfaction of the settlement agreement (see Exhibit 3).

4. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five year budget, if appropriate.

Included in Exhibit 4 are both a Development budget and an Operating budget. The CPA funds would only be used for development purposes with a likely focus on acquisition and the landscape screening and water conservation measures that were committed to in the ZBA process (see Exhibit 10 for appraisal). The overall development budget is \$17,902,000 of which we are requesting \$750,000 or 4.2% in CPA funding.

5. **Funding:** What funding sources are available, committed or under consideration? Include commitment letters, and describe any other attempts to secure funding for this project.

HCP is considering a variety of sources including Wenham CPC, Wenham Housing Trust, local Wenham HOME funds, regional HOME funds, Federal Home Loan Bank funds, debt, a variety of sources from the State Department of Housing and Community Development and equity via the Low Income Housing Tax Credit. These sources are all noted in the budget attached in Exhibit 4.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

Please see Exhibit 5 for Project Schedule.

7. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

Harborlight Community Partners will be responsible for implementing the project.

- Kristin Carlson, HCP Director of Real Estate Development as well as a North Shore resident, licensed architect and experienced Project Manager will oversee the development and construction of the project. Please see Kristin's attached resume in Exhibit 6.
- HCP will also be the long term property manager under the direction of experienced leaders Tim Donovan, COO and Yvonne Graham, Manager of Compliance and Property Management . Both resumes are attached in Exhibit 6.
- Siemasko and Verbridge will be the architectural firm. Please see the attached resume for Principal Thad Siemasko in Exhibit 6.
- Additionally, a variety of other local professionals will be involved:
 - Legal: Kurt James of KJP Partners (HCP Board Member and Marblehead resident)
 - Septic Design: Chuck Johnson, Hamilton
 - Civil Engineering: Meridian Associates, Beverly
 - Landscape Architecture: Matthew Ulrich, UBLA, Beverly
 - Survey and Wetland Study: John Dick of Hancock and Associates
 - Contractor: TBD Via Bid Process

Please see Exhibit 6 for additional information about HCP, and our experience in developing and managing affordable housing on the North Shore. A portfolio of currently managed property is attached along with relevant references.

- ~~8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded?~~
Please include a detailed five year budget.

Please see the attached Operations budget with 20 year projection in Exhibit 4. Property Management and maintenance will be provided by Harborlight Community Partners. Management and maintenance is funded via resident rent and rental subsidy as noted in the budget.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. It is important to note that entities who cannot demonstrate adequate site control (ie. "Friends of" groups) shall not be eligible to apply for funding.

Please see the attached option agreement and 7th amendment to the Option Agreement in Exhibit 7.

HCP has site control through September 30, 2028.

10. *Feasibility Reports:* Any feasibility reports, renderings or other relevant studies and material.

A rendering and site map of the original 3 story building at 35 feet (height limit for a single family house) is attached in Exhibit 8. Please note the building will be adjusted down from 60 units to 45 units and pushed 50 feet further to the rear of the site to comply with the settlement agreement. This will result in a somewhat different site plan and building rendering. As a part of the ZBA permitting process there are also extensive reports and data regarding traffic, water use, septic system, drainage, civil engineering and more. Many of these were included on the Wenham Town website and HCP's website:

<https://harborlightcp.org/news/current-projects/maple-woods-a-wenham-senior-housing-project/>

If any of those items are of interest we are happy to provide them in the format you wish.

11. *Zoning Compliance:* Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.

Maple Woods has a unanimously approved ZBA comprehensive permit. It also has the required approvals from the Conservation Commission and Board of Health. The cover page of each of these documents is attached in Exhibit 9, and HCP is readily available to provide the full documents should you wish.

12. *Other Information:* Any additional information that might benefit the CPC in consideration of this project.

Thank you.

MATERIALS TO BE REVIEWED: (Required for all applicants)

1. Grant Agreement
2. Procurement Memo
3. Do the State's Procurement Laws Apply? (From Community Preservation Coalition)
4. MA Inspector General Procurement Guidelines
5. Restriction Agreements
 - a. Historic Preservation Restriction
 - b. Conservation Restriction
 - c. Affordability Restriction

I acknowledge that I have reviewed all pertinent materials related to the award of Community Preservation Act funding, including but not limited to the grant agreement, procurement materials, and restriction agreements (if applicable), as attached to this application and available on the Town's website, and that this proposed project, if funded, shall comply in all respects to the terms and conditions imposed by the Town as outlined in these documents and as shall be amended from time to time.

Applicant Name: Harborlight Community Partners

Date: January 23, 2019

Please submit 10 copies of your completed application and any related supplemental materials to the Town Administrator's Office at the Wenham Town Hall by Monday, January 7, 2019 at 4:00PM.

Questions can be directed to Jackie Bresnahan at 978-468-5520 ext. 4 or jbresnahan@wenhamma.gov

Attachments

- I. Comprehensive Permit
- II. Letters of Support
 - Town of Wenham Council on Aging
 - Metropolitan Area Planning Council (MAPC)
 - Ipswich River Watershed Association (IRWA)
- III. Settlement Agreement
- IV. Budgets
 - Sources and Uses of Funds
 - 21-Year Operating Proforma
- V. Schedule
- VI. Harborlight Community Partners Information
 - Affordable Housing & Management Portfolio Overview
 - i. Rockport High School Apartments
 - ii. Boston Street Crossing
 - iii. Harborlight House
 - Resumes
 - i. Andrew DeFranza, Executive Director, HCP
 - ii. Kristin Carlson, Director of Real Estate Development, HCP
 - iii. Timothy Donovan, Chief Operating Officer, HCP
 - iv. Yvonne Graham, Manager of Property Management and Compliance, HCP
 - v. Thaddeus Siemasko, AIA, Principal, SV Design
- VII. Option Documents
 - a. 7th Amendment to the Option Agreement
 - b. Option Agreement, 2014
- VIII. Proposed Rendering and Plans
- IX. Approval letters from Town of Wenham Board of Health and Wenham Conservation Commission
- X. Self-Contained Appraisal Report

EXHIBIT I

Comprehensive Permit

Attachments

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- II. Letters of Support
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- X. Self-Contained Appraisal Report

**ZONING BOARD OF APPEALS OF THE TOWN OF WENHAM
DECISION ON THE APPLICATION OF
MAPLE WOODS HOUSING, LLC
FOR A COMPREHENSIVE PERMIT
UNDER G.L. c. 40B, §§ 20-23**

I. BACKGROUND

1. On October 9, 2014, Maple Woods Housing, LLC ("Applicant") submitted a comprehensive permit application to construct sixty (60) age-restricted units of multi-family rental housing in a single building ("Project") on approximately 3.5 acres of land at 62 Maple Street in Wenham ("Site" or "Property"). The Project will be constructed in two phases.
2. The Zoning Board of Appeals ("Board") held a duly noticed public hearing on November 5, 2014 on the application, and continued the public hearing on December 10, 2014, January 14, 2015, January 28, 2015, March 11, 2015, April 15, 2015, May 26, 2015, and June 18, 2015. The Board closed the public hearing and voted to grant this Comprehensive Permit, with conditions, on May 26, 2015, subject to review and approval of the written decision on June 18, 2015.
3. The Site is located in the Residential Zoning District. The Site contains a portion of the buffer zone to wetland resource areas on adjacent land.
4. The Site has 58.6 feet of frontage on Maple Street. The Site is part of a large property to be divided as part of the development. The Site is currently held as forest land under G.L. c. 61, which gives the Town of Wenham ("Town") a Right of First Refusal prior to any sale to the Applicant. Nearby land uses are mainly residential. An auto repair and sales facility is located east of the Site. The Site will be served by public water and a private on-site wastewater disposal system.
5. To evaluate the plans, documents, and testimony submitted by the Applicant's development team, the Board sought technical assistance and comments from Town staff and other boards and commissions. The Board also retained outside consultants to review the Applicant's traffic and environmental reports and the site plan. In addition, the Board received comments from abutters and other interested parties.
6. The Board retained Laurence F. Keegan, Jr., P.E., of Weston & Sampson for peer review of the Applicant's traffic impact assessment, and Janet Bernardo, P.E., of the Horsley Witten Group ("HWG") for civil/site engineering, stormwater management, and wastewater disposal questions. The Board subsequently retained Narrow Gate Architecture Ltd. for design review services.

62 Maple Street
Comprehensive Permit

7. The Board received written comments in support of the Project from the Wenham Planning Board (March 5, 2015); Bill Tyack, Wenham Department of Public Works (March 6, 2015); James Reynolds, for the Wenham Council on Aging (undated letter); and Joshua Anderson, a member of the Wenham Affordable Housing Trust (March 10, 2015).
8. The Wenham Fire Department and Water Department indicated their approval of the Project, subject to conditions that have been incorporated in Section V of this Decision.
9. Throughout the public hearing process, certain abutters raised concerns about or spoke against the Project. The following summarizes the concerns that neighborhood residents presented to the Board, through testimony and written submissions, at the hearings:
 - (a) That the Site was located within the Zone II of a public drinking water supply. However, through email correspondence with the Massachusetts Department of Environmental Protection (DEP), the Board determined that the abutters had received incorrect information about the Zone II boundary in the vicinity of the Site.
 - (b) That the Project would exacerbate drainage problems that exist on Maple Street. In correspondence to the Board dated January 5, 2015, HWG made several comments about the Project's conformance with Massachusetts Stormwater Management Standards (MASWMS). The Applicant submitted a written response and additional information to the Board for further peer review (January 28, 2015). On February 18, 2015, HWG informed the Board that the Applicant's response satisfied the original review comments. HWG also recommended conditions for the Conservation Commission to include in an Order of Conditions. Furthermore, the Applicant agreed to install "permeable pavers" in the reserve parking area on the Site.
 - (c) That the septic design would not comply with Title V of the State Environmental Code. However, on April 22, 2015, the Wenham Board of Health approved the proposed septic system (based on revised plans dated April 21, 2015) as compliant with Title V, subject to conditions within the Board of Health's jurisdiction.
 - (d) That the Project does not provide for sufficient snow storage area. In response to the abutters' comments, the Applicant submitted a sketch plan of on-site and off-site snow storage locations on April 9, 2015.¹ In addition, HWG's site/civil review (dated January 22, 2015) did not identify snow storage as a deficiency in the site plan.

¹ Regnante, Sterio & Osborn, LLP, Letter to Board of Appeals, Exhibits 1, April 9, 2015.

62 Maple Street
Comprehensive Permit

- (e) That the Applicant did not provide sufficient parking for the proposed sixty (60) units of age-restricted rental housing. On December 30, 2014, the Board's peer review consultant, Weston and Sampson, Inc., concurred with the Applicant's plan to provide sixty-six parking spaces for the Project.
 - (f) That vehicular and pedestrian safety on Maple Street would be compromised by the increase in traffic generated by the Project. During its review, however, the Board's traffic consultant did not identify vehicular or pedestrian safety concerns with the Project.
 - (g) That the Board should deny the Project as inconsistent with "municipal planning" efforts. Some abutters said the Site is inconsistent with local planning, but the Board did not receive evidence of inconsistencies with municipal plans as such plans are described in various decisions of the Housing Appeals Committee (HAC). For example, the abutters cited a regional plan prepared by the Metropolitan Area Planning Council (MAPC) in 2011 and Wenham's June 2008 Affordable Housing Plan, which has expired and does not qualify as a DHCD-approved housing production plan under 760 CMR 56.03(4). Omitted from the abutters' submissions was any mention of a master plan or comprehensive plan for Wenham, prepared in accordance with G.L. c. 41, § 81D. Moreover, MAPC provided a letter of support for the Project, dated May 26, 2015, noting that Massachusetts has many examples of open space preservation and affordable housing occurring "side by side."
 - (h) That the Applicant lacks site control because the Town of Wenham has a right of first refusal to purchase the Property pursuant to G.L. c. 61. Under 760 CMR 56.04(1), the Subsidizing Agency has authority to determine whether the Applicant controls the site as part of the Project Eligibility review process. Further, 760 CMR 56.04(6) directs the Board to consider the Subsidizing Agency's determination as conclusive. On September 16, 2014, DHCD issued a Project Eligibility determination for the Project under the Low Income Housing Tax Credits (LIHTC) program. DHCD specifically found that the Applicant controls the site for purposes of eligibility to apply for a comprehensive permit.
 - (i) That the Applicant had proposed to construct more units than necessary for the Project to be "economic" because the Applicant's Project Eligibility application was deemed feasible with only thirty (30) units. However, DHCD's Project Eligibility Determination (or Site Approval Letter) specifically approved sixty (60) units, to be built in two phases of thirty (30) units each.
10. The Board also received comments from the Ipswich River Watershed Association ("IRWA") in a letter dated January 16, 2015. The IRWA made several recommendations to mitigate the Project's potential impact on water quality and water quantity in the Ipswich River watershed. On January 26, 2015, the Applicant responded to the Board and agreed to implement substantially all of the IRWA's recommendations. Specifically, the Applicant has offered to offset 100 percent of its municipal water use through

62 Maple Street
Comprehensive Permit

minimization and supporting improvements to offset its water usage by reducing water use elsewhere in town.

11. In correspondence dated May 11, 2015, the Conservation Commission issued an Order of Conditions for the Project and recommended that the Board grant certain waivers from the Wetlands Resource Protection Bylaw and Regulations as requested by the Applicant.
12. Sitting for the Board and present for the public hearing process were Chairman Anthony Feeherry, Jeremy Coffey, Shaun Hutchinson. Christopher Vance, associate member, also attended.
13. Exhibit A contains a list of documents and submittals the Board received during the public hearing process.

II. GOVERNING LAW

14. The law governing this application is the Comprehensive Permit Law, Massachusetts General Laws, Chapter 40B, §§ 20-23 (the "Act"), and the regulations promulgated by the Department of Housing and Community Development ("DHCD"), 760 CMR 56.00 et seq. (the "Regulations").
15. The Act promotes regional distribution of low or moderate income housing by preventing individual cities and towns from using exclusionary zoning to block construction of such housing. Toward these ends, the purposes of the Act are satisfied if: (a) a town has low or moderate income housing in excess of 10 percent of the total number of year-round housing units reported in the latest decennial census or (b) which is on sites comprising 1 ½ percent or more of the town's total land area zoned for residential, commercial, or industrial use, or (c) if the application results in the commencement of low and moderate income housing construction on sites comprising more than .3 percent of such total area or 10 acres, whichever is larger, in one year.
16. DHCD's Regulations expand the definition of what constitutes satisfaction of the statute to include regulatory safe harbors to include such methods as "recent progress" toward the statutory minima or compliance with a DHCD-approved housing production plan, all as described in 760 CMR 56.03(4) through 56.03(7).
17. The Board's decision on a comprehensive permit must balance the regional need for low- or moderate-income housing against the Town's long-range planning goals, local requirements and regulations to the extent that they are applied equally to subsidized and unsubsidized housing, and valid concerns about the health and safety of residents of the proposed housing, the surrounding neighborhood, or the Town as a whole.

62 Maple Street
Comprehensive Permit

III. FINDINGS:

The Board makes the following findings in connection with the application:

18. The Applicant has complied with all rules and regulations of the Town of Wenham as they pertain to the application for a Comprehensive Permit.
19. The Applicant has demonstrated its eligibility to submit an application for a Comprehensive Permit to the Board, and the development fulfills the minimum Project Eligibility requirements set forth in 760 CMR 56.04(1) as follows:
 - (a) The Applicant is a limited dividend organization, Maple Woods Housing, LLC, which is a single-purpose entity owned by Harborlight Community Partners, Inc., a non-profit entity. Both Maple Woods Housing, LLC and Harborlight Community Partners, Inc., have a place of business of 283 Elliott Street, Beverly, MA 01915.
 - (b) The Applicant received a written determination of Project Eligibility from the Department of Housing and Community Development ("DHCD") dated September 16, 2014, a copy of which was provided to the Board with the original application.
 - (c) By including with its application a copy of its purchase option for the site which has been extended through September 30, 2015, the Applicant has shown continued evidence of site control sufficient to qualify as an applicant for a Comprehensive Permit.
 - (d) The Applicant will execute a Regulatory Agreement that limits its annual distributions in accordance with Chapter 40B and the regulations and guidelines adopted thereunder by DHCD.
20. The Town of Wenham does not meet the statutory minima set forth in G.L. c. 40B § 20 or 760 CMR 56.03(3) to 56.03(7):
 - (a) At the time of the filing of the application, the number of low or moderate income housing units in the Town of Wenham (122 units) constituted 8.69 percent of the total year-round units in the Town (1,404 units), based on the most recent decennial census. Thus, the Town does not meet the 10 percent statutory minimum.
 - (b) Existing affordable housing units are on sites which comprise less than one and one half percent of the total land area of the Town which is zoned for residential, commercial or industrial use (excluding land owned by the United States, the Commonwealth of Massachusetts or any political subdivision thereof).

62 Maple Street
Comprehensive Permit

- (c) The granting of this comprehensive permit will not result in the commencement of construction of low or moderate income housing units on a site comprising more than three tenths of one percent of land area in the Town of Wenham or ten acres, whichever is larger, zoned for residential, commercial or industrial uses (excluding land owned by the United States, the Commonwealth of Massachusetts or any political subdivision thereof) in any one calendar year.
 - (d) The Town of Wenham does not have a current, approved Housing Production Plan pursuant to 760 CMR 56.03(4).
 - (e) The Town of Wenham has not achieved recent progress toward its housing unit minimum pursuant to 760 CMR 56.03(5).
 - (f) The Project does not constitute a Large Project pursuant to 760 CMR 56.05(6).
 - (g) The Applicant's comprehensive permit application does not constitute a Related Application pursuant to 760 CMR 56.03(7).
21. The development, if constructed and operated in conformance with the plans and conditions set forth hereunder, will adequately provide for stormwater drainage, sanitary sewer services and water services, and other appurtenant utilities and amenities, and it will not be a threat to the public health and safety of the occupants of the development, the neighborhood, or the Town.
22. The Board finds that the conditions imposed in Section V of this Decision are necessary in order to address Local Concerns as defined in 760 CMR 56.02. The Board finds that such conditions will not render the project uneconomic. To the extent that such conditions may render the project uneconomic, the Board finds that the Local Concerns outweigh the potential benefits of the proposed affordable units.
23. The Board finds that granting certain waivers from local by-laws and regulations is acceptable even though granting any waivers may have an adverse impact on Local Concerns. Nevertheless, the Board finds that the Local Concerns affected thereby do not outweigh the regional need for affordable housing, especially given the mitigation that has been provided by the Applicant.
24. The Board acknowledges concerns raised by some neighbors and other interested parties about the Project's potential incompatibility with abutting residential uses. Such concerns included increased traffic and stormwater. However, no specific public health or safety issues were identified by elected officials or department heads of the Town, and the concerns raised by abutters during the public hearing were adequately addressed as part of the peer review process. The Board finds that despite concerns from abutters, the Project addresses local and regional housing needs.
25. The Board finds that many of the concerns expressed by some abutters and other interested parties during the public hearing process involve pre-existing conditions that

62 Maple Street
Comprehensive Permit

are not directly related to the Project. Moreover, many of these concerns have been addressed by the Applicant through plan modifications or by conditions imposed on this Comprehensive Permit.

26. The Board finds that construction of 60 one-bedroom apartment units at 62 Maple Street will be "Consistent with Local Needs" within the meaning of G.L. c. 40B, § 20, and 760 CMR 56.02, and will allow the Town of Wenham to exceed the ten percent (10%) statutory minimum under Chapter 40B. The approval of this Project, with sixty (60) units, will bring the Town to 12.9 percent.

IV. DECISION

In consideration of all of the foregoing, including the plans, documents and testimony given during the public hearing, the Board hereby grants the Applicant a comprehensive permit under Chapter 40B for the development described herein, subject to the conditions set forth below.

V. CONDITIONS

A. General

- A.1 The holder of this Comprehensive Permit is defined as a limited dividend entity, Maple Woods Housing, LLC. The Site is defined as that property containing approximately 3.5 acres of land situated at 62 Maple Street, as shown on a Plan of Land prepared by Meridian Associates for Harborlight Community Partners, dated May 18, 2015. The Project is defined as all features shown on the plans listed below in Condition A.2 or as otherwise required by this Comprehensive Permit.
- A.2 Except as may be provided for in the following conditions or in the Final Plans referenced below, the Project shall be constructed substantially in conformance with the plans and drawings listed below in this Condition A.2, which for purposes of this Comprehensive Permit shall be considered the Approved Plans for the Project ("Approved Plans"). Minor changes to the Approved Plans (e.g., changes that do not materially affect the location of, or increase the height or massing of the structures, or increase the number of units contained in the residential buildings) shall be submitted to the Inspector of Buildings who shall have the authority to approve such changes as immaterial changes. If the Inspector of Buildings determines that the proposed changes do not conform to the requirements of this comprehensive permit, he shall so notify the Applicant and the Applicant shall either bring the plans into conformance with this decision or seek modification in accordance with 760 CMR 56.05(11). The Approved Plans consist of the following:
- a. Maple Woods Preliminary Comprehensive Permit Plans (To Accompany

62 Maple Street
Comprehensive Permit

Comprehensive Permit Application) for 62 Maple Street located in Wenham, MA dated October 7, 2014, Revised January 23, 2015, Revised May 11, 2015; Applicant Maple Woods Housing, LLC, Owner Robert N. Burnett, TRS; Prepared by Meridian Associates, consisting of 4 sheets.

- b. Landscaping Plans entitled "Maplewood, Wenham, Mass." dated October 7, 2014, revised January 22, 2015, and Landscape Details dated January 22, 2015, drawn by Ulrich Bachand Landscape Architecture, LLC, Beverly, Mass.; and Lighting Plan, prepared by Ulrich Bachand Landscape Architecture, LLC, and Vanguard Lighting, dated September 30, 2014.
 - c. Proposed On Site Wastewater Treatment and Disposal System Plans, prepared by C.G. Johnson Engineering dated March 12, 2015 and revised April 21, 2015.
 - d. Architectural Plans entitled "Proposed New Construction Maple Woods Housing LLC" Schematic Design dated October 7, 2014, prepared by Siemasko + Verbridge.
 - e. MDM Transportation Consultants, Inc., Traffic Impact Study, November 5, 2014; and correspondence to the Board dated January 14, 2015 and January 28, 2015.
- A.3 This Decision shall be recorded with the Essex South District Registry of Deeds. Proof of recording shall be submitted to the Town Planner prior to issuance of a building permit.
- A.4 The Applicant shall be a limited dividend organization as required by Chapter 40B, and it and its successors and assigns shall comply with the limited dividend and other applicable requirements of Chapter 40B and the regulations adopted thereunder.
- A.5 The Project shall consist of not more than sixty (60) one-bedroom apartment units in a single building (to be constructed in two (2) phases) not exceeding thirty-five feet (35') in height (measured in accordance with the Town of Wenham Zoning Bylaw), and other related residential amenities, all as shown on the Approved Plans.
- A.6 All units in the Project shall be one-bedroom units, and all of the units shall be subject to, at a minimum, a fifty-five (55) and over age restriction. The Applicant shall use all commercially reasonable efforts to secure approval from the Subsidizing Agency and its lenders to allow the Project to be restricted to persons age sixty-two (62) or over, provided that Town financing is successful, consistent with recommendations from the Wenham Housing Trust and Community

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Preservation Committee in 2014. Should the Town and State financing succeed, the 62 and older restriction will be presumed in this Permit.

- A.7 There shall be a minimum of 66 parking spaces (inclusive of required handicap spaces) for the Project. In the event additional parking is necessary in the future, the Applicant has shown an overflow parking area for sixteen (16) cars on a sketch plan prepared by Siemasko + Verbridge and submitted to the Board on April 9, 2015 (Exhibit 2A, Regnante, Sterio & Osborn, LLP, Letter to Board of Appeals, April 9, 2015).
- A.8 There shall be no smoking permitted on the Site within fifteen (15) feet of any property line. The Applicant shall be responsible for enforcing this restriction.
- A.9 All residential units approved under this Comprehensive Permit shall be for rental only, in perpetuity, and shall not be converted to condominium or co-operative or other form of individual ownership without approval as a substantial modification of this Comprehensive Permit.
- A.10 Pursuant to the Waiver List revised February 25, 2015 attached hereto as Exhibit B, the Applicant has requested, and the Board has granted, waivers from the Wenham Zoning Bylaw and other local by-laws and regulations including the setback under the Wenham Resource Protection Bylaws and Regulations as specified in Exhibit B hereto. No waivers are granted from requirements that are beyond the purview of G.L. c. 40B, §§20-23. No waivers are specifically granted from permit or inspection fees. Waivers from security requirements are granted, provided that the Applicant shall comply with the security requirements contained in this Decision.

Any subsequent revision to the Plans, including but not limited to revisions that are apparent in the Final Plans that require additional or more expansive waivers of any local by-laws or regulations, must be approved by the Board in accordance with 760 CMR 56.05(11). To the extent that additional waivers are subsequently determined to be required with respect to improvements that are otherwise shown on the Approved Plans, such waivers shall be deemed an insubstantial change to the Comprehensive Permit under 760 CMR 56.05(11), and can be granted administratively by the Board.

- A.11 The Applicant shall comply with all local regulations of the Town of Wenham and its boards, commissions, and departments unless specifically waived herein or as otherwise addressed in these conditions.
- A.12 The Applicant shall copy the Town Planner (Emilie Cademartori) on all correspondence between the Applicant and any federal, state, or Town official, board, or commission concerning the conditions set forth in this decision, including but not limited to all testing results, official filings, environmental approvals, and other permits issued for the Project.

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- A.13 In accordance with DHCD's Guidelines for G.L. c. 40B Comprehensive Permit Projects, Subsidized Housing Inventory, ("Chapter 40B Guidelines"), updated December 2014, and to the extent allow by law, preference for renting up to 70 percent of the units shall be given to Wenham residents under the Local Preference policy set forth in the Chapter 40B Guidelines.
- A.14 Except as otherwise specifically provided herein, where this Decision provides for the submission of plans or other documents for approval by the Building Inspector or other Town Departments, the Building Inspector or applicable Department Head will use reasonable efforts to review and provide a written response within thirty (30) days following submission. For submissions that require assistance from an outside consultant, as determined by the Building Inspector or applicable Department Head, the thirty-day time period shall not begin until the consultant's fee has been fully funded by the Applicant.
- A.15 The Applicant agrees that if the Project is conveyed to a non-profit charitable organization exempt from property taxes under G.L. c. 59, Section 5, there shall be an enforceable restriction in the deed to the Property, binding such non-profit organization to make a Payment in Lieu of Taxes (PILOT) each year to the Town of Wenham for an amount equal to the real estate taxes that would be required of a non-exempt owner, as determined by the Wenham Board of Assessors. Such restriction shall run with the land and apply to any subsequent tax-exempt purchaser of the Property. ,
- A.16 This Comprehensive Permit may be subsequently assigned or transferred pursuant to 760 CMR 56.05(12)(b) The pledging of the Property as security under any conventional loan construction financing terms as set forth in the financing entity's Loan Documents or any foreclosure sale pursuant to the same shall not constitute an assignment or transfer under this paragraph. The Board shall receive notice of any change in the principals of Maple Woods Housing, LLC during construction of the Project.
- A.17 The provisions of this Comprehensive Permit Decision and Conditions shall be binding upon the successors and assigns of the Applicant, and the obligations shall run with the land. In the event that the Applicant sells, transfers, or assigns its interest in the development, this Comprehensive Permit shall be binding upon the purchaser, transferee, or assignee and any successor purchasers, transferees or assignees. The limited dividend restrictions shall apply to the owner of the project regardless of sale, transfer, or assignment of the project.
- A.18 The sidewalks, driveways, roads, utilities, drainage systems, sanitary sewer system, water system and all other infrastructure shown on the Approved Plans as serving the Project shall remain private in perpetuity, and the Town of Wenham shall not have, now or in the future, any legal responsibility for the operation or maintenance of the infrastructure, including but not limited to snow removal and

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landscape maintenance. In this regard, the driveway within the Project shall not be dedicated to or accepted by the Town.

- A.19 The Applicant shall, as it has agreed, work with the Town to offset 100 percent of its municipal water use through minimization and supporting improvements to reduce water use elsewhere in town. The designation of specific vehicle(s) to achieve this goal shall be determined by the Wenham Water Department and may include a payment, as is required under existing regulation, to the Town-controlled Water Use Mitigation Fund, as well as other measures approved by the Water Department. The Town recognizes that it is currently in the process of creating a Town-wide Water Mitigation Plan as required by its 20-year State Water Management Act Program permit renewal and desires that the Applicant's mitigation planning be integrated within this process.
- A.20 No connection shall be made to the municipal water system for outdoor irrigation purposes. A connection for the building sprinkler system will be made to the municipal water system.
- A.21 Unless otherwise indicated herein, the Board may designate an agent to review and approve matters on the Board's behalf subsequent to this Decision.

B. Affordability Requirements

- B.1 All sixty (60) of the units in the Project shall be low- or moderate-income units. Forty-eight (48) units will be made available to households earning below 60 percent of the area median income (AMI) and twelve (12) units will be made available to households earning below 30 percent of AMI, as determined by the United States Department of Housing and Urban Development ("HUD") and DHCD. The Applicant shall be responsible for maintaining records sufficient to comply with DHCD guidelines for occupancy of such units by income-eligible households.
- B.2 Upon completion of the Project and in perpetuity, all 60 units shall meet the criteria for inclusion in DHCD's "Subsidized Housing Inventory" (SHI).
- B.3 The Applicant shall obtain approval by DHCD of an affirmative marketing plan and tenant selection plan prior to making any of the units available for rent, and shall ensure that the Project complies with the DHCD's fair housing requirements.

C. Submission Requirements

- C.1 Prior to any construction on the Site, whether or not pursuant to a building permit, the Applicant shall:
- a. Deliver to the Board a check in a reasonable amount determined by the Board to be used for the Board to retain outside experts for technical and

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legal reviews and inspections required under these conditions. Said funds shall be deposited by the Board in an account pursuant to G.L. c. 44, s. 53G and shall only be used for technical reviews and inspections associated with this project. Any unspent funds shall be returned to the Applicant with accrued interest at the completion of the project. If at any time the ZBA reasonably determines that there are insufficient funds to cover the costs of technical reviews, it shall inform the Applicant and the Applicant shall forthwith deliver additional funds as specified by the ZBA in a reasonable amount as may be determined by the ZBA. Said funds may be used by the ZBA to hire civil engineering, traffic engineering, legal counsel, accounting, and/or other professionals that the ZBA deems reasonably necessary to ensure compliance with the conditions hereof.

- b. Obtain a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a National Pollution Discharge Elimination System (NPDES) General Permit from the U.S. Environmental Protection Agency (EPA).
- c. Submit to the Town Planner for review and administrative approval Final Engineering Drawings and Plans ("Final Plans") that conform to the requirements of this Comprehensive Permit and the Approved Plans referred to in paragraph V.A.2 and incorporate the conditions set forth in said plans and in this Decision. The Final Plans shall also incorporate all conditions and requirements of permitting agencies having jurisdiction. Applicable sheets of the Final Plans shall signed and sealed by the Professional Land Surveyor, the Registered (Civil) Engineer of record, the Registered Building Architect and the Registered Landscape Architect of record. The Final Plans shall be submitted to the Town Planner at least forty-five (45) days prior to the anticipated date of commencement of building construction or submission of an application for building permits, whichever is earlier (the "Final Site Plan Submission Date"). Upon receipt of the Final Plans, the Town Planner shall promptly forward them to the Board for review.

At a minimum, the Final Plans shall be in accordance with the Stormwater Management Report dated February 4, 2015 and Stormwater Analysis and Calculations Report dated February 18, 2015 prepared by Meridian Associates and the comments and recommendations thereto contained in the HWG peer review by Janet Bernardo, P.E., dated January 5, 2015, February 18, 2015. The stormwater management system shall ensure that there shall be no increase in the rate of flow, above current levels, of stormwater from the Property onto the abutting properties or public ways, and that the stormwater management system is designed in conformance with the Massachusetts Stormwater Management Handbook ("MASWMH"). The Board notes that with the Approved Plans, HWG is satisfied that all issues regarding stormwater and engineering, including

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the requirements of the MASWMH, have been adequately addressed. In addition, the Final Plans shall incorporate all water quality and water quantity protection commitments stated in the Applicant's letter to the Board, dated January 26, 2015 (submitted in response to recommendations from the IRWA, dated January 16, 2015).

- d. Submit to the Board, Town Planner, Building Inspector, Fire Chief, Police Chief, and Director of Public Works, a construction management plan including, but not limited to, dust and noise control measures, tree removal, fill delivery schedules, stockpiling areas, truck routes, trash and debris removal, hours of construction, construction staging, traffic and parking during construction, and like matters.
- e. Other than site work and such other work as may be authorized in writing by the Town Planner, no other construction of units shall commence and no building permits shall issue under this Comprehensive Permit until the Town Planner, in consultation with the Board's engineer, has approved the Final Plans as being in conformance with this Decision. If no written response or comments have been given to the Applicant by the Town Planner concerning the Final Site Plans within forty-five (45) days after the Final Site Plan Submission Date, the Final Plans, as delivered, will be deemed to have been approved.
- f. Submit to the Town Planner a landscaping plan with the Final Plans, signed by a Registered Landscape Architect, consistent with Approved Plans, depicting the following:
 - (1) Overall planting plan that includes a demarcation of clearing and the limits of work;
 - (2) Planting plans for drives showing shade trees and lighting fixture locations;
 - (3) Plans of walkways in open space and recreation areas;
 - (4) Prototype planting plans for each building that include shade trees, ornamental trees, shrubs, and groundcovers;
 - (5) Prototype screening plans for dumpsters, depicting plantings and fencing;
 - (6) Planting details for coniferous and deciduous shade trees, ornamental trees, and shrubs;
 - (7) Planting schedules listing the quantity, size, height, caliper, species, variety, and form of trees, shrubs, and groundcovers;

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- (8) Tree protection and preservation plans; and
- (9) Construction details.

All plantings shall consist of native, non-invasive, drought-tolerant species as per the Applicant's agreement with the Ipswich River Watershed Association. Plantings installed along drives and walkways shall also be salt-tolerant.

- g. Obtain approval of proposed fire hydrant locations and Fire Department Connection (FDC) locations.

C.2 Prior to the issuance of a building permit for the project, the Applicant shall:

- a. Record this Comprehensive Permit with the Essex South District Registry of Deeds ("Registry of Deeds"), at the Applicant's expense, and provide proof of the same to the Building Inspector.
- b. Submit to the Town Planner evidence of Final Approval from DHCD, as required by the Project Eligibility letter and the Chapter 40B regulations.
- c. Submit to the Town Planner a certified copy of the Regulatory Agreement and Monitoring Services Agreement for the Project. Execution and recording of such Regulatory Agreement and a subsidy funding commitment by DHCD or other approved lender shall be complete prior to the issuance of any building permit.
- d. Submit to the Building Inspector final Architectural Plans, consistent with the Approved Plans, prepared and sealed by an architect with a valid registration in the Commonwealth of Massachusetts ("Architectural Plans"). The Architectural Plans shall be submitted in such form as the Building Inspector may request.
- e. The Board's engineer shall approve the maintenance schedule for the stormwater system.
- f. Obtain and file with the Building Inspector a copy of all federal, state, and local permits and approvals required for the Project.
- g. Provide a performance guarantee in an amount set by the Town Planner with input from the Board, which guarantee shall be posted to ensure completion of the infrastructure (as listed below) in accordance with the Approved Plans. The guarantee shall be in a form acceptable to the Town Planner with input from the Board. Items covered by the performance guarantee shall include, but shall not be limited to:

As-built drawings;

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Septic and utilities;
Driveway construction;
Erosion control;
Drainage facilities/stormwater management system facilities;
Work required by the Conservation Order of Conditions.

The performance guarantee will be reduced from time to time as work progresses and released upon approval by the Town Planner and the Conservation Commission Agent with input from the Board.

- h. Obtain all necessary building, electrical, plumbing, and associated permits for the Project required by state law.

Submit the proposed fire protection systems, including fire alarm and fire sprinkler systems, for review and approval by the Wenham Fire Department.

D. Construction Completion; Certificate of Occupancy

- D.1 Prior to issuance of a certificate of occupancy for any portion of the Project, the Applicant shall:

- a. Submit an "Offset Mitigation Plan" approved by the Wenham Water Department to the Building Inspector, specifying measures to offset the Project's water use in accordance with Condition A.17 above.
- b. Submit interim engineer's certification of compliance with utilities plan and profiles to the Department of Public Works.
- c. Provide a letter to the Board, signed by the Applicant's civil engineer, certifying that the Project has been constructed in compliance with the Final Plans.
- d. Obtain acceptance from the Fire Department of testing of all fire protection systems, fire alarm systems, fire sprinkler systems, and local smoke alarms within the dwelling units.
- d. Obtain Affidavits signed by the Architect, Mechanical/Electrical/Plumbing Engineers and Structural Engineers as required to obtain the Certificate of Occupancy.

- D.2 Prior to issuance of the final certificate of occupancy, the Applicant shall:

- a. Submit to the Department of Public Works, in digital file format, a final as-built utilities plan including profiles, showing actual-in ground installation of all utilities, rim and invert elevations, roadway, sidewalk

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and associated construction. The file format shall be in AutoCAD DWG (or ASCII DXF) version 2010 or earlier and Adobe PDF, delivered on CD-ROM or DVD-R media. AutoCAD file delivery shall be in full model view and individual sheet views. The digital file shall include property boundaries, dimensions, easements, rights-of-way, edge of pavement, edge of sidewalk, edge of water bodies, wetland boundaries, topographic contours, spot elevations, parking areas, road centerline and associated text. Said digital data shall be delivered in the Massachusetts State Plane Coordinate System, North American Datum 1983 and North American Vertical Datum 1988, in U.S. Survey Feet.

- b. Submit to the Building Inspector as-built plans for all buildings in the Project.
- c. Applicant has submitted a letter dated June 26, 2015 offering to offset 100% of its water use through minimization and supporting improvements to affect its water usage elsewhere in Town. Applicant shall, as it offered, work with the Town and the Ipswich River Watershed Association ("IRWA") in accordance with its letter dated January 26, 2015 to the Board in response to IRWA's letter dated January 16, 2015 to achieve such goals under the leadership of the Town. The designation of a vehicle to achieve this goal will be proposed by the Town and may include a payment, as is common now, to the Town controlled water use mitigation fund or other "water banking" system as approved by the Town.

E. Project Design and Construction

- E.1 The Applicant and the site general contractor shall attend a preconstruction conference with the Building Inspector and other Town Department heads as the Building Inspector may determine.
- E.2 The Applicant shall permit representatives of the Board to observe and inspect the Site and construction progress until such time as the Project has been completed.
- E.3 The proposed construction will be in accordance with all applicable federal and state laws, rules, and regulations, and all local bylaws and regulations except as waived herein.
- E.4 The Architectural Plans shall provide for smoke separation doors/assemblies within the common egress corridor to prevent the spread of smoke throughout each building. Doors/assemblies shall be shown on said Plans.
- E.5 The Applicant shall request and obtain permits and approvals from the Wenham Fire Department for installation of the fire alarm system, fire sprinkler system, and location of hydrants. All shall be designed free of landscaping obstructions.

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- E.6 All site retaining walls four (4) feet or greater in height shall be designed by a Massachusetts Professional Structural Engineer.
- E.7 During construction, the Applicant shall conform to all local, state, and federal laws regarding noise, vibration, dust, and blocking of Town roads. The Applicant shall at all times use all reasonable means to communicate with and minimize inconvenience to residents in the general area. Adequate provisions shall be made by the Applicant to control and minimize dust on the site during construction in accordance with the construction mitigation plan.
- E.8 The Applicant will work with the abutters to design and install landscaping screening that will address site line concerns of specific abutters. This may include plantings on the project site and/or abutter properties.
- E.9 Appropriate signage shall be shown on the Final Plans.
- E.10 The location of all utilities, including but not limited to underground electric, telephone, and cable, shall be shown on the Final Plans. All transformers and other electric and telecommunication system components shall be included on the Final Plans.
- E.11 If natural gas is proposed, gas service locations shall be included on the Final Plans.
- E.12 The Applicant shall install lighting on the site which conforms to the Town of Wenham's Zoning Bylaw and the Landscaping and Lighting Plan included in the list of Approved Plans (see Condition A2). Management of outdoor lighting shall be the responsibility of the Applicant.
- E.13 Soil material used as backfill for structures shall be certified by the Structural Engineer to the Building Inspector as meeting design specifications, as applicable.
- E.14 Construction activities shall be conducted between the hours of 8:30 a.m. and 6:00 p.m., Monday through Friday. Work may occur on Saturdays during the same time period but shall be limited to inside work only, after the buildings have been framed, roofed, and sheathed. For purposes of this condition, construction activities shall be defined as: start-up of equipment or machinery, delivery of building materials and supplies; removal of trees; grubbing; clearing; grading; filling; excavating; import or export of earth materials; installation of utilities both on and off the site; removal of stumps and debris; and erection of new structures. All off-site utility work shall be coordinated and approved by the Department of Public Works and shall not be subject to the timing restrictions set forth above. Parking of all vehicles and equipment must be on site during construction.
- E.15 Burning or burial of construction or demolition debris on the site is strictly prohibited. All such materials are to be removed from the site in accordance with

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applicable law. During construction, the site shall be secured against unauthorized entry or vandalism by fencing, or other appropriate means, and all construction materials shall be stored or stockpiled in a safe manner. Any floodlights used during the construction period shall be located and directed so as to prevent spillover or illumination onto adjacent properties. All construction activities are to be conducted in a workmanlike manner.

- E.16 No building areas shall be left in an open, unstabilized condition longer than sixty (60) days. Temporary stabilization shall be accomplished by hay bales, straw coverings or matting. Final stabilization shall be accomplished by loaming and seeding exposed areas.
- E.17 All dumpsters serving the Project shall be enclosed and covered.
- E.18 All retaining walls shall be constructed in the aesthetic manner as depicted in the colored rendering as submitted. Specifically, retaining walls shall not consist of exposed concrete.
- E.19 Snow shall be stored within the areas of the site designated on the Approved Plans. To the extent snowfall exceeds the capacity of the designated snow storage areas, the Applicant has obtained an agreement for an easement for off-site snow storage as shown on a Snow Storage Sketch prepared by Meridian Associates dated March 30, 2015. Such easement shall be executed and recorded with the Registry of Deeds prior to construction.

F. Traffic Safety Conditions

- F.1 Sidewalks shall be provided within the Site linking the residential buildings to the on-site amenities. Wheelchair ramps and crosswalks will be provided within the Site where pedestrians will cross internal circulating aisles. These facilities will be designed and constructed in accordance with ADA and MAAB regulations, as applicable.
- F.2 Prior to the issuance of an occupancy permit, the Applicant shall furnish and install one "YOUR SPEED" Radar Driver Feedback Sign along Maple Street. Specific location shall be coordinated with the Applicant, Wenham Police Department and Department of Public Works. In the event that a suitable permanent location is not conveyed to the Applicant prior to issuance of a building permit, the Applicant shall furnish a portable Radar Driver Feedback Sign which shall satisfy this condition.

G. Police, Fire, and Emergency Medical Conditions

- G.1 The Project shall be equipped with fire protection systems, fire alarm systems, fire sprinkler systems, and local smoke alarms approved by the Wenham Fire Department.

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- G.2 The Applicant shall provide professional property management and maintenance personnel on the premises during normal daytime hours and an emergency contact name and number for tenants and the Wenham Police and Fire Departments.
- G.3 The Board notes that the original design was adjusted by the Applicant to provide a 34' area to the rear of the proposed structure to accommodate a fire truck and "drop zone" as requested by the Fire Department (15' drop zone and 19' wide travel way totaling 34'). This is an increase of one (1) foot from the original design. The area will be composed of pavers sufficient to hold the weight of a fire truck which will be subject to final Fire Department approval. The building will be serviced by a backup generator which meets all safety and noise requirements. The generator shall be exercised for preventive maintenance purposes during normal business hours only.

The Board also notes that an auto turn analysis was completed by MDM Transportation Consultants, Inc. and peer reviewed at the Board's request. This resulted in an adjustment to the entrance area of the project which is depicted in the Approved Plans.

- G.4 The plans have been modified to show a full 24' width interior driveway. Pursuant to the NAPA standards a single access route is acceptable for residential development containing between 1 and 100 units. The Board finds that a secondary means of access is not necessary for the Project based upon said standard and the safety modifications made by the Applicant.
- G.5 The Applicant has agreed to allow the Wenham Fire Department and the Wenham Police Department, to install and maintain emergency communication devices for the Town on the site and/or on the building. This equipment can be linked to the backup generator for further security benefit.
- G.6 The Applicant has agreed, at the request of the Town, to establish Maple Woods, as a short term emergency shelter location for public need.

H. Water, Septic, and Utilities

- H.1 The water, septic, and drainage utilities servicing the buildings in the Project shall be installed and tested in accordance with applicable Town of Wenham requirements and protocols.
- H.2 The Project shall comply with all water quality and water quantity recommendations made by the IRWA in correspondence to the Board (through E. Cademartori, Town Planner) dated January 16, 2015, which recommendations the Applicant accepted in writing on January 26, 2015. The purpose of such recommendations is to minimize water use and maximize water quality protection in the design, construction, and ongoing operation of the Project.

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- H.3 Utilities shall be installed underground by the Applicant using methods standard to those installations. Utilities shall be defined as electric service lines, telephone lines, water service lines, CATV lines, municipal conduit and the like.
- H.4 Septic system approval is subject to conditions imposed by the Board of Health in its approval letter of April 22, 2015 and the HWG letter of April 8, 2015.
- H.5 Drainage access easements and grading easements necessary for construction of the stormwater system are adequately addressed as set forth in the April 9, 2015 letter from Regnante, Sterio & Osborne LLP to the Board. The Board requires that such easements be executed and recorded at the Registry of Deeds prior to construction.
- H.5 Any water damage to abutting properties, specifically septic systems, which are directly caused by Maple Woods impact on area drainage or water tables shall be the Applicant's responsibility to ameliorate.

I. Other General Conditions

- I.1 This decision will be deemed to be final upon the expiration of the appeal period with no appeal having been filed or upon the final judicial decision following the filing of any appeal, whichever is later. In accordance with 760 CMR 56.05(12)(c), this Comprehensive Permit shall expire three (3) years from the date that the permit becomes final, unless (i) prior to that time substantial use of the Comprehensive Permit has commenced or (ii) the time period is otherwise tolled in accordance with law. The Applicant may timely apply to the Board for extensions to the Comprehensive Permit as permitted by law.
- I.2 This permit prohibits the parking or storage of any unregistered vehicle on the site, and likewise prohibits the service of any vehicles on the site.
- I.3 The Applicant or its designee shall be responsible for the operation and regular maintenance of all pedestrian walkways, parking areas, and other common facilities shown or described in the Approved Plans and materials, including, but not limited to, regular snow plowing.
- I.4 If any default, violation or breach of these conditions by the Applicant is not cured within thirty (30) days after notice thereof (or such longer period of time as is reasonably necessary to cure such a default so long as the Applicant is diligently and continuously prosecuting such a cure), then the Town may take one or both of the following steps: (a) by mandamus or other suit, action or other proceeding at law or in equity, require the Applicant to perform its obligations and/or enforce these conditions; or (b) have access to, and inspect, examine and make copies of all of the books and records of the Applicant pertaining to the project. If the Town brings any claim to enforce these conditions, and the Town

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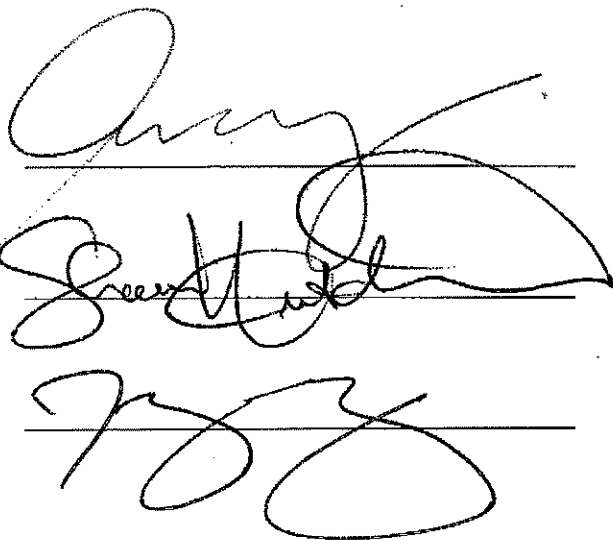
finally prevails in such claim, the Applicant shall reimburse the Town for its reasonable attorneys' fees and expenses incurred in connection with such claim.

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RECORD OF VOTE


The Board of Appeals voted 3-0 at its public meeting on May 26, 2015, to unanimously grant a Comprehensive Permit subject to the above-stated Conditions, with this decision as attested by the signatures below.

Members in favor:



Dated : July 1, 2015

Filed with the Town Clerk on July 1, 2015.



Town Clerk

RECEIVED-TOWN CLERK
WENHAM, MA 01984
2015 JUL -1 AM 9:46

Notice: Appeals, if any, shall be made pursuant to Massachusetts General Laws, Chapter 40A, s. 17, and shall be filed within twenty (20) days after the filing of this notice in the Office of the Town Clerk, Town Hall, Wenham, Massachusetts.

Exhibit A
Submittals Received During Public Hearing Process

I. Materials from Applicant:

1. Pro forma dated June 9, 2014.
2. September 18, 2014 Submittal and Plan from Siemasko + Verbridge
3. Architectural Plans dated October 7, 2014 prepared by Siemasko + Verbridge
4. October 9, 2014 Application Packet (with exhibits)
5. October 31, 2014 letter from Harborlight Community Partners
6. November 5, 2014 Traffic Impact Assessment from MDM Transportation Consultants, Inc.
7. December 1, 2014 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA
8. December 3, 2014 letter from Harborlight Community Partners to Wenham ZBA
9. December 10, 2014 letter from C. G. Johnson Engineering, Inc., to Wenham ZBA (with exhibits)
10. January 12, 2015 letter from Regnante, Sterio & Osborne LLP to the Wenham ZBA
11. January 14, 2015 letter from MDM Transportation Consultants, Inc., to Wenham ZBA
12. January 26, 2015 letter from Harborlight Community Partners to the Wenham ZBA (water issues)
13. January 26, 2015 letter from C. G. Johnson Engineering, Inc., to Wenham ZBA
14. January 28, 2015 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA
15. January 28, 2015 letter from MDM Transportation Consultants, Inc., to Wenham ZBA
16. January 28, 2015 letter from Meridian Associates to the Wenham ZBA -- response to peer review of Horsley Witten
17. February 25, 2015 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA
18. Revised Waiver list dated February 25, 2015

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19. Picture set dated February 25, 2015 from Seimasko + Verbridge
20. March 5, 2015 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA
21. March 18, 2015 transmittal from C.G. Johnson Engineering, Inc., to the Wenham Health Agent
22. March 10, 2015 letter from Seimasko + Verbridge
23. March 11, 2015 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA
24. March 25, 2015 project narrative from Ulrich Bachand Landscape Architecture, LLC
25. March 30, 2015 letter from Ulrich Bachand Landscape Architecture, LLC to the Wenham ZBA
26. April 3, 2015 Maple Woods Noise Analysis submitted by Siemasko + Verbridge
27. April 6, 2015 Financial Summary from Harborlight Community Partners to the Wenham ZBA
28. April 9, 2015 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA
29. April 10, 2015 letter from Meridian Associates to the Wenham Conservation Commission
30. April 13, 2015 response from Seimasko + Verbridge on comments from Narrow Gate
31. April 15, 2015 letter from Regnante, Sterio & Osborne LLP to Wenham ZBA (extension until 6/5/15)
32. Three (3) April 21, 2015 letters from C.G. Johnson Engineering, Inc. to the Wenham Board of Health
33. April 22, 2015 transmittal from C.G. Johnson Engineering, Inc. to the Wenham Board of Health
34. April 27, 2015 letter from C.G. Johnson Engineering, Inc. to the Wenham Conservation Commission
35. Permit Site Development Plans from Meridian Associates (revised through April 27, 2015)

II. Peer Review Materials

1. December 30, 2014 Traffic Peer Review Report from Weston and Sampson
2. January 5, 2015 letter from Horsley Witten Group

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3. January 22, 2015 letter from Horsley Witten Group
4. February 18, 2015 email from Janet Bernardo to Emilie Cademartori
5. February 11, 2015 Request for Design Review Services
6. February 18, 2015 letter from Horsley Witten Group to Wenham ZBA
7. February 27, 2015 letter from the Cecil Group to Wenham ZBA
8. April 2, 2015 report from Narrow Gate Architecture Ltd to the Wenham ZBA
9. April 8, 2015 letter from Horsley Witten Group to the Wenham ZBA
10. April 13, 2015 report from Narrow Gate Architecture Ltd to the Wenham ZBA

III. Comments and Submittals from Town Boards and Town Departments

1. October 29, 2014 Wenham Water Commission meeting minutes
2. October 29, 2014 letter from Wenham Board of Health to Wenham ZBA
3. October 31, 2014 Memorandum from Wenham Water Department to Wenham ZBA
4. November 4, 2014 email from Police Chief Thomas Perkins to Emilie Cademartori
5. November 4, 2014 letter from Wenham Fire Department to Wenham ZBA
6. January 29, 2015 email from Jeffrey Baxter (Fire Prevention Officer) to Emilie Cademartori
7. March 5, 2015 Memorandum from Wenham Planning Board
8. March 5, 2015 email from Jeffrey Baxter to Robert Blanchard
9. March 6, 2015 Memorandum from Bill Tyack (Wenham DPW Director)
- 10.
11. March 11, 2015 email from Wenham Council on Aging to Emilie Cademartori (with attached, undated letter)
12. March 11, 2015 Memorandum from Wenham Water Department to Wenham ZBA
13. March 12, 2015 email from Harriet Davis (Wenham Community Preservation Committee) to Emilie Cademartori
14. April 16, 2015 email from DEP regarding the septic system

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15. April 22, 2015 Board of Health Septic Permit and letter for conditions
16. May 11, 2-15, Memorandum from Conservation Commission to Wenham ZBA.

IV. Public Comments

1. July 7, 2014 letter from Vivian Sears to Wenham ZBA
2. November 19, 2014 letter from Daniel Hill, Esq. to the Wenham ZBA
3. December 7, 2014 letter from Louis Terranova to Wenham ZBA
4. Undated Memorandum to Wenham ZBA file re Response to December 7, 2014 letter of Louis Terranova
5. January 9, 2015 letter from Daniel Hill, Esq. to Wenham ZBA
6. January 16, 2015 letter from Ipswich River Watershed Association to Emilie Cademartori
7. January 28, 2015 letter from Daniel Hill, Esq. to Wenham ZBA
8. February 23, 2015 from Tetra Tech to Wenham ZBA
9. February 23, 2015 letter from Paul Berthiaume to Wenham ZBA
10. March 10, 2015 letter from Daniel Hill, Esq.
11. March 10, 2015 Letter from Joshua Anderson to Wenham ZBA
12. April 15, 2015 letter from Daniel Hill, Esq. to the Wenham ZBA
13. April 15, 2015 letter from Tetra Tech to the Wenham ZBA and the Wenham Conservation Commission
14. April 24, 2015 letter from Daniel Hill, Esq. to the Wenham Conservation Commission (regarding the septic system)
15. May 26, 2015 letter from Daniel Hill, Esq., to the Wenham ZBA
16. May 26, 2015 letter from H&H Associates, LLP, to the Wenham ZBA

Exhibit B
Waivers of Local Regulations
Harborlight Community Partners – Revised Waiver List (February 25, 2015)

The Project shall be exempt from the following provisions of the Wenham Zoning By-laws, applicable to lots located within the Residential Zoning District (waivers granted for provisions identified as “yes” in the column labeled “Waiver Requested”):

REGULATION/ SECTION #	REQUIRED/ PERMITTED	PROVIDED	WAIVER REQUESTED
USE	Single-Family Housing	Multi-Family Rental Housing	YES
Lot Area	40,000 s.f.	151,555 s.f.	NO
Frontage	170 ft.	58.6 ft.	YES
Lot Width	100 ft.	295 ft.	NO
Front Yard	20 ft.	415 ft.	NO
Rear Yard	15 ft.	34 ft.	NO
Side Yard	15 ft.	32 ft.	NO
Maximum Height (Ft.)	35	34 ft. 9 in.	NO
Maximum Lot Coverage	50%	49.4%	NO
Structures Per Lot	1	1	NO

11.0 Other Exemptions (See 760 CMR 56.05(2)(h))

In addition, pursuant to G.L. c. 40B, §§ 20-23 and the regulations promulgated thereunder, the Project shall be exempt from the provisions of other local by-laws listed below, as requested by the Applicant:

1. The Project shall be exempt from the following additional provisions of the Wenham Zoning Bylaws, effective with amendments through 2012:
 - a. Section 5.2.6.2 - Restricting an access driveway to a residential dwelling to not more than five hundred feet (500'). The Applicant requests a waiver of this provision, to allow an access driveway to the Project to be approximately eight hundred and fifty feet (850').
 - b. Section 7.1.1 – Limiting signage on the property to one sign pertaining to the use thereof or having the name and occupation of the occupant or occupants, and no such sign shall exceed two square feet in area. Waiver requested to allow two signs, the first (a fence sign) containing 12 square feet, and the second located in the stone wall containing 12 square feet.

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- c. Section 10.1 – Prohibiting the grading and redistribution of earth on the site without a Special Permit issued by the Planning Board, where earth redistribution exceeds 1,000 cubic yards pursuant to the issuance of a building permit. Waiver requested authorizing the grading and redistribution of earth on the Site in the approximate amount of approximately 2,500 cubic yards. The Applicant will comply with the performance standards contained in Section 10.1.3.1.
 - d. Section 13.5 - Requiring Site Plan Review for construction of a residential structure with two (2) or more dwelling units. Waiver requested allowing the construction of a single structure with sixty (60) dwelling units without the requirement of Site Plan Approval.
2. The Project shall be exempt from the provisions of the Subdivision Rules and Regulations of the Planning Board in the Town of Wenham, with revisions through 1984, as the Project does not constitute a subdivision. The foregoing notwithstanding, the Project would require the following waivers if the Rules and Regulations were applicable:
 - a. Section 5.4.1.1.2(a) - Requires all pipes except sub-drains to be reinforced concrete pipe. Waiver requested to allow the use of HDPE pipes, which is the standard in the construction industry.
 - b. Section 5.4.1.1.2(b) - Requires drain pipes to be concrete pipe twelve inches (12") or larger in diameter, and all pipe located under roadways shall be reinforced. This section also required at least three feet (3') of cover over drain pipes. Waiver requested to allow the use of HDPE pipe with a minimum of two feet (2') of cover over the pipe.
 - c. Section 5.5.3.1 - Requires sidewalks within a subdivision to be separated from the road pavement by a seeded grass plot. Waiver required to allow portions of the sidewalk to be located directly adjacent to the access driveway and parking lot (as shown on the Site Plans).
3. The Project shall be exempt from the following provisions of the Town of Wenham Water Resource Protection Bylaw and the Town of Wenham Water Resource Protection Bylaw Regulations:
 - a. Section 10.07 (requiring a bond or other form of surety).
 - b. Section 10.54(3) regarding limit of work and buildings. As recommended by the Conservation Commission, the Project is deemed a subdivision lot (two or more units) with lot preparation done in conjunction with road construction. A waiver is necessary for the fifty foot (50') limit of work and the seventy foot (70') limit of building, to allow grading approximately thirty-five feet (35') from the wetlands line, and to allow a building within fifty-four (54') of the wetland line.
4. No substantive waivers of the Wenham Board of Health regulations are necessary.

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5. The Project shall be exempt from the filing fee requirements established by the Zoning Board of Appeals, Planning Board, Conservation Commission, or other Town entity, except for fees specifically relating to Comprehensive Permit Applications.

EXHIBIT II

Letters of Support

- Town of Wenham Council on Aging
- Metropolitan Area Planning Council (MAPC)
- Ipswich River Watershed Association (IRWA)



Council on Aging
10 School Street
Wenham, Ma 01938

Town of Wenham
Attn: Zoning Board
138 Main Street
Wenham, MA 01938
Re: Comprehensive Permit Application Review – Maple Woods

To whom it may concern:

As Director of the Council on Aging for the Town of Wenham I would like to express our strong support for the proposed Maple Woods project. My support for this project, at this early stage, has much to do with fulfilling an important need in the Town of Wenham for affordable housing with onsite services for fixed income seniors, and control over our future development.

In addition, Maple Woods will not have any bearing on our current COA services and should help us identify broader needs within our community by having them focused in this community much the same way Enon Village does currently. We look forward to working with Harborlight Community Partners who have a successful track record as developers of two noteworthy projects, Turtle Creek and Turtle Woods in Beverly.

Regards,

James R. Reynolds



SMART GROWTH AND REGIONAL COLLABORATION

May 26, 2015

Andrew DeFranza
Executive Director
Harborlight Community Partners
283 Eliot Street
Beverly, MA 01915

RE: Maple Woods 40B Development Proposal

Dear Mr. DeFranza:

Thank you for providing the Metropolitan Area Planning Council (MAPC) with information regarding the proposed Maple Woods 40B Development Proposal in the town of Wenham.

MAPC occasionally reviews local proposals relative to affordable housing development. We review projects for consistency with *MetroFuture*, the regional policy plan for the Greater Boston and local plans when available. MAPC has reviewed the information provided to our agency related to this project and offers the following comments.

The Maple Woods development would provide the town with 60, permanently affordable, one-bedroom units. 12 of these units will be restricted to people over the age of 55 who earn at or below between 30% of the area median income. 48 units will be restricted to people over the age of 55 who earn at or below 60% of the area median income.

Wenham's Housing Production Plan (HPP), which was adopted in June 2008 and expired in June 2013, notes the need for long-term affordability of community housing, the need for age-restricted housing, and the need to disperse community housing throughout the town. Further, the parcel appears to align with the HPP's goals to site new housing in areas that meet smart growth principles including ones that are large enough to accommodate clustered housing and that are also located along a major road or in close proximity to transportation and services.

In 2014, MAPC published projections demonstrating the need for 435,000 new housing units in Metro Boston by 2040. Not only must we develop additional age-appropriate homes for the growing senior population, but we must also free up homes that can be purchased or rented by the younger workers our economy will demand as many baby boomers retire. The Maple Woods development would help to meet both of these goals.

In addition to meeting a number the various housing goals described above, Maple Woods would also bring Wenham above the 10% subsidized housing threshold established under MGL Chapter 40B, which would allow the town to have greater control over future housing development as well as the protection of open space.

In 2011, MAPC issued the North Shore Regional Strategic Planning Project report which identified Priority Development Areas (PDAs), Priority Preservation Areas (PPAs), and Regionally Significant Transportation Investments in six North Shore communities (Beverly, Danvers, Hamilton, Ipswich, Salem and Wenham). In the report, Wenham identified the Maple Woods property as a PPA. These are areas within a city or town that deserve special protection due to the presence of significant environmental factors and natural features, such as endangered species habitats, areas critical to water supply, scenic vistas, areas important to a cultural landscape, or areas of historical significance. PPAs are identified on sites not currently protected by permanent land use ordinance and can vary greatly in size.

The Maple Woods parcel, known as Burnett Farm in the plan, has 24.63 acres in Chapter 61 (forestry) and 28.68 acres in Chapter 61A (agriculture), which is no longer farmed. The parcel rose to the level of being a PPA because of these features.

However, this designation does not mean that the town should not allow development on the site. In fact, there are many examples of municipalities throughout Massachusetts where both development and open space preservation are encouraged side by side. Maple Woods affords the town a rare opportunity to achieve two important goals: provide much needed affordable housing development while also preserving a portion of the PPA, particularly the former agricultural area on the parcel. We urge the town to allow the proposed development, while at the same time taking steps to protect the rest of the parcel (or at least a portion of the parcel) from future development.

MAPC supports Harborlight Community Partners' proposed Maple Woods development and is glad to answer any questions about its potential relationship to any regional plans. We thank you for the opportunity to provide comments and support for this development.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc D. Draisen".

Marc D. Draisen
Executive Director

cc: Harriet Davis, Wenham Representative to MAPC

Andrew DeFranza

From: Wayne Castonguay <wcastonguay@ipswichriver.org>
Sent: Tuesday, May 26, 2015 9:13 AM
To: Andrew DeFranza
Cc: Emilie Cadamartori
Subject: RE: Thanks again

Here you go:

The applicant has satisfactorily addressed all the concerns raised by the Ipswich River Watershed Association in its comment letter dated January 26, 2015. Because many of these measures exceed the minimum environmental standards required by local and state regulations, the project should not adversely affect the environmental resources of the Ipswich River if it is constructed and maintained as proposed."

Wayne

EXHIBIT III

Settlement Agreement

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

SUPERIOR COURT
CIVIL ACTION NO: 1677CV00015

LOU TERRANOVA, ET AL,
Plaintiffs,
v.
MAPLE WOODS HOUSING, LLC, ET AL.)
Defendants.

BINDING TERM SHEET

In full settlement of all claims that arise or may arise in the above entitled action, the parties agree upon the following for the Maple Woods Housing LLC project proposed for 62 Maple Street in Wenham and subject to the 40B Special Permit issued by the Town of Wenham Zoning Board of Appeals ("the project"):

1. The total number of units will be Forty-Five (45) units. Said restriction shall be a permanent restriction running with the property effective upon the issuance of the first building permit.
2. The building will be moved back an additional fifty feet (50') such that the closest portion of the building will be 333' from the Berthiaume home.
3. Maple Woods Housing ("MWH") will reduce the height the building to two stories unless enlarging the building footprint to accommodate 45 units is not feasible due to physical site constraints or would result in significant additional costs. Possible solutions might entail increasing the footprint of the building, but shall not include extensions into the space created in Paragraph #2 above.
4. Most of the windows on each blunt end of the building will be eliminated.
5. The age restriction shall be sixty-two (62) years old, in perpetuity.
6. Contingent upon DHCD's approval the local preference will be seventy per cent (70%).
7. To address abutters' concerns about screening, in addition to the landscaping plan already in the permit, MWH's landscape architect will meet with the Terranova family and the Berthiaume family. They shall design a mutually agreeable plan to address the sight line issues of each and MWH will be responsible for their installation. Said plans will likely involve plantings on the Terranova and Berthiaume properties. MWH's landscape architect will also work with the Berthiaumes to preserve the mature trees (25' or taller) within fifty feet (50') outside of their property line except for dead or diseased or those otherwise problematic for landscape quality.
8. This agreement is contingent upon the approval of the Harborlight Community Partners, Inc. ("HCP") board. Andrew DeFranza, Executive Director, will recommend the agreement to the Board. The agreement is also contingent upon the approval of all Plaintiffs.
9. Plaintiffs will withdraw all objections to the project and in addition will execute a mutually agreeable letter supporting the project and its funding, said letter to be executed by all Plaintiffs, and will take no action, directly or indirectly to oppose the project.
10. This agreement is contingent on MWH receiving all necessary permits and approvals for the project by the Town of Wenham, which MWH will pursue in good faith, and the commitment of at least One Million Dollars (\$1,000,000) in Town funding. MWH agrees to seek funding from the Affordable housing Trust and

AD

CPC. The parties agree to ask the Court to stay the pending litigation until the requests for funding and approval have been made and determined.

11. With the contingencies of Paragraph #8 & 10 above, this memorandum is intended to be legally binding. Counsel will prepare and the parties will execute all formal settlement documents necessary to implement this agreement including releases and a stipulation of dismissal of all claims with prejudice and without costs.



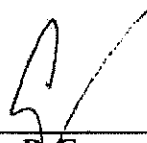
Lou Terranova,
Plaintiff



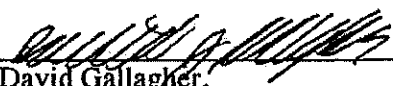
Paul Berthiaume,
Plaintiff



Daniel Hill,
Attorney for all Plaintiffs



Andrew DeFranza,
for Maple Woods Housing, LLC



David Gallagher,
Attorney for Defendant

Monday, January 7, 2018

EXHIBIT IV

Budgets

- Sources and Uses of Funds
- 21-Year Operating Proforma

Section 3

SOURCES AND USES OF FUNDS

Sources of Funds

Private Equity:

81 . Developer's Cash Equity	\$0
82 . Tax Credit Equity (net amount) (See line 360, Section 5, page 18.)	\$10,077,000
83 . Developer's Fee/Overhead, Contributed or Loaned	\$0
84 . Other Source: Local \$ grant to HCP: WCPC and WAHT	\$1,350,000

Optional user calculations

Fed LIHTC		
810,000	0.92	7,452,000
State LIHTC		
700,000	0.75	2,625,000
15,556 per unit		

Public Equity:

85 . HOME Funds, as Grant	\$
86 . Grant: FHLB	\$500,000
87 . Grant:	\$
88 . Total Public Equity	\$500,000

Subordinate Debt (see definition):

	Amount	Rate	Amortiz.	Term
89 . Home Funds-DHCD, as Subordinate Debt	\$825,000	0.00%	30	30
Source: HOME				
90 . Home Funds-Local, as Subordinate Debt	\$300,000	0.00%	30	30
Source: NS HOME				
91 . Subordinate Debt	\$1,000,000	0.00%	30	30
Source: HIF				
92 . Subordinate Debt	\$1,000,000	0.00%	30	30
Source: HSF				
93 . Subordinate Debt	\$1,900,000	0.00%	30	30
Source: AHTF				
94 . Total Subordinate Debt	\$5,025,000			

Permanent Debt (Senior):

	Amount	Rate	Override	Amortiz.	Term	MIP
95 . MHFA FHLB member	\$950,000	4.00%	%	30.00	20.00	%
96 . MHFA MHFA Program 2	\$	%	%	yrs.	yrs.	%
97 . MHP Fund Permanent Loan	\$	%		yrs.	yrs.	%
98 . Other Permanent Senior Mortgage	\$0	4.00%		30.00	20.00	%
Source:						
99 . Other Permanent Senior Mortgage	\$	%		yrs.	yrs.	%
Source:						
100 . Total Permanent Senior Debt	\$950,000					
101 . Total Permanent Sources	\$17,902,000	\$0				

Construction Period Financing:

	Amount	Rate	Term
102 . Construction Loan	\$10,000,000	4.00%	24.0
Source:			
Repaid at:	(event)		
103 . Other Interim Loan	\$0	%	mos.
Source:			
Repaid at:	(event)		
104 . Syndication Bridge Loan	\$0	%	mos.
Source:			
Repaid at:	(event)		

Uses of Funds

The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.

Direct Construction:

105 . Who prepared the estimates?

Name

Signature

106 . Basis for estimates?

	DV	Trade Item	Amount	Description
107 .	3	Concrete		
108 .	4	Masonry		
109 .	5	Metals		
110 .	6	Rough Carpentry		
111 .	6	Finish Carpentry		
112 .	7	Waterproofing		
113 .	7	Insulation		
114 .	7	Roofing		
115 .	7	Sheet Metal and Flashing		
116 .	7	Exterior Siding		
117 .	8	Doors		
118 .	8	Windows		
119 .	8	Glass		
120 .	9	Lath & Plaster		
121 .	9	Drywall		
122 .	9	Tile Work		
123 .	9	Acoustical		
124 .	9	Wood Flooring		
125 .	9	Resilient Flooring		
126 .	9	Carpet		
127 .	9	Paint & Decorating		
128 .	10	Specialties		
129 .	11	Special Equipment		
130 .	11	Cabinets		
131 .	11	Appliances		
132 .	12	Blinds & Shades		
133 .	13	Modular/Manufactured		
134 .	13	Special Construction		
135 .	14	Elevators or Conveying Syst.		
136 .	15	Plumbing & Hot Water		
137 .	15	Heat & Ventilation		
138 .	15	Air Conditioning		
139 .	15	Fire Protection		
140 .	16	Electrical		
141 .		Accessory Buildings		
142 .		Other/misc	\$10,163,475	\$225/sf
143 .		Subtotal Structural	\$10,163,475	
144 .	2	Earth Work	\$250,000	Septic
145 .	2	Site Utilities	\$250,000	Other site
146 .	2	Roads & Walks		
147 .	2	Site Improvement		
148 .	2	Lawns & Planting	\$400,000	Landscape and screening
149 .	2	Geotechnical Conditions		
150 .	2	Environmental Remediation		
151 .	2	Demolition		
152 .	2	Unusual Site Cond		
153 .		Subtotal Site Work	\$900,000	
154 .		Total Improvements	\$11,063,475	
155 .	1	General Conditions		
156 .		Subtotal	\$11,063,475	
157 .	1	Builders Overhead		
158 .	1	Builders Profit		
159 .		TOTAL	\$11,063,475	

160

Total Cost/square foot: \$244.92

Residential Cost/s.f.: \$244.92

Development Budget:

	Total	Residential	Commercial	Comments
161 . Acquisition: Land	\$1,800,000	\$1,800,000		\$40,000
162 . Acquisition: Building	\$0	\$0		
163 . Acquisition Subtotal	\$1,800,000	\$1,800,000	\$0	
164 . Direct Construction Budget	\$11,063,475	\$11,063,475		(from line 159)
165 . Construction Contingency	\$574,425	\$574,425		5.2% of construction
166 . Subtotal: Construction	\$11,637,900	\$11,637,900	\$0	

General Development Costs:

167 . Architecture & Engineering	\$713,809	\$713,809		
168 . Survey and Permits	\$65,317	\$65,317		
169 . Clerk of the Works	\$36,000	\$36,000		
170 . Environmental Engineer	\$50,000	\$50,000		
171 . Bond Premium	\$110,635	\$110,635		
172 . Legal	\$400,000	\$400,000		
173 . Title and Recording	\$32,500	\$32,500		
174 . Accounting & Cost Cert.	\$30,000	\$30,000		
175 . Marketing and Rent Up	\$25,000	\$25,000		
176 . Real Estate Taxes	\$4,500	\$4,500		
177 . Insurance	\$5,000	\$5,000		
178 . Relocation	\$0	\$0		
179 . Appraisal + Mkt Study	\$16,000	\$16,000		
180 . Security	\$0	\$0		
181 . Construction Loan Interest	\$300,000	\$300,000		1/2 out 1.5 years
182 . Inspecting Engineer	\$30,200	\$30,200		
183 . Fees to: Const loan	\$50,000	\$50,000		.5%
184 . Fees to: DHCD	\$25,000	\$25,000		
185 . Fee to Perm L	\$9,500	\$9,500		
186 . Credit Enhancement Fees	\$0			
187 . Letter of Credit Fees	\$0			
188 . Other Financing Fees	\$50,000	\$50,000		
189 . Development Consultant	\$0	\$0		
190 . Other: Holding Inter	\$50,000	\$50,000		Five years holding period
191 . Other: Traffic Study	\$22,000	\$22,000		
192 . Soft Cost Contingency	\$202,546	\$202,546.06		10.0% of soft costs
193 . Subtotal: Gen. Dev.	\$2,228,007	\$2,228,007	\$0	

194 . Subtotal: Acquis., Const and Gen. Dev.	\$15,665,906	\$15,665,906	\$0
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195 . Capitalized Reserves	\$559,503	\$559,502.92	Replacement, Operation, Lease Up	
196 . Developer Overhead	\$838,295	\$838,295		\$90,000.00
197 . Developer Fee	\$838,295	\$838,295		\$13,865,906.44
198 . Total Development Cost	\$17,902,000	\$17,902,000	\$0	\$450,000.00
				\$250,000.00
				\$886,590.64
199 . TDC, Net	\$17,342,497	\$17,342,497	\$0	

TDC per unit \$397,822

TDC, Net per unit \$385,389

\$0 \$1,676,591

21-Year Operating Proforma (Years 1-5)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 1 N/A	Year 2 N/A	Year 3 N/A	Year 4 N/A	Year 5 N/A
INCOME:					
Low-Income, Rental Assisted	\$164,842	\$167,314	\$169,824	\$172,371	\$174,957
Low-Income, Below 50%	305,474	311,584	317,816	324,172	330,655
Low-Income, Below 60%	0	0	0	0	0
Other Income (User-defined)	106,440	108,037	109,657	111,302	112,972
Market Rate	0	0	0	0	0
Gross Potential Income	576,756	586,935	597,297	607,845	618,584
Less vacancy	20,219	20,576	20,939	21,309	21,685
Effective Gross Residential Income	556,537	566,359	576,358	586,536	596,898
Commercial (includes parking)	0	0	0	0	0
Less vacancy	0	0	0	0	0
Net Commercial Income	0	0	0	0	0
Effective Rental Income	556,537	566,359	576,358	586,536	596,898
Other Income: Laundry	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Total Gross Income	556,537	566,359	576,358	586,536	596,898
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
Total Effective Income	\$556,537	\$566,359	\$576,358	\$586,536	\$596,898
EXPENSES:					
Management Fee	33,392	33,982	34,581	35,192	35,814
Administrative	96,721	99,623	102,611	105,690	108,860
Maintenance	86,013	88,593	91,251	93,988	96,808
Resident Services	37,480	38,604	39,763	40,955	42,184
Security	0	0	0	0	0
Electrical	72,000	74,160	76,385	78,676	81,037
Natural Gas	0	0	0	0	0
Oil (heat)	1,500	1,545	1,591	1,639	1,688
Water & Sewer	15,000	15,450	15,914	16,391	16,883
Replacement Reserve	14,400	14,832	15,277	15,735	16,207
Operating Reserve	0	0	0	0	0
Real Estate Taxes	37,500	38,625	39,784	40,977	42,207
Other Taxes	0	0	0	0	0
Insurance	25,000	25,750	26,523	27,318	28,138
MIP	0	0	0	0	0
Other:	0	0	0	0	0
Total Operating Expenses	\$419,006	\$431,164	\$443,679	\$456,563	\$469,825
NET OPERATING INCOME	\$137,531	\$135,195	\$132,679	\$129,974	\$127,073
Debt Service	\$54,425	\$54,425	\$54,425	\$54,425	\$54,425
Debt Service Coverage	2.53	2.48	2.44	2.39	2.33
Project Cash Flow	\$83,106	\$80,770	\$78,253	\$75,548	\$72,648
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	\$137,531	\$135,195	\$132,679	\$129,974	\$127,073

21-Year Operating Proforma (Years 6-10)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 6 N/A	Year 7 N/A	Year 8 N/A	Year 9 N/A	Year 10 N/A
INCOME:					
Low-Income, Rental Assisted	\$177,581	\$180,245	\$182,949	\$185,693	\$188,478
Low-Income, Below 50%	337,268	344,014	350,894	357,912	365,070
Low-Income, Below 60%	0	0	0	0	0
Other Income (User-defined)	114,666	116,386	118,132	119,904	121,702
Market Rate	0	0	0	0	0
<i>Gross Potential Income</i>	629,516	640,645	651,975	663,509	675,251
Less vacancy	22,069	22,459	22,856	23,260	23,672
<i>Effective Gross Residential Income</i>	607,447	618,186	629,119	640,248	651,579
Commercial Income	0	0	0	0	0
Less vacancy	0	0	0	0	0
Net Commercial Income	0	0	0	0	0
<i>Effective Rental Income</i>	607,447	618,186	629,119	640,248	651,579
Laundry Income	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
<i>Total Gross Income</i>	607,447	618,186	629,119	640,248	651,579
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
<i>Total Effective Income</i>	\$607,447	\$618,186	\$629,119	\$640,248	\$651,579
EXPENSES:					
Management Fee	36,447	37,091	37,747	38,415	39,095
Administrative	112,126	115,490	118,955	122,523	126,199
Maintenance	99,712	102,703	105,785	108,958	112,227
Resident Services	43,450	44,753	46,096	47,479	48,903
Security	0	0	0	0	0
Electrical	83,468	85,972	88,551	91,207	93,944
Natural Gas	0	0	0	0	0
Oil (heat)	1,739	1,791	1,845	1,900	1,957
Water & Sewer	17,389	17,911	18,448	19,002	19,572
Replacement Reserve	16,694	17,194	17,710	18,241	18,789
Operating Reserve	0	0	0	0	0
Real Estate Taxes	43,473	44,777	46,120	47,504	48,929
Other Taxes	0	0	0	0	0
Insurance	28,982	29,851	30,747	31,669	32,619
MIP	0	0	0	0	0
Other:	0	0	0	0	0
<i>Total Operating Expenses</i>	\$483,479	\$497,534	\$512,003	\$526,899	\$542,233
NET OPERATING INCOME	\$123,969	\$120,652	\$117,115	\$113,350	\$109,346
Debt Service	\$54,425	\$54,425	\$54,425	\$54,425	\$54,425
<i>Debt Service Coverage</i>	2.28	2.22	2.15	2.08	2.01
Project Cash Flow	\$69,543	\$66,227	\$62,690	\$58,924	\$54,921
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	\$123,969	\$120,652	\$117,115	\$113,350	\$109,346

21-Year Operating Proforma (Years 11-15)**NOTE: Do not fill out this section. It is automatically filled in by program.**

Calendar Year:	Year 11 N/A	Year 12 N/A	Year 13 N/A	Year 14 N/A	Year 15 N/A
INCOME:					
Low-Income, Rental Assisted	\$191,305	\$194,175	\$197,088	\$200,044	\$203,045
Low-Income, Below 50%	372,372	379,819	387,415	395,164	403,067
Low-Income, Below 60%	0	0	0	0	0
Other Income (User-defined)	123,528	125,381	127,262	129,171	131,108
Market Rate	0	0	0	0	0
<i>Gross Potential Income</i>	687,205	699,375	711,765	724,378	737,220
Less vacancy	24,091	24,518	24,952	25,394	25,844
<i>Effective Gross Residential Income</i>	663,114	674,857	686,813	698,984	711,375
Commercial (includes parking)	0	0	0	0	0
Less vacancy	0	0	0	0	0
Net Commercial Income	0	0	0	0	0
<i>Effective Rental Income</i>	663,114	674,857	686,813	698,984	711,375
Other Income: Laundry	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
<i>Total Gross Income</i>	663,114	674,857	686,813	698,984	711,375
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
<i>Total Effective Income</i>	\$663,114	\$674,857	\$686,813	\$698,984	\$711,375
EXPENSES:					
Management Fee	39,787	40,491	41,209	41,939	42,683
Administrative	129,985	133,885	137,901	142,038	146,299
Maintenance	115,594	119,061	122,633	126,312	130,102
Resident Services	50,370	51,881	53,438	55,041	56,692
Security	0	0	0	0	0
Electrical	96,762	99,665	102,655	105,734	108,906
Natural Gas	0	0	0	0	0
Oil (heat)	2,016	2,076	2,139	2,203	2,269
Water & Sewer	20,159	20,764	21,386	22,028	22,689
Replacement Reserve	19,352	19,933	20,531	21,147	21,781
Operating Reserve	0	0	0	0	0
Real Estate Taxes	50,397	51,909	53,466	55,070	56,722
Other Taxes	0	0	0	0	0
Insurance	33,598	34,606	35,644	36,713	37,815
MIP	0	0	0	0	0
Other:	0	0	0	0	0
<i>Total Operating Expenses</i>	\$558,019	\$574,271	\$591,002	\$608,226	\$625,958
NET OPERATING INCOME	\$105,095	\$100,586	\$95,811	\$90,758	\$85,418
Debt Service	\$54,425	\$54,425	\$54,425	\$54,425	\$54,425
<i>Debt Service Coverage</i>	1.93	1.85	1.76	1.67	1.57
Project Cash Flow	\$50,669	\$46,161	\$41,386	\$36,333	\$30,992
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	\$105,095	\$100,586	\$95,811	\$90,758	\$85,418

21-Year Operating Proforma (Years 16-21)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 16 N/A	Year 17 N/A	Year 18 N/A	Year 19 N/A	Year 20 N/A	Year 21 N/A
INCOME:						
Low-Income, Rent. Astd.	\$206,090	\$209,182	\$212,319	\$215,504	\$218,737	\$222,018
Low-Income, Below 50%	411,128	419,351	427,738	436,293	445,019	453,919
Low-Income, Below 60%	0	0	0	0	0	0
Other Income (User-defined)	133,075	135,071	137,097	139,153	141,241	143,359
Market Rate	0	0	0	0	0	0
Gross Potential Income	750,293	763,603	777,154	790,950	804,996	819,296
Less vacancy	26,303	26,769	27,244	27,728	28,220	28,722
Eff. Gross Res. Income	723,991	736,834	749,910	763,222	776,776	790,574
Commercial Income	0	0	0	0	0	0
Less vacancy	0	0	0	0	0	0
Net Commercial Income	0	0	0	0	0	0
Effective Rental Income	723,991	736,834	749,910	763,222	776,776	790,574
Other Income: Laundry	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Gross Income	723,991	736,834	749,910	763,222	776,776	790,574
Operating Subsidies	0	0	0	0	0	0
Draw on Operating Res.	0	0	0	0	0	0
Total Effective Income	\$723,991	\$736,834	\$749,910	\$763,222	\$776,776	\$790,574
EXPENSES:						
Management Fee	43,439	44,210	44,995	45,793	46,607	47,434
Administrative	150,688	155,209	159,865	164,661	169,601	174,689
Maintenance	134,005	138,025	142,166	146,431	150,823	155,348
Resident Services	58,393	60,144	61,949	63,807	65,721	67,693
Security	0	0	0	0	0	0
Electrical	112,174	115,539	119,005	122,575	126,252	130,040
Natural Gas	0	0	0	0	0	0
Oil (heat)	2,337	2,407	2,479	2,554	2,630	2,709
Water & Sewer	23,370	24,071	24,793	25,536	26,303	27,092
Replacement Reserve	22,435	23,108	23,801	24,515	25,250	26,008
Operating Reserve	0	0	0	0	0	0
Real Estate Taxes	58,424	60,176	61,982	63,841	65,756	67,729
Other Taxes	0	0	0	0	0	0
Insurance	38,949	40,118	41,321	42,561	43,838	45,153
MIP	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Total Operating Expenses	\$644,213	\$663,007	\$682,355	\$702,275	\$722,782	\$743,896
NET OPER. INC.	\$79,778	\$73,827	\$67,555	\$60,948	\$53,993	\$46,679
Debt Service	\$54,425	\$54,425	\$54,425	\$54,425	\$54,425	\$0
Debt Service Coverage	1.47	1.36	1.24	1.12	0.99	N/A
Project Cash Flow	\$25,352	\$19,402	\$13,129	\$6,522	(\$432)	\$46,679
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	\$79,778	\$73,827	\$67,555	\$60,948	\$53,993	\$46,679

EXHIBIT V

Schedule

**Maple Woods
Projected Development Schedule**

January 2019	Submit Wenham CPC funding application
March 2019	Submit Wenham Housing Trust funding application
March 2019	Submit North Shore HOME funding application
Spring 2019	Finalize legal settlement
Summer 2019	Finalize revised plans with 45 units (instead of 60 units)
August 2019	Submit FHLB funding application
February 2020	Submit State DHCD funding application
August 2020	All funding committed to project
March 2021	Closing, start construction
September 2021	Construction 50% complete
March 2022	Construction completion, residents begin to move in

EXHIBIT VI

Harborlight Community Partners Information

- Affordable Housing & Management Portfolio Overview
 - i. Rockport High School Apartments
 - ii. Boston Street Crossing
 - iii. Harborlight House
- Resumes
 - i. Andrew DeFranza, Executive Director, HCP
 - ii. Kristin Carlson, Director of Real Estate Development, HCP
 - iii. Timothy Donovan, Chief Operating Officer, HCP
 - iv. Yvonne Graham, Manager of Property Management and Compliance, HCP
 - v. Thaddeus Siemasko, AIA, Principal, SV Design



**Harborlight
Community
Partners**

Providing Homes & Community Support



HARBORLIGHT COMMUNITY PARTNERS, BEVERLY MA AFFORDABLE HOUSING AND MANAGEMENT PORTFOLIO

PEABODY

Senator Frederick E. Berry H.E.A.R.T. Homes (8 units)

Two community based houses for eight low income seniors in need of 24-hour care. Owned and managed by HCP with services delivered by Associated Home Care and funded by Element Care.

- Tax Exempt Bond Financing

BEVERLY

Harborlight House Senior Supportive Housing (30 units)

Affordable senior housing owned by an HCP subsidiary and managed by HCP, with a wide range of on-site supportive services provided in partnership with Associated Home Care and Element Care

- Low income housing and Historic tax credits
- HOME
- Housing Innovation Fund
- Community Development Block Grant
- Federal Home Loan Bank AHP
- MRVP Vouchers

Turtle Creek Senior Housing with Supportive Services (109 units)

Affordable senior housing owned by an HCP subsidiary and managed by HCP. Supportive services provided in partnership with SeniorCare and Associated Home Care

- Project Based Section 8
- 223 F Loan
- Low Income Housing Tax Credits
- HOME

Turtle Woods Senior Housing with Supportive Services (67 units)

Affordable senior housing managed by HCP. Originally sponsored by First Baptist Church in Beverly. Supportive services provided in partnership with SeniorCare and Associated Home Care

- HUD 202 PRAC
- Project Based Section 8

Family Housing: Eight Multi Family Buildings (20 rental units; 2 first time buyer units)

Family housing portfolio which includes 20 units of affordable rental housing in eight buildings owned and managed by HCP. Two units of land trust first time buyer housing.

- Tax Exempt Bond Financing
- Community Development Block Grant
- Housing Innovation Fund
- HOME
- Mobile Section 8 Vouchers

IPSWICH

Whipple Riverview Place Senior Housing with Supportive Services (10 units)

Affordable senior housing owned by an HCP subsidiary and managed by HCP.

- Affordable Housing Trust Fund
- Community Based Housing
- Federal Home Loan Bank AHP
- HOME
- Project Based Section 8
- Town Land Lease

HAMILTON

Firehouse Place Individual Housing and Food Pantry (4 units)

Managed by HCP and owned by an HCP subsidiary, affordable housing and a commercial area for the Acord Food Pantry

- Community Preservation Funding
- Community Based Housing
- Housing Innovation Fund
- HOME
- Affordable Housing Trust Fund
- Project Based Section 8

ROCKPORT

Pigeon Cove Ledges Senior Housing with Supportive Services (30 units)

Affordable senior housing managed by HCP and owned by an HCP subsidiary. Supportive services provided in partnership with SeniorCare.

- USDA 515 Loan
- USDA Rental Assistance Vouchers
- HOME
- Community Preservation Funding
- Rockport Housing Trust

Rockport High School Senior Housing with Supportive Services (31 units)

Affordable senior housing managed by HCP and owned by an HCP subsidiary. Supportive services provided in partnership with SeniorCare

- USDA 515 Loan
- USDA Rental Assistance Vouchers
- Local Bank
- Town Land Lease
- HOME
- Community Preservation Funding
- Low Income Housing Tax Credits

WENHAM

Family Housing Unit

Friend Court: affordable family housing unit owned by Wenham Affordable Housing Trust and Managed by HCP.

- HOME
- Wenham Affordable Housing Trust

SALEM

Boston Street Crossing Supportive Housing for Homeless Individuals (26 units)

Two buildings of permanent supportive housing for formerly homeless adults. Owned by HCP subsidiary and managed by HCP. Services and case management provided by Lifebridge, Salem. Phase 2 currently under construction.

- Tax Exempt Bond
- Low Income Housing Tax Credits
- DHCD Various
- HOME
- Community Preservation Fundings
- MRVP Vouchers

MARBLEHEAD

Family Housing (4 Units)

Sewall Building family affordable housing. Owned by HCP subsidiary Marblehead Community Housing Corporation and managed by HCP.

- Federal Home Loan Bank AHP
- Housing Innovation Fund
- HOME

OTHER: GLOUCESTER

Community Land Trust of Cape Ann - 49 units

Affordable first time buyer family housing. HCP owns the land while monitoring affordable sales.



Harborlight
Community
Partners

Rockport High School Apartments



Project Highlights

Rockport High School Apartments has a rich history and stately charm, and represents 20% of all Rockport's affordable housing. The building served as the high school for many decades, and today offers a wonderful location for this affordable senior housing residence. Original black boards and coat hooks can still be found within its 31 units!

Improvements to the building and units include:

- Community kitchen area moved to upper level to make accessible by all and updated with new cabinets and appliances
- Window replacement in process
- Back up generator to power elevator and enhance security
- New washer and dryer facilities
- New accessible features including a new exterior ramp
- New common area lighting and common seating area updated
- Unit improvements have begun and include new refrigerators, cabinets, fixtures, paint and appliance updates.



Project Partners:

Town of Rockport

DHCD

USDA

North Shore HOME Consortium Funding 2012 & 2014

Anticipated TIMELINE

HCP seeks & acquires
Selectman support
2012 (while pursuing
USDA Funding)

HCP seeks & achieves town
support via CPA funding at
Town Meeting, Fall 2012

HCP assumes the lease of
RHS, ensuring affordability
for 99 years, December 2013

Ongoing improvements to units
and common areas
2014-present

For more information about this, or other HCP projects, please visit www.harborlightcp.org or contact Andrew DeFranza, Executive Director, at adefranza@harborlightcp.org or 978-922-105 x 207.



Harborlight
Community
Partners

Boston Street Crossing, Salem

Project Highlights

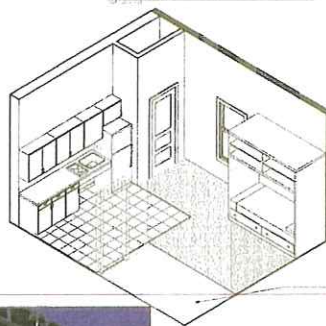
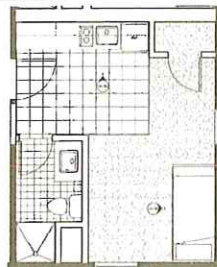
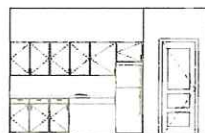
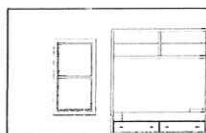
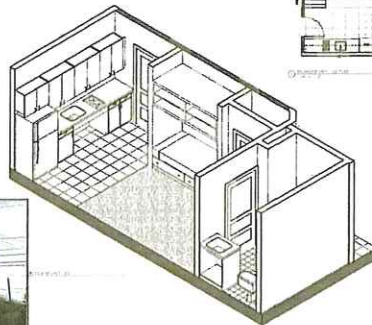
Boston Street Crossing is a response to the need for supportive housing for formerly homeless individuals and is connected to the regional needs as directed from the Mayors Regional Homelessness Task Force.

The Boston Street Crossing vision:

- 26 Studio apartments for independent living
- 43 Boston Street: 12 Units 179 Boston Street: 14 Units for a total of 26 New Units
- Permanent Supportive Housing
- Improved property management
- Collaboration with Lifebridge of Salem to provide case management and supportive services
- Significant investment in two older buildings with updates and renovations, inside and out
- Will add to the tax base of the Salem community (HCP pays property taxes in our host communities)

Project Partners:

Siemasko + Verbridge
Lifebridge
Boston Private
Institution for Savings
MHIC
MassDevelopment
CEDAC
DHDC
North Shore Home Consortium
City of Salem HOME
City of Salem CPC



Anticipated TIMELINE

Negotiated purchase of buildings, met with public officials/ community groups, Spring/Summer 2015

Due diligence Summer 2015 & secured permit, Fall 2015

Received funding from State and local partners, Summer 2016

Projected construction start, April 2017

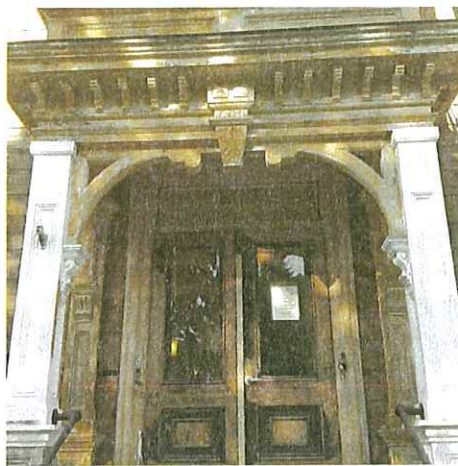
Projected project completion and occupancy, Spring 2018

For more information about this, or other HCP projects, please visit www.harborlighttcp.org or contact Andrew DeFranza, Executive Director, at adefranza@harborlighttcp.org or 978-922-105 x 207.



Harborlight
Community
Partners

Harborlight House, Beverly



Project Highlights

Harborlight House is the flagship property of Harborlight Community Partners. The stately historic home was the first property founded by the First Baptist Church in Beverly in 1963.

Harborlight House serves very low-income seniors in need who might otherwise require nursing home care. It is a warm, friendly and supportive environment offering daily enrichment opportunities in tandem with needed nursing care.

Harborlight House Renovations and Improvements include:

- State-supported housing vouchers for each unit to ensure affordability.
- Dining Room expanded (to accommodate mobility needs)
- Many units reconfigured to increase average unit size, adjusted for increased mobility equipment
- Kitchenettes will be added to each unit
- Siding, insulation and sealing up the exterior for energy efficiency
- HLH will have a new roof, new boiler and mechanical systems to improve energy efficiency and ensure comfort of our senior residents
- Number of units will shift from 35 to 30 due of the expansion of the unit space
- Elevator will be upgraded
- A new emergency call system will be installed throughout
- New flooring and paint in all common areas
- Water efficient fixtures for all units

Harborlight House Renovation Project

Funders and Financing Partners:

- MA Department of Housing & Community Development
- MassDevelopment
- Massachusetts Housing Investment Corporation
- Eastern Bank
- East Boston Savings Bank
- Community Economic Development Assistance Corporation
- Federal Home Loan Bank of Boston
- North Shore HOME Consortium
- City of Beverly: Community Development Block Grant & HOME
- City of Beverly: Community Preservation Funds

Developer: Harborlight Community Partners
Contractor: The Martins Companies
Architect: Siemasko & Verbridge

www.harborlightcp.org



Anticipated TIMELINE

Dec 2015 HCP Receives Grant &
Housing Vouchers from MA DHCD

August 2015
Construction Begins

July 2016
Construction Complete

For more information about this, or other HCP projects, please visit www.harborlightcp.org or contact Andrew DeFranza, Executive Director, at adefranza@harborlightcp.org or 978-922-105 x 207.

Andrew DeFranza

Education

M.S. Community Economic Development *Southern New Hampshire University*

M.A. Theology: Social Ethics *Gordon-Conwell Theological Seminary*

- Social Ethics Award recipient
- Magna Cum Laude

Continuing Certified Credit Compliance Professional C⁴P in the Low Income Housing Tax Credit Program, Spectrum Seminars, Inc.

Honors

Peter J. Gomes Service Award-Congressman Moulton (2016)

Community Partners Special Recognition Award-Senior Care (2016)

Ann Gelbspan Partners in Community Award-WIHED (2016)

MHIC Excellence in Affordable Housing Award (2014) (With HCP)

River House Hero Award (2013)

North Shore 100 (2009)

Milwaukee Urban League Young Professionals: Community Achiever Award

North Shore United Way Unsung Hero Award (2004)

Mass Dept of Public Health Outstanding Outreach Educator Award (2004)

Professional Experience

Executive Director

Harborlight Community Partners (2007-present)

As Executive Director of Harborlight Community Partners I took over a group of related non profits and guided them through a merger process to sharpen commitment to mission and create an organizational infrastructure capable of creating and managing affordable housing on a more regional basis. In 2009 HCP then merged in three other local affordable housing entities, refinanced their portfolio with a tax exempt bond and provided capital improvements. In 2011 HCP opened the first community supported affordable housing project in Hamilton MA and closed on a preservation transaction to protect the affordable elderly housing at Pigeon Cove Ledges in Rockport. In 2012 HCP merged in the Community Land Trust of Cape Ann, partnered with Marblehead Community Housing Corp., and contracted with the River House Shelter to salvage and revitalize their struggling homeless shelter and permanent housing program. In 2013 we partnered with the Women's Institute for Housing and Economic Development to manage three other supportive housing buildings. We have been consistently structuring effective and creative transactions to build, preserve, and renovate affordable housing in the region. Currently we operate or support 414 units of housing in 9 communities with an active pipeline. We recently finished a refinancing and occupied renovation of Harborlight House, a unique model for service enriched housing for fixed income seniors. In 2016 Congressman Seth Moulton kindly provided me with the inaugural Peter J. Gomes Service Award.

Executive Director

Guest House—Milwaukee, WI (2005-2007)

As Executive Director I oversaw the restructuring and resurgence of a failing agency. I reorganized the staffing pattern and delivery service mechanisms eventually having responsibility for 25-30 staff and another 25-35 partners who provided service to homeless men in our emergency shelter, transitional housing, permanent supportive housing, addiction treatment, and Safe Haven programs. Between the spring of 2005 and early 2007 we added 74 slots of permanent supportive housing for homeless disabled men. During this time we also increased our annual budget size 200%, to over \$3,000,000, while maintaining a surplus each year. I supervised the financial and budget systems while managing 13 government contracts along with a myriad of private grants significantly increasing our revenue support from Federal, County, State and private sources. I was responsible for the majority of the fundraising efforts including significant writing and extensive public speaking. I represented the agency to public institutions, politicians, civic groups, faith based entities, and partner organizations. I was responsible for interacting with the board and providing vision, strategic direction, and planning for the overall agency. My final venture involved bringing a 24 unit permanent supportive housing facility to Milwaukee utilizing low income housing tax credits and a variety of funding sources via a partnership with Heartland Alliance.

Community Outreach Director

Beverly Bootstraps—Beverly, MA (1999-2004)

In this role I was grateful for the opportunity to work on many different levels within the world of community development and social services on Boston's North Shore. Among other things I ran the first winter shelter in the City, created a program to provide low-income children with school supplies, and started a free tax clinic for local residents. While much of my time was spent on case and crisis management for hundreds of low-income families and individuals, I was also responsible for the development, budgeting and operation of various empowerment programs. In this process I supervised the work of other staff members, interns, and many volunteers. In partnership with others I also participated in strategic planning and diverse development activities including public speaking, grant writing, and fund-raising events. One of my greatest strengths in this role was my ability to network with other social service agencies, city officials, government offices, police, businesses and educational institutions both public and private. As the Community Outreach Director I interacted with people from an array of income, ethnic and power groups in an attempt to improve the quality of life for low income families and individuals.

KRISTIN CARLSON

SUMMARY

Real estate professional with more than 15 years of experience in development, architecture and construction, seeking project management role within the real estate development industry. Licensed architect with strong leadership skills and experience with multiple project types, including affordable multi-family housing. Excellent communication, quantitative and analytical skills, and ability to coordinate large project teams. Experience in real estate financial modeling, asset management, zoning and permitting, and market research.

EDUCATION

2011	Massachusetts Institute of Technology Cambridge, MA Master of Science in Real Estate Development and Master of City Planning
1998	Syracuse University, School of Architecture Syracuse, NY Bachelor of Architecture, cum laude

EXPERIENCE

2016 - present	Harborlight Community Partners Beverly, MA	Director of Real Estate Development	<ul style="list-style-type: none">Work directly with Executive Director on multiple affordable housing development projects. Responsible for implementation of new projects, including feasibility studies, management of design and construction consultants, applications for funding, closings, construction, and working with lease-up staff. Projects include new construction, renovation, and refinancing.
2012 - 2016	Neighborhood of Affordable Housing East Boston, MA	Project Manager	<ul style="list-style-type: none">Managed multiple development projects, including new construction, historic renovations, and refinancing. Project lead on a \$32.5 million mixed-income, mixed-use new construction project. Created proformas for new prospects, and coordinate RFPs. Prepared financing applications and source funding, and assisted Development Director with all stages of current projects.
2011 - 2012	Wells Fargo Bank - Community Lending & Investing Boston, MA	Tax Credit Asset Manager	<ul style="list-style-type: none">Managed a portfolio of approximately 70 affordable housing and historic tax credit properties. Responded to general partner requests including refinancing and disposition. Monitored and reported on financial performance and compliance, and worked with general partners to resolve various issues.
May - July 2011	Initiative for a Competitive Inner City Boston, MA	Senior Consultant	<ul style="list-style-type: none">Hired for temporary role in MacArthur-funded research project, examining the role of the construction and development industries in inner city economic development.Performed original research and co-wrote final paper.
Summer 2010	The Community Builders Boston, MA	Development Intern	<ul style="list-style-type: none">Worked closely with the senior vice president on prospecting new deals under the federal Neighborhood Stabilization Program (NSP2). Tasks included broker contact and market research.Led intern team in developing and writing substantial amendment to HUD grant application.Compiled database on banks' Community Redevelopment Act investment activities.
Summer 2009	Jonathan Rose Companies New York, NY	Development Intern	<ul style="list-style-type: none">Assisted with closing documents, researched solar tax credits and coordinated the arts component of a competition-winning 200-unit green, affordable housing development.Coordinated schedule for marketing and lease-up of a new 85-unit mixed-income housing development.Led architectural coordination for a new, LEED Silver 46-unit affordable housing development. Prepared closing due diligence documents and revised the proforma.
2006 - 2008	CBT Architects Boston, MA	Project Architect	<ul style="list-style-type: none">Led a 10-person architectural and consultant team in the \$20M gut renovation of a Class A office tower lobby and adjacent plaza, designed to reposition the building.Coordinated senior designers and junior staff within a collaborative team to produce schematic designs for four new dormitory buildings at Champlain College.
2002 - 2006	Durkee Brown Viveiros and Werenfels Providence, RI	Project Manager	<ul style="list-style-type: none">Led a 10-person architectural and consultant team in the design, coordination and construction documentation for a new 40-unit affordable housing development. Worked closely with the partner in charge to resolve complex wetlands site issues and bring the project through public hearings.Directed zoning research and urban design for the redevelopment of several city blocks to provide 30 new units of infill housing.

2001 - 2002

Barr and Barr Builders Boston, MA

Field Engineer

- Coordinated, scheduled and supervised structural, MEP and finish trades in the \$25M renovation of the 150-year old Boston Athenaeum Library. Prepared, coordinated and reviewed RFIs and managed communications with the architects.

2000 - 2001

Americorps, Portland Habitat for Humanity Portland, OR

Team Leader

- Created a timeline for future housing development projects, coordinating land acquisitions with the requirements of varied funding sources.
- Led up to 20-person groups of volunteers on housing construction sites through all phases of construction.

1999 - 2000

Schwartz/Silver Boston, MA

Designer

- Worked with a 15-person architectural and consultant team in the design and construction documentation for the renovation of the Boston Athenaeum Library. Led structural coordination and assisted project manager during construction.

HONORS AND AFFILIATIONS

- Assistant Treasurer, Saint Michael's Episcopal Church, Marblehead
- Licensed Architect
- LEED Green Associate
- First Place, Boston Home Loan Bank Affordable Housing Development Competition
- Instructor, Boston Architectural Center, foundation and graduate level architectural design studios
- Twice ran the Boston Marathon with the Leukemia and Lymphoma Society
- Outward Bound School, sailing and backpacking, student and volunteer

Timothy M. Donovan

Senior Executive Summary Chief Financial Officer / Chief Operating Officer

An accomplished real estate professional with experience in business leadership, problem solving, and working with Board of Directors, Lenders, Equity Investors, and Attorneys. An innovative and results driven leader focused on achieving consistently exceptional outcomes in a highly competitive businesses.

Areas of strength:

- Employee Engagement
 - Operational and Strategic Planning
 - Operating / Capital Budgeting
 - Financial Reporting and Operations
 - Process Optimization
 - Turnarounds and Workouts
 - Real Estate Capital Structures
 - Section 42 Low Income Housing Tax Credits, Section 8 Programs and Market
-

Professional Experience

State Street Bank and Trust, Boston, MA State Street Global Services – Alternative Investment Solutions (AIS) Global Head of Real Estate 2012 – Current

As a Senior Managing Director (SVP) in Alternative Investment Solutions responsibilities include leading the global team responsible for real estate fund administration for assets excess of \$190B, including open and closed end structures, separate accounts, private and public funds.

Responsibilities include all aspects of the global operations of the business and leading a team of 175 professionals in 7 locations (Atlanta, San Francisco, London, Frankfurt, Milan, Singapore, and Tokyo) to accomplish aggressive revenue, expense and operational transformation goals. The team includes approximately 125 accounting professionals and 50 IT professionals responsible for the financial and investment reporting for approximately \$191BB of real estate assets globally. Additional responsibilities include driving market share, revenue growth, partnering with technology and HR business partners, and marketing strategies for the business. Accomplishments to date include:

- Managed the Morgan Stanley Real Estate Investment (MSREI) lift out, IT migration and integration of the MSREI team into State Street on time and ahead of budget – exceeded year one deal model by 42%
 - Working with the team decreased quarterly deliverables cycle times by 25%
 - Negotiated, closed, migrated and integrated a second lift out of a MSREI treasury team to complete our real estate solution
 - Consistent generation of year over year of positive operating leverage
 - Gained the confidence of AIS leadership by consistently meeting or exceeding business and personal development goals
-

BEACON COMMUNITIES, Boston, MA

Information Classification: General

Chief Executive Officer, Beacon Residential Management 2009 – 2011

Beacon Communities consists of four real estate operating companies including Beacon Residential Management, the provider of property management and asset management services for over 12,000 apartments. Responsibilities include insuring compliance with operating and partnership agreements and approval of corporate and partnership annual operating budgets, including major capital expenditures. Accomplishments include:

- Led a core team of professionals in key areas of the organization including Human Resources, Accounting, Tax, Risk Management, Property Management and IT
 - Known for building and motivating cross-functional teams that have added value through recommendations and implementation of process improvements
 - Created and executed a plan transforming our Low Income Housing Tax Credits LIHTC Compliance function from a cost center into a revenue generator
 - Created a team-work based culture that supports the execution of the organization's growth goals while achieving the delivery of quality housing to our residents
 - Led the planning and successful execution for a 50% growth in the number of properties under management
 - Implemented and oversaw the first employee survey in the history of the company. Results were used to create an employee engagement improvement plan.
-

Chief Financial Officer / Chief Operating Officer 1998 – 2009

As Chief Financial Officer responsibilities included the accuracy and integrity of financial information, internal controls and related systems, compliance with the requirements of all partnership and operating agreements, budgeting, forecasting, financial reporting, tax, risk management and treasury. In addition, responsibilities as Chief Operating Officer included the day-to-day operational oversight of Beacon Residential Management and asset management. Accomplishments include:

- Assessed and implemented a plan to reduce the operational weaknesses of the accounting department and property management company. This plan resulted in cost reductions and increased productivity, including the consolidation of multiple software solutions through the selection and implementation of YARDI in 2001. Improvements included timely reporting of results, increased accuracy, access to information and reduced year-end audit and tax preparation time by 35-40%;
 - Completed the buy-out of inactive partners from the operating companies;
 - Assisted Human Resources to improve compensation and benefits packages to attract top talent;
 - Served as CFO for BCJ Development, a Joint Venture between Beacon and Corcoran Jennison of Boston. The JV developed 11 properties through the HOPE VI program with a total development cost of \$240m;
 - Negotiated, closed and managed a \$4m unsecured Line of Credit;
 - Negotiated annual property and general liability insurance renewals with various insurance carriers resulting in stable premiums without sacrificing quality coverage. In 2003, saved \$500,000 by implementing an SIR on GL coverage in a difficult market;
 - Successfully acted as court appointed receiver resulting in the payment of approximately \$3m to creditors; and
 - In May, 2008 led the Executive Committee in the creation and implementation of a strategic plan to protect the organization and position it for success following the financial downturn.
-

THE GATEHOUSE GROUP, Boston, MA

Information Classification: General

Vice President of Finance

1994 – 1998

The Gatehouse Group of Companies was a startup multi-family developer of Section 42 properties and manager of apartment communities in Massachusetts, Rhode Island and Florida. Gatehouse developed approximately 3,000 units through new construction, historic re-use or rehabilitation using a complex combination of city, state and federal resources including LIHTC. In addition, Gatehouse took over troubled assets for a major Boston, MA syndicator. In this role the Gatehouse team used its expertise in finance and property management to protect the syndicator's investments and insured the achievement of projected returns to investors. Responsibilities included:

- Creation of scalable accounting systems;
- Reporting and internal control systems;
- LIHTC compliance systems;
- Assisting in the financing of new and existing assets; and,
- Insurance, treasury and general HR responsibilities.

CONGRESS REALTY GROUP OF COMPANIES, Boston, MA

Corporate Controller

1991 – 1994

Congress Realty Group was a full service provider of real estate services including syndication, property management, and consulting. In addition to my day-to-day responsibilities, I assisted the Chief Financial Officer and the organization's Principle in our role as Bankruptcy Trustee for the United States Bankruptcy Court. Responsibilities included:

- Day-to-day operations of the property and corporate accounting functions;
- Treasury;
- Investor services;
- NASD compliance reporting; and
- Supporting the acquisition and disposition teams on transactions.

ROBERT ERCOLINI AND COMPANY, Boston, MA

Audit Senior

1987 – 1991

A CPA firm specialized in providing industry-specific assurance, accounting, tax and business consulting services to leading organizations. Primary responsibilities included the audit and tax work of many of Boston's leading real estate firms.

Education

- Merrimack College, BS Accounting 1987

Affiliations

Information Classification: General

- St. Mary's Regional High School, Lynn, MA
Board of Advisors 2005 – current
 - St. Mary's Regional High School, Lynn, MA
Founding Member Board of Trustees 2003 – 2005
 - St. Mary's Regional High School, Lynn, MA
Co-Chair Connell Center Building Committee 2002 – 2003
 - Merrimack College, North Andover, MA
Board of Trustees 2005- 2006
 - Rental Housing Association, Boston, MA
Board of Directors 2009-2010
-

References

Available upon request.

Yvonne M. Graham
6 Hobart Avenue
Beverly, Massachusetts 01915
(H) 978-922-0947 (C) 978-578-0127
YMG6@comcast.net

EXPERIENCE

Property Management Director (2000-Present) Harborlight Community Partners; Beverly, MA

Currently overseeing 13 properties across the North Shore, including all property managers, resident services, maintenance, administrative and leasing staff. Interface with local, state and federal agencies including DHCD, MassHousing, FHLB, HUD and Rural Development. Responsible for ensuring that properties are in compliance with all program regulations related to multiple finance layering including DHCD and HOME funding requirements. Conduct annual site inspections from funders and syndicators. Develop, monitor and oversee all site management related programs, policies, plans, rules, regulations, contracts and agreements in accordance with the company's mission and policies and procedures. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including all hiring and performance reviews. Train employees and supervise assigned tasks. Work with resident groups and address complaints and resolve problems as needed. Perform any needed crisis intervention and work with local social service agencies. Proficient in implementing, training and supporting staff in the use of RealPage including accounts receivable, maintenance work order module, etc. Implement and perform housing lotteries for new projects. Supervise occupied rehab projects in a supportive housing environment.

Accounting Administrator/Office Manager (1995-2000) Eastport Real Estate Services; Waltham, MA

Provide administrative and accounting support to President and Vice President. Prepare monthly financial packages for several properties. Oversee and track firm's office revenues, expenses and other overhead related costs. Bill and collect monthly fees as well as in-house personnel reimbursements. Oversee office staff. Responsible for accounting start-up and maintenance of all development projects. Assist Property Managers in monitoring building maintenance and resolution of outstanding issues. Implemented work order system on Aware Manager. Monitor and maintain payroll. Assist with management of superintendents. Act as liaison between accounting firm and in-house accounting staff. Responsible for computer software/hardware installations and problems. Proficient in Microsoft Office and Quickbooks.

EDUCATION

Mass Bay Community College, Wellesley, MA
Fisher Junior College, Boston, MA – AA in Accounting and Business Administration

CERTIFICATIONS

Notary Public, State of Massachusetts

PROFESSIONAL CREDENTIALS

Certified Occupancy Specialist Advanced, Certified Manager of Housing, Certified Manager of Maintenance, Tax Credit Specialist, Management Occupancy Review Specialist, Senior Housing Specialist, Site Based Budgeting Specialist, Fair Housing Specialist; National Center of Housing Management

Low Income Housing and Tax Credit Specialist (C10P), S.T.A.R. Recipient RD Housing; Spectrum Companies



Thaddeus S Siemasko, AIA

Principal

Thad founded the firm's architecture practice in 1987 with a driving passion to create exceptional structures for living, learning and work. The projects he designs are timeless in style, highly functional, thoughtfully placed in the landscape and carefully woven into the fabric of their communities. Thad's experience spans a wide range of project types and purposes, including academic institutions, commercial facilities, and single- and multi-family residences. He is a Beverly resident who plays an active role in the North Shore business community, serving on local boards and formerly as President of the Rotary Club. Thad's idea of unwinding is tackling house projects at his cottage in Wellfleet. He never puts his feet up, but if he did he'd likely be sporting handmade Italian loafers.

Relevant Project Experience

- **Harborlight Community Partners**
–Harborlight House
Beverly, Massachusetts
- **Harborlight Community Partners**
–Maple Street Housing
Wenham, Massachusetts
- **Harborlight Community Partners**
–Rockport Granite Street Housing
Rockport, Massachusetts
- **Harborlight Community Partners**
–Rockport High School Housing
Rockport, Massachusetts
- **Harborlight Community Partners**
–Anchor Point Housing
Beverly, Massachusetts
- **Harborlight Community Partners**
–Turtle Woods
Beverly, Massachusetts
- **Harborlight Community Partners**
–Cabot Street Housing
Beverly, Massachusetts

- **Harborlight Community Partners**
–Boston Street Crossing
Salem, Massachusetts
- **Harborlight Community Partners**
–Turtle Creek
Beverly, Massachusetts
- **Harborlight Community Partners**
–Firehouse Place
Beverly, Massachusetts
- **Harborlight Community Partners**
–Pigeon Cove
Rockport, Massachusetts
- **North American Family Institute**
Housing –Haverhill
Haverhill, Massachusetts
- **North American Family Institute**
Housing –Methuen
Methuen, Massachusetts
- **North American Family Institute**
Housing –Wilmington
Wilmington, Massachusetts

Professional Affiliations

American Institute of Architects (AIA)

Certified by National Council of
Architectural Registration Boards (NCARB)

Registered in MA, ME,
NH, VT, NY, RI and FL

Community Involvement

Vice Chair/Vice President,
Cabot Performing Arts Center

Beverly Rotary Club,
President 2011–2012

Beverly Regional YMCA
Board of Directors, past member
Beverly Main Streets Board
of Directors, past member

City of Beverly Building Commission,
past member

Education

Harvard Graduate School of Design,
Alumnus AMDP 2012

Master of Business Administration,
Boston University, High Honors

Master of Architecture,
University of Michigan,
Highest Honors

BS of Architectural Engineering,
Wentworth Institute of Technology

Architecture • Interiors • Landscapes

EXHIBIT VII

Option Documents

- 7th Amendment to the Option Agreement
- Option Agreement, 2014

Seventh Amendment to Option

This is a Seventh Amendment ("Seventh Amendment"), effective as of July 25, 2017, to that certain Option, dated as of April 3, 2014, between Robert N. Burnett, Trustee of Cedar Realty Trust, u/d/t dated September 30, 1974, recorded with the Essex (South) Registry of Deeds in Book 6103, Page 679, having an address of 62 Maple Street, Wenham, Massachusetts 01984 (the "Seller") and Harborlight Community Partners, Inc., a Massachusetts non-profit corporation, having an address of P.O. Box 507, Beverly, Massachusetts 01915 (the "Buyer") with respect to property on Maple Street in Wenham, Massachusetts, as amended by a certain First Amendment to Option, having an effective date as of June 28, 2014, a certain Second Amendment to Option, having an effective date as of September 24, 2014, a certain Third Amendment to Option, having an effective date as of December 23, 2014, a certain Fourth Amendment to Option, having an effective date as of March 31, 2015, a certain Fifth Amendment to Option, having an effective date as of September 21, 2015 and a certain Sixth Amendment to Option having an effective date as of August 15, 2016 (as amended, the "Option Agreement"). For ease of reference, a copy of the Option Agreement is appended to this Fifth Amendment as Exhibit A.

For good consideration, the receipt and sufficiency of which are hereby acknowledged, the Buyer and Seller hereby agree to amend the Option Agreement as follows:

1. Option Period. The definition of "Option Period" in the Option Agreement is hereby amended by deleting "September 30, 2018" and substituting therefor "September 30, 2017".
2. Options to Extend. Buyer shall have the right to extend the Option Period through September 30, 2018 by notice to Seller on or before September 30, 2017 (the "First Option"). Buyer shall have the further right to extend the Option Period through September 30, 2019 by notice to Seller on or before September 30, 2018 (the "Second Option"). In similar fashion Seller shall have the right to extend the Option for Eight (8) additional one year periods (The "third option" through the "tenth option") for a total of ten extensions and a total of ten years.
3. Additional Deposit. Buyer shall be required to make an additional Deposit of \$5,000 on or before September 30th of 2017 to execute the "First Option". For each subsequent Option (9 options/9 years) Buyer shall be required to make an annual Deposit of \$2,500 by September 30th of the given year. All deposits will be credited to the sale price.
4. Successors and Assigns. This instrument is to be construed as a Massachusetts contract, is not subject to any oral understandings, or written understandings not set forth herein, is binding upon and inures to the benefit of Seller and Buyer and their respective heirs, executors, administrators, personnel representatives, successors and assigns,
5. Other Provisions. All other provisions of the Option Agreement shall remain in full force and effect.

[Signatures on Next Page]

Executed as an instrument under seal as of the date first set forth above.

SELLER:

Robert N. Burnett
Robert N. Burnett, Trustee of Cedar Realty Trust

BUYER:

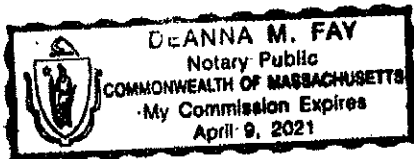
HARBORLIGHT COMMUNITY PARTNERS, INC.

By Andrew DeFranza, Authorized Agent

COMMONWEALTH OF MASSACHUSETTS

DEANNA M. FAY, ss.

On this 25th day of July, 2017, before me, the undersigned notary public, personally appeared Robert N. Burnett, Trustee of Cedar Realty Trust, proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state government agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, 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 said Trustee of Cedar Realty Trust.

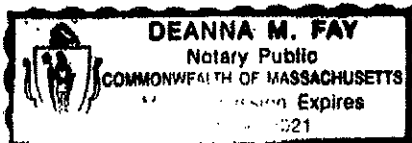


Deanna M. Fay
Notary Public
My Commission Expires: 4/9/21

COMMONWEALTH OF MASSACHUSETTS

DEANNA M. FAY, ss.

On this 25th day of July, 2017, before me, the undersigned notary public, personally appeared Andrew DeFranza, Authorized Agent of Harborlight Community Partners, Inc., proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state government agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, 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 said Authorized Agent of Harborlight Community Partners, Inc..



Deanna M. Fay
Notary Public
My Commission Expires: 4/9/21

Exhibit A
(Attach Option Agreement)

OPTION

In this Option the following terms shall have the following meanings:

Seller:	Robert N. Burnett, Trustee of Cedar Realty Trust, u/d/t dated September 30, 1974, recorded with the Registry in Book 6103, Page 679, having an address of 62 Maple Street, Wenham, Massachusetts 01984.
Buyer:	Harborlight Community Partners, Inc., a Massachusetts non-profit corporation, or its affiliate, having an address of P.O. Box 507, Beverly Massachusetts 01915.
Premises:	A maximum of four (4) acres of land located on Maple Street in Wenham, Massachusetts, as more particularly shown on the plan attached hereto as <u>Exhibit A</u> (including all improvements thereon, if any), being a portion of the property conveyed to Seller by, and for Seller's title, see Deed, dated December 28, 1984, from Mahnew, Inc. to Seller, recorded with the Registry in Book 7620, Page 248 ("Seller's Property"; the balance of Seller's Property not included in the Premises is referred to herein as the "Adjacent Parcel"), together with easements on and under the Adjacent Parcel benefiting the Premises for drainage facilities for the Project.
Purchase Price:	\$1,800,000.
Option Period:	March 28, 2014 to June 28, 2014. See item 7.
Deposit:	\$5,000. Deposit is non-refundable. Seller shall credit Buyer with all Deposits at the time of payment of the Purchase Price.
Project:	Development of a mixed income multifamily elderly housing facility with 60 apartments and up to 90 parking spaces, subject to Buyer's receipt of all applicable permits, approvals and financing. The units would all be one bedroom units of 650 square feet. The units would be restricted to residents over 62 years of age. The grossing factor for common areas is roughly 1.35. The building would be three stories and under 35 feet tall.
Registry of Deeds:	Essex (South) Registry of Deeds.

In consideration of the payment by Buyer to Seller of the Option Payment and other good and valuable consideration, receipt of which Seller acknowledges, Seller grants to Buyer the option to purchase the Premises on the terms and conditions set forth in this Option.

1. This Option is exercisable only by written notice of exercise given by Buyer to Seller on or before the last day of the Option Period accompanied by a formal Offer and a draft

Purchase and Sale Agreement. The parties agree to negotiate the terms of the Offer and Purchase and Sale Agreement in good faith.

2. If Buyer fails to exercise this Option or if Buyer exercises this Option but thereafter fails to fulfill Buyer's agreements as to the Option including obligations to purchase or lease the Premises, as applicable, the Option Payment shall be retained by Seller as liquidated damages and that shall be Seller's sole remedy at law or equity.

3. The Buyer agrees that between now and the date for exercising the Option:

- (a) Buyer shall submit a site plan with full description to the Seller for approval, not to be unreasonably withheld or conditioned. The site plan will be agreed upon between the Buyer and the Seller before the Purchase and Sales agreement is signed. The agreed upon site plan will be a part of the final Purchase and Sales agreement.

4. Seller agrees that between now and the date of the closing of the purchase and sale (the "Closing Date"):

- (a) Seller shall keep the Premises in the same condition they are now in.
- (b) Seller shall provide Buyer with access to the Premises for purposes of performing surveys, engineering and environmental studies, appraisals and other due diligence and feasibility investigations relating to the Project. All vendors will provide insurance certificates to the Seller in advance of any work on the site. This would include workmen's compensation and liability insurance.
- (c) Seller shall provide Buyer with access to the Adjacent Parcel for purposes of identifying and testing for appropriate locations for septic and drainage facilities for the Project. Any temporary access and/or long term use of any part of any adjacent parcel(s) can only be achieved by agreement between the buyer and the seller.
- (d) Seller shall cooperate with Buyer's efforts to obtain all permits, approvals and financing for the Project, provided that such efforts shall be at Buyer's expense.

5. The acceptance of a deed by the Buyer or its nominee as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed, delivery of said deed including but not limited to, compliance with the site plan agreed by the parties pursuant to paragraph 3 hereof and except claims, if any, for damages on account of any failure by Seller to perform any of its agreements contained in paragraph 4 hereof.

- (a) All issues between Cedar Realty Trust and the Town of Wenham must be concluded before a Purchase and Sale agreement can be finalized. This can include, among other items, the Town of Wenham allowing the sale of land currently in the Chapter 61 Forestry Program, while providing forgiveness for any obligation involved in the cessation of this program on the four acres involved in this agreement.
- (b) A Nominee can only be appointed by prior agreement of both the Seller and the Buyer.

6. Time is of the essence of this Option.

7. Option Period: During the term of the option period, the option period may be extended by mutual agreement at no cost, such agreement not to be unreasonably denied.

8. No Trustee, shareholder, or beneficiary of a trust under which Seller or Buyer acts in executing or performing this agreement shall be personally liable for any obligation, express or implied.

9. All notices required or permitted hereunder shall be in writing and shall be given by registered or certified mail postage prepaid addressed, if to Seller, at Seller's address stated on the first page hereof or such other address as Seller shall have last designated by written notice, given as aforesaid, to Buyer and, if to Buyer, at Buyer's address stated on the first page hereof or such other address as Buyer shall have last designated by written notice, given as aforesaid, to Seller. Notices shall be deemed received on the earlier of the date when receipted for or 72 hours after deposit in the United States mails.

10. The Exhibits attached to or referred to herein are incorporated by reference as if set forth in full herein.

11. This instrument is to be construed as a Massachusetts contract, is not subject to any oral understandings, or written understandings not set forth herein, is binding upon and inures to the benefit of Seller and Buyer and their respective heirs, executors, administrators, personnel representatives, successors and assigns, and may be cancelled or amended only by a written instrument executed by both Seller and Buyer. If two or more persons are named herein as Seller, their obligations hereunder shall be joint and several. If two or more persons are named herein as Buyer, their obligations hereunder, in the event this option is exercised, shall be joint and several.

[Signatures on Next Page]

Executed as an instrument under seal as of ^{April} March 3, 2014.

SELLER:

Robert N. Burnett Trust
Robert N. Burnett, Trustee of Cedar Realty Trust

BUYER:

**HARBORLIGHT COMMUNITY PARTNERS,
INC.**

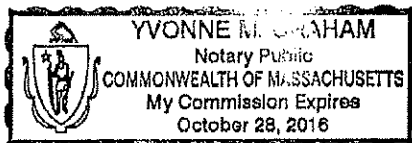
By: Andrew DeFranza
Name: Andrew DeFranza
Title: Authorized Agent

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

^{April}
~~March~~ 3, 2014

Then, before me the undersigned notary public, personally appeared the above-named Robert N. Burnett, Trustee of Cedar Realty Trust, proved to me by satisfactory evidence of identification, consisting of: [circle one] (a driver's license) (a passport) (my personal knowledge) (other: _____), 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.



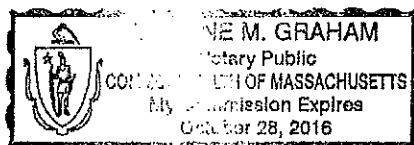
Yvonne M. Graham
Notary Public
My commission expires:
SEAL

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

^{April}
~~March~~ 3, 2014

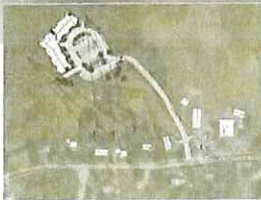
Then, before me the undersigned notary public, personally appeared the above-named Andrew DeFranza, Authorized Agent of Harborlight Community Partners, Inc., proved to me by satisfactory evidence of identification, consisting of: [circle one] (a driver's license) (a passport) (my personal knowledge) (other: _____), 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.



Yvonne M. Graham
Notary Public
My commission expires:
SEAL

EXHIBIT VIII

Proposed Rendering and Plans



2

Proposed Rendering
Maple Woods
March 11, 2015

Siemasko + Verbridge



Maple Woods Housing LLC

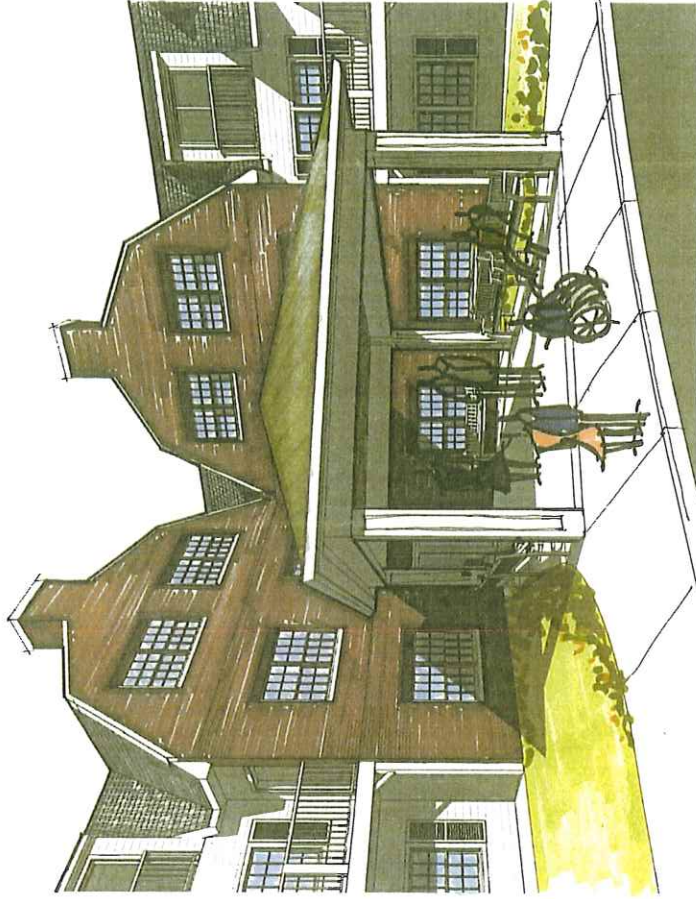
Siemasko + Verbridge



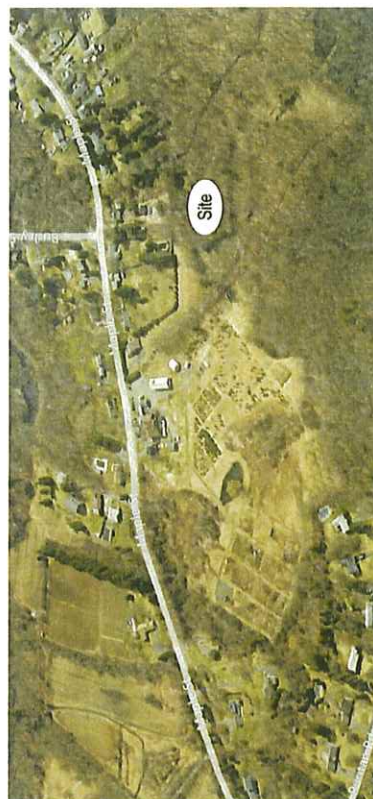
Architecture
Interior Design
Landscape Design
Decorating
svdesign.com
978.927.3745

Schematic Design
October 7, 2014

62 Maple Street
Wenham, MA



- A. DEVELOPER
Maple Woods Housing LLC
Andrew D'Amico, Executive Director
Habitat for Humanity Partners, Inc.
100 State Street
Brewster, MA 01815
(978) 822-3365 ext. 207 (telephone)
(978) 822-3374 (fax)
email: adamico@habitatpartners.org
- B. STONEC
Paul J. Henry, Esquire
The Henry Group, LLC
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Wenham, MA 01886
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(978) 822-3374 (fax)
email: paul@thegroup.com
pjhent@thegroup.com
- C. CHIEF DESIGN ENGINEER
Charles E. Wong, II, P.E.
Wenden Associates, Inc.
500 Cummings Center, Suite 2600
Beverly, MA 01915
(978) 365-6447 (telephone)
email: cewong@wendenassoc.com
- D. ARCHITECT
Thaddeus S. Siemasko, MA
Siemasko + Verbridge, Inc.
123 Lodge Street
Beverly, MA 01915
(978) 827-5745 (telephone)
email: thad@svdesign.com
- E. TRAFFIC CONSULTANT
MCM Transportation Consultants, Inc.
100 State Street, Suite 200
Beverly, MA 01915, PTOE
201 Lud Road, Suite 200
Beverly, MA 01915
(978) 822-3374 (telephone)
email: mcm@mtcinc.com
- F. WASTEWATER CONSULTANT
C.G. Johnson Engineering, Inc.
100 State Street, Suite 200
Beverly, MA 01915
(978) 822-3374 (telephone)
email: cgjohnson@cgjohnson.net
- G. LANDSCAPE ARCHITECT
Lori Beaudoin-Landscaping Architecture, LLC
100 State Street, Suite 200
Beverly, MA 01915
(978) 822-3374 (telephone)
email: lori@lba.com



New from the North



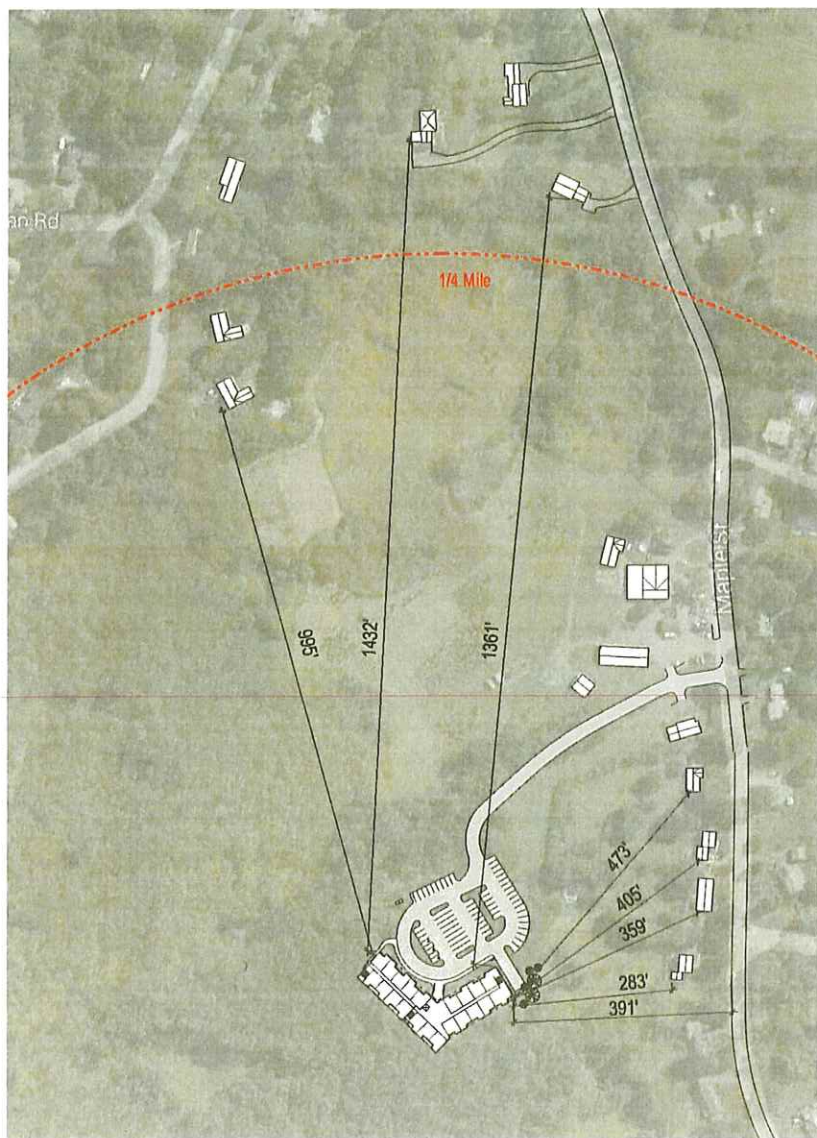
View from the South



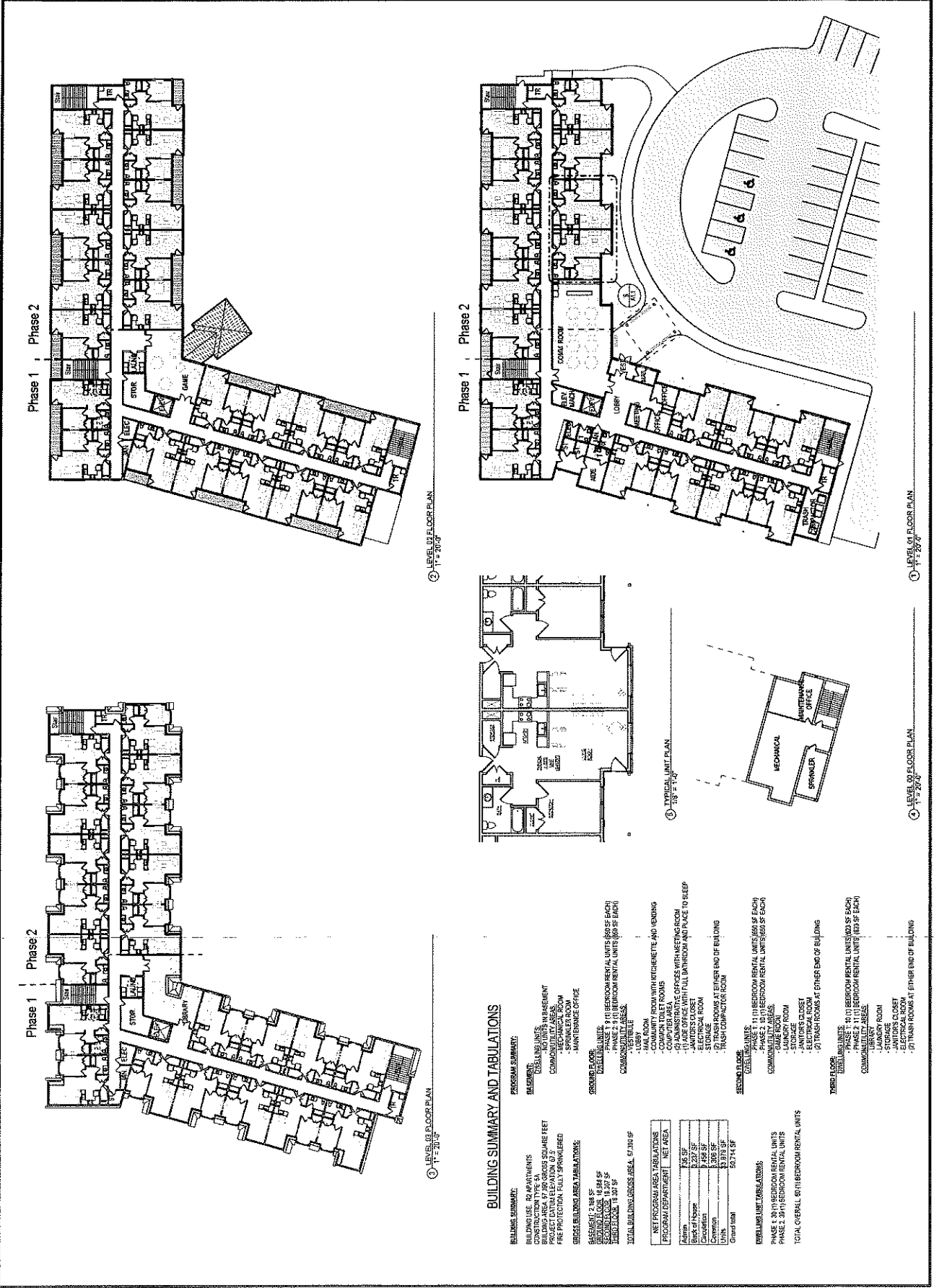
View from Maple Street

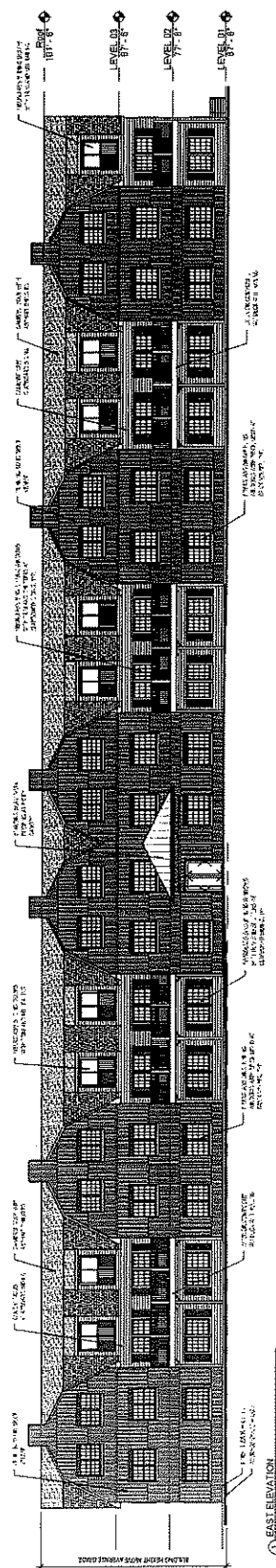
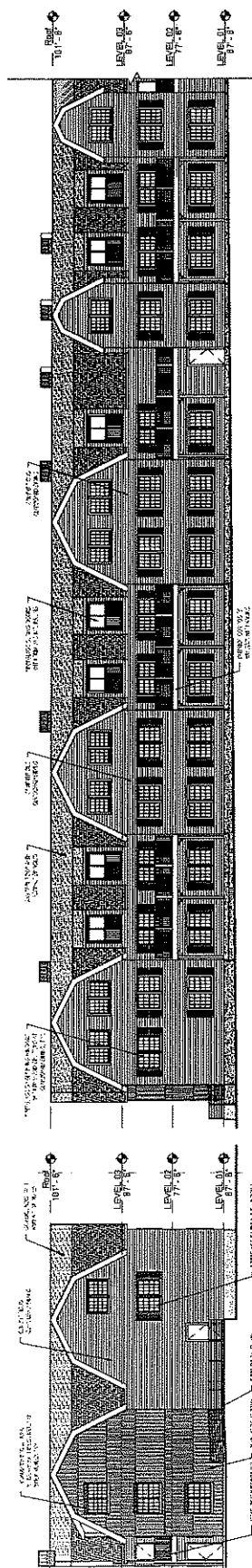
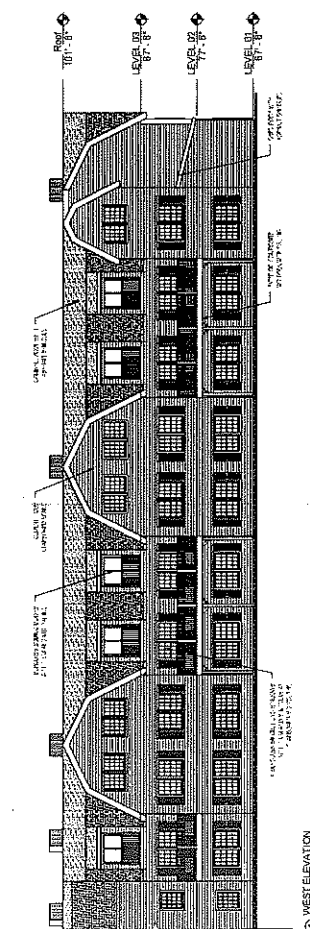
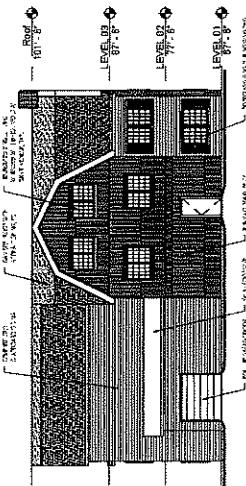
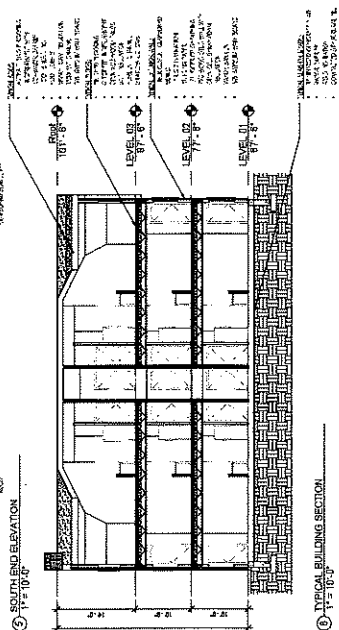


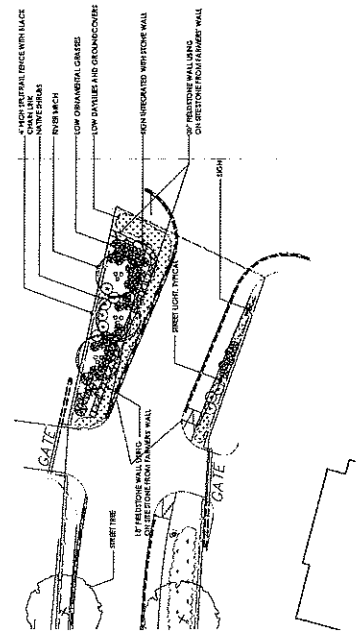
view from the East

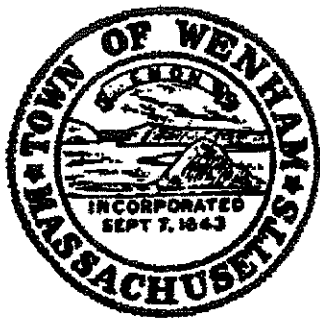


Plan of the Local Area









Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

BOARD OF HEALTH

TEL 978-468-5520 Ext. 4 FAX 978-468-8014

April 22, 2015
Maple Woods 2

C.G. Johnson Engineering, Inc.
203 Willow Street
South Hamilton, MA 01982

Mr. Johnson,

The Proposed On-Site Wastewater Treatment and Disposal System for Maple Woods plan, revised 4/21/15 has been approved with the following conditions:

1. The system is approved for 60 one-bedroom units.
2. No garbage grinders are allowed.
3. Prior to commencement of construction of the System, the System Owner shall provide to the Board of Health, a copy of a signed O&M Agreement.
4. Prior to commencement of construction of the System and after recording and/or registering the Deed Notice required by 310 CMR 15.287(10), the System Owner shall provide to the Board of Health a copy of the Deed Notice bearing the book and page/or document number. The Notice to be recorded shall be in the form of the Notice provided by the Department.
5. By March 1st of each year, the System Owner and the Service Contractor shall be responsible for submitting to the Board of Health all O&M reports and inspection checklists completed by the Service Contractor during the previous calendar year.
6. Prior to the issuance of a Certificate of Compliance by the Board of Health, the System Installer and Designer must provide certifications in writing to the Board of Health that the System has been constructed in compliance with the terms of the Approval, accompanied by an As-Built Plan.



Wenham Conservation Commission

138 Main Street PO Box 576 Wenham, Massachusetts 01984

May 11, 2015

Maple Woods Housing LLC
283 Elliot Street PO Box 507
Beverly MA 01915

Re: Order of Conditions -62 Maple Street (DEP file # 326-0349)

Enclosed is the Order of Conditions/Permit for your project. Please take a few minutes to read it, and call the Conservation Office with any questions at 978-468-5520 ext 8.

The complete Order has to be recorded at the Essex County Registry of Deeds, 45 Congress Street, Suite 4100, Salem, Massachusetts. The Registry phone number is 978-741-0201.

Please note conditions 23 through 25 in Appendix B must be completed prior to construction, in addition to the permit display sign as described in condition 10 of the WPA Form 5. This includes the above-described recording and a pre-construction meeting with the contractor and the Commission's Agent.

We look forward to working with you on this project, and should you have any questions please do not hesitate to call.

Sincerely,

Philip Colarusso
Chairman

EXHIBIT X

Self-Contained Appraisal Report

KIRK & COMPANY

Self-Contained Appraisal Report

62 Maple Street

A 4.0+/- acre portion of a 24.63-acre parcel located at

62 Maple Street in

Wenham, (Essex County), Massachusetts

Effective Date of Report: September 14, 2015

Date of Last Site Inspection: March 26, 2014

Effective Date of Value: September 14, 2015

Prepared by:

David S. Kirk, MAI, CRE®
Mass. Certified General
Real Estate Appraiser No. 1520

Brett N. Pelletier
Mass. Appraisal Trainee
Real Estate Appraiser No. 103241

Prepared for:

Andrew DeFranza
Harborlight Community Partners
Executive Director
PO Box 507
Beverly MA 01915

REAL ESTATE COUNSELORS

99 SUMMER STREET, SUITE M120 BOSTON, MA 02110
TEL: 617-261-7100 FAX: 617-261-7910
EMAIL: dsk@kirkco.com

September 14, 2015

Andrew DeFranza
Harborlight Community Partners
Executive Director
PO Box 507
Beverly MA 01915

Re: 62 Maple Street; Wenham, MA

Dear Mr. DeFranza:

At your request, we have inspected and analyzed the referenced property and its market to estimate the Market Value "As Is" of the land assuming the approval of a Chapter 40B Comprehensive Permit for 60 units of senior rental housing. It is assumed for the purposes of this appraisal that the subject site has been approved for a Chapter 40B Comprehensive Permit to construct 60 units of affordable senior rental housing on approximately 4.0+/- acres of land. The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program and it is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained. This letter summarizes our conclusions of a complete appraisal as set forth in the attached self-contained report. The property interest being appraised is the fee simple estate. The purpose of the assignment is to estimate the current hypothetical market value of the property assuming the approval of a Chapter 40B Comprehensive Permit for 60 units of senior rental housing. The appraisal has been prepared for your exclusive use and possible submission to funding sources.

The subject property is a 4.0+/- acre portion of a 24.63-acre site located at 62 Maple Street in Wenham, MA and is located within a mixed-use neighborhood. The neighborhood includes single-family residential uses and small commercial uses. The proposed use of the property includes the new construction of 60 units of affordable rental housing for seniors within a single three-story building. Units will be approximately 650 square feet and the property will include a total of 90 surface parking spaces.

Andrew DeFranza
Harborlight Community Partners

September 14, 2015
Page iv

Our opinion of the hypothetical Market Value "As Is" of the fee simple estate of a 4.0+/- acre portion of the site, assuming Chapter 40B approvals as of September 14, 2015 is:

ONE MILLION EIGHT HUNDRED THOUSAND U.S. DOLLARS
\$1,800,000

The estimates and opinion of value in this report are subject to the statements of assumptions and limiting conditions included in the attached self-contained appraisal report. We are delighted to be of service to you. If you have any questions regarding the content of this report please feel free to contact us.

Sincerely,



David S. Kirk, MAI, CRE®



Brett N. Pelletier

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PART I: INTRODUCTION

EXECUTIVE SUMMARY

The Assignment

Property address: 62 Maple Street; Wenham, MA
Ownership: Cedar Realty Trust (Robert N Burnett Trustee)
Property rights appraised: Fee Simple Estate
Value appraised: Market Value "As Is" – Assuming Chapter 40B Approval
Effective date of value: September 14, 2015
Date of inspection: March 26, 2014
Special assumptions: Refer to statements of assumptions and limiting conditions

The Property

Current use: Vacant Land
Site area: 4.0+/- acres of a 24.63-acre site
Zoning: Residential
Utilities: Electricity, cable, natural gas, water and sewer
Easements: None that impact value
Hazardous materials: Assumed to be none
Proposed Use: 60-unit Affordable Senior Housing Development

Conclusions

Market Value "As Is"
Assuming Chapter 40B
Comprehensive Permit Approval: \$1,800,000

ASSUMPTIONS AND LIMITING CONDITIONS

Special Assumptions and Limiting Conditions

1. For the preparation of this appraisal, the appraisers have relied upon written documentation provided by Harborlight Community Partners.
2. It is assumed for the purposes of this appraisal that the subject site has been approved for a Chapter 40B Comprehensive Permit to construct 60 units of affordable senior rental housing on approximately 4.0+/- acres of land. The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program and it is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made.
3. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained.

Basic Assumptions and Limiting Conditions

1. It is assumed that the title to this property is good and marketable. The value estimate is given without regard to any questions of title, boundaries or encroachments. It is assumed that all assessments are paid. We assume the property to be free and clear of liens and encumbrances except as noted. No attempt has been made to render an opinion or determine the status of easements that may exist.
2. The legal description, included herein, should be verified by legal counsel before being relied upon or used in any conveyance or other document.
3. We are not familiar with any engineering studies made to determine the bearing capacity of the land. It is assumed that soil and subsoil conditions are stable unless specifically outlined in this report.
4. Any exhibits in the report are intended to assist the reader in visualizing the property and its surroundings. The drawings are not intended as surveys and no responsibility is assumed for their cartographic accuracy. Any drawings are not intended to be exact in size, scale or detail.
5. Our value estimate involves only the real estate and all normal building equipment if any improvements are involved. No consideration was given to personal property, (or special equipment), unless stated.
6. It is assumed that the property is subject to lawful, competent and informed ownership and management unless noted.
7. Information in this report concerning market data was obtained from buyers, sellers, brokers, attorneys, trade publications and public records. To the extent possible, this information was examined for accuracy and is believed to be reliable. Dimensions, area or data obtained from others is believed correct; however, no guarantee is made in that the appraisers did not personally measure same.

8. Any information, in whatever form, furnished by others is believed to be reliable; however, no responsibility is assumed for its accuracy.
9. The physical condition of the improvement described herein was based on visual inspection. Electrical, heating, cooling, plumbing, sewer and septic systems, mechanical equipment and water supply were not specifically tested, but were assumed to be in good working order, and adequate, unless otherwise specified. No liability is assumed for the soundness of structural members, since no engineering tests were made of same. The roof(s) of structures described herein are assumed to be good repair unless otherwise noted. The existence of potentially hazardous material used in the construction or maintenance of the building, such as urea formaldehyde foam insulation and/or asbestos insulation, which may or may not be present on the property, has not been considered. In addition no deposit of toxic wastes, unless specifically mentioned herein have not been considered. The appraisers are not qualified to detect such substances and suggests the client seek an expert opinion from a qualified professional, if desired.
10. In addition, if the client has any concern regarding the structural, mechanical or protective components of the improvements described herein, or the adequacy or quality of sewer treatment plant, water or other utilities, it is suggested that independent contractors or experts in these disciplines, be retained by said client, before relying upon this appraisal.
11. Any valuation analysis of the income stream is predicated upon financing conditions as specified herein, which we have reason to believe are currently available for this property. Financing terms and conditions other than those indicated may alter the final value conclusions.
12. Expenses shown in the Income Capitalization Approach, are estimates only, and are based on past operating history if available, and are stabilized as generally typical over a reasonable time period.
13. The appraisers are not required to give testimony or appear in court because of having made this appraisal, with reference to the property in question, unless arrangements have been made previously hereto. If the appraisers are subpoenaed pursuant to court order, the client will be required to compensate said appraisers for their time at their regular hourly rates plus expenses.
14. All opinions, as to values stated, are presented as the appraisers' considered opinion based on the information set forth in the report. No responsibility is assumed for changes in market conditions or for the inability of the client or any other party to achieve their desired results based upon the appraised value. Further, some of the assumptions made can be subject to variation depending upon evolving events. Some assumptions may never occur and unanticipated events or circumstances may occur. Therefore, actual results achieved during the projection period may vary from those in the report.
15. The appraisal is made subject to satisfactory completion of construction, repairs, alterations, remodeling and rehabilitation, and is contingent upon completion of such work in a timely manner using good quality materials and workmanship and in substantial conformity to plans or descriptions or attachments made hereto.
16. It is assumed that the construction and use of the appraised property, complies with all public authorities having jurisdiction, including but not limited to the National

Environmental Protection Act and any other applicable federal, state, municipal, and local environmental impact or energy laws or regulations.

17. Areas and dimensions of the property may or may not have been physically measured. If furnished by the principal or from plot plans or surveys furnished by the principal, or from public records, areas and dimensions are assumed to be reasonably accurate. In the absence of current surveys, land areas may be based upon representations made by the owner's agents or the client. No responsibility is assumed for discrepancies, which may become evident from a licensed survey of the property.
18. It is agreed that the liability of the appraisers to the client is limited to the amount of the fee paid as liquidated damages. The responsibility of the appraiser is limited to the client, and use of this appraisal by third parties shall be solely at the risk of the client third parties.
19. A signatory of this appraisal report is a member or candidate for membership of the Appraisal Institute. The Bylaws and Regulations of the Appraisal Institute require each member and candidate to control the use and distribution of each appraisal report signed by such member or candidate. Therefore, except as hereinafter provided, the party for whom this appraisal report was prepared may distribute copies of this appraisal report, in its entirety, to such third parties as may be selected by the party for whom this was prepared. Selected portions of this appraisal report, however, shall not be given to third parties without prior written consent of the signatories of this appraisal report. Further, neither all nor any part of this appraisal report shall be disseminated to the general public by the use of advertising media, public relations media, news media, sales media or other media for public communication without the prior written consent of the signatories of this appraisal report. This restriction applies particularly as to the valuation conclusions, the identity of the appraisers, or any reference to the Appraisal Institute or the MAI designations.
20. Disclosure of the contents of this appraisal report is governed by the Bylaws and Regulations of the Appraisal Institute.
21. The Americans with Disabilities Act (ADA) became effective on January 26, 1992. A detailed analysis of the subject and the ADA could reveal that the property is not in compliance with one or more of the regulations of the act, which could have a negative impact on the value of the subject. However, since no evidence of compliance was provided, and a comprehensive survey of compliance is beyond the scope of the assignment, the possible non-compliance of the subject has not been considered in estimating the Market Value in this report.

Purpose

The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program. The purpose of the appraisal is to estimate the Market Value "As Is" based upon the hypothetical condition that a 4.0+/- acre portion of the 24.63-acre site have received a Chapter 40B Comprehensive Permit for the development of 60 affordable housing units for low-income elders. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained. Additionally, it is assumed for the purposes of this appraisal that the MA Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made.

Scope of the Appraisal

The scope of this appraisal includes inspecting the property, collecting market characteristics and trends, analyzing property data, reviewing and analyzing property restrictions and legal arrangements, and arriving at a conclusion of the property's Market Value. Market inquiries and Kirk & Company files have been used to determine Market Value. The specific methodology of data collection and analysis, verification and valuation is detailed within this report.

Use of the Appraisal

This appraisal report has been prepared for the exclusive use of the Harborlight Community Partners and possible submission to funding sources in loan underwriting.

Property Rights Appraised

The property includes a 4.0+/- acre portion of a 24.63-acre site and is not subject to any short- or long-term leases and consequently the fee simple estate in the property is appraised. Definitions of fee simple estate and leased fee estate follow.

Fee Simple Estate

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.¹

¹*The Appraisal of Real Estate*, Tenth Edition, Appraisal Institute, Chicago, IL Page 122

Leased Fee Estate

An ownership interest held by a landlord with the right of use and occupancy conveyed by lease to others; the rights of lessor and lease fee are specified by contract terms contained within the lease.²

Effective Date of Value Estimate

The subject site was last inspected on March 26, 2014. The date of this report is September 14, 2015 and the effective date of the valuation in this report is September 14, 2015.

Exposure and Marketing Time

According to the Dictionary of Real Estate Appraisal (fourth edition) exposure time is the estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market. Additionally, marketing time is defined as the time it takes an interest in real property to sell on the market subsequent to the date of an appraisal. It is reasonable to assume an exposure and marketing time of between approximately six and twelve months due to the transaction volume of comparable properties within the market at the time and general market conditions for similar properties within the market.

Definition of Value

"Market Value" means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, and acting in what they consider to be their best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.³

²The Appraisal of Real Estate, Tenth Edition, Appraisal Institute, Chicago, IL Page 123

³Federal Register, Vol. 55, No. 165, August 24, 1990, Section 34.42. Definitions, Page 34696

Identification of the Property

The subject property consists of a 4.0+/- acre portion of a 24.63-acre site located at 62 Maple Street in Wenham, Massachusetts. The property is further identified by the Wenham Assessor's Office as Parcel 023-0016.

History of the Property

The subject property is a 4.0+/- acre portion of a 24.63-acre site located at 62 Maple Street in Wenham, MA and is located within a mixed-use neighborhood. The neighborhood includes single-family residential uses and small commercial uses. The proposed use of the property includes the new construction of 60 units of affordable rental housing for seniors within a single three-story building. Units will be approximately 650 square feet and the property will include a total of 90 surface parking spaces. No sales of the property have occurred within the last three years.

Chapter 40B Comprehensive Permit

The Commonwealth of Massachusetts allows Chapter 40B applications in communities where less than 10% of the year-round housing meets the statute's definition of low- and moderate-income housing. The Chapter 40B Comprehensive Permit allows developers of affordable housing to potentially override local zoning and certain other requirements when developing housing consistent with the Chapter 40B requirements.

In any municipality in Massachusetts where less than 10% of the municipality's housing supply qualifies as affordable under certain criteria, a developer of housing can build a larger, denser project than the municipal zoning bylaws would permit and also in zones where multifamily housing development would not be allowed. The Chapter 40B Comprehensive Permit requires that at least 20% of the units be available to residents earning 50% or less than area median income (AMI) or 25% of the units be available to residents earning 80% or less than AMI.

In order to qualify for a Chapter 40B Comprehensive Permit, the developer must be a non-profit entity, non-profit sponsor, or qualify for limited dividend status. The developer of Chapter 40B developments are subject to additional review, accounting requirements, cost certification, and limited financial distributions. The proposed development is required to submit formal applications and receive conditional qualifying approvals from the state subsidizing

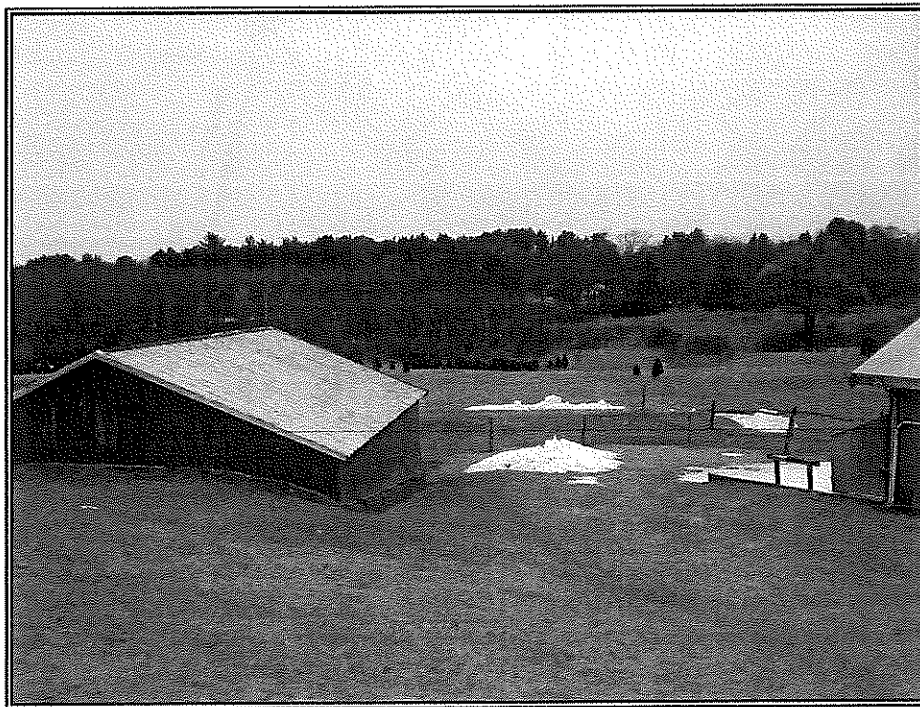
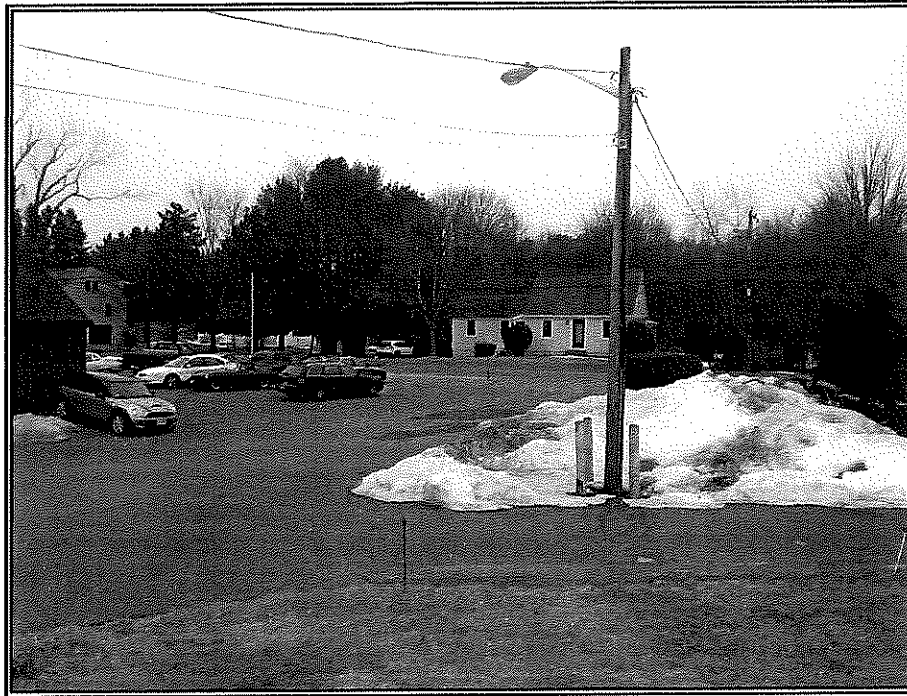
agency, the Massachusetts Housing Finance Agency (MassHousing). If the project receives MassHousing conditional approval, the developer then petitions the local municipality for approval and consistency with local housing priorities and municipal housing plans. The process for approval is iterative and requires various hearings, certifications, and can be an uncertain process with considerable development risk.

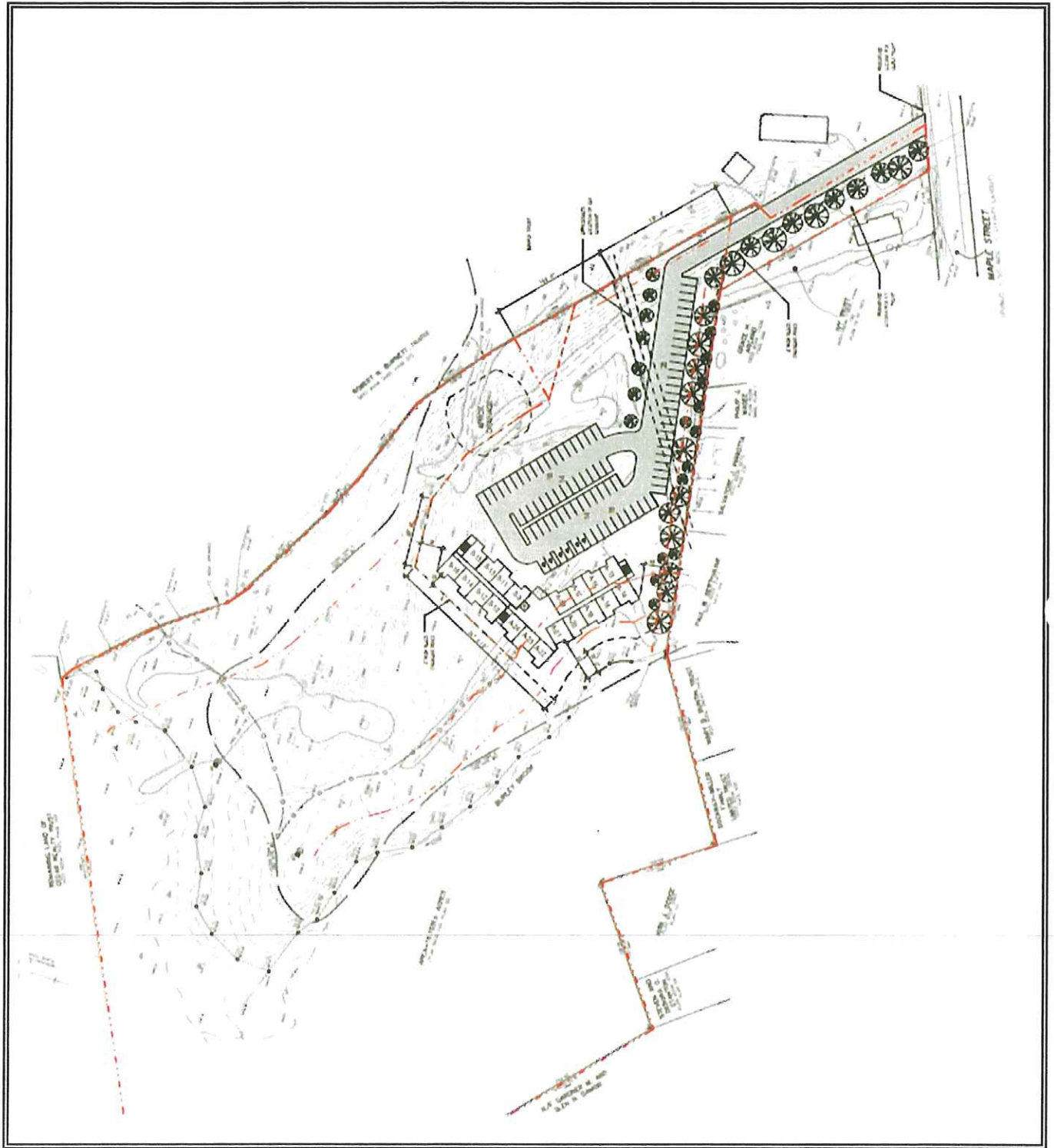
As of the most recent affordable housing inventory conducted by the Massachusetts Department of Housing and Community Development (DHCD), on December 5, 2014, the town of Wenham has 122 units of affordable housing. Of the total 1,404 housing units counted in the 2010 Census in Wenham, 8.7% are considered affordable under the Massachusetts Chapter 40B requirements.

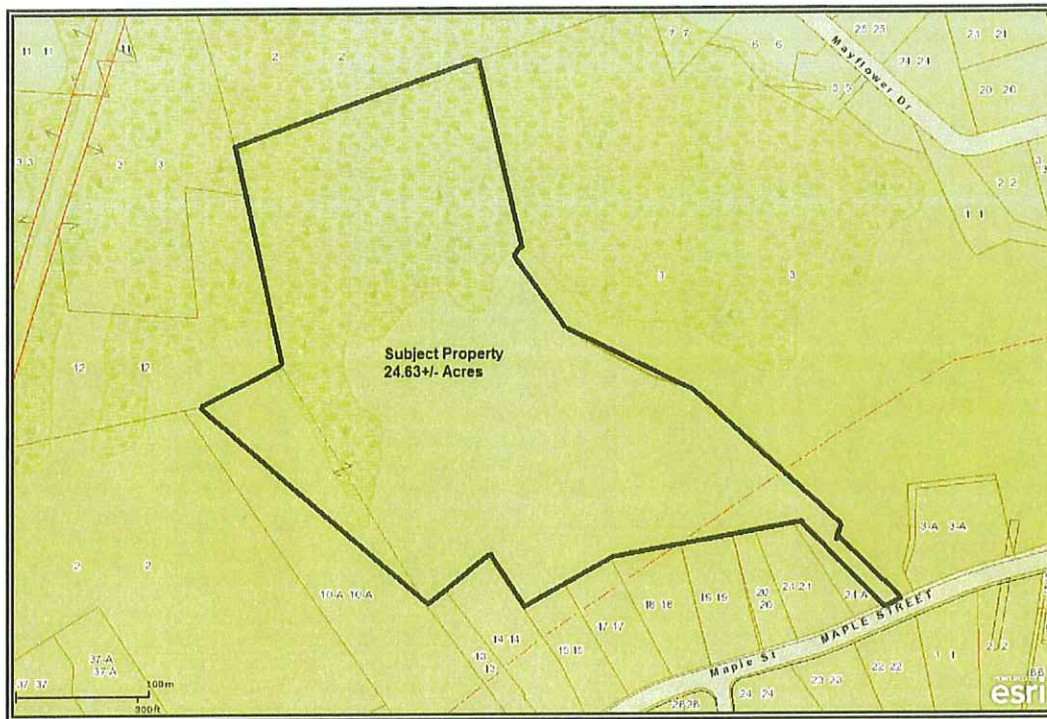


Property Description

The subject property is a 4.0+/- acre portion of a 24.63-acre site located at 62 Maple Street in Wenham, MA and is located within a mixed-use neighborhood. The site is at grade with Maple Street; however, there are areas of substantial elevation change throughout the site. According to the developer, a large hill on the site will require leveling and grading in order to provide access via a driveway to the rear of the site. Currently, the site is not accessible to vehicles or pedestrians. The neighborhood includes single-family residential uses and small commercial uses. The proposed use of the property includes the new construction of 60 units of affordable rental housing for seniors within a single three-story building. Units will be approximately 650 square feet and the property will include a total of 90 surface parking spaces.





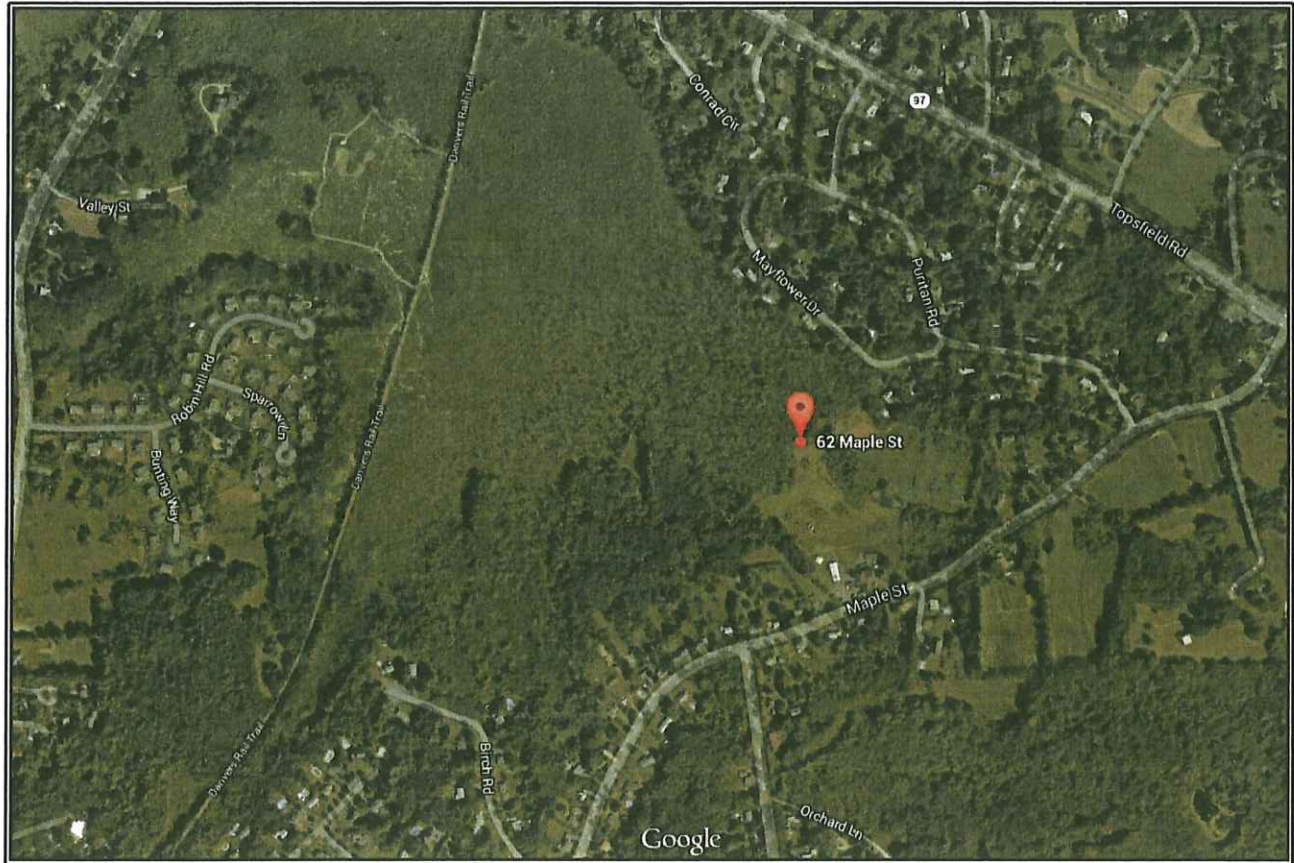


Source: CAI Query Manager GIS

Site Description

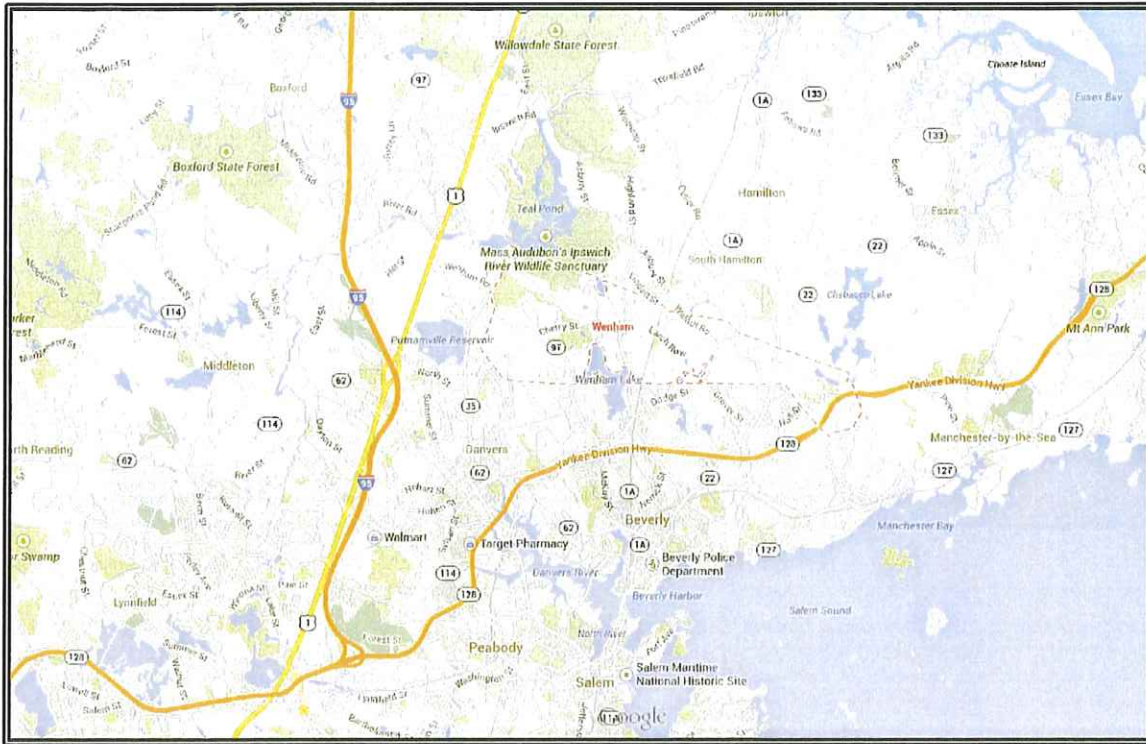
The subject property is located on a 4.0+- acre portion of 24.63-acre site located at 62 Maple Street in Wenham, MA and is located within a mixed-use neighborhood. The neighborhood includes single-family residential uses and small commercial uses. The proposed use of the property includes the new construction of 60 units of affordable rental housing for seniors within a single three-story building. The developer is proposing to construct a three-story building to include 60 units of affordable supportive living housing with supportive services for low-income elders.

Site Density:	15 units per acre
Shape:	Irregular
Frontage:	Approximately 60 feet on Maple Street
Topography:	Relatively level and at street grade with areas of rolling topography
Utilities:	Water, electricity, natural gas, TV cable, high speed Internet, and telephone.



Source: Google Maps

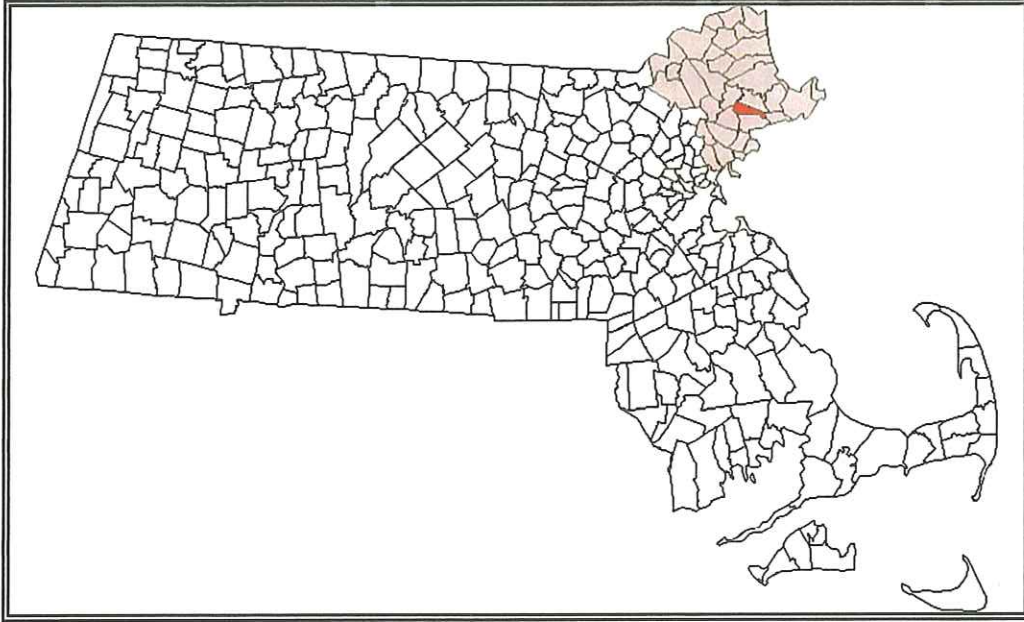
PART II: ANALYSIS AND DESCRIPTION



Source: GoogleMaps

Wenham and Region

Wenham is located in northeastern Massachusetts and is bordered by Beverly on the south, Danvers and Topsfield on the west, Hamilton on the north, and Manchester on the east. Wenham is 22 miles north of Boston. Wenham is situated in the Greater Boston Area, which has excellent rail, air, and highway facilities. State Route 128 and Interstate Route 495 divide the region into inner and outer zones, which are connected by numerous "spokes" providing direct access to the airport, port, and intermodal facilities of Boston. The principal highways through Wenham are State Routes 1A, 22 and 97. Commuter rail service is available to North Station, Boston from the Hamilton-Wenham Station with a travel time of 46-48 min. Additionally, Wenham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed route bus service. The MBTA also provides THE RIDE, a paratransit service for the elderly and disabled.



Source: Wikipedia.com

Regional Overview

Nationally and regionally economic conditions have improved over the past 12 months after the severe economic crisis. Recent improvements in both the national the regional economy indicate signs of recovery and overall general improving economic conditions. The Federal Reserve Board (Fed), in its July 15, 2015 publication of the Beige Book, for the Boston (First) District, reported that business conditions were stable or improving. The retail contacts reported sales increases that ranged from modest to large and they characterized their capital spending plans as aggressive. Revenue growth was reportedly moderate-to-strong among consulting and advertising contacts, with the exception of an economic analysis firm that posted flat sales. Manufacturers gave mostly positive reports, although the stronger dollar weighed on some. No significant upstream pricing pressures were reported among either manufacturers or retailers, although one retailer raised its own prices to cover a wage increase. Labor market tightness was reported for experienced retail salespeople as well as for high-technology workers and various professional positions. Boston's commercial real estate market was seeing accelerating rent growth and aggressive bidding for investment properties. Sales of single-family homes increased in all New England states except Massachusetts, and median sales price increased in four of six states. The outlook was reportedly mostly positive among retail contacts,

stable or improving among most manufacturing contacts, and quite positive among business services contacts.

According to estimates released by the U.S. Commerce Department's Bureau of Economic Analysis (BEA), the gross domestic product (GDP) increased 3.7% in the second quarter 2015 after increasing only 0.6% in the first quarter of 2015. The increase in real GDP in the second quarter primarily reflected positive contributions from personal consumption expenditures (PCE), exports, state and local government spending, nonresidential fixed investment, residential fixed investment, and private inventory investment. Imports, which are a subtraction in the calculation of GDP, increased.

The consumer price index (CPI), as reported by the U.S. Department of Labor, increased 0.1% in July according to the most recent report of August 19, 2015. The CPI for the nation has risen 0.2%, before seasonal adjustment, over the previous 12-months. According to the Bureau of Labor Statistics, the indexes for food, energy, and all items less food and energy all rose slightly in July. The food index rose 0.2% as all six major grocery store food group indexes increased. The energy index rose 0.1% as an increase in the gasoline index more than offset declines in other energy component indexes.

A national consumer confidence index, published monthly by the Conference Board, has rebounded in August after declining in July, as reported in their August 25, 2015 survey. The consumer confidence index currently stands at 101.5 which was up from 91.0 in July. The Conference Board reported, "Consumer confidence rebounded in August, following a sharp decline in July. Consumers' assessment of current conditions was considerably more upbeat, primarily due to a more favorable appraisal of the labor market. The uncertainty expressed last month about the short-term outlook has dissipated and consumers are once again feeling optimistic about the near future. Income expectations, however, were little improved."

Nationally, current mortgage rates are still hovering around historical lows. According to HSH Associates, the average for a 30-year fixed conventional mortgage is currently 3.96% in the Boston, MA area.

Real Estate Market

Both nationally and in Massachusetts, economic fundamentals continue to show signs of improvement, however, at a slower pace than has been experienced since the recovery began and

has yet to fully recover to below-crash levels with elevated unemployment and sluggish economic growth.

Marcus & Millichap 2014 Annual Report indicated that investment activity is predicted to remain brisk in 2014 as local syndicates, out-of-state buyers, and institutions target assets within the metropolitan Boston markets. They also indicated that value-add listings will become more limited as owners choose to hold on to assets and capitalize on improved property operations, though opportunities will be more prevalent in the suburbs. Properties in all class types located inside Route 128 are in the highest demand. Moving outside of this boundary, property age and location also become factors and can greatly impact first year returns. Those in search of long-term holds will seek properties located in communities with established residential amenities such as retail, restaurants and medical facilities.

According to Marcus&Millichap in their second quarter 2015 OfficeResearch Market Overview report, Boston office construction is booming and as available Class A space diminishes. Demand from expanding tech and biosciences companies in the Seaport are fueling demand. The momentum in the commercial office market is expected to continue through the year. Approximately 6 million square feet of office space remains under construction. Two-thirds of this building space is located in the submarkets of Cambridge and Boston/Suffolk County, while outlying suburbs account for the remaining buildings. Developers will complete 4 million square feet throughout the Boston metro this year, adding 1.3% to office inventory in 2015. This is the highest level of office completions in nearly a decade. Last year 2.4 million square feet was delivered.

Marcus&Millichap reported that although volatility and speculation about the first rate hike since 2006 have ramped up considerably in recent weeks, the yield on the 10-year U.S. Treasury has traded near 2.4%, mostly due to recent issues in the Eurozone involving Greece. Economic data is improving since the weak print in first quarter GDP, proving the Federal Reserve's thesis of seasonal factors and transitory conditions as the culprits behind soft GDP. Market participants are now positioning for the September meeting as the most likely starting point for an interest rate hike, while the latest comments from Federal Reserve Chairwoman Janet Yellen indicate that the exact moment is still data-dependent.

Overall, sources of capital are available within the market and interest rates and financing terms are generally favorable, however, financing sources are underwriting risk more cautiously

than in past marks, putting a high premium on cash-on-cash return analysis versus pro-forma underwriting and weighing reserves for tenant improvements and vacancy and turnover. Major regional banks such as Eastern Bank, Cambridge Savings, and Brookline Savings are active within the market and issuing non-recourse debt for quality assets with well-capitalized sponsors. Additionally, national and international banks and insurance companies have been active participants in Boston and Suburban property underwriting and acquisition.

There have been no large multi-family building permits issued in the town of Wenham. The majority of building permits issued within the city have been for the new construction of single-family homes, additions, and improvements, with a small number of commercial permits. The lack of available multifamily developable land in the town of Wenham combined with restrictive zoning and current economic conditions has contributed to the low number of building permits issued for multi-family residences. The number of single-family building permits is evidence of the low density and development character of the Wenham area and surrounding communities.

Transportation

Wenham is situated in the Greater Boston Area, which has excellent rail, air, and highway facilities. State Route 128 and Interstate Route 495 divide the region into inner and outer zones, which are connected by numerous "spokes" providing direct access to the airport, port, and intermodal facilities of Boston. The principal highways through Wenham are State Routes 1A, 22 and 97. Commuter rail service is available to North Station, Boston from the Hamilton-Wenham Station with a travel time of 46-48 min. Additionally, Wenham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed route bus service. The MBTA also provides THE RIDE, a paratransit service for the elderly and disabled.

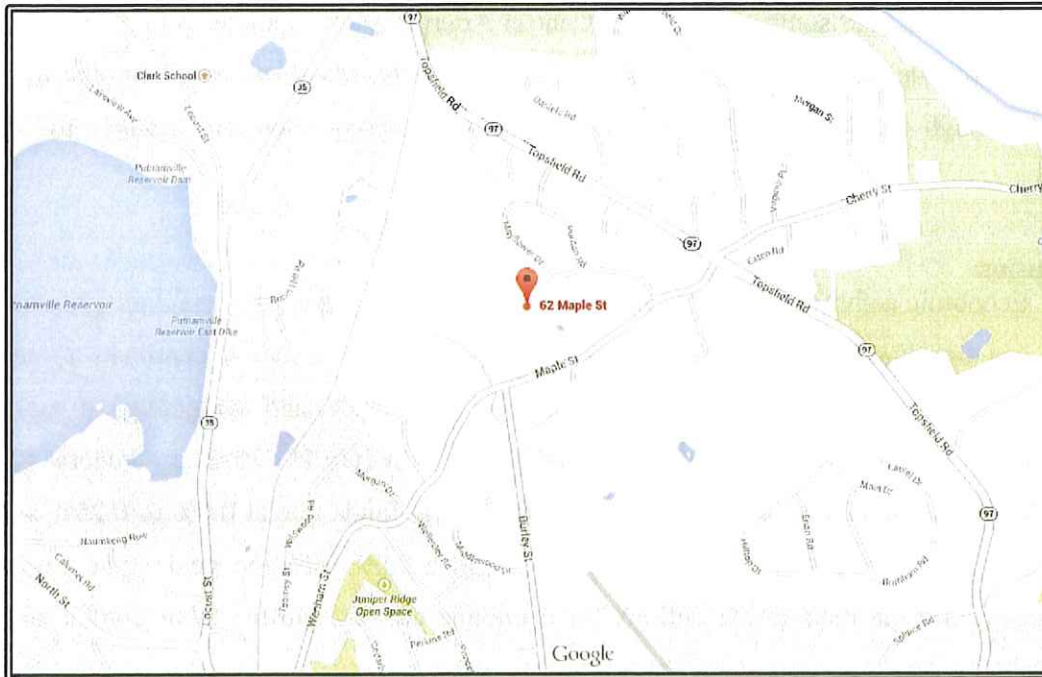
Massachusetts benefits from a broad-based and well-established transportation network. Logan International Airport, located in the city of Boston, is one of the country's most active terminals serving both domestic and international travelers. A large interstate highway system connects Massachusetts with the rest of New England and the country. Interstate 95 connects with State Route 128 and forms the inner loop around Boston, while Interstate 495 forms the outer loop, both of which run in a generally north-south direction. The Massachusetts Turnpike (Interstate 90) originates in Boston and connects the city with points west and upstate New York. The John F. Fitzgerald Expressway (the Central Artery) runs north-south through Boston and

connects the north and south shores. The Central Artery Project, completed in 2006, expanded and depressed the Southeast Expressway and connected the Massachusetts Turnpike to Logan Airport through the Ted Williams Tunnel to ease traffic congestion and beautify the city of Boston.

Conclusion

Economic activity in the U.S. continues to improve; however, the economic growth of the nation can be characterized as modest as the economy of the nation continues to recover. Employment, GDP, investment spending, consumer confidence, and availability of capital for investment are slowly showing signs of improvement. On July 29, 2015, the Federal Reserve Bank decided to maintain the target range for the federal funds rate at 0.0% to 0.25% and will assess progress toward maximizing employment and a 2.0% inflation goal. The Committee continues to see the risks to the outlook for economic activity and the labor market as nearly balanced.

Nationally, growth in household spending has picked up recently but remains constrained by pockets of high unemployment, modest income growth, lower housing wealth, and tight credit. Business spending on equipment and software has risen significantly; however, investment in nonresidential structures is declining and employers remain reluctant to add to payrolls, however, certain markets such as Boston have planned additions to supply. Housing starts have edged up but remain at a depressed level. Although the pace of economic recovery is likely to be moderate for a time, the Committee anticipates a gradual return to higher levels of resource utilization in a context of price stability. Real estate recoveries are driven mainly by employment growth and when GDP, and the labor markets begin to add jobs again, the real estate markets can begin to recover.



Source: GoogleMaps

Site and Neighborhood

The subject property is a 4.0+/- acre portion of a 24.63-acre site located at 62 Maple Street in Wenham, MA and is located within a mixed-use neighborhood. The neighborhood includes single-family residential uses and small commercial uses.

Access

The site is located on the northern side of Maple Street, just west of Topsfield Road, a main thoroughfare in Wenham. The majority of the prospective residents will likely be residents of Wenham and surrounding communities. The subject site is conveniently located to major interstate highways, enhancing access to regional and local employment, services, and amenities.

Visibility

Because of the location of the surrounding uses and the topography of the site, the site has excellent visibility. Pedestrian visibility is good along Maple Street and the surrounding neighborhood. The site is highly visible to passersby in vehicles and on foot.

Site Qualities

The site is an irregularly shaped parcel of approximately 4.0+/- acres. The site is relatively level and at street grade; however the northern portion of the site has areas of extreme

variation in topography. The property will need significant site work in order to accommodate a road or driveway to access the rear portion of the site. Additionally, the developer will install storm water management facilities including a retention pond and catch basins for the proposed use. There is approximately 60 feet of frontage on Maple Street. In addition to the site's proximity to employment centers, senior-targeted services, and interstate roadways, scenic views of the neighboring downtown area, proximity to open space, and the historic nature of the community and neighborhood offer extraordinary amenities and site benefits that enhance marketability.

Pipeline

According to the Wenham Planning Department, there are no other residential projects in development within the town, nor are there any project currently proposed.

Legal Restrictions

The use of the subject property is restricted by local zoning regulations. The subject is located within an area of minimal flooding yields no restrictions that impact the site.

Zoning Analysis

The site is located in the Residential zoning subdistrict. The R Subdistrict was established to provide for single-family residences. The district limits uses to single-family residential, educational uses, religious uses, day care, agricultural and accessory uses and other uses are permitted by special exception and approval from the Planning Board. The following table highlights the dimensional requirements for the R as determined by the Town of Wenham.

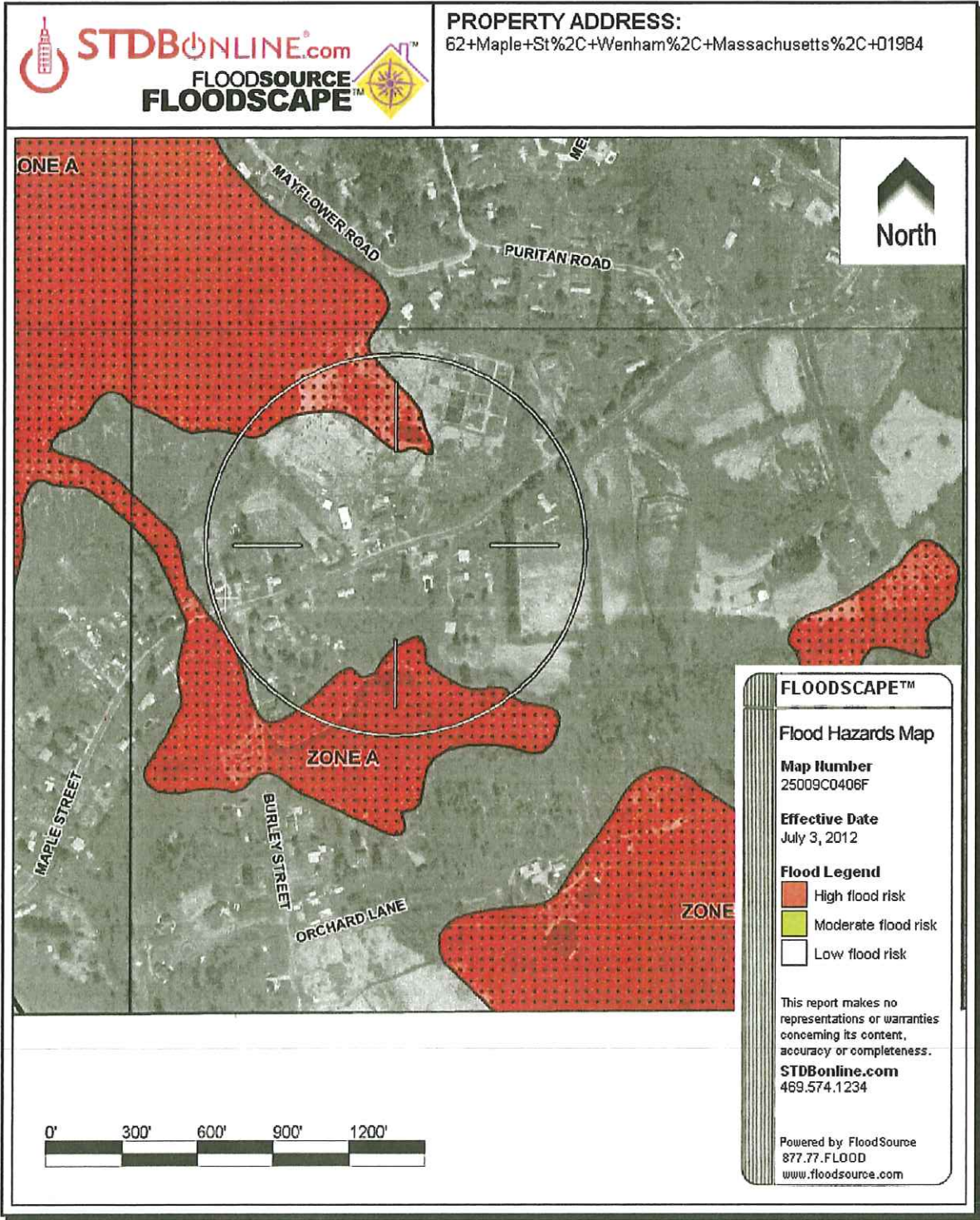
R Zone	
Minimum Lot Area:	40,000 square feet
Minimum Lot Frontage:	170 feet
Minimum Lot Width	100 feet
Maximum Building Height:	35 feet
Minimum Side Yard:	15 feet
Minimum Rear Yard:	15 feet
Minimum Front Yard:	20 feet
Maximum Lot Coverage:	50%

The property is currently vacant and conforms to the current zoning code. It is assumed for the purposes of this appraisal that the subject site has been approved for a Chapter 40B Comprehensive Permit to construct 60 units of affordable senior rental housing on approximately 4.0+/- acres of land. The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program and it is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained.

Flood Zone

The subject property is located in Zone "X" floodplain on the Flood Insurance Rate Maps (FIRM) 25009C0406F dated July 03, 2012, published by the Federal Emergency Management

Agency (FEMA). "Zone X" is defined as areas of 500 year flood; areas of 100-year flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 100-year flood. However, portions of the site are located within the 100-year flood zone to the northwest of the site, as indicated by the flood map below.



Taxes and Assessment Data Analysis

The property is subject to local real estate taxes from the town of Wenham. These taxes are based on the assessed value of the subject, as determined by the town. The current taxes encumbering the subject are based on the assessment for the fiscal year 2015 (FY15) at a rate of \$19.12 per \$1,000 for all property types based on a 100% assessment. A review of the records at the Wenham assessor's office reveals that the subject is assessed and taxed Chapter 61 vacant land. In the fiscal year 2015 (FY15), the assessed value of the subject, as determined by the town of Wenham, is \$1,200. The FY15 tax rate is \$19.12 per \$1,000 of assessed value, which equates to an estimated FY15 tax burden of \$22.95 for the property.

The subject property includes a portion of a larger site that is currently undeveloped and subject to an existing Massachusetts Chapter 61 use program and is therefore not considered an appropriate estimate of real property taxes on the subject. It is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made.

Highest and Best Use

Highest and Best Use is defined as:

"The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability."⁴

In examining the highest and best use, two separate analyses are made:

- (1) **Highest and best use of land or a site as though vacant.** Among all reasonable, alternative uses, the use that yields the highest present value for the land, after payments are made for labor, capital, and coordination. The use of a property based on the assumption that the parcel of land is vacant or can be made vacant by demolishing any improvements.⁵
- (2) **Highest and best use of property as improved.** The use that should be made of a property as it exists. An existing property should be renovated or retained As-Proposed so long as it continues to contribute to the total Market Value of the property, or until the return from a new improvement would more than offset the cost of demolishing the existing building and constructing a new one.⁶

As indicated in the definitions, highest and best use applies to both the site as if it were vacant and as it is improved. In estimating the value of a property, it is important to establish the use that would bring the highest value to the land if the property were vacant. The highest and best use of the site as vacant sets the standard for evaluating the property as it is improved. In estimating the highest and best use, both as vacant and as improved, a four-step analysis is completed in which potential uses that are not legally permissible, physically possible, financially feasible or maximally productive are eliminated until only the highest and best use remains.

⁴The Dictionary of Real Estate Appraisal, Third Edition, Appraisal Institute, Chicago, IL, Page 171

⁵The Dictionary of Real Estate Appraisal, Third Edition, Page 171

⁶The Dictionary of Real Estate Appraisal, Third Edition, Page 171

As Vacant**Legally Permissible**

The site is located in the Residential zoning subdistrict. The R Subdistrict was established to provide for single-family residences. The district limits uses to single-family residential, educational uses, religious uses, day care, agricultural and accessory uses and other uses are permitted by special exception and approval from the Planning Board, such as multifamily residential. The following table highlights the dimensional requirements for the R as determined by the Town of Wenham.

R Zone

Minimum Lot Area:	40,000 square feet
Minimum Lot Frontage:	170 feet
Minimum Lot Width	100 feet
Maximum Building Height:	35 feet
Minimum Side Yard:	15 feet
Minimum Rear Yard:	15 feet
Minimum Front Yard:	20 feet
Maximum Lot Coverage:	50%

The property is currently vacant and conforms to the current zoning code. It is assumed for the purposes of this appraisal that the subject site has been approved for a Chapter 40B Comprehensive Permit to construct 60 units of affordable senior rental housing on approximately 4.0+/- acres of land. The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program and it is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained.

Physically Possible

The subject property includes approximately 4.0+/- acres of land. The subject property has physical characteristics that do not significantly detract from its development potential. It is assumed for the purposes of this appraisal that the subject site has been approved for a Chapter 40B Comprehensive Permit to construct 60 units of affordable senior rental housing on

approximately 4.0+/- acres of land. The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program and it is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained.

The physical characteristics of the land are comparable to that of neighboring comparable land zoned for similar uses such as single-family residential housing, however, the site includes approximately 60 feet of frontage and Wenham zoning requires frontage of 170 feet for the Residential zone. A variance and/or special permit would likely be required for the development of the site into new single-family housing units. Permitting and development of the site for single-family residential use is highly speculative, however, precedent exists within the market for common driveway and similar subdivision applications and is considered reasonable to assume approvals would be obtained to develop into single-family residential use of between 2 and 3 subdivided parcels.

Financially Feasible

There is a stable market for the development of land for single-family residential uses in the region. Recent sales of single-family home sites in Wenham have ranged from between \$215,000 and \$340,000 per single-family house lot, depending on location, required infrastructure improves and site work, and size. As the site is currently vacant, the development of single-family residential use would be feasible under current market conditions because the value of the finished improvements would be more than the cost of construction. However, recent sales and listings of multifamily residential sites within the market have ranged from between \$5,485 per unit of residential housing unit to \$62,500 per unit, as discussed in the Sales Comparison Approach of this report. Therefore, the use as a site for the hypothetical development of 60 units of affordable senior rental housing on approximately 4.0+/- acres of land is considered financially feasible.

Maximally Productive

The use that would serve to maximize returns while conforming to the legal and physical constraints on the site would be a site for the hypothetical development of 60 units of affordable senior rental housing on approximately 4.0+/- acres of land.

The Valuation Process

The valuation process is the "systematic procedure employed to provide the answer to a client's question about real property value."⁷ The valuation process involves applying three approaches to market value to the subject in order to arrive at a reliable market value conclusion. The three approaches are: the cost approach, the income capitalization approach, and the sales comparison approach.

The cost approach is "a set of procedures through which a value indication is derived for the fee simple interest in a property by estimating the current cost to construct a reproduction of, or replacement for, the existing structure; deducting accrued depreciation from the reproduction or replacement cost; and adding the estimated land value plus an entrepreneurial profit. Adjustments may then be made to the indicated fee simple value of the subject property to reflect the value of the property interest being appraised."⁸ The cost approach is particularly applicable when the improvements have recently been built and when there is an active market for new construction from which to extract land sales and comparable building costs. The cost approach has not been applied and is not a reliable indicator of value because the property is a vacant parcel of land.

The income capitalization approach is "a set of procedures through which an appraiser derives a value indication for an income-producing property by converting its anticipated benefits (cash flows and reversion) into property value. This conversion can be accomplished in two ways. One year's income expectancy can be capitalized at a market-derived capitalization rate or at a capitalization rate that reflects a specified income pattern, return on investment, and change in the value of the investment. Alternatively, the annual cash flows for the holding period and the reversion can be discounted at a specified yield rate."⁹

The income capitalization approach has not been used as a primary indicator of value because the property is currently a vacant parcel of land.

The sales comparison approach is "a set of procedures in which a value indication is derived by comparing the property being appraised to similar properties that have been sold recently, applying appropriate units of comparison, and making adjustments to the sale prices of the comparables based on the elements of comparison. The sales comparison approach may be

⁷*The Dictionary of Real Estate Appraisal, Third Edition*, page 384

⁸*The Dictionary of Real Estate Appraisal, Third Edition*, page 81

⁹*The Dictionary of Real Estate Appraisal, Third Edition*, page 178

used to value improved properties, vacant land, or land being considered as though vacant; it is the most common and preferred method of land valuation when comparable sales data are available."¹⁰

Because the property is currently a vacant parcel of land, the sales comparison approach has been used to derive an independent value. "Reconciliation is the last phase of any valuation assignment in which two or more value indications derived from market data are resolved into a final value estimate, which may be either a final range of value or a single point estimate."¹¹

¹⁰*The Dictionary of Real Estate Appraisal, Third Edition*, page 318

¹¹*The Dictionary of Real Estate Appraisal, Third Edition*, page 296

Land Sales Comparison Approach

The Sales Comparison Approach is based upon the principle of substitution, which states that a prudent buyer would not pay more for a property than it would cost to acquire a comparable substitute property. This approach involves direct comparison of the property being appraised to other similar type properties that have sold or are currently offered for sale. Since no two properties are ever identical, analysis of differences in property rights transferred, financing, market conditions, quality, location, size and market appeal is necessary. Due to the nature of this property the Sales Comparison Approach has been used to derive an independent land value for the subject property based on sales of comparable development sites in the market area. In comparing and adjusting the sales to the subject property in order to arrive at an indication of the market value of the subject, a judgment of the sales' superiority or inferiority based on a number of specific characteristics is made. These characteristics include property rights transferred, the conditions of each sale and any unusual financing, changing market conditions, locational characteristics, and physical characteristics.

Comparable Land Sales Summary									
Sale #	Location Buyer Seller	Sale Date 40B Approval Date	Site Area	Book/Page	Sale Price	Number of Units	Indicated Price per Unit	Indicated Price per Acre	DHCD SHI %
1	16 Berry Street North Andover, MA North Andover Holdings LLC Berry Street Trust	4/30/2012 3/11/2014	18.88 acres	12923/0102	\$1,075,000	196 Rental	\$5,485	\$56,939	6.20%
2	Greenwood Estates 273 Riverneck Road Chelmsford, MA H&L Pioneer 40B LLC Raymond & Mildred Greenwood	12/21/2012 1/9/2014	1.73 acres	26784/261	\$415,000	13 Condos	\$31,923	\$239,884	4.90%
3	Allard's Grove 760 Nashua Road Dracut, MA Allard's Grove LLC Gilbert Campbell Trustee	3/17/2010 9/27/2009	3.77 acres	LC203/107	\$380,000	60 Rental Senior	\$6,333	\$100,796	5.80%
4	The Residences at Maynard 129 Parker Street Maynard, MA Parker Street Holdings LLC Anglo Irish Real Estate Holdings INC	7/13/2011	58.30 acres	1401/69	\$7,650,000	317 Condos	\$24,132	\$131,218	8.20%
5	The Residences at Rose Landing 356-360 Andover Street Danvers, MA PF Danvers 360 Andover Street LLC	11/16/2011 9/27/2005	10.20 acres	30838/401	\$1,100,000	71 TH Condos	\$15,493	\$107,843	9.20%
6	Rivervalk Place 160R Main Street Peabody, MA LISTING LISTING	LISTING	0.70 acres	LISTING	\$2,500,000	40	\$62,500	\$3,571,429	9.20%
7	Lynnfield Village 2 Broadway Lynnfield, MA LISTING LISTING	LISTING 2014	5.14 acres	LISTING	\$2,000,000	64	\$31,250	\$389,105	11.40%

Source: Kirk & Company Files

Conclusion

The sales based on price developable residential unit have been adjusted for differing characteristics in order to provide an indication of the market value of the subject property. The sales bracket the subject in terms of comparability of quality, location, size and market appeal. The uncertainty of the local and regional economies has prevented the flow of capital to new real estate development, speculative or otherwise in the past 24-month period, however, recent trends within the region have indicated an overall improvement in conditions, however, few transactions of land for development were observed.

The Commonwealth of Massachusetts allows Chapter 40B applications in communities where less than 10% of the year-round housing meets the statute's definition of low- and moderate-income housing. The Chapter 40B Comprehensive Permit allows developers of affordable housing to potentially override local zoning and certain other requirements when developing housing consistent with the Chapter 40B requirements. In any municipality in Massachusetts where less than 10% of the municipality's housing supply qualifies as affordable under certain criteria, a developer of housing can build a larger, denser project than the municipal zoning bylaws would permit and also in zones where multifamily housing development would not be allowed. The Chapter 40B Comprehensive Permit requires that at least 20% of the units be available to residents earning 50% or less than area median income (AMI) or 25% of the units be available to residents earning 80% or less than AMI.

In order to qualify for a Chapter 40B Comprehensive Permit, the developer must be a non-profit entity, non-profit sponsor, or qualify for limited dividend status. The developer of Chapter 40B developments are subject to additional review, accounting requirements, cost certification, and limited financial distributions. The proposed development is required to submit formal applications and receive conditional qualifying approvals from the state subsidizing agency, the Massachusetts Housing Finance Agency (MassHousing). If the project receives MassHousing conditional approval, the developer then petitions the local municipality for approval and consistency with local housing priorities and municipal housing plans. The process for approval is iterative and requires various hearings, certifications, and can be an uncertain process with considerable development risk.

As of the most recent affordable housing inventory conducted by the Massachusetts Department of Housing and Community Development (DHCD), on December 5, 2014, the town

of Wenham has 122 units of affordable housing. Of the total 1,404 housing units counted in the 2010 Census in Wenham, 8.7% are considered affordable under the Massachusetts Chapter 40B requirements.

In comparing and adjusting the sales to the subject in order to arrive at an indication of the market value of the subject property, a judgment of the sales' superiority or inferiority based on a number of specific characteristics is made. These characteristics include property rights transferred, the conditions of each sale and any unusual financing, changing market conditions, locational characteristics, and physical characteristics. Additionally, sales of land for speculative Chapter 40B development sites and Chapter 40B permitted sites have been surveyed.

There were five recent comparable sales of land sites and two current listings which range in price from \$380,000 to \$7,165,000 and from \$5,485 per unit of residential housing unit to \$62,500 per unit. All seven comparables were located in North Andover, Chelmsford, Dracut, Maynard, Danvers, Peabody, and Lynnfield and vary in their comparability to the subject property based on location, land area, and use. Most of the sales are generally located in comparable neighborhoods to that of the subject and have a mix of higher quality residential, commercial and retail land uses and all of the sales occurred between 2010 and the present.

The sales based on price per unit of residential housing have been adjusted for differing characteristics in order to provide an indication of the market value of the subject property. The sales bracket the subject property in terms of overall comparability. The gap between the bid and ask prices on land for the development of multifamily properties, which is the current use of the subject property, has recently closed, further strengthening the market. The subject property includes approximately 4.0+/- acres of land and it is assumed for this analysis that the site is approved for 60 units of residential housing with units of approximately 650 square feet. The proposed use of the property includes the new construction of 60 units of affordable rental housing for seniors within a single three-story building and the property will include a total of 90 surface parking spaces.

The site is an irregularly shaped parcel of approximately 4.0+/- acres. The site is relatively level and at street grade; however the northern portion of the site has areas of extreme variation in topography. The property will need significant site work in order to accommodate a road or driveway to access the rear portion of the site. Additionally, the developer will install storm water management facilities including a retention pond and catch basins for the proposed

use. The required site work, varying topography, and speculative nature of the development puts downward pressure on the per unit land values observed in the market. Based on the sales surveyed in the range of \$380,000 to \$7,650,000 and from \$5,485 per unit to \$62,500 per unit, the indicated market value of the subject property land is \$30,000 per residential unit, or \$1,800,000 for a 60-unit permitted site at this location.

Reconciliation and Final Value Estimate

In appraising the Market Value of the fee simple estate in the subject property as of September 14, 2015, the cost approach, sales comparison approach and income capitalization approach have been considered. The value indications from each of the approaches are as follows:

Value Indications

Cost Approach: N/A

Sales Comparison Approach: \$1,800,000

Income Capitalization Approach: NA

Overall Indication of Market Value: \$1,800,000

The subject property includes a 4.0+/- acre portion of a 24.63-acre site. Due to the nature of the subject property as a vacant and unimproved parcel of land, the cost and income capitalization approaches to value are not appropriate and have not been relied on in determining the Market Value "As Is" of the land assuming the approval of a Chapter 40B Comprehensive Permit for 60 units of senior rental housing. Therefore the sales comparison approach has been relied upon for the Market Value "As Is" estimate. It is assumed for the purposes of this appraisal that the subject site has been approved for a Chapter 40B Comprehensive Permit to construct 60 units of affordable senior rental housing on approximately 4.0+/- acres of land. The subject property includes a portion of a larger site that is currently undeveloped and subject to existing residential zoning and a Massachusetts Chapter 61 use program and it is assumed that the Chapter 61 restrictions can be lifted and that the municipality waives the right of first refusal or other comparable arrangements are made. It is assumed for the purposes of this appraisal that the site will support the proposed physical improvements. It is further assume that any and all necessary infrastructure improvements required for the development are allowed and all required environmental, municipal, or other approvals be obtained.

In summary, the Sales Comparison Approach is based on several sources of reliable, current data and is the most appropriate methodology for appraising the property. Based on the six sales of land for residential development in the range from \$380,000 to \$7,650,000 and from \$5,485 per unit of residential housing unit for apartment rental sites to \$62,500 per unit for

condominium sites, the indicated market value of the subject property land is \$30,000 per residential unit, or \$1,800,000 for a 60-unit permitted site at this location.

Our opinion of the hypothetical Market Value "As Is" of the fee simple estate of a 4.0+/- acre portion of the site, assuming Chapter 40B approvals as of September 14, 2015 is:

ONE MILLION EIGHT HUNDRED THOUSAND U.S. DOLLARS
\$1,800,000


Certificate of Value

We hereby certify that:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions of the initial appraisal, and are our personal, unbiased professional analyses, opinions and conclusions.
3. We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved.
4. Our compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. The reported analyses, opinions and conclusions were developed and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute and the Uniform Standards of Professional Appraisal Practice, promulgated by the Appraisal Foundation.
6. David S. Kirk and Brett N. Pelletier have made personal inspections of the property that is the subject of this report.
7. Both David S. Kirk and Brett N. Pelletier are competent to appraise the subject property as both have had substantial experience in appraising all types of income producing property. No one provided significant professional assistance to the persons signing this report.
8. Kirk & Company has not previously appraised this property; however, we have performed other service, within the past three (3) years.
9. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
10. The Appraisal Institute conducts a voluntary program of continuing education for its designated members. MAI's and RM's who meet the minimum standards of this program are awarded periodic education certification. David S. Kirk is currently certified under this program through December 31, 2016.



David S. Kirk, MAI, CRE®



Brett N. Pelletier

PART III: APPENDICES

1. Qualifications

Appendix 1

Qualifications of the Appraisers

DAVID S. KIRK, MAI, CRE

Mr. Kirk is the Principal and Founder of Kirk & Company, a real estate appraisal, consulting and investment counseling company located in Boston, Massachusetts. Kirk & Company offers real estate consulting services to institutions, corporations, investors and developers. Services include advice, analysis and assistance on real estate investment, disposition, and development, including property valuation, marketability and feasibility studies.

Prior to founding Kirk & Company in 1993, he was a Senior Vice-President and Principal of The Boston Financial Group, and the Director of the Boston Financial Consulting Group, a division within the company that offers real estate consulting services. Lend Lease acquired Boston Financial in September of 1999. Prior to 1971, Mr. Kirk was an account executive with Landauer Associates (New York City), real estate consultants, where he was an appraiser of commercial, industrial and residential properties for purposes of financing, joint venture, disposition and corporate merger/acquisition.

Mr. Kirk is a member of the Appraisal Institute (MAI) and the Counselors of Real Estate (CRE). He was the President for 2001 of the Counselors of Real Estate and the 2001 President of the Greater Boston Chapter of The Appraisal Institute. He is a member of the Greater Boston Real Estate Board, the National Association of Realtors, and Lambda Alpha International. Mr. Kirk is a Certified General Real Estate Appraiser in the Commonwealth of Massachusetts and a licensed real estate broker in Massachusetts and New York.

Mr. Kirk is a graduate of the University of Pennsylvania where he majored in Architecture and the Wharton Graduate School of Business where he majored in Finance. He has been a speaker and a panelist at conferences of, among others, the Urban Land Institute, the National Trust for Historic Preservation, the Mortgage Bankers Association of America, the Society of Real Estate Appraisers, and the Massachusetts Bar Association. He was chairman of an advisory working group on Troubled Properties for the United States Department of Housing and Urban Development.

Mr. Kirk was a member of the Board of Editors of *Banker & Tradesman* and a contributing writer to the *New England Real Estate Journal*, and a co-author of *Real Estate: A Hidden Corporate Asset* (American Society of Real Estate Counselors, 1986). He has written articles which have appeared in national real estate periodicals including *The Appraisal Journal* and *Real Estate Review*. His article, "Using the Reversion/Shelter Approach to Appraise Subsidized Housing," co-authored with David A. Smith, was honored as the best *Appraisal Journal* article written in 1983, recipient of the Robert H. Armstrong Award.

Brett N. Pelletier

Mr. Pelletier joined Kirk & Company in 2005 to assist in the appraisal and consulting process, which includes narrative appraisal reports, feasibility studies, acquisition analysis and customized market research. Kirk & Company offers real estate consulting services to institutions, corporations, investors and developers. Services include advice, analysis and assistance on real estate investment, disposition, and development, including property valuation, marketability and feasibility studies. Mr. Pelletier specializes in the appraisal and analysis of market-rate, mixed-income, and affordable housing properties; including senior housing, assisted living facilities, and other types of rental and for-sale housing.

Prior to joining Kirk & Company, Mr. Pelletier served as campaign intern with John Kerry for President and was a legislative intern in the Boston office of the late Senator Edward M. Kennedy. Mr. Pelletier received his Bachelor's Degree in Finance with minors in English and Government from Bentley University where he focused on Corporate Finance and Real Estate with coursework in Real Estate Law, Real Estate Financing and Urban Planning & Development. Mr. Pelletier has successfully completed extensive primary and continuing education courses with the Appraisal Institute, Massachusetts Board of Real Estate Appraisers, and other national and regional professional and educational organizations.

Mr. Pelletier is a Licensed Real Estate Appraiser Trainee in the Commonwealth of Massachusetts, a Practicing Affiliate Member of the National and Massachusetts Chapter of the Appraisal Institute, an Emerging Leader Member of the Real Estate Finance Association (REFA) and a member of the National Council of Affordable Housing Market Analysts (NCAHMA, an affiliated council of National Housing and Rehabilitation Association).

Mr. Pelletier is also a member of the Preservation Society of Newport County and Fall River Historical Society, non-profit organizations that preserve and protect the architectural heritage of Newport County, Rhode Island and Fall River, Massachusetts. Additionally, Mr. Pelletier serves on the board of directors of the Striving Artists Theatre Company of Beverly, Massachusetts; a non-profit performing arts organization dedicated to enriching the community with innovative theatre arts.

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING
Community Preservation Committee

Wenham Town Hall
Wenham, Massachusetts 01984

Name of Applicant/Contact Person: Town of Wenham – Town Administration

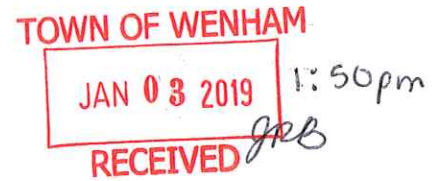
Sponsoring Organization, if applicable: Wenham Board of Selectmen

Mailing address: Wenham Town Hall, 138 Main street, Wenham, MA 01984

Daytime phone: 978-468-5520 x2 **Email:** plombardi@wenhamma.gov

Name of Proposal: Town Hall Renovation Project

Date: January 2, 2019



CPA Category: Please see chart 1 from the website for correct category descriptions

(Circle all that apply): Open Space - Historic Preservation – Recreation - Community Housing

CPA Funding Requested: \$126,100 **Total Cost of Proposed Project:** \$6,852,421

PROJECT DESCRIPTION: In describing the project, please include answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** This application represents the annual CPA application seeking to service a portion of the annual debt incurred by the town for the purpose of restoring the historic town hall building. Restoration of this historic building benefits the entire population of Wenham. The amount of the debt being serviced, \$2,151,421, is a portion of the total project cost and is attributable solely to the Town Hall work.
2. **Community Need:** The Town Meeting has designated this project as a priority and has appropriated the funding necessary for the completion of the building restoration
3. **Community Support:** The Town Administration and residents voted, by a clear majority, to support this project through the appropriation of the necessary construction funding. This town meeting vote is a clear indication of the level of community support.
4. **Budget:** The bond repayment schedule for the \$2,151,421 has been attached to this application. The bond was refinanced in FY2015 and, as a result, the remaining principal is \$1.037M as reflected on the attached schedule. This refinance had no effect on the overall debt obligation, but will result in a decrease in the total interest payments over the life of the debt. As you will see, the FY20 CPA appropriation will be \$126,100.00. It should be noted that the original presentation regarding the annual bond repayment amounts was predicated upon level debt payments. After further discussion with the Town's financial advisor, it was determined that thousands of dollars of interest could be saved if we bonded the project cost based upon level principal payments. Therefore, the annual bond service payments have changed from year-to-year, but the overall principal expenditure has remained the same.
5. **Funding:** The town appropriated, through town meeting vote, the full construction budget amount. The requested CPA Funding will service the bonded debt for FY20 for the \$2,151,421 portion of the Town Hall renovation costs.
6. **Timeline:** The renovation project began in August, 2006 with the demolition of the interior of the building and was substantially completed in late March, 2008.

7. **Implementation:** The Wenham Selectmen established the Town Hall & Police Station Building Committee for the purpose of procuring and implementing the project. The town awarded the construction contract to Barr Incorporated and the Project Management and Clerk of the Works contracts to Diversified Project Management, Inc.
8. **Maintenance:** The Town of Wenham will be responsible for long-term maintenance and has appropriated an annual budget for this purpose. The Town Administrator will ultimately be responsible for setting and implementing the necessary budget from year to year.

ADDITIONAL INFORMATION: This application represents one in a series of annual requests to fund the bonded (20 year) construction costs (see attached bonding schedule).

9. **Further Documentation:** The Town owns and controls the subject site and building.
10. **Feasibility Reports:** See FY07 Application.
11. **Zoning Compliance:** See FY07 Application. All required zoning and other approvals have been obtained for the project.
12. **Other Information:** N/A

MATERIALS TO BE REVIEWED: (Required for all applicants)

1. Grant Agreement
2. Procurement Memo
3. Do the State's Procurement Laws Apply? (From Community Preservation Coalition)
4. MA Inspector General Procurement Guidelines
5. Restriction Agreements
 - a. Historic Preservation Restriction
 - b. Conservation Restriction
 - c. Affordability Restriction

I acknowledge that I have reviewed all pertinent materials related to the award of Community Preservation Act funding, including but not limited to the grant agreement, procurement materials, and restriction agreements (if applicable), as attached to this application and available on the Town's website, and that this proposed project, if funded, shall comply in all respects to the terms and conditions imposed by the Town as outlined in these documents and as shall be amended from time to time.

Applicant Name: Peter Lombardi

Date: 1/3/19

Please submit 10 copies of your completed application and any related supplemental materials to the Town Administrator's Office at the Wenham Town Hall by Monday, January 7, 2019 at 4:00PM.

Questions can be directed to Jackie Bresnahan at 978-468-5520 ext. 4 or jbresnahan@wenhamma.gov

Town of Wenham, Massachusetts
General Obligation Refunding Bonds; Dated February 26, 2015
\$1,037,800 Adv Ref of 1 15 07 - Town Hall/Police Station4 (IE

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/28/2015	-	-	-	-	-
08/15/2015	7,800.00	2.000%	12,583.93	20,383.93	-
02/15/2016	-	-	13,325.00	13,325.00	-
06/30/2016	-	-	-	-	33,708.93
08/15/2016	5,000.00	2.000%	13,325.00	18,325.00	-
02/15/2017	-	-	13,275.00	13,275.00	-
06/30/2017	-	-	-	-	31,600.00
08/15/2017	110,000.00	2.000%	13,275.00	123,275.00	-
02/15/2018	-	-	12,175.00	12,175.00	-
06/30/2018	-	-	-	-	135,450.00
08/15/2018	110,000.00	2.000%	12,175.00	122,175.00	-
02/15/2019	-	-	11,075.00	11,075.00	-
06/30/2019	-	-	-	-	133,250.00
08/15/2019	105,000.00	2.000%	11,075.00	116,075.00	-
02/15/2020	-	-	10,025.00	10,025.00	-
06/30/2020	-	-	-	-	126,100.00
08/15/2020	105,000.00	2.000%	10,025.00	115,025.00	-
02/15/2021	-	-	8,975.00	8,975.00	-
06/30/2021	-	-	-	-	124,000.00
08/15/2021	105,000.00	2.000%	8,975.00	113,975.00	-
02/15/2022	-	-	7,925.00	7,925.00	-
06/30/2022	-	-	-	-	121,800.00
08/15/2022	100,000.00	2.000%	7,925.00	107,925.00	-
02/15/2023	-	-	6,925.00	6,925.00	-
06/30/2023	-	-	-	-	114,850.00
08/15/2023	100,000.00	2.250%	6,925.00	106,925.00	-
02/15/2024	-	-	5,800.00	5,800.00	-
06/30/2024	-	-	-	-	112,725.00
08/15/2024	100,000.00	4.000%	5,800.00	105,800.00	-
02/15/2025	-	-	3,800.00	3,800.00	-
06/30/2025	-	-	-	-	109,600.00
08/15/2025	95,000.00	4.000%	3,800.00	98,800.00	-
02/15/2026	-	-	1,900.00	1,900.00	-
06/30/2026	-	-	-	-	100,700.00
08/15/2026	95,000.00	4.000%	1,900.00	96,900.00	-
06/30/2027	-	-	-	-	96,900.00
Total	\$1,037,800.00	-	\$202,983.93	\$1,240,783.93	-

Yield Statistics

Bond Year Dollars.....	\$7,012.19
Average Life.....	6.757 Years
Average Coupon.....	2.8947297%
Net Interest Cost (NIC).....	1.6285911%
True Interest Cost (TIC).....	1.5287345%
Bond Yield for Arbitrage Purposes.....	1.3954894%
All Inclusive Cost (AIC).....	1.7890673%

IRS Form 8038

Net Interest Cost.....	1.4017545%
Weighted Average Maturity.....	6.915 Years

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING
Community Preservation Committee

Wenham Town Hall
Wenham, Massachusetts 01984

TOWN OF WENHAM

JAN 07 2019

RECEIVED

1:50pm

Name of Applicant/Contact Person:

Donald Preston _____

Sponsoring Organization, if applicable: _

Habitat for Humanity North Shore _____

Mailing address: ___14 Park Street, Danvers Ma 01923

Daytime phone: ___978-590-1152_____

Email: dpreston@habitatforhumanity-northshore.com _____

Name of Proposal: ___

40 Hull Street _____

CPA Category: Please see chart 1 from the website for correct category descriptions

(Circle all that apply): Open Space - Historic Preservation – Recreation - Community Housing

CPA Funding Requested: \$___60,000.00_____ **Total Cost of Proposed Project:**

\$___487,300.00_____

PROJECT DESCRIPTION: In describing the project, please include answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?
2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?
3. **Community Support:** What is the nature and level of support and/or opposition for this project?
4. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five year budget, if appropriate.
5. **Funding:** What funding sources are available, committed or under consideration? Include commitment letters, and describe any other attempts to secure funding for this project.
6. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

7. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?
8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five year budget.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. It is important to note that entities who cannot demonstrate adequate site control (ie. "Friends of" groups) shall not be eligible to apply for funding.
10. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and material.
11. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.
12. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.

MATERIALS TO BE REVIEWED: (Required for all applicants)

1. Grant Agreement
2. Procurement Memo
3. Do the State's Procurement Laws Apply? (From Community Preservation Coalition)
4. MA Inspector General Procurement Guidelines
5. Restriction Agreements
 - a. Historic Preservation Restriction
 - b. Conservation Restriction
 - c. Affordability Restriction

I acknowledge that I have reviewed all pertinent materials related to the award of Community Preservation Act funding, including but not limited to the grant agreement, procurement materials, and restriction agreements (if applicable), as attached to this application and available on the Town's website, and that this proposed project, if funded, shall comply in all respects to the terms and conditions imposed by the Town as outlined in these documents and as shall be amended from time to time.

Applicant Name:



Date:

01-07-2019

Please submit 10 copies of your completed application and any related supplemental materials to the Town Administrator's Office at the Wenham Town Hall by Monday, January 7, 2019 at 4:00PM.

Questions can be directed to Jackie Bresnahan at 978-468-5520 ext. 4 or jbresnahan@wenhamma.gov



We build strength, stability, self-reliance and shelter.

Wenham Community Preservation Committee:

Project Description:

The property at 40 Hull Street is currently a residential lot with a single family home located on it. The property is 18,145sf with the building occupying 1,792 sf. The building is condemned and needs to be torn down. HFHNS plans on demolishing the building and replacing it with a two family structure that will consist of a two bedroom unit and a three bedroom unit. We will be building on a slab and connecting to Beverly system. We will also be moving the building to be in compliance with setback guidelines according to zoning. The units will be built to energy star standards and will be for homeownership. They will serve low-income families in the 40-60% area median income range and will have a local preference for one of the units. This would mean that a family that lives, works or goes to school in Wenham would be given a preference for one of the units. This project will be developed using the friendly 40B process in co-operation with the Town of Wenham.

Goals:

This project addresses the need for affordable housing in Wenham and will come with a deed restriction which will allow it to count towards the Town of Wenham's affordable housing inventory. The units will sell for under \$150,000.00 each and will be at 0% interest. They will pay real estate taxes based on their assessed value.

Timeline:

We have a signed P&S and will be applying to Department of Housing and Community Development (DHCD) for a friendly 40B to develop this project at 40 Hull St. This process will take up to 90 days to complete. Based on this process we would plan on taking possession of this property in the winter of 2019 and immediately demolishing the existing structure and getting a foundation in place by late fall. We would also be starting our family selection process at this time and hope to have a family on board as we start construction in early spring of 2019. We would be working with Essex Technical High School on this project also so would be operating within their schedule on some aspects of this project. We would plan on completing this project in spring of 2020.

Budget:

HFHNS's model uses volunteer labor and donated product for our projects which is what will make our budget appear different than other construction budgets. We will also be working with the Essex Technical High School on this project and expect them to be part of the framing, electrical, plumbing and heating portions of construction.

Community Need:

In 2018 the Town of Wenham developed the Wenham Housing Production Plan, this plan set goals for affordable housing in Wenham. The Town of Wenham has 118 housing units deemed affordable by DHCD guidelines. That is 8.4% of the housing stock, the town would have to create 22 more affordable housing units to reach its goal of 10% of its housing stock being affordable. The report also documents the income levels in Wenham, 1/4 of households have under 80% AMI and 188 households have incomes under \$25,000. The report shows a need for truly affordable housing in the town and that is exactly what this project at 40 Hull Street will address. We will be creating housing for families earning between 40-60% of the area median income: which translates to a family of four earning between \$41,300 and \$62,040.

The Town of Wenham Housing Production Plan, updated in June of 2018 lists as its short term goals to create more SHI units and to convert existing units into SHI units. This property is located on Hull Street, is in a residentially zoned area abutting Gordon College and just off of RT 128's Grapevine exit.



We build strength, stability, self-reliance and shelter.

To: Wenham Community Preservation Committee:

Re: 40 Hull Street, Wenham

Habitat for Humanity North Shore has a signed P & S for a property located at 40 Hull St in Wenham and is proposing to tear down the existing structure and develop a two unit affordable home ownership condo on this site.

The acquisition cost is \$230,000 and the total cost for the project as proposed is \$460,000, this includes the acquisition and construction costs.

HFHNS will sell these units, a 3 bedroom and a 2 bedroom for under \$150,000.00 to two low-income families. We will have a local preference for one of the units which means that the family can live, work or go to school in Wenham. Our mortgages are at 0% interest. Both of these units will come with deed restrictions that will maintain their affordability and they will count towards the town's affordable housing inventory.

HFHNS follows fair housing guidelines in selecting our families as well as Habitat procedures. We advertise throughout the community, in newspapers, churches, social service agencies and online looking for income qualified applicants. We serve families earning between 40 & 60% of area median income which is considered low income. We review the applications; we request paystubs, tax returns and credit reports in this process. We then schedule home visits with all our qualified applicants, after this review process we enter the applicants into a lottery and draw the family names. Habitat requires that the families commit to 400 hours of sweat equity in the building of their home as their down payment. We are the bank and issue a 0% mortgage for 20-30 years. We also will form a condo association for this project and HFHNS will be part of this association as a voting member. This association will be responsible for the maintenance of the property and the exterior of the housing units.

Design & Construction:

This project will consist of a single duplex building with a 1,536 square foot three-bedroom unit and an 960 square foot two-bedroom unit. Both units will be barrier free. Both units will be for homeownership by low income families in the 40-60% ami income level as established by HUD.

The three bedroom unit will have two bathrooms and be on two floors, with a kitchen, bath, living room and bedroom on first floor. The second floor will have two bedrooms and a bathroom.

The two bedroom unit will have kitchen, living area, bath and bedroom's all on one floor.

There will be a total of four parking spaces.

We will preserve as much landscaping as possible.

These homes will be built to energy star standards.

Development Team:

Developer: Habitat for Humanity North Shore

14 Park St, Danvers Ma 01923 781-598-0310

Executive Director: Donald Preston

14 Park St, Danvers Ma 01923 978-590-1152

Architect: Deirdre Hall

22 Williams St, Beverly Ma 01915 781-223-3630

Attorney: Judy Field

900 Cummings Ctr Suite #306T

Beverly, Ma 01915 978-922-0330

Contractor: Mark Bergeron

781-844-4789

120R Montvale Ave, Woburn Ma 01801

Developer experience:

270 Asbury St, Hamilton new construction of 2 two-bedroom units

Budget \$531,000 complete 12/2018

124 River St, Lynn new construction, three-bedroom unit

Budget \$140,000 complete 08/2018

6-8 First Street, Ipswich rehab, 2 three bedroom units

Budget \$362,000 complete 08/2016

Project Financial Analysis

Total Development Budget - Uses of Funds

Attachment B

Project Address: 40 Hull Street, Wenham

Date: 06/10/2018

	Activity	Total Cost / Expense
1	Proposed Acquisition (including Parking)	230,000
2	Hard Costs	230,000
	Rehabilitation	
	Appliances	
	Contingency	11,800
	Total Hard Costs	241,800
3	Soft Costs	
	Architectural	2,000
	Permits / testing (please include in narrative)	1,500
	Financing / Application Fees	0
	Legal Fees and Title Expenses	2,500
	Accounting / Auditing Costs	2,000
	Unpaid Real Estate Taxes	0
	Other	
	Total Soft Costs	8,000
4	Holding Period Cost	
	Construction Loan Interest	0
	Real Estate Taxes	5,000
	Insurance	1,500
	Utilities	1,000
	Other	
5	Total Expenses for Holding Period	7,500
	Subtotal	
6	Development Fee (include percentage & amount)	0
7	Total Cost	487,300

Project Financial Analysis

Total Development Budget - Uses of Funds

Project Address: 40 Hull St, Wenham

Date: 06/10/2018

	Activity	Total Cost / Expense
1	Operations Revenue <i>(List Loans & Grants)</i>	
2	a.) Habitat funds	42,000
	b.) Wells Fargo Grant	10,000
	c.) Federal Home Loan Bank grant	56,000
	d.) Peoples United Grant	10,000
	e.) HOME Funds Grant	80,000
	d.) Wenham Affordable Housing Trust	60,000
	e) Acquisition Funds	230,000
	Sub Total	488,000
3	Supportive Services Revenue <i>(List Sources)</i>	
	a.)	
	b.)	
	c.)	
4.	Total Operations & Supportive Services Revenue	488,000
	Operations Expenses	n/a
	Administration	
	Management Fee	
	Insurance	
	Real Estate Taxes	
	Heat / Utilities	
	Maintenance – Labor	
	Maintenance - Supplies	
	Replacement Reserve	
	Accounting / Auditing Costs	
	City / Town User Charges	
	Other	
5.	Total Operating Expenses	n/a
6.	Supportive Services Costs	n/a
7.	Total Expenses	n/a

Additional Comments:

Habitat for Humanity North Shore (HFHNS) has been building affordable housing on the North Shore since 1985, starting in Lynn and expanding to Salem, Beverly, Peabody, Danvers, Ipswich and Hamilton. We have funded these homes through a combination of our own fundraising, local banks, HOME Funds, Affordable Housing Trust funds, CHODO's and Federal Home Bank Funds. We also receive in-kind donations, sometimes a roof or electrical supplies and insulation, all of which helps offset the hard costs of building an affordable unit of housing. We have pro-bono lawyers and architects that help offset the soft costs, it is all of these partners that come together and help make our homes possible. Each project is unique as to what funding sources facilitate that build. In Ipswich, where we rehabilitated a two-family form the 1860's we had funding from the HOME consortium and the Ipswich Affordable Housing Trust, in Danvers where we are building a new four-bedroom home we have HOME funds and funding from the Affordable Housing Trust. In Peabody we received funding from the Community Preservation Committee as well as HOME funds.

HFHNS is able to sell these homes to families in the 40 – 60 % AMI for around \$150,000.00 because of these subsidies, and the fact that we use volunteer labor and recently a partnership with Essex Technical High School. There is no avoiding the hard costs of construction but with community support we are able to bring the possibility of affordable home ownership to working families on the North Shore.

SAMPLE



Applications Available for Single family home in



Peabody: four bedrooms-handicap preference

House price \$126,000.00, estimated monthly payments \$800.00.

House is handicap accessible. We will have two application meetings to be scheduled where we will go over the application and lottery process.



Information Meeting Tuesday, January 9th, 2018
10-11 am and 5-6:30 pm
Holy Trinity United Methodist Church,
16 Sylvan St Danvers, Ma

EQUAL HOUSING
OPPORTUNITY

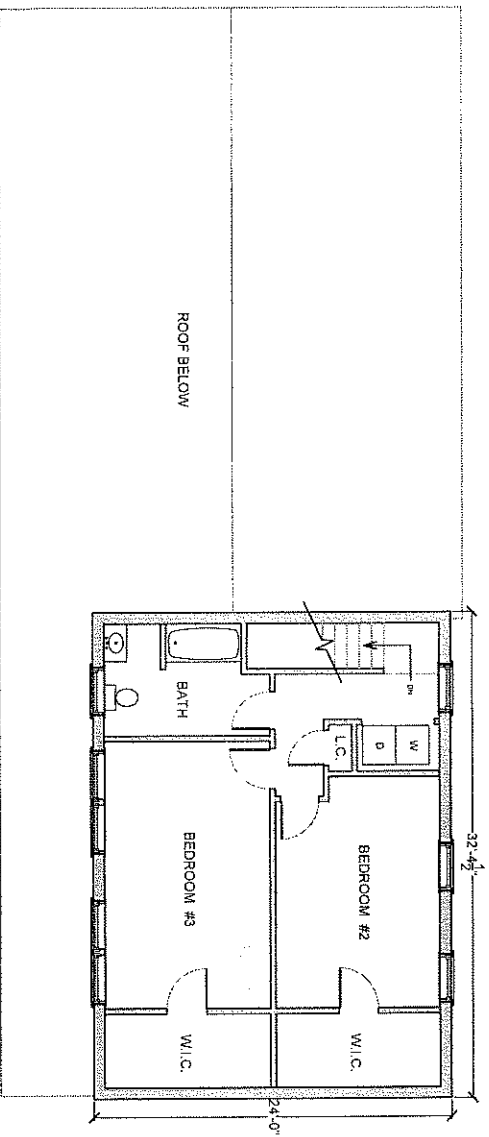
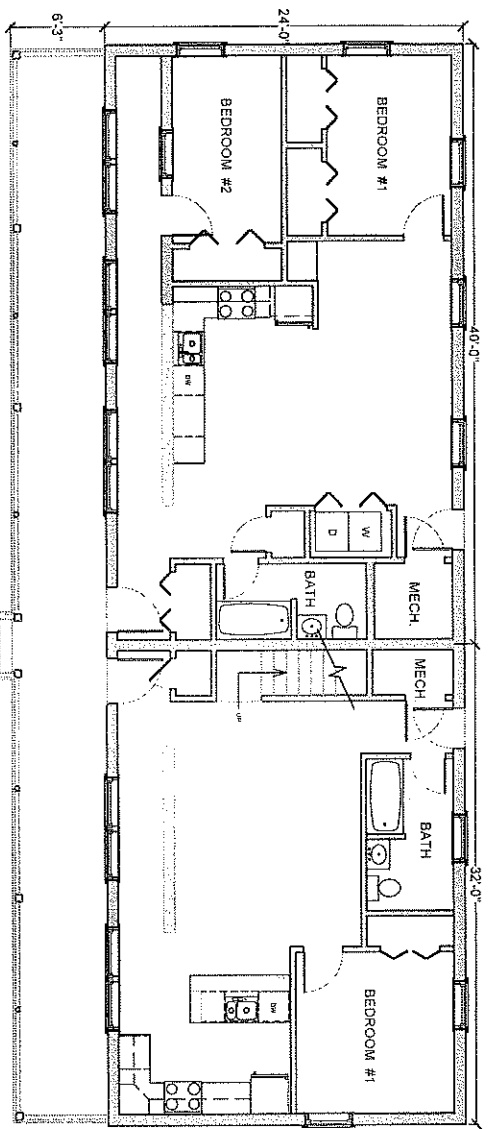
Applications will be accepted through February 15, 2018.

Applications are available on this website: habitatforhumanity-northshore.com

Applications should be sent to : HFHNS, 14 Park St., Danvers, Ma 01923

Family size	2	3	4	5	6
Minimum Income	\$33,088	\$37,224	\$41,360	\$44,669	\$47,978
Maximum Income	\$49,632	\$55,836	\$62,040	\$67,003	\$71,966

A Habitat partnership may be the solution for your family, if you are in need of affordable housing, willing to complete required sweat equity, able to make housing payments of about \$800/month and are a first time home buyer (some exceptions apply) submit your application.



DEIRDRE M. HALL

22 Williams Street
Beverly, MA 01915

(781)223-3630

dee.hall@verizon.net

CSL: 099115

Owner:

HABITAT FOR HUMANITY
NORTH SHORE
14 PARK STREET
DANVERS, MA 01923

Project:

NEW DUPLEX
40 HULL STREET ROAD
WENHAM, MA

Drawing Name:

PROPOSED FLOOR
PLANS

[illegible]

22 Williams Street
Beverly, MA 01915
(781) 223-3630
dee.hall@verizon.net
CS1 100045

CSL: 099115

HABITAT FOR HUMANITY
NORTH SHORE
14 PARK STREET
DANVERS, MA 01923

NEW DUPLEX
40 HULL STREET ROAD
WENHAM, MA

PROPOSED
ELEVATIONS

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MHF-008-2018

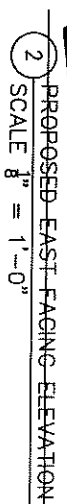
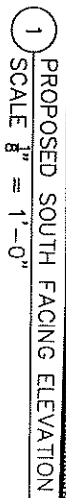
10/26/18	11x17
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AS NOTED	DMH
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Drawing Number:

A-2





MASSACHUSETTS EXCISE TAX
Southern Essex District ROD
Date: 10/13/2017 01:50 PM
ID: 1207716 Doc# 20171013004030
Fee: \$1,048.80 Cons: \$230,000.00

QUITCLAIM DEED

JCG Investments, LLC, a Massachusetts limited liability company whose address is 1 Central Street, Suite 203, Middleton, Essex County, Massachusetts,

for consideration paid of Two Hundred Thirty Thousand Dollars and 00/100 (\$230,000.00),

grants to: Anita Coco, Individually

of: P.O. Box 671, Beverly, Essex County, Massachusetts 01984

with Quitclaim Covenants

The land and the buildings located on the Northerly side of Hull Street in said Wenham, bounded and described as follows:

SOUTHERLY by Hull Street, 137.88 feet;
EASTERLY by land now or formerly of McKeon, 89.34 feet;
NORTHEASTERLY by Lot B1, as shown on plan hereinafter mentioned, 154.61 feet; and
WESTERLY by said Lot B1, 170 feet;

Being Lot B2, containing 18138 square feet more, more or less, as shown on plan entitled "Plan of Land in Wenham, Property of Mary L. and David Brennan, Scale: 1"=40' May 16, 1969, Essex Survey Services Inc." recorded with Essex South Registry of Deeds, as Plan 358 of 1970.

For title see Foreclosure deed dated August 24, 2017, recorded with Essex South Registry of Deeds in Book 36251, Page 285. See also deed at Book 18837, Page 157.

Grantor hereby affirms under the pains and penalties of perjury that the property conveyed herein is not homestead property and that no other person is entitled to claim the benefit of a homestead therein.

The within conveyance (a) does not constitute the sale or transfer of all or substantially all of the Grantor's assets within the Commonwealth (b) is made in the ordinary course of the Company's business; (c) is not in contravention of any provision of the Company's certificate of organization, operating agreement, by-laws, rules, resolutions or votes; (d) is not in contravention of any side agreements among the Company's members or managers; and (e) is not in contravention of Massachusetts General Laws, Chapter 156C, Section 66.

Property Address: 40 Hull Street, Wenham, Essex County, Massachusetts 01984

Purchase and Sales Agreement for Real Estate

1. PARTIES AND MAILING ADDRESSES.

Anita Coco, having an address of PO Box 671, Beverly, Massachusetts 01984 hereinafter called the SELLER, agrees to SELL and Habitat for Humanity-North Shore, Inc., a Massachusetts nonprofit corporation, or its affiliate, having an address of 14 Park Street, Danvers, Massachusetts 01923, hereinafter called the BUYER or PURCHASER, agrees to BUY, upon the terms hereinafter set forth, the premises described in paragraph two of this agreement.

2. DESCRIPTION.

The land together with the improvements thereon located at 40 Hull Street, Wenham, Massachusetts, as more particularly shown on deed recorded with the Registry in Book 36251, Page 518.

3. BUILDINGS, STRUCTURES, IMPROVEMENTS AND FIXTURES.

Included in the sale as a part of said premises are the buildings, structures, and improvements now thereon, and the fixtures used in connection therewith including, if any.

4. TITLE DEED.

Said premises are to be conveyed by a good and sufficient quitclaim deed running to the BUYER, or to the nominee designated by the BUYER by written notice to the SELLER at least seven days before the deed is to be delivered as herein provided, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except a) Provisions of existing building and zoning laws; b) Existing rights and obligations in party walls which are not the subject of written agreement; c) Such taxes for the then current year as are not due and payable on the date of the delivery or such deed; d) Any liens for municipal betterment assessed after the date of this agreement; e) Easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the current use of said premises;

5. PURCHASE PRICE. The agreed purchase price for said premises, **Two Hundred Thirty Thousand (\$230,000.00) Dollars**

\$ 500.00 Dollars, of which have been paid as a deposit this day and **\$ 225,500.00** are to be paid at the time of the delivery of the deed in cash, or by certified, cashier's, treasurer or bank check(s), or wire transfer.

\$ 230,000.00 TOTAL

6. TIME FOR PERFORMANCE; DELIVERY OF DEED. Such deed is to be delivered at **1:00 o'clock P M. on or before the 30st day of November 2018** at the **Essex South District Registry of Deeds**, unless otherwise agreed upon in writing. It is agreed that time is of the essence of this agreement.

7. POSSESSION AND CONDITION OR PREMISES. Full possession of said premises free of all tenants and occupants. The property is being sold as is with all sellers' items in the house and items in the yard, said items to be the sole responsibility of the buyer.

8. EXTENSION TO PERFECT TITLE OR MAKE PREMISES CONFORM.

If the SELLER shall be unable to give title or to make conveyance, or to deliver possession of the premises, all as herein stipulated, or if at the time of the delivery of the deed the premises do not conform with the provisions hereof, SELLER shall use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the said premises conform to the provisions hereof, as the case may be, in which event the SELLER shall give written notice thereof to the BUYER at or before the time for performance hereunder, and thereupon the time for performance hereof shall be extended for a period of thirty days.

9. FAILURE TO PERFECT TITLE OR MAKE PREMISES CONFORM, etc.

If at the expiration of the extended time the SELLER shall have failed so to remove any defects in title, deliver possession, or make the premises conform, as the case may be, all as herein agreed, or if at any time during the period of this agreement or any extension thereof, the holder of a mortgage on said premises shall refuse to permit the insurance proceeds, if any, to be used for such purposes, then any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto.

10. BUYER's ELECTION TO ACCEPT TITLE.

The BUYER shall have the election, at either the original or any extended time for performance, to accept such title as the SELLER can deliver to the said premises in their then condition and to pay therefore the purchase price without deduction, in which case the SELLER shall convey such title, except that in the event of such conveyance in accord with the provisions of this clause, if the said premises shall have been damaged by fire or casualty insured against, then the SELLER shall, unless the SELLER has previously restored the premises to their former condition, either

(a) pay over or assign to the BUYER, on delivery of the deed, all amounts recovered or recoverable on account of such insurance, less any amounts reasonably expended by the SELLER for any partial restoration, or

(b) if a holder of a mortgage on said premises shall not permit the insurance proceeds or a part thereof to be used to restore the said premises to their former condition or to be so paid over or assigned, give to the BUYER a credit against the purchase price, on delivery of the deed, equal to said amounts so recovered or recoverable and retained by the holder of the said mortgage less any amounts reasonably expended by the SELLER for any partial restoration.

11. ACCEPTANCE OF DEED. The acceptance and recording of a deed by the BUYER or his nominee as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.

12. USE OF MONEY TO CLEAR TITLE.

To enable the SELLER to make conveyance as herein provided, the SELLER may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed or, with respect to institutional mortgages, as soon as practical, in accordance with local conveyancing custom, provided that Buyer has been provided with a so-called "payoff letter" in advance of closing with respect to such mortgages and provided that Buyer is able to be issued a clear title policy.

13. INSURANCE.

Until the delivery of the deed, the SELLER shall maintain insurance on said premises as follows:

TYPE OF INSURANCE

Amount of Coverage

(a) Fire and Extended Coverage \$ **AS PRESENTLY INSURED.**

14. ADJUSTMENTS.

Taxes for the then current fiscal year, shall be apportioned as of the day of performance of this agreement and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the BUYER at the time of delivery of the deed.

15. ADJUSTMENT OF UNASSESSED AND ABATED TAXES.

If the amount of said taxes is not known at the time of the delivery of the deed, they shall be apportioned on the basis of the taxes assessed for the preceding fiscal year, with a reapportionment as soon as the tax rate and valuation can be ascertained; and, if the taxes which are to be apportioned shall thereafter be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless herein otherwise agreed.

16. DEPOSIT.

All deposits made hereunder shall be held in escrow by Law office of Judy A. Field PC as escrow agent subject to the terms of this agreement and shall be duly accounted for at the time for performance of this agreement. In the event of any disagreement between the parties, the escrow agent **shall** retain all deposits made under this agreement pending instructions mutually given by the SELLER and the BUYER or Court of competent jurisdiction.

17. BUYER'S DEFAULT; DAMAGES.

If the BUYER shall fail to fulfill the BUYER's agreements herein, all deposits made hereunder by the BUYER shall be retained by the SELLER as liquidated damages, and as seller's sole and exclusive remedy at law or equity.

18. RELEASE BY HUSBAND OR WIFE.

The SELLER's spouse hereby agrees to join in said deed and to release and convey all statutory and other rights and interests in said premises.

19. LIABILITY OF TRUSTEE, SHAREHOLDER, BENEFICIARY, etc.

If the SELLER or BUYER executes this agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither the SELLER or BUYER so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.

20. WARRANTIES AND REPRESENTATIONS: The BUYER acknowledges that the BUYER has not been influenced to enter into this transaction nor has he relied upon any warranties or representations not set forth or incorporated in this agreement or previously made in writing, except for the following additional warranties and representations, if any, made by either the SELLER or the Broker(s): **NONE**.

21. MORTGAGE CONTINGENCY CLAUSE. In order to help finance the acquisition of said premises, the BUYER shall apply for loans/grants totaling the amount of **\$230,000.00**. If despite the BUYER's diligent efforts a commitment for such loans and or grants cannot be obtained on or before **10/01/18** the BUYER may terminate this agreement by written notice to the SELLER, prior to the expiration of such time, whereupon any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto. In no event shall BUYER be obligated to perform under this agreement unless the BUYER'S Lenders' appraisal yields a value at least equal to the purchase price agreed upon by the BUYER and SELLER. The foregoing appraisal contingency shall be deemed waived if not exercised by the financing commitment deadline set forth herein.

22. CONSTRUCTION OF AGREEMENT.

This instrument, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and enures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be canceled, modified or amended only by a Written instrument executed by both the SELLER and the BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be considered a part of this agreement or to be used in determining the intent of the parties to it.

23. Seller agrees that between now and the Closing Date:

a) Seller shall keep the Premises in the same condition they are now in. b) Seller shall provide Buyer with access to the Premises for purposes of performing surveys, engineering and environmental studies, appraisals and other due diligence and feasibility investigations relating to the Project. BUYER shall indemnify SELLER and hold SELLER harmless from all claims, actions, costs and expenses, including reasonable attorneys' fees, arising from any personal injury to BUYER, the BUYER's mortgage lender and their agents, on or about the Premises, and from any property damage to the Premises caused by inspections and other entries onto the property. The provisions of this Paragraph shall survive the delivery of the Deed or the termination of this Agreement by either party prior to the closing. c) Seller shall cooperate with Buyer's efforts to obtain the Permits and financing for the Project, provided that such efforts shall be at Buyer's expense.

d) Seller agrees not to lease, mortgage, or otherwise encumber the Premises between now and the Closing Date.

24. NOTICE

All notices required or permitted hereunder shall be in writing and shall be given by registered or certified mail postage prepaid addressed, if to Seller, at Seller's address stated on the first page hereof with a copy to Salvatore J. Frontiero, Esq., Frontiero Law Office, P.C., 46 Middle Street, Gloucester, MA 01930, Ph: (978) 283-2850, fax: (978) 283-2950; sal@frontierolaw.com or such other address as Seller shall have last designated by written notice, given as aforesaid, to Buyer and, if to Buyer, at Buyer's address stated on the first page hereof with a copy to Judy A Field, Law Office of Judy A. Field PC, 900 Cummings Center, Suite 306T, Beverly, MA 01915, fax 978-922-0661, phone 978-922-0330, email judy@judyafielddlaw.com. Notices shall be deemed received on the earlier of the date when receipted for or 72 hours after deposit in the United States mails.

25. BROKER

SELLER represents and warrants to BUYER and BUYER represents and warrants to SELLER that neither party has dealt with brokers or other persons entitled to a broker's commission in connection with this transaction other than those named herein. BUYER and SELLER each agree to hold harmless and indemnify the other from and against all damages, claims, losses, and liabilities, including legal fees, incurred as a result of the failure of this warranty. The provisions of this paragraph shall survive delivery of the deed.

26. ADDITIONAL PROVISIONS.

This purchase is subject to buyer obtaining approval for a two-unit residential building permit. Buyer agrees to use diligent, good faith efforts to obtain all permits and approvals for the Project including, without limitation, a friendly 40B permit. If buyer is unable to perform on specified closing date and has used diligent, good faith efforts to close the seller agrees to a thirty day closing extension.

NOTICE: This is a legal document that creates binding obligations. If not understood, consult an attorney.



SELLER Anita Coco

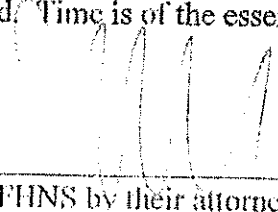
BUYER Habitat for Humanity-North Shore, Inc.

By: 

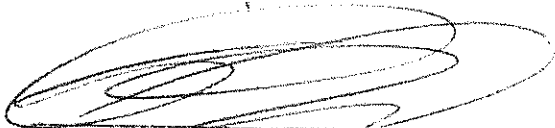
Extension of Time for Performance

The parties to a Purchase and Sale Agreement for the property known as 40 Hull Street, Wenham, MA, hereby extend the deadline for the time of performance to on or before February 28, 2019 with the option of one more thirty-day extension.

In all other respects, the terms of the Purchase and Sale Agreement shall remain unchanged. Time is of the essence.



Buyer: HPIINS by their attorney Judy A. Field, Esq.



Seller: Anita Coco, by her attorney Salvatore Frontiero, Esq.

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING
Community Preservation Committee

Wenham Town Hall
Wenham, Massachusetts 01984

Name of Applicant/Contact Person: The Community House – Melissa Elmer, Executive Director

Mailing address: 284 Bay Road, S. Hamilton, MA, 01982

Daytime phone: 978-468-4818

Email: melissa@communityhouse.org

Name of Proposal: The Community House, Capital Renovation and Expansion Project

TOWN OF WENHAM

JAN 08 2019

9:40pm

RECEIVED

CPA Category: Please see chart 1 from the website for correct category descriptions

(Circle all that apply): Open Space - Historic Preservation – Recreation - Community Housing

CPA Funding Requested: \$295,000 (\$197,000 – Hamilton, \$98,000 –Wenham)

Total Project Cost: \$2,000,000 – preliminary estimate of all renovations and expansion

PROJECT DESCRIPTION: In describing the project, please include answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?
2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?
3. **Community Support:** What is the nature and level of support and/or opposition for this project?
4. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five year budget, if appropriate.
5. **Funding:** What funding sources are available, committed or under consideration? Include commitment letters, and describe any other attempts to secure funding for this project.
6. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.
7. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?
8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five year budget.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale

Agreement, option or deed. It is important to note that entities who cannot demonstrate adequate site control (ie. "Friends of" groups) shall not be eligible to apply for funding.

10. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and material.
11. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.
12. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.

MATERIALS TO BE REVIEWED: (Required for all applicants)

1. Grant Agreement
2. Procurement Memo
3. Do the State's Procurement Laws Apply? (From Community Preservation Coalition)
4. MA Inspector General Procurement Guidelines
5. Restriction Agreements
 - a. Historic Preservation Restriction
 - b. Conservation Restriction
 - c. Affordability Restriction

I acknowledge that I have reviewed all pertinent materials related to the award of Community Preservation Act funding, including but not limited to the grant agreement, procurement materials, and restriction agreements (if applicable), as attached to this application and available on the Town's website, and that this proposed project, if funded, shall comply in all respects to the terms and conditions imposed by the Town as outlined in these documents and as shall be amended from time to time.

Applicant Name:



Date:

1/7/19

Please submit 10 copies of your completed application and any related supplemental materials to the Town Administrator's Office at the Wenham Town Hall by Monday, January 7, 2019 at 4:00PM.

Questions can be directed to Jackie Bresnahan at 978-468-5520 ext. 4 or jbresnahan@wenhamma.gov

1. Project Description

The Community House was founded in 1921 by local residents, George and Emily Mandell who lost their youngest son, Samuel, while he was serving as a World War I pilot. The Mandell's decided to honor the devastating loss of their son by making a commitment to creating a long-lasting and positive impact on their community with the donation of the Community House. They sought out the famous architect, Guy Lowell, to design a community center where the townspeople of Hamilton and Wenham could come together after the war. Lowell was the architect and landscape architect for the first Charles River dam which transformed the tidal river into the Charles River Basin. Lowell was also responsible for the landscape design of the Boston Embankment, now known as the Esplanade and is most recognized for his design of two public buildings: the Boston Museum of Fine Arts and the New York State Supreme Court building in New York City. Local builder Frank Trussell was hired to manage the construction of The Community House which was dedicated in memory of the eight local men who lost their lives in WWI: Augustus P. Gardner, Samuel Mandell, Norman Prince, William Collins, Frank Nelson, William Taylor, Lester Hodgson, and Reginald Young. The Community House was accepted into the National Register of Historic Places in 2011, and in 2018, hosted a commemorative event in coordination with the 100th anniversary of the end of World War I, to honor the legacy of the eight men who lost their lives.

In the recent decades, The Community House has made great efforts to make significant repairs to preserve our historic facility for future generations. In 2019, The Community House Board of Directors will take their dedication further by initiating a capital campaign planning process, in coordination with the organization's centennial anniversary. The campaign will raise funds to preserve, ensure safety, rehabilitate and expand the facility to meet current and future uses. The original footprint of the building requires electrical and structural assessments and repair to meet current code and safety standards. The stage and projector room require restoration and additional structural work to support modern use and ensure safety for concerts and our busy performing arts program, Stage 284. Elevator access to the basement level of our facility and modification to our main entrance doors may be necessary to comply with ADA. Building systems such as heat, a/c and fire safety have exceeded their life expectancy and rehabilitation to our lower level classrooms will be required after interior wall damage is repaired from previous water infiltration that was corrected on the exterior in 2015. Lastly, we desire to commission a local writer to conduct research and document the history of The Community House in writing and film. As a largely volunteer driven organization until the early 1980's very little information is readily available about our history. As we approach our 100th anniversary, it is the proper time to make this a priority so the rich history of the organization can be preserved forever.

The Community House has been a significant asset and landmark in our communities since 1921. We hope these improvements will help the organization continue to provide meaningful support to Hamilton and Wenham residents through our mission: bringing the arts, enrichment, and unity to our community for the next 100 years.

2. Goals

The primary goals of this project are to protect and preserve the historic Community House and maintain the safety of the 1,000 visitors that visit the facility each week – many of whom are young children. As we approach the centennial anniversary of the organization in 2021, it is critical that we continue our efforts to preserve this community institution so it may continue to enhance and enrich the lives of our community members for the next 100 years. It is also important as well that the history of the organization be documented so it may be preserved for future generations.

Meanwhile, The Community House Board of Directors will continue to move forward with planning and fundraising for additional renovations and expansion to accommodate future child care and arts programming which will support the growth and development strategies outlined in the organization's strategic plan. Additional education programs for Stage 284 will be added in the next 3-5 years as well as a child care and enrichment programs for all ages.

3. Community Support

The Community House Inc. is a 501 (c) (3) non-profit organization. We are grateful for the level of support the residents of Hamilton and Wenham have shown both individually and via Community Preservation support on prior projects. The Community House does not receive any local, state or federal funding to support its annual budget and relies on program fees, private rental revenue & leases as well as annual fundraising to support operations.

4. Budget

We estimate that The Community House will need to raise approximately two million dollars to support our vision for renovations and expansion. The portion eligible for CPA funding is one piece (estimated to be approximately \$295,000) of this multi-million dollar endeavor. We are actively soliciting proposals from contractors for the renovation list outlined in the budget and will keep you informed as we receive more information on final figures.

We are seeking support from community preservation funding, with the eligible aspects of our renovation plans, which we hope will support a portion of facility preservation improvements we plan to make through a forthcoming capital campaign.

Renovation List	Estimated Cost
Structural Engineering and Electrical Assessments and Drawings	10,000
Replace heating and cooling systems	\$85,000
Update electrical in original building	\$7,500
Update all sprinkler heads and fire panel	\$10,000
Install dehumidification for wet basement	\$9,000
Install elevator lift to basement	\$25,000
Update front entry doors to meet ADA	\$8,000
Roof - slate and gutter repairs	\$7,500
Address structural damage from former water infiltration in basement's north facing wall, rehab classroom spaces	\$25,000
Decommission and restore fireplace	\$3,000
Restore projector room	\$15,000
Stage restoration	\$50,000
De-lead lobby, vestibule	\$20,000
Historical research project	\$10,000
Project Management	\$10,000
Total Estimated Cost	295,000

5. Funding

The Community House will be fundraising for the balance of the renovations and expansions. We will be making a grant proposal to the Massachusetts Preservation Projects Fund in the Spring of 2019.

6. Timeline

We plan to begin interior renovations and building system updates in July 2019. Construction will be scheduled on an ongoing basis throughout the year.

7. Implementation

Project Management will be coordinated by The Community House's Property Manager in conjunction with the contractors hired.

8. Maintenance

The Community House assumes the responsibility of on-going maintenance.

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING
Community Preservation Committee

Wenham Town Hall
Wenham, Massachusetts 01984

Name of Applicant/Contact Person: Town of Wenham/Missy Berry-Conservation & Open Space Coordinator

Sponsoring Organization, if applicable: Open Space & Recreation Committee

Mailing address: 138 Main St., Wenham MA 01984

Daytime phone: 978-468-5520 Ex.8

Email: mberry@wenhamma.gov

Name of Proposal: Town Wide Trail Mapping

TOWN OF WENHAM

FEB 06 2019

RECEIVED

4:00pm
GRB

CPA Category: Please see chart 1 from the website for correct category descriptions

(Circle all that apply) Open Space - Historic Preservation - Recreation - Community Housing

CPA Funding Requested: \$6,000 **Total Cost of Proposed Project:** \$6,000

PROJECT DESCRIPTION: In describing the project, please include answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

The goals of this project are to map the trail networks throughout the Town and identify and prioritize maintenance issues for each trail. By completing this project, the Town will have updated trail data in the form of GIS shape files and a map book. The public will be able to access the updated maps for recreation and the Town can use the collected data for trail maintenance and planning. The public will benefit by having accurate trail maps that they can refer to when looking for places to walk, hike, bike etc., which is an action item identified by the 2018 Open Space and Recreation Plan (OSRP). This updated data will also benefit the public, by allowing them to determine which trails would be appropriate for children or senior citizens based upon the length of the trail, surface conditions and parking availability. The Town will benefit by having a document of prioritized maintenance needs on all of the trails in Town. This project will help the Town determine which trail improvements to prioritize for future grant funding and it will strengthen such grant applications, particularly with the State. These maps will also allow the Town to better identify appropriate areas for new trails and areas that would improve trail connectivity.

We will map both the public and private trails in Town, drawing on the ECTA's most recent maps and knowledge of where such trails are located. Public trail maps and data will be shared and private trail data will be kept for Town planning purposes only.

The success of this project will be measured by the completed mapping of the Town's trails, the production of accurate GIS shapefiles and maps, and the dissemination of this information to the public.

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans? While Wenham has many beautiful trails for residents to take advantage of, they have not

been thoroughly mapped in many years. During the creation of the 2018 OSRP, there were numerous trail mapping action items identified that would be addressed by this project (Exhibit 2). They include:

1. Identifying gaps in the existing trail system through available maps and site visits as necessary, and identify shorter loops for children and seniors (Goal 2, Objective 1, Action Item 1).
2. Determine any informational gaps, such as location of trailheads, length, parking availability, restrictions, and allowed uses (Goal 2, Objective 3, Action Item 1).
3. Identify walking facilities that are adequate for senior citizens, including length, surface condition, difficulty, and amenities such as benches (Goal 2, Objective 3, Action Item 2).
4. Coordinate with private groups to update existing information on open space resources and trail information (Goal 2, Objective 3, Action item 3).
5. Communicate/disseminate information on open space resources and trail maps through a variety of means (Goal 2, Objective 3, Action Item 4).
6. Continue to work with ECTA on trail maintenance (Goal 2, Objective 2, Action Item 7).

3. **Community Support:** What is the nature and level of support and/or opposition for this project? The Open Space and Recreation Committee (OSRC) hosted two community forums and a survey to determine what goals the community was most interested in achieving with regards to open space and recreation. From these public input sessions, it was determined that improving information on the trails in Town, and disseminating that information to residents, is a priority objective. Many residents also expressed an interest in improving the maintenance and connectivity of trail systems throughout Town (Exhibit 3).
4. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five year budget, if appropriate.

The Center for Community GIS will produce the following for \$5,400 (Exhibit 4):

- Comprehensive GIS data layers (in shapefile format) for trails and maintenance needs. (The master GIS data layers can be easily transformed into other file formats if desired, e.g., KML, GPX).
- Development of a data schema for cataloging trail maintenance issues and conditions.
- Registration, payment (for one year), and set-up of the Fulcrum app for in-field trail maintenance assessments by volunteers.
- Large format map showing trails and maintenance issues in the town (PDF, MPK if desired).
- Updated map book showing trails, maintenance issues, and parcels (PDF, MPK if desired).

In collaboration with the ECTA, we will use volunteers to walk the trails with the Fulcrum app. This will provide the data collection necessary to produce the GIS shapefiles, large format map

plot, and map book.

5. **Funding:** What funding sources are available, committed or under consideration? Include commitment letters, and describe any other attempts to secure funding for this project.

At this time the OSRC does not receive an annual appropriation from the general fund. The OSRC is seeking grant funding for a wide variety of projects. The OSRC plans to use the results of this project (trail maps and maintenance issue prioritization), to create a trail improvement application for the next cycle of the MassTrails Grant funding.

The volunteer labor that will be used to walk the trails, and the sweat equity generated from that labor will serve as the local match for this project.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

July 2019: Receive CPC funding and pay \$1,500 on signing project contract to the Center for Community GIS.

August-December 2019: Walk trails with volunteers, using the Fulcrum app. Compile trail and parcel data the Town already has.

December 2019 - April 2020: Use gathered data to produce new GIS shape files, and map book. Pay final invoice to the Center for Community GIS on completion and submission of final deliverables.

May 2020: Publish trail maps and disseminate to the public (online and in print).

7. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

The Open Space and Recreation Committee will be responsible for implementing the project, with the Center for Community GIS providing the mapping products. ECTA will also be involved through volunteer efforts to map the trails. Volunteers will be used to walk the trail and gather GPS data. The project manager will be Missy Berry, the Conservation and Open Space coordinator. The Center for Community GIS has been used to generate trail maps for the Towns of Hamilton and Ipswich.

8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five year budget.
Not applicable.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. It is important to note that entities who cannot demonstrate adequate site control (ie. "Friends of" groups) shall not be eligible to apply for funding.

10. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and material.

11. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.

12. **Other Information:** Any additional information that might benefit the CPC in consideration of this project. Please see the latest draft of the Open Space and Recreation Plan that has received conditional approval from the State here: http://www.wenhamma.gov/boards_and_committees/open_space_and_recreation_committee.php

MATERIALS TO BE REVIEWED: (Required for all applicants)

1. Grant Agreement
2. Procurement Memo
3. Do the State's Procurement Laws Apply? (From Community Preservation Coalition)
4. MA Inspector General Procurement Guidelines
5. Restriction Agreements
 - a. Historic Preservation Restriction
 - b. Conservation Restriction
 - c. Affordability Restriction

I acknowledge that I have reviewed all pertinent materials related to the award of Community Preservation Act funding, including but not limited to the grant agreement, procurement materials, and restriction agreements (if applicable), as attached to this application and available on the Town's website, and that this proposed project, if funded, shall comply in all respects to the terms and conditions imposed by the Town as outlined in these documents and as shall be amended from time to time.

Applicant Name: _____

Date: _____

Please submit 10 copies of your completed application and any related supplemental materials to the Town Administrator's Office at the Wenham Town Hall by Monday, February 11, 2019 at 4:00PM.

Questions can be directed to Jackie Bresnahan at 978-468-5520 ext. 4 or jbresnahan@wenhamma.gov

Wenham Community Preservation Committee
Town Wide Trail Mapping Application
List of Accompanying Documents

Note: Exhibits are labelled with the question number to which they pertain

Exhibit #	Description
2	OSRP 7 Year Action Plan
3	Wenham OSRP Community Survey Results
4	Description of Services and Costs from the Center for Community GIS
12	2018 Open Space and Recreation Plan

The Seven-Year Action Plan is organized by goals and objectives in the tables below. (See **Map 8 – Action Plan**).

GOAL 1: To protect the Town’s natural resources and open space areas that contribute to passive recreational enjoyment (i.e. walking/hiking, scenic views, picnicking, wildlife observation, etc.), drinking water supply, high value core wildlife and plant habitat, agricultural and forestry use, and rural and historical character.

Objective 1- Identify priority parcels for protection through acquisition, conservation restrictions, scenic easements, or other means, and develop a strategy for their protection, including potential partnerships and funding. See Appendix F – Parcel Ranking Matrix Instructions. Note: The actual Parcel Ranking Matrix is in the form of an Excel spreadsheet and is located in the Planning Department.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Develop an evaluation system for ranking open space parcels for potential acquisition (see Appendix F, Parcel Ranking Matrix Instructions).	Parcel Ranking Matrix completed.	OSRC	FY18	N/A
2. Identify priority Chapter 61 parcels using the Parcel Ranking Matrix evaluation system. Complete the Matrix for all Chapter 61 parcels. (See Appendix F.)		Board of Selectmen; OSRC	FY19	N/A
3. Consider whether the Town could purchase and lease Ch. 61A land for agricultural use when it becomes available for sale; work with non-profit partners, including Greenbelt and Land for Good to develop a strategy.	Reynolds Farm is an example.	OSRC	FY19	N/A
4. Develop a right-of-first-refusal policy and procedure for the Town to be poised to act quickly on Chapter 61 parcels as part of an acquisition strategy.		OSRC; Board of Selectmen	FY19	N/A
5. Undertake public outreach and education to increase awareness about different options for protecting open space, such as Chapter 61, conservation restrictions, leasing Town-owned land for agriculture, mandatory dedication of open space by developers, etc.	Many survey respondents were not familiar with these programs.	OSRC	FY19 - 25	N/A
6. Consider establishing a reliable funding source and mechanism, such as a bonding program, to fund the acquisition of Chapter 61 and other parcels where there is a need to act in a timely manner; meet with representatives from the Town of Ipswich to learn about their program. Note: 53% of community survey respondents supported creation of a bond to move quickly to acquire high priority parcels.		OSRC; Board of Selectmen; Finance and Advisory Committee	FY19	N/A

7. Review Town-owned parcels with significant wetlands for potential protection through transfer to the Con Com. Consider parcels 15-2, 23-12, 37-22, 41-11, 48-7.		OSRC working with Con Com	FY19	N/A
8. Identify any gaps or interruptions in wildlife corridors and target these open space parcels for acquisition or conservation restriction to create a connected system of wildlife corridors.		OSRC	FY20	N/A
9. Explore the possibility for a fish ladder associated with Wenham Lake and the Miles River.		OSRC	FY23	N/A
10. Coordinate with other organizations that are involved with land acquisition and protection. Specifically, work with Greenbelt to develop an acquisition strategy; include regular 6-month updates at an OSRC meeting as part of this strategy.		OSRC	FY19 - 25	N/A
11. Communicate with the Miles River Collaborative to stay informed as to the status of the feasibility study relating to improvements to the Miles River to address low flow velocity, nutrient inputs, and barriers to flow.	Town is currently trying to secure a commitment from the Army Corps of Engineers for a feasibility study.	OSRC	FY19 - 25	N/A

Objective 2 - Protect high priority parcels through acquisition, conservation restrictions, or scenic easements, as opportunities arise.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Evaluate and potentially acquire high priority Ch. 61 parcels as they become available; or protect through other means.		Board of Selectmen	FY19-25	Town; CPA; State; non-profit partners
2. Concentrate on adding to already protected lands, as well as conserving wetlands, and protect these targeted parcels: <ul style="list-style-type: none"> a. In the northwestern corner of Wenham, Mass Audubon and the Salem-Beverly Water Supply Board protect much of the Great Wenham Swamp. Protect the few unprotected parcels adjacent to the protected land. b. Along Miles Brook at the Beverly line, the ConCom and Greenbelt own conservation restrictions. Protect unprotected, undeveloped parcels adjacent to these conserved parcels. c. Gordon College owns a large parcel surrounding Coy Pond, with the campus on the south side of the pond. Much of the undeveloped part of this parcel is wetlands, including areas adjacent to the pond that are BioMap2 Core Habitat for a Wetlands Core. Protect these wetlands and adjacent uplands. d. At the north end of Beverly Airport, there is a large area of undeveloped land that is mostly wetlands. While this is not habitat for rare species, conserving these wetlands and their adjacent, buffering uplands will help conserve biodiversity in general. 		OSRC; ConCom; Board of Selectmen	FY19 - 25	Town; CPA; State; non-profit partners
3. Contact Gordon College and owners of large, undeveloped estates to discuss the possibility of placing conservation restrictions on their properties (i.e. Parcel 019-0056 adjacent to Reynolds Farm); does Gordon College have an institutional master plan for their property? Proceed as appropriate.		Board of Selectman; OSRC	FY21	N/A

Objective 3 – Undertake other actions to protect natural resources.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Certify vernal pools on Town-owned property and require developers to certify pools on any property requiring permits from the Town. Specifically look at the Grapevine Road Right-of-Way and other street rights-of-way. Amend ConCom Bylaw, if necessary, to require developer certification of vernal pools.		OSRC; ConCom	FY20 - 21	N/A
2. Support continued farming and encouraging use of land for agriculture and forestry through use of Chapter 61.	Ongoing	OSRC; Assessor	FY19 - 25	N/A
3. Coordinate with other organizations that are involved with land protection and farming, such as Greenbelt and Land for Good, a non-profit that provides support and expert guidance to help farmers, landowners and communities navigate the complex challenges of land access, tenure and transfer.		OSRC	FY19 - 25	N/A
4. Determine the long-range plans of owners of active farms; introduce them to available technical resources, such as Land for Good.		OSRC	FY21	N/A
5. Identify any parcels of prime farmland that are not developed for potential future farms.		OSRC	FY21	N/A
6. Implement opportunities identified in the Municipal Vulnerability preparedness (MVP) and Hazard Mitigation Plan to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.	MVP Study and Hazard Mitigation Plan to be completed FY19.	Town Administrator; Board of Selectman	FY20- 25	TBD
7. Habitat Management: Assess conservation and water supply areas for the presence of invasive species. If invasives are present in substantial numbers or areas, consider removing them.		ConCom; OSRC	FY21	The Division of Fisheries and Wildlife has offered grants in the past and might in the future.

8. Regulation: While ConCom is charged to enforce the provisions of the Massachusetts Wetlands Protection Act, there is no local board or official charged with enforcing the provisions of the Massachusetts Endangered Species Act. Consider having ConCom and the Building Inspector notify development applicants of the presence/absence of Priority Habitat of Rare Species on the applicant's property.		ConCom; Building Inspector; OSRC	FY21	N/A
9. Support the use of the Flexible Development Bylaw to preserve open space, reduce impervious area and reduce overall and peak stormwater runoff to minimize pollution of water resources.	Ongoing	Planning Board; OSRC;	FY19 - 25	N/A
10. Assess historic resources and prioritize improvements to protect those resources that are most endangered.	Ongoing. CPA funding is being used for the Fairfield Cemetery Restoration Project	Historic Commission; Historic District Commission; Cemetery Commission	FY19 - 25	Town; CPA
11. Continue to inventory and inspect underground storage tanks to protect water resources.	Ongoing	Fire Dept.	FY19 - 25	N/A
12. Continue evaluating proposed development for potential impacts to wetland and Town water quality;	Ongoing	ConCom; Water Dept.	FY19 - 25	N/A
13. Continue keeping catch basins clean and in good repair.	Ongoing	DPW	FY19 - 25	N/A
14. Continue coordinating wellhead protection plans with Danvers, Topsfield, Beverly and Hamilton to ensure out-of-town protection of the Town's watershed.	Ongoing	Water Dept.; Planning Dept.	FY19 - 25	N/A

Objective 4 - Educate the public on the need for resource protection and how they can help.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
<p>1. Undertake low-cost ways to build support for conservation of biodiversity, such as:</p> <ul style="list-style-type: none"> a. Offer field trips on Town or non-profit conservation areas b. Write articles on conservation for local websites and newspapers c. Encourage local high school or college students to conduct biological surveys and observations on conservation areas. 		ConCom; OSRC	FY19-25	Town
2. Support workshops, house tours, signs, and other educational activities concerning the history of Wenham's landscapes and structures, and also methods to preserve and renovate such structures.	Ongoing	Historic Commission; Historic District Com	FY19-25	N/A
3. Educate the public about the Town's watersheds and aquifers and how to help protect them. Work with partners, such as Greenscapes North Shore Coalition, on water issues such as proper disposal of dog waste on open space properties and best landscape practices to conserve water use.	Ongoing	Water Dept.; OSRC working with partners	FY19 - 25	N/A
4. Continue enforcing and encouraging the water conservation measures that are in place.	Ongoing	Water Dept.	FY19 - 25	N/A
5. Continue working with property owners within Zone 1 on methods of safeguarding the groundwater.	Ongoing	Water Dept.	FY19 - 25	N/A
6. Continue educating residents concerning the proper care of their septic systems and compliance with Title 5 regulations.	Ongoing	Board of Health; Water Dept.	FY19 - 25	N/A

GOAL 2: To improve trail networks, cycling paths/lanes, and sidewalks to provide recreational opportunities for activities such as walking, running, hiking, cycling, and wildlife observation.

Objective 1 - Build more trails and pedestrian and cycling paths, including better sidewalks, to increase connectivity so that people can access open space and recreational areas without driving

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Identify gaps in existing trail system through available maps and site visits, as necessary; identify ways to increase access to existing trails and create shorter loops for children and seniors.		OSRC	FY19 - 20	N/A
2. Identify Town-owned parcels that could address these deficiencies or add to the existing trail system. Review the existing trail system at the Iron Rail property for possible improvements to the trails, including rebuilding boardwalks. Iron Rail connects to Chebacco Woods in Hamilton, which connects to open space at Gordon College, creating a large open space system.		OSRC; Iron Rail Commission; Rec. Dept; ConCom	FY19 - 20	N/A
3. Construct new trails on Town-owned land, as applicable.		OSRC; DPW	FY20 - 21	Town; CPA
4. Work with owners of publicly-accessible open space parcels to construct trail extensions, as applicable.		OSRC	FY20 - 22	Town; CPA
5. Explore the Muddy Pond area to determine if there is a way to provide public access to the pond.		OSRC	FY22	N/A
6. Explore the possibility of obtaining the necessary authorizations to get access to "Fowler's Island" in the Great Wenham Swamp for specific, limited activities.		OSRC	FY22	N/A
7. Explore whether there is any way to provide access to land adjacent to Turtle Pond without jeopardizing water quality.		OSRC	FY22	N/A
8. Reconstitute the Pedestrian and Bicycle Committee as "Walk Wenham" to work closely with the Department of Public Works to take on the task of identifying specific sidewalk improvements, securing funding, and constructing. Review the 1999 Bicycle and Pedestrian Master Plan for accomplishments and remaining actions as a starting point.		Board of Selectmen; DPW; OSRC	FY20 - 25	Town
9. Work with cycling organizations to identify how to improve cycling facilities. Consider cycling paths and bike lanes, including the creation of a bike path along Walnut Road and other key roads to the Commuter Rail Station. Construct additional facilities. (See #5 above.)		OSRC; DPW	FY20 - 25	Town

Objective 2: Enhance existing recreational trail networks

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Communicate and coordinate with private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Mass Audubon, and the City of Beverly on trail management, maintenance, and improvements, as most trails in Wenham are on land that is privately-owned or maintained.	ECTA – maintenance is ongoing	OSRC	FY19 - 25	N/A
2. Install identification signage at trailheads.				
a. Mass Audubon Cedar Pond Wildlife Sanctuary	This past year there was an A-frame sign posted at the entrance, which did temporarily increase visibility from the road.	OSRC working with Mass Audubon	FY20	Town; partners
b. JC Phillips Nature Preserve	There is a trailhead marker and map at the start of the trail, but it is not visible from the road.	OSRC working with City of Beverly	FY20	
c. Wenham Rail Trail	There is existing signage at the parking entrance to the Rail Trail by Border to Boston, but none on the other side of the road.	OSRC working with Border to Boston Trail	FY20	
3. Improve parking areas at Mass Audubon Cedar Pond Wildlife Sanctuary and J.C. Phillips, if feasible. Otherwise, post signage at trailheads indicating that parking is permitted for trail users.				
a. Post signage for parking at Gordon Woods/ Coy Pond for users of the trail.		OSRC working with Mass Audubon and City of Beverly. OSRC working with Gordon College	FY21	Town; partners

4. Provide a van-accessible parking space at the Wenham Rail Trail with appropriate surfacing.		DPW with Board of Selectmen and Border to Boston Trail	FY20	Town; partners
5. Install trail markers to designate the trails at Mass Audubon Cedar Pond Wildlife Sanctuary.		OSRC working with Mass Audubon	FY20	Town; Mass Audubon
6. Identify appropriate locations and work with others to install benches along trails.		OSRC; COA; non-profit organizations	FY20- 21	Town; non-profit partners
7. Continue to work with ECTA on trail maintenance.	Ongoing	ECTA, ConCom	FY19 - 25	ECTA

Objective 3 – Increase education and public awareness regarding open space resources and existing trails

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Review existing information on open space resources and trail maps. Determine any informational gaps, such as location of trailheads, length, parking availability, restrictions, and allowed uses.		OSRC	FY19	N/A
2. Identify walking facilities that are adequate for senior citizens, including length, surface condition, difficulty, and amenities, such as benches.		OSRC; COA	FY20	N/A
3. Coordinate with private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Mass Audubon, and the City of Beverly to update existing information on open space resources and trail information.		OSRC	FY19 - 20	Town; partners
4. Communicate/disseminate information on open space resources and trail maps through a variety of means, including posting on the Town's website, linking to other websites, printing hard copies for distribution at highly visible locations. (One resident suggested development of an app that would include information on the history and environment of a place, providing an opportunity for organizations across the community to collaborate.)		OSRC working with partners	FY19 - 25	Town; partners
5. Promote passive recreational opportunities through organized activities, such as walks, hikes, and annual cleanups, including walks specifically oriented toward seniors.		OSRC; Rec. Dept.; COA	FY20 - 25	N/A
6. Pursue a partnership with ECTA and the Conservation Commission to promote trail awareness and incorporate trail-related programming into the Recreation Department offerings.		OSRC; ConCom, Rec Dept.; ECTA	FY20 - 25	N/A
7. Contact Gordon College to determine what recreational opportunities are available for Wenham residents and how to promote them.		OSRC; Rec. Dept.	FY21	N/A

GOAL 3 - To provide and maintain facilities and resources for active recreation and opportunities for all residents

Objective 1 - Improve and maintain existing parks and playgrounds to provide a mix of uses for a broad range of needs and interests, including all age groups and people with disabilities.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Address deficiencies in accessibility for children and adults with disabilities. Improve facilities at Pingree Park, Iron Rail fields, Buker School fields, and Pleasant Pond Beach in accordance with the Transition Plans in Appendix G.		Rec. Dept., HWRSD	FY20-21	Town, HWRSD
2. Evaluate options for tennis court repairs and determine preferred scope of work based on needs of school and town		Rec. Dept., HWRSD, Board of Selectmen	FY19	Town
3. Identify locations and install additional amenities at parks, including bicycle amenities (racks, air pumps, fixit stations), picnic areas, landscaping, benches, and public art.		Rec. Dept.	FY23 - 25	Town
4. Increase funding for park maintenance, as feasible.		Board of Selectmen	FY20- 25	Town
5. Discuss the possibility of restoring the ice skating pond on the property owned by the Wenham Village Improvement Society (WVIS) at 4 Monument Street and implement, as feasible.		OSRC; Rec. Dept.; WVIS	FY24- 25	Town
6. Determine the best use for the neglected facilities at West Wenham Field, secure funding, and construct. Or, consider for passive open space and additional access to Cedar Pond Wildlife Sanctuary. Research any deed restrictions.		OSRC; Rec. Dept.	FY24 - 25	Town
7. Encourage special events and expand programming of organized activities at recreational facilities.	Ongoing	Rec. Dept.	FY19 - 25	Town
8. Publicize events and activities beforehand and highlight their successes.	Ongoing	Rec. Dept.	FY19 - 25	N/A

Objective 2 - Redevelop and improve existing field facilities to meet high demand for athletic fields, including consideration of turf and lighting to extend their use

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Prioritize improvements to the existing field facilities.	The redevelopment of the game field and track at the High School has been identified as the highest priority need.	Rec. Dept.; Joint Recreation Board; Board of Selectmen	FY18	N/A
2. Develop a funding strategy and secure funding for this project.	A two-town working group has been established to develop a funding strategy.	Two-Town Working Group	FY19 - 20	TBD
3. Construct high school athletic field improvements		Hamilton-Wenham Regional School District	FY20 – FY21	TBD
4. Re-evaluate and prioritize other athletic field projects upon accomplishment of the game field and track at the High School, and/or as needed; i.e. lease with HWYSA for Iron Rail fields expires July 1, 2024.		Rec. Dept.; Joint Recreation Board; Iron Rail Commission; Board of Selectmen	FY22 - 25	N/A
5. Consider preservation of open space for future development for athletic fields only if the need still remains upon completion of redevelopment of existing facilities.		Rec. Dept.; Joint Recreation Board; Board of Selectmen	FY24-25	N/A

GOAL 4: To sustain the Town's commitment to carrying out this plan.

Objective – Develop and put in place the necessary administrative structures and policies

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Establish an entity to oversee management and implementation of the Plan, which will involve communication, coordination, and implementation Could be continued charge of OSRC. Consider expanding membership of OSRC to include at least one representative from the Joint Hamilton-Wenham Recreation Committee.		Board of Selectmen; Town Administrator	FY19	N/A
2. Present a bi-annual (2x/year) progress report to the Board of Selectmen in order to know what has been done and what remains to be addressed in terms of current action items.		OSRC	FY19-25	N/A
3. Solicit input from and communicate with all relevant Town boards and committees by appointing liaisons from the OSRC to share information and coordinate interrelated activities/projects.		OSRC	FY19 - 25	N/A
4. Continue to consult the Plan and update as necessary informally.		OSRC	FY19 -24	N/A
5. Update the <i>Open Space and Recreation Plan</i> in seven (7) years, or as required, and submit to the State.		OSRC	FY25	Town; CPA

Wenham Open Space & Recreation Plan

Community Survey
Preliminary Results

January 2018

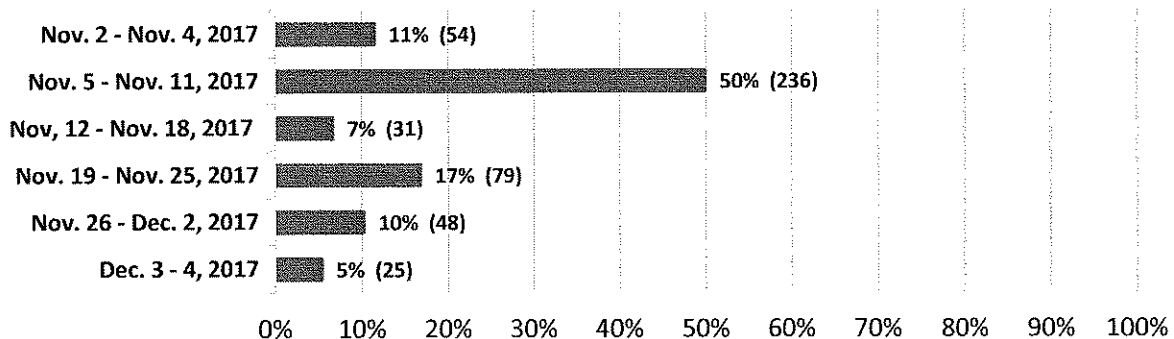




www.surveymonkey.com/r/WenhamOSRP

- **473 total responses**
 - **51% residents**
 - **19% non-residents** *(results discarded)*
 - **30% unknown** *(Q1 added in after survey went live)*
- **382 filtered responses** *(total responses less non-residents)*
 - **7% of total population**¹
 - **26% of households**²
 - **14% of registered voters**³
- **462 online takers, 11 paper copies** *(paper data entered into SurveyMonkey for tabulation)*
 - **73% completion rate** *(surveys filled out & submitted)*
 - **27% abandonment rate** *(surveys started but not completed)*

Response Volume



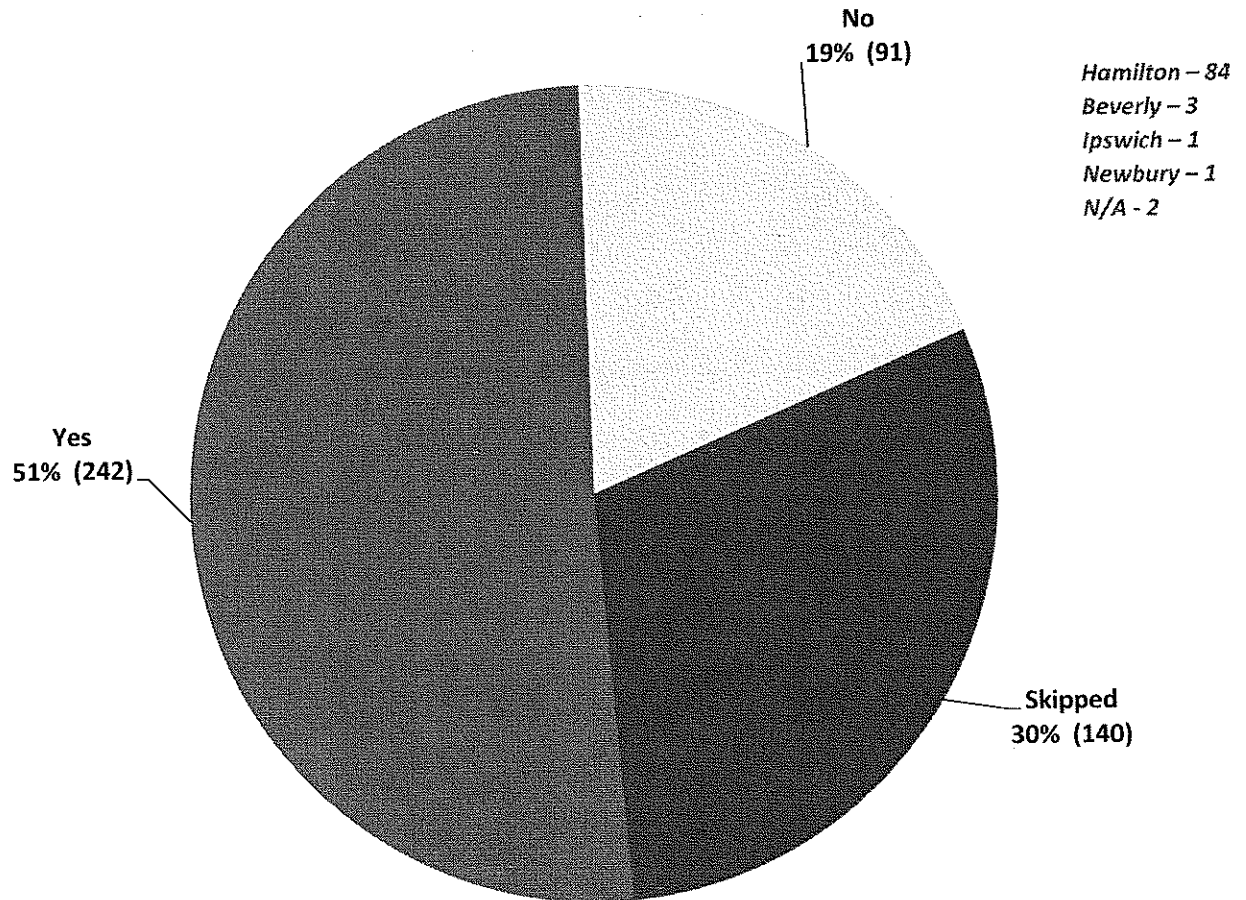
¹ <https://factfinder.census.gov>: 2016 population estimate – 5,135

² <https://factfinder.census.gov>: 2016 households estimate – 1,449

³ <http://www.wenhamma.gov>: registered voters – 2,806

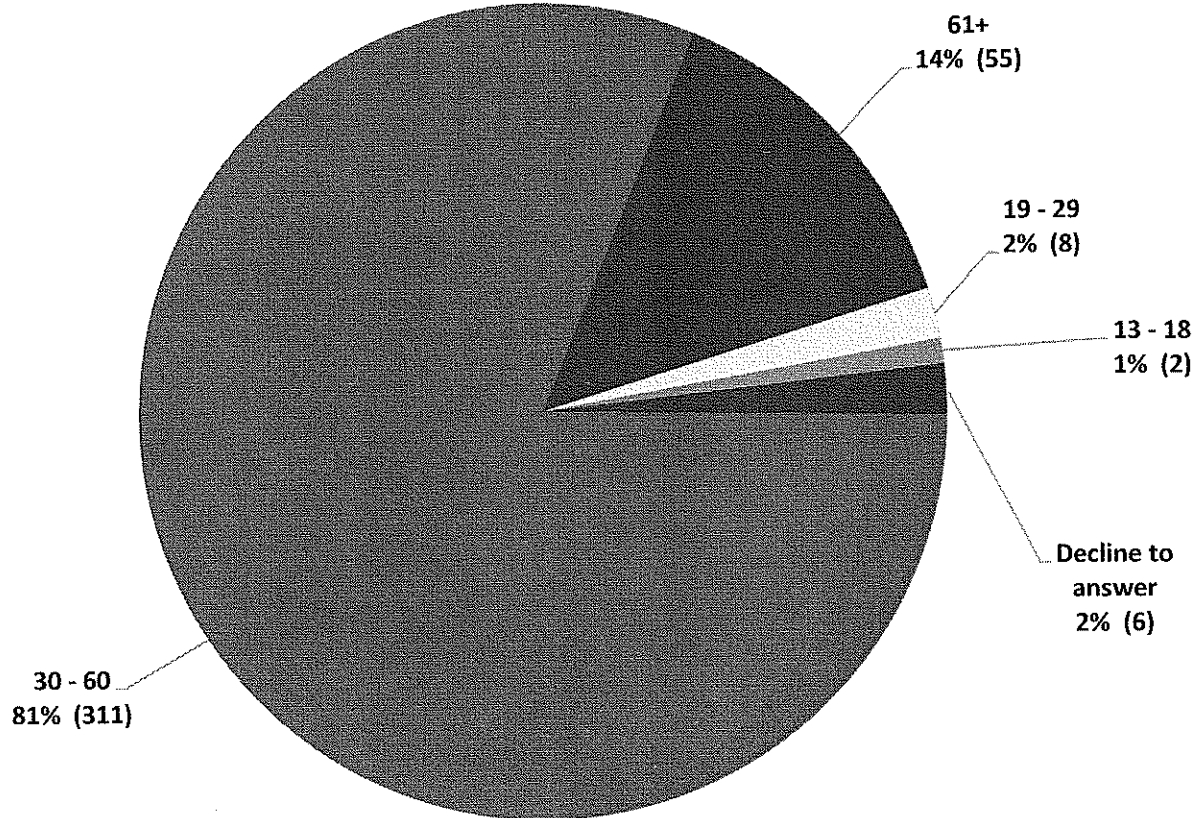
Q1 Are you a resident of Wenham?

Respondents: 473



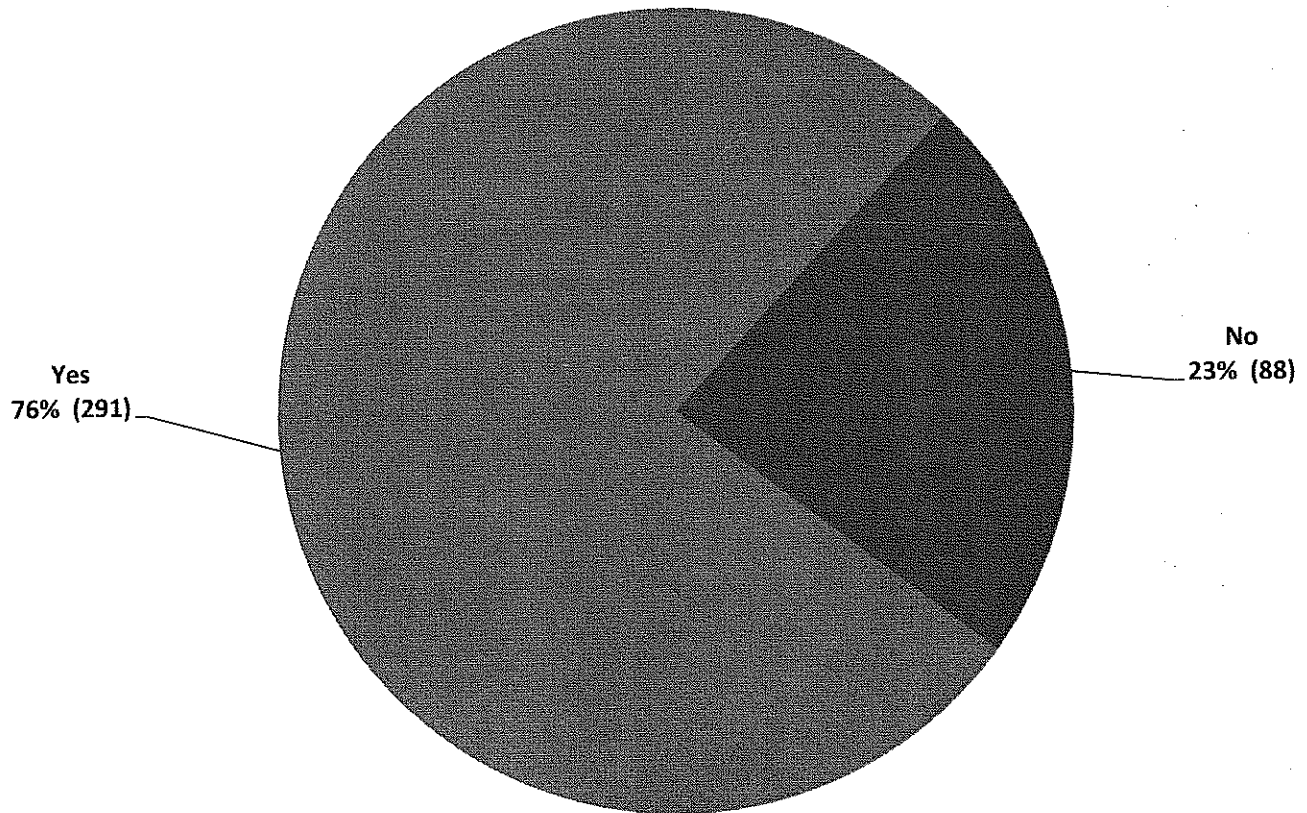
Q2 What is your age?

Respondents: 382



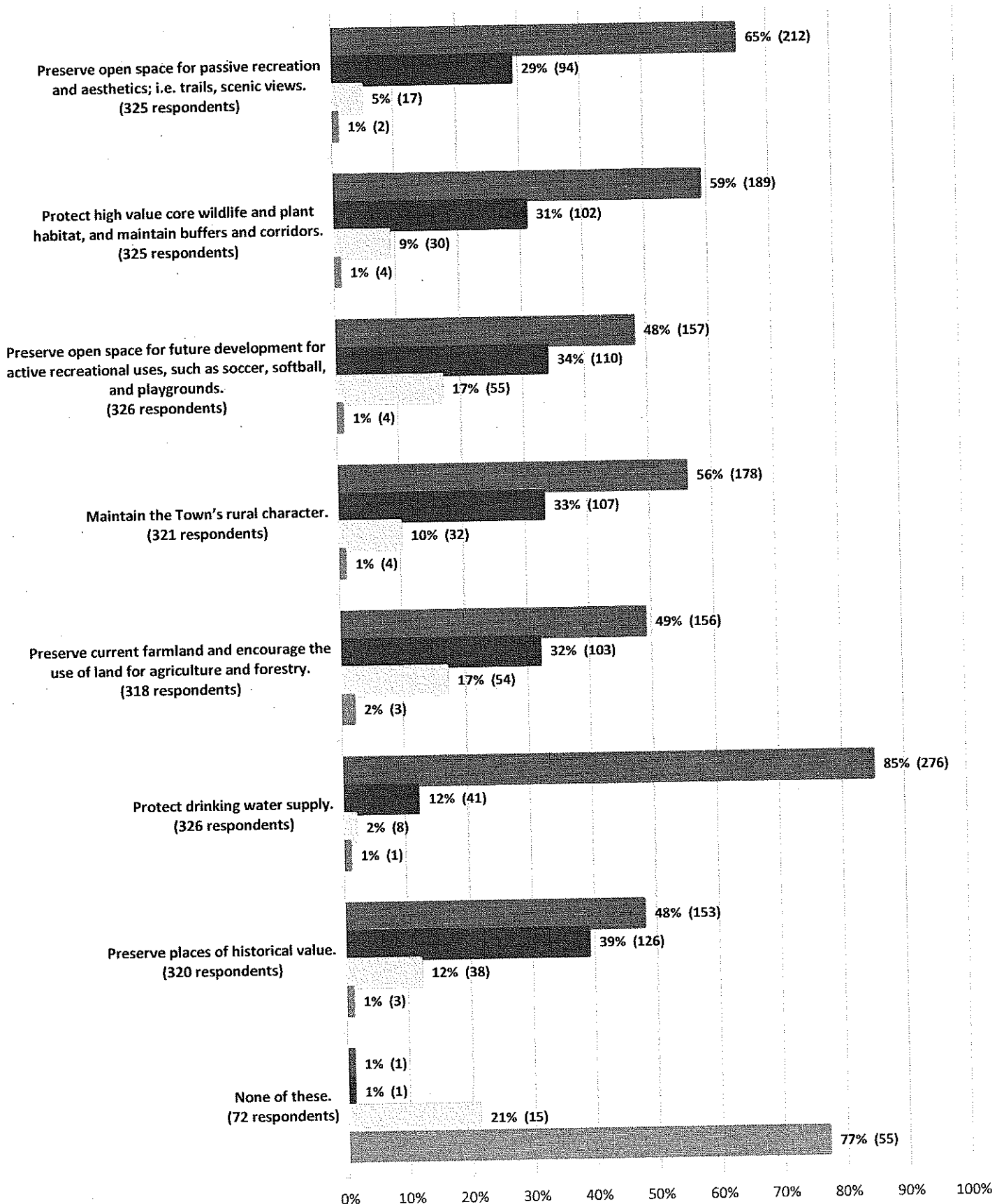
Q3 Are there children under 18 years old in your home?

Respondents: 379



Q4 What should Wenham's open space priorities be for the next 7 years?

■ High Priority ■ Medium Priority ■ Low Priority ■ No Opinion



Q4. What should Wenham's open space priorities be for the next 7 years?

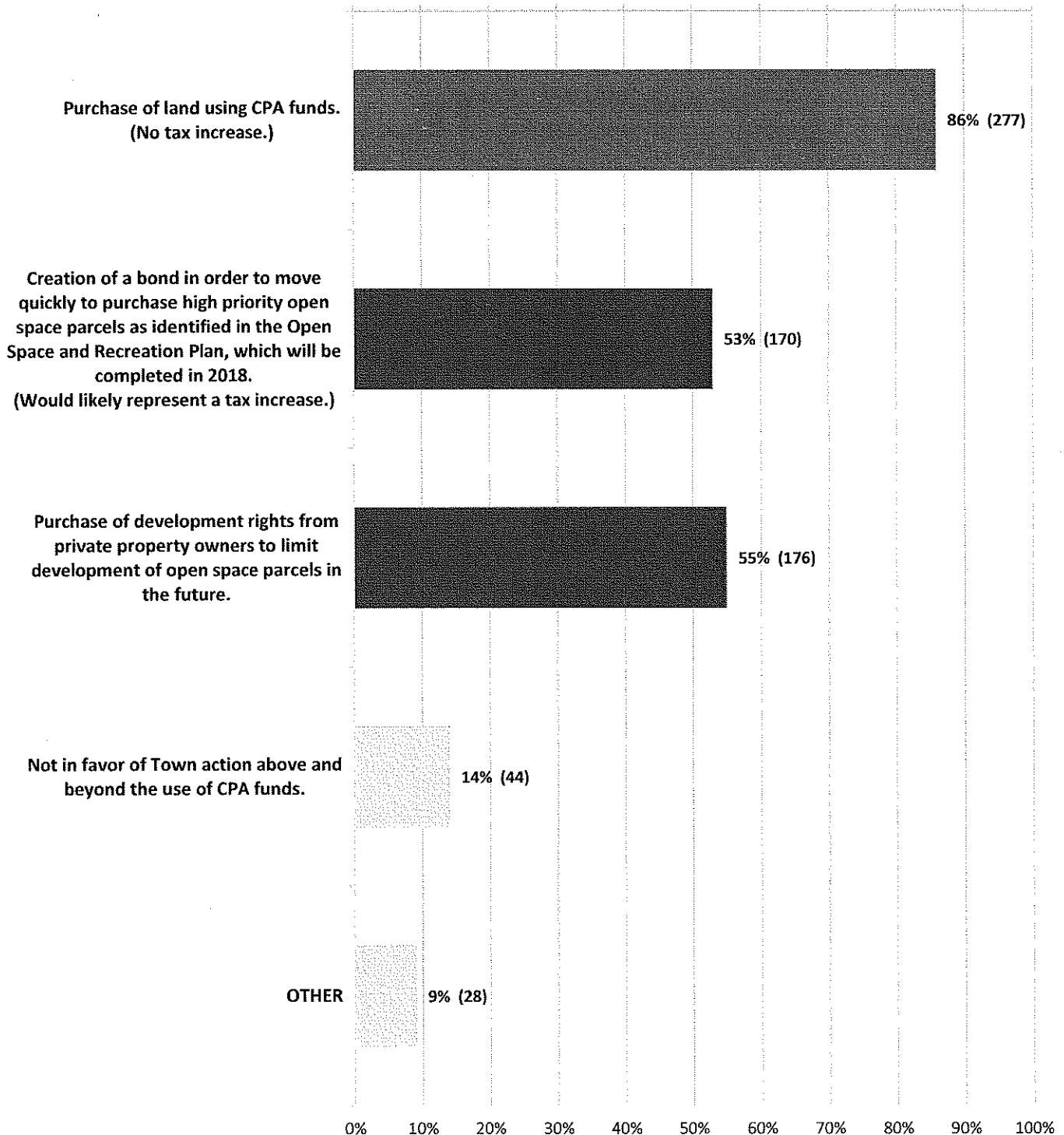
Other (please specify)

1	Bring more art to our open spaces (art lighting, sculptures, garden art, etc.) - that will add to character of Wenham
2	Clean up and beautify the back area of The Boulders as was originally planned. It currently looks like a mess.
3	Community garden, yard waste drop off
4	Evaluate open space for affordable housing opportunities in order to achieve 10% housing stock as affordable
5	First priority that is the basis for all others listed above is to stop or limit the subdivision of land and construction of additional buildings.
6	I consider playing fields the most important need and can easily blend in with the current character of the town
7	I don't know enough about what we have now to comment - do we need athletic fields? What historical places to we need to preserve? In my opinion, we have enough playgrounds (and I have 3 young kids). See comment below about balancing open space plans w/opportunities for tax revenue.
8	I have 2 kids that have played at every field in wenham and Hamilton. I also rode my horse. To protect and have recreational space is so important for the future of the town and real estate values to new families looking to move in.
9	I think there is room to develop a larger business base and still have a rural character and open space they are not mutually exclusive goals. We need some economic development - can't stay static.
10	I think we should use some open space to attract businesses that would increase our tax base
11	I was disappointed that the town didn't purchase Lakeview Golf Course.
12	Important to have areas where pets are not allowed. Too many dog owners do not pick up after their dogs and if they do there are people who just leave the plastic bag on the side of the road or field.
13	Keep low income housing OUT.
14	Land for school improvement (ie abutting) and not missing opportunities like the Town's opportunity to preserve Lakeview, which was an irreversible mistake, with a strong amount of community feedback that was disregarded by individual selectmen.
15	Limit development, maintain town's character
16	Make trails and open spaces more accessible without requiring people to drive there. This means better sidewalks and trail heads.
17	No comment
18	No comment I live here for open space and equestrian activities
19	preserve spaces that link to other spaces that are already preserved so the town's open spaces are part of a system.
20	preserve the walking trails such as the one by the water plant.
21	Preserving the 128 corridor on town lines. Dedicating the 17 plus acres off Grapevine for open space, not necessarily trails but just open space to be saved.

22	Satisfy our lack of Low Income housing for families.
23	Small shops ie. similar to Ham. Plaza
24	Stop housing developers! Open space has been diminishing in the 15+ years I've lived here. There seems to be no plan: individuals are allowed to sell their property and where once one home stood, now there are many. The traffic is horrendous as a result.
25	Water supply wells are adequately protected. All these choices are dependent on our stopping or limiting further building in town.
26	we do not want to see land overdeveloped with houses and businesses ... our charming farm town could turn into other nearby towns that have let that happen. We want open land, farms and views. Another priority is field space for our youth sports. We have a shortage. The fair haven field is subpar for our varsity field hockey team and youth sports to play on. Field access is a challenge. Using open land for fields seems needed and will not ruin the beauty and quaintness of our town.

Q5 What Town actions would you support to achieve some or all of the open space goals identified above? *(Choose all that apply.)*

Respondents: 322



Q5. What Town actions would you support to achieve some or all of the open space goals identified above? (Choose all that apply.)

Other (please specify)

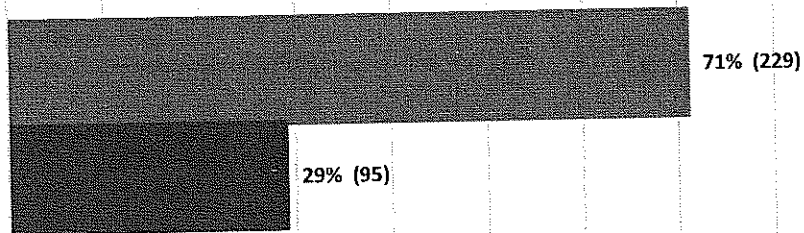
1	Can't afford to buy up all the needed parcels, so should concentrate on buying up development rights.
2	CPA, Bonds, Taxes are inadequate to buy needed open space. Better to buy the development rights and leave the parcels in current usage.
3	Engage large landowners. See if they have a long term plan for their property. Can the town play a role in the planning?
4	Find some space for business opportunity in the downtown area. Don't need business outside of the downtown area
5	Gifts
6	Gordon College making Payments in Lieu of Taxes as all Boston universities are requested to do to support the ample services and resources they have from Wenham; requirement that they provide ample affordable housing to offset our requirements and which should align with their Christian mission, both of which could help drive our open space needs also other Town revenue needs (like our schools, which also support their resident families)
7	How are purchase of land and purchase of development rights different?
8	I think that the CPA funds could be used to pay back the bond but that the bond is needed because the CPA funds require a lengthy process and town meeting before they can be used and "first right of refusals" are not for that long a time period.
9	I think we need to make a longer term plan that includes tasteful development of some land for tax revenue (like Hamilton's Institute for Savings) as well as open space planning (preferably without tax increase) to keep our town beautiful.
10	I was disappointed that the town didn't buy Lakeview Golf course.
11	I would like to see what is defined as "high priority," but I am generally in favor of preserving some space.
12	Implement a transfer tax on all real estate sales. Funds would sit in a land bank to be used to purchase property (see: nantucket)
13	incentives to increase voluntary donation / set aside / liens
14	Look for other ways to generate Town revenue to purchase parcels -- this is a pretty limited and unimaginative list
15	No new taxes. We already pay WAY too much...
16	No to all of the above.
17	Not sure.
18	Only interested in non-athletic space so would not be in favor of bonds if they were to be used to purchase more sports fields for the school.
19	Open to funding if there is long-term payback, such as to attract businesses that would pay taxes

20	partner with other organizations
21	Stop raising taxes!!! You are killing us.
22	Support recreational turf project at HWRHS
23	T
24	turf fields
25	We need to use CPA funds rather than sit on them.
26	work with local groups like essex county greenbelt or nature conservancy to acquire land or rights to land
27	Work with the Essex Greenbelt to use a combination of Wenham funds and Grants to preserve open space.
28	you should define CPA funds for survey takers... I had to look it up, and i still don't know what it means for wenham, Like how much money is there? Where does it come from? Is it from our taxes? etc etc.

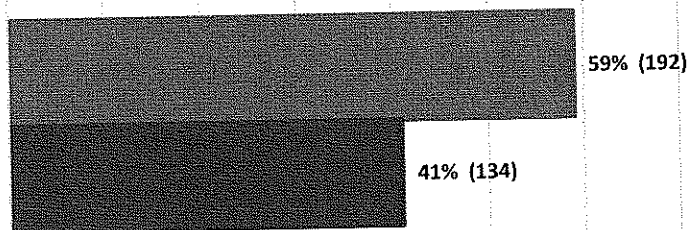
Q6 Are you aware of the following programs that currently exist to protect open space?

■ Yes ■ No

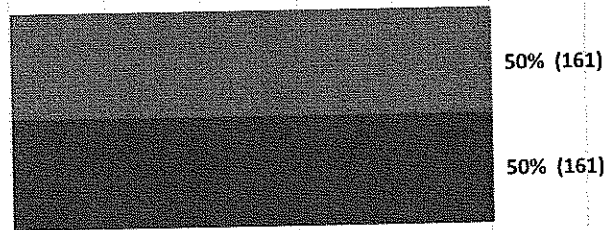
Property tax reduction for agriculture, forestry, or recreational uses. If property is put up for sale in the future, Town gets the right of first refusal. (State program)
(324 respondents)



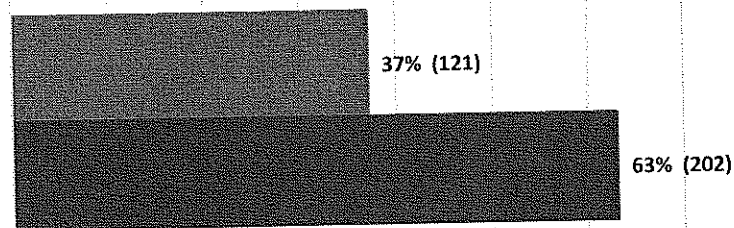
Lease of Town-owned land for continued agricultural use (i.e. Reynolds Farm on Larch Row is currently being leased to the Food Project.)
(326 respondents)



Donation of conservation restrictions to limit development on certain parcels of land.
(322 respondents)



Mandatory dedication of open space by developers as is now required under the Flexible Development Bylaw.
(323 respondents)

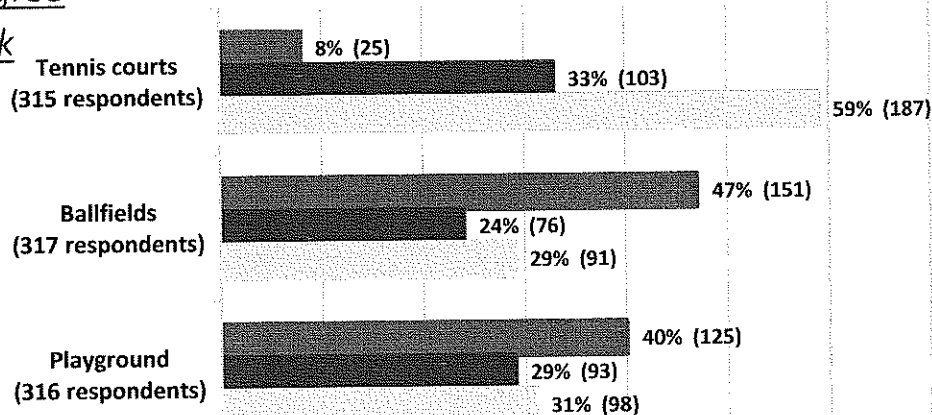


Q7 How often do you/family members use the following facilities?

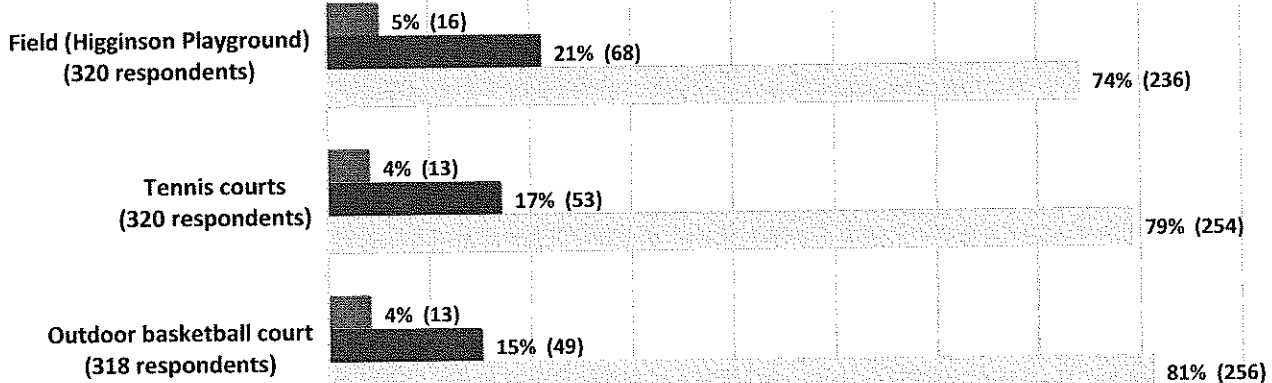
Often Occasionally Never

Pingree

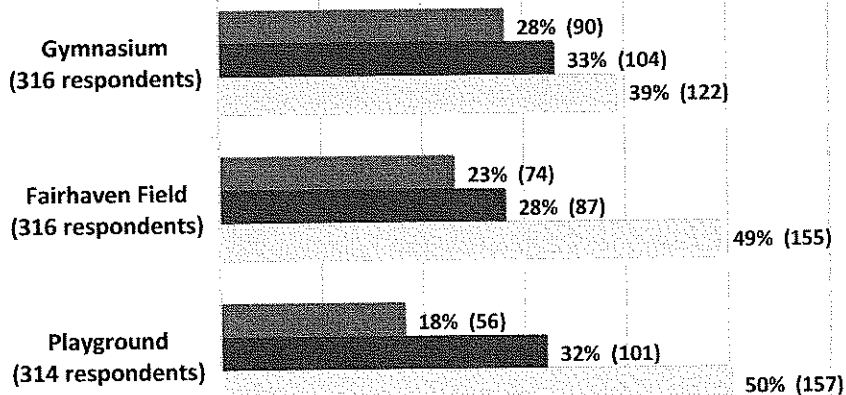
Park



West Wenham



Recreation Center

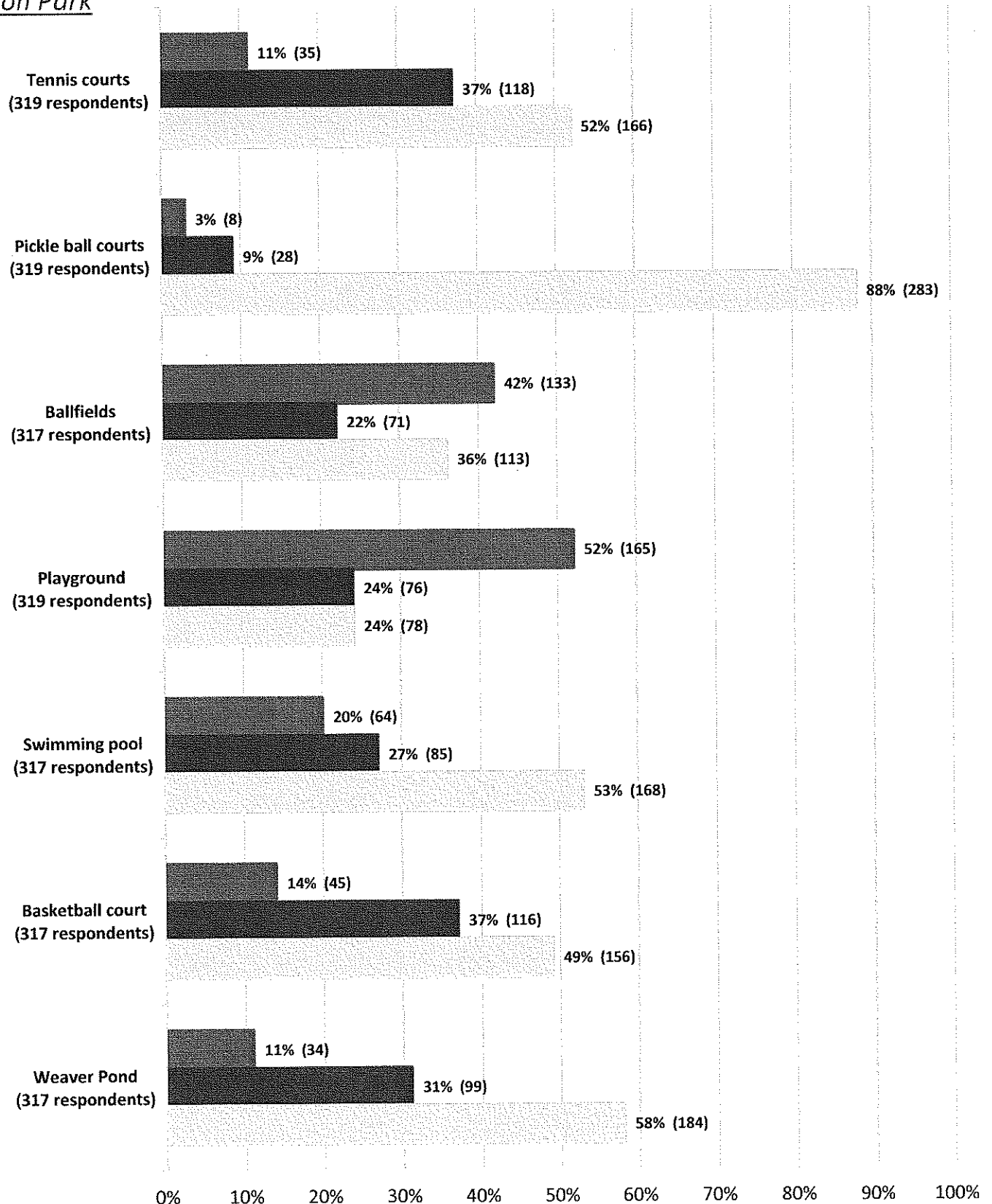


0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Q7 How often do you/family members use the following facilities?

Often Occasionally Never

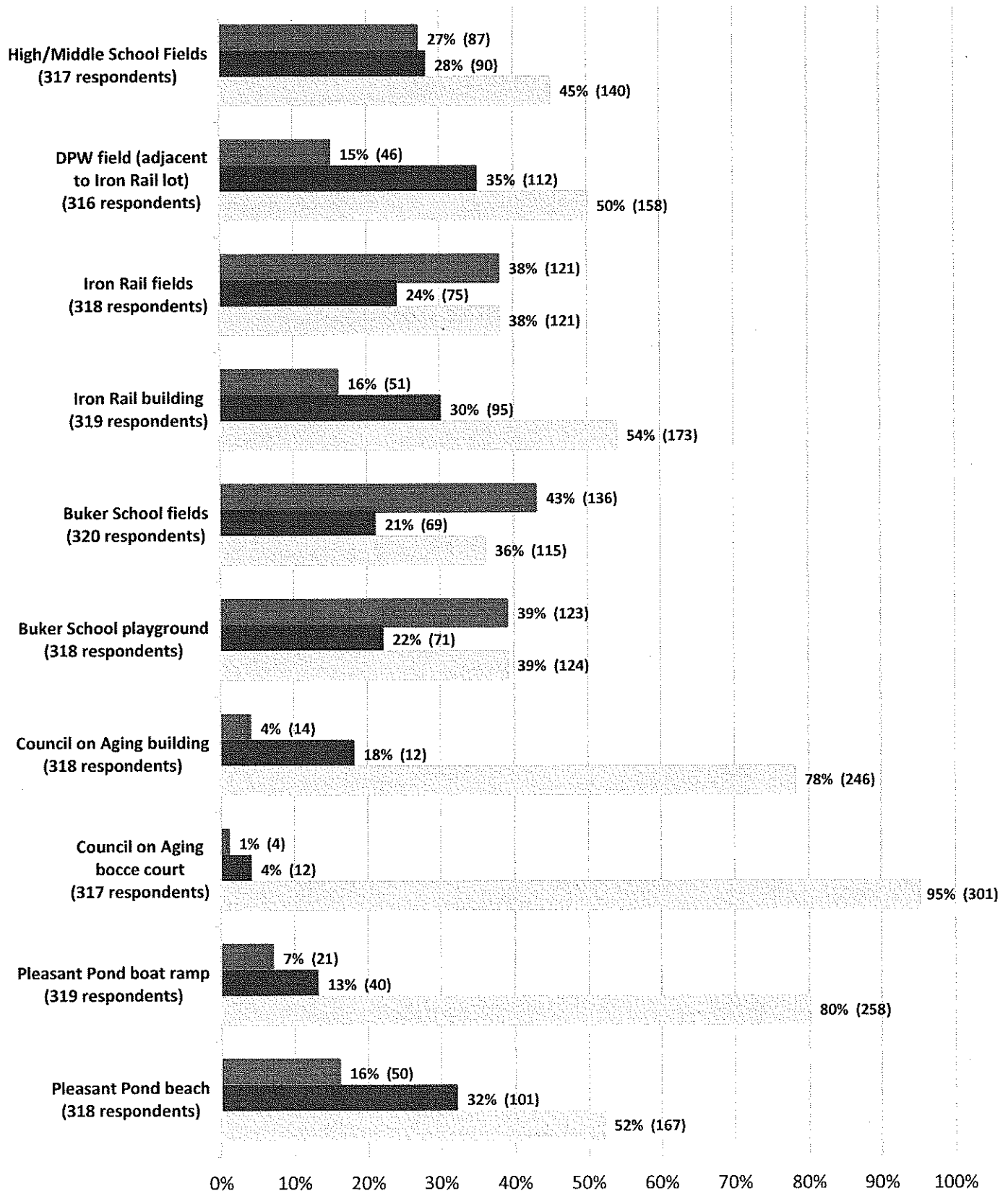
Patton Park



Q7. How often do you/family members use the following facilities?

■ Often ■ Occasionally ■ Never

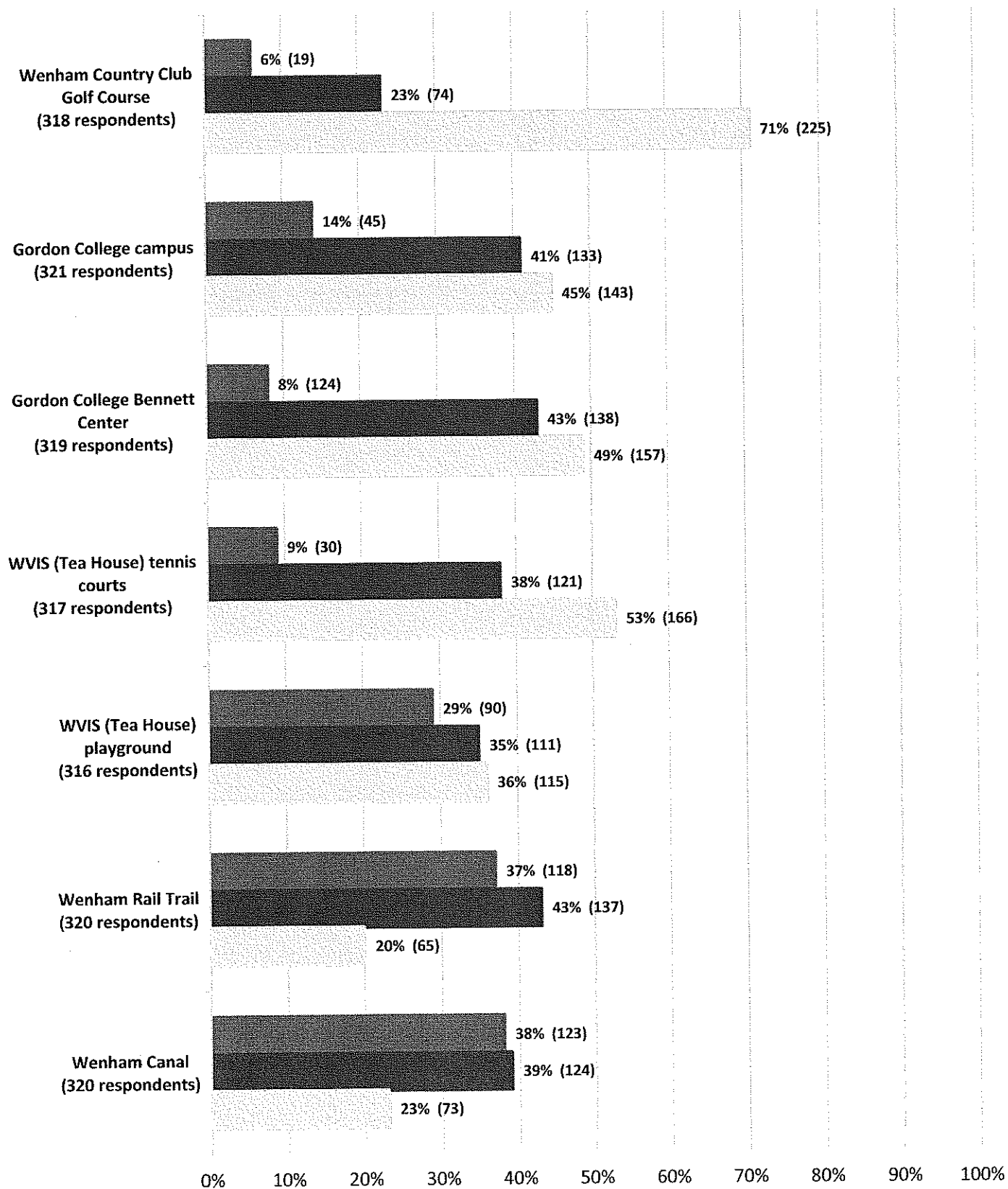
Other Municipal Facilities



Q7 How often do you/family members use the following facilities?

Often Occasionally Never

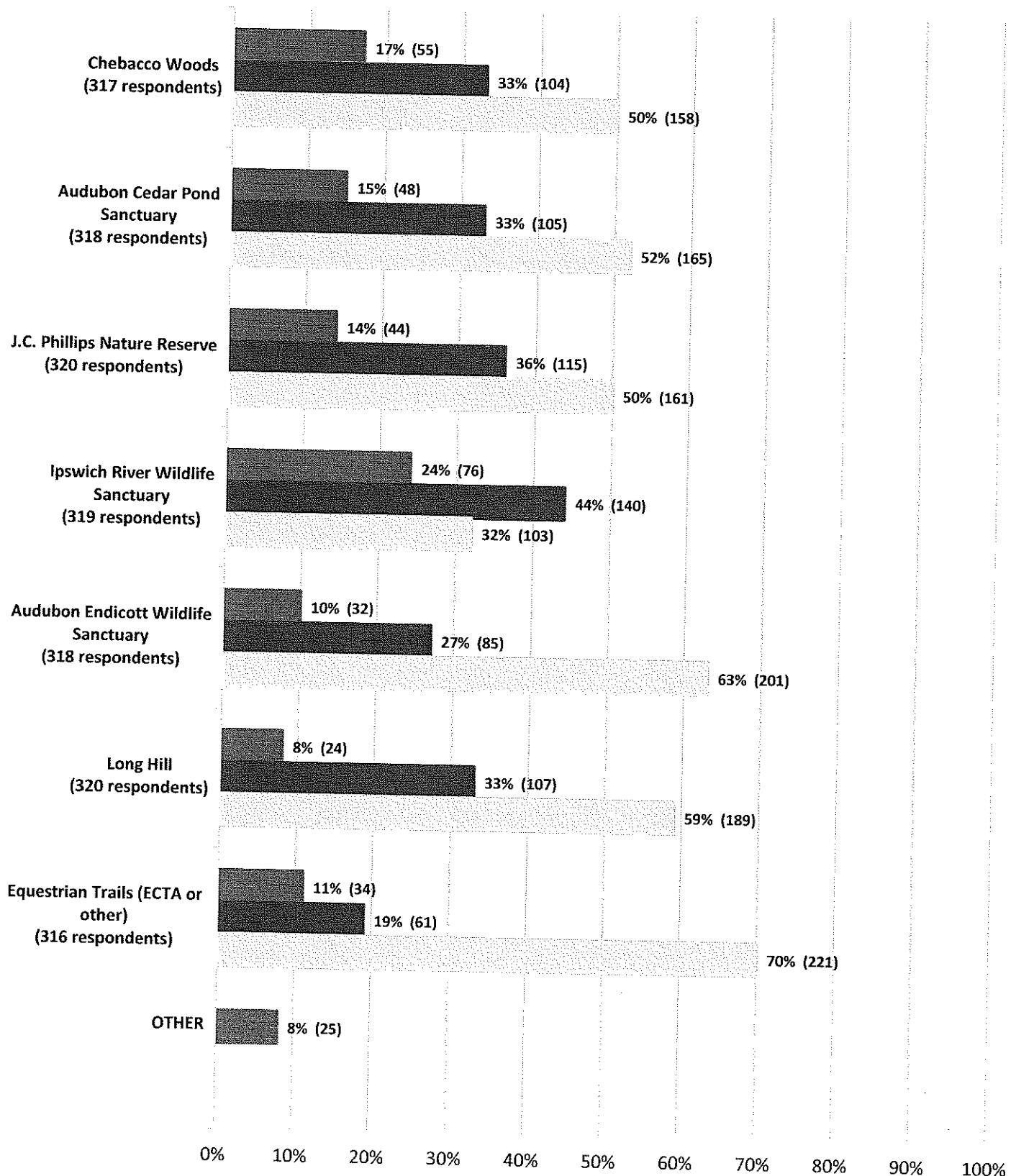
Other Recreational Facilities



Q7 How often do you/family members use the following facilities?

■ Often ■ Occasionally ■ Never

Other Recreational Facilities cont.



Q7. How often do you/family members use the following facilities?

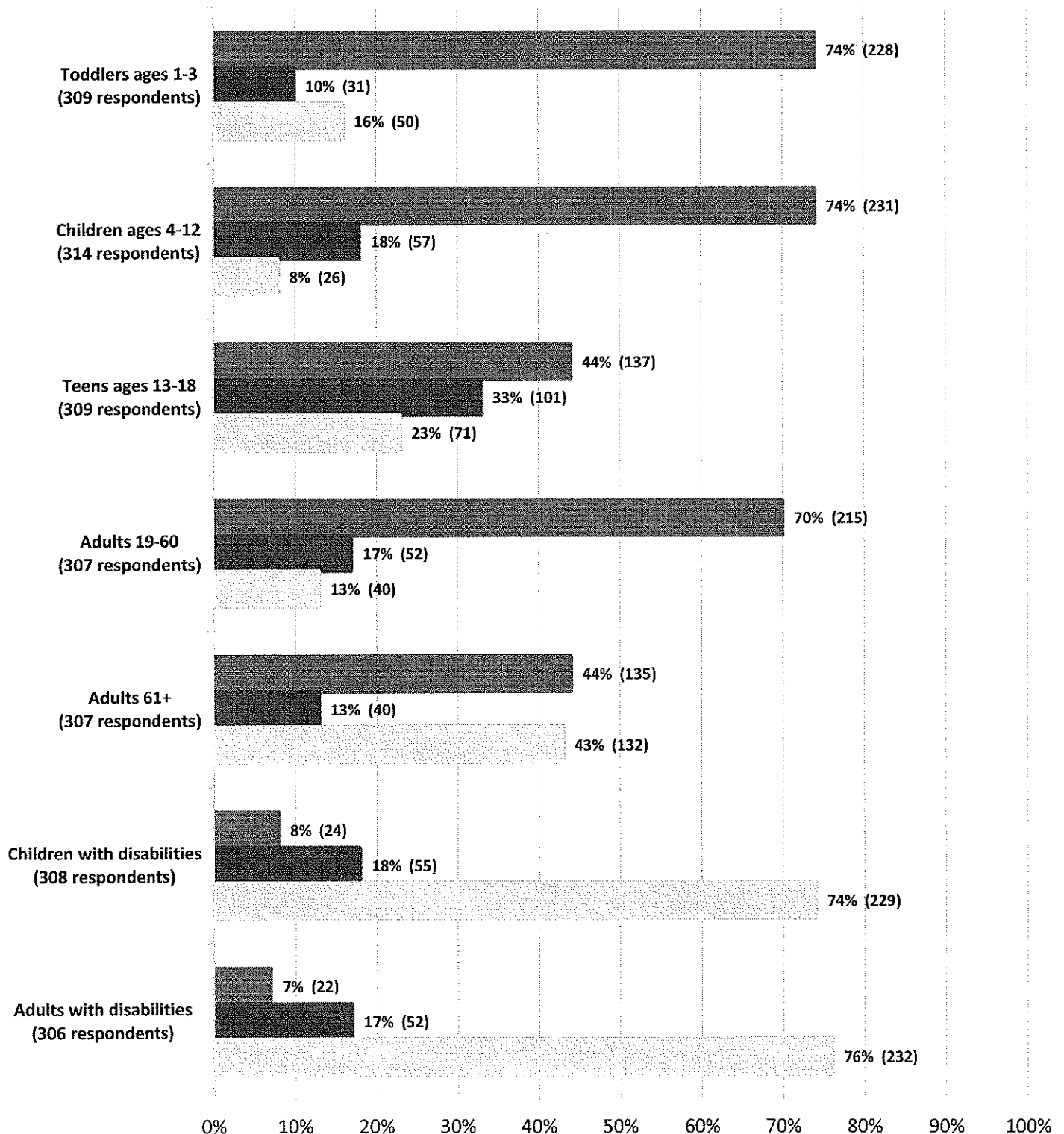
Other (please specify place & frequency of use)

1	I wasn't even aware of most of those places
2	"Myopia Fields" the beautiful fields behind Patten Park. Weekly with my dogs.
3	Appelton Farm trails, Frequently
4	Appleton Farms
5	Appleton farms grass rides -- often; Bradley Palmer state park -- often; Pingree school xc trails -- occasionally
6	Bradley Palmer
7	Bradley Palmer and Willowsale for xc skiing, walking and Mtn biking
8	Bradley Palmer for cycling and mountain biking 1 / month
9	Crane's
10	Cutler and Winthrop schools ball fields
11	Long walks around both Hamilton and Wenham on sidewalks/Biking with kids through Wenham and Hamilton to get lunch/play at parks
12	Myopia schooling field
13	Myopia Schooling Fields (for dog walking - not a Myopia member) - Often
14	Note- Above, Pingree Park playground has not existed for a year + after it was torn down, and West Wenham is not in usable condition for Tennis, Basketball. Definitely an Underused property!!
15	Occasional use of trails adjacent to Pleasant Pond parking lot.
16	Our children / family used all of the above intensely in previous years when they were younger including the pool. What are the rec spaces available for teens
17	Public roads for cycling
18	Some of the above locations we used when the children were younger
19	Trails off patton park/myopia and behind pincer school
20	Trails on Gordon College campus -- often
21	Used to use lakeview Golf Course, but gross error by BoS not to allow a town vote has lost us the best scenic and historic view in the town!

22	Walking in area around Pleasant Pond over to Lake Drive and PineTree in Hamilton
23	We used all of the playgrounds a lot when our kids were younger - I still believe quality playgrounds are important for the town even though we don't use them much now
24	Wenham cemeteries are used for walking. Why is there no mention of the sidewalks? They are the most used item in town for recreation..
25	Willowdale - always for Mtn bikes

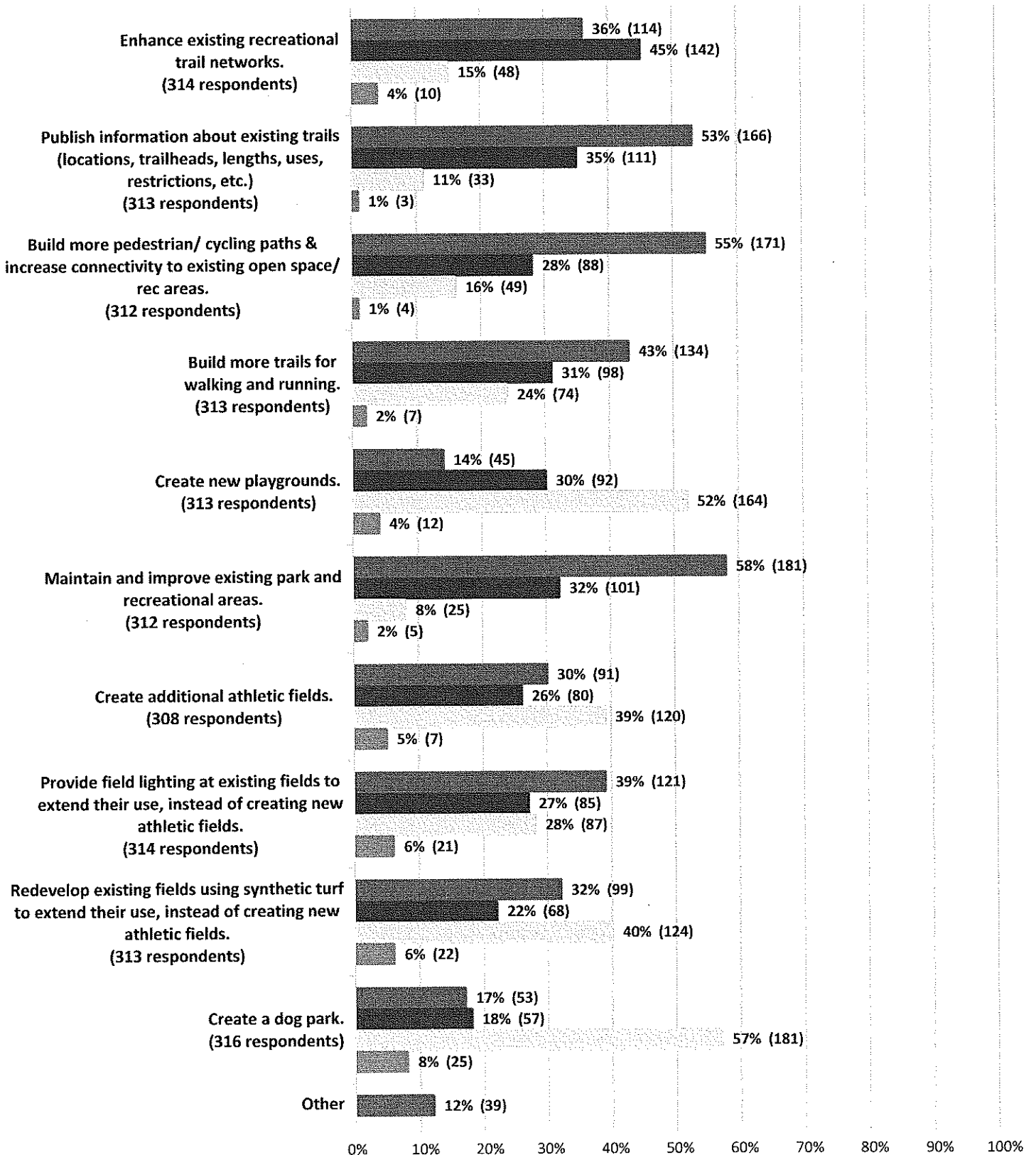
Q8 Do you think the following age groups have sufficient recreational opportunities?

■ Yes ■ No ■ Don't know



Q9 How should we provide for a wide range of recreational opportunities for all residents?

■ High Priority ■ Medium Priority ■ Low Priority ■ No Opinion



9. How should we provide for a wide range of recreational opportunities for all residents?

Other (please specify)

1	A nice dog park (not just a chainlink box), a no leash pet trail, an exercise trail, and a new Pingree playground get my vote
2	A turf field is a must. It is shameful that we do not have at least 1 turf field
3	And restrict dogs from most trails/parks. Dog owners are not cleaning up well after their pets where we walk.
4	Athletic fields priority - 1 Longmeadow 2 Turf at HS - lighting necessary for both
5	Bike path along Walnut Rd. and other key roads to commuter rail station.
6	Create a skate park for skateboards and scooters. The tweens have literally nothing to do besides organized sports on athletic fields and basketball hoops.
7	Create a skate park PLEASE!!!! Charlestown is too far away!
8	Dog park is a great idea! In general, I think improving what we have is best place to start, including better connectivity with sidewalks/paths.
9	emphasis on importance of dog park
10	Ensure High School in particular has enough recreational space, once in a lifetime opportunity now, keeping our schools competitive preserves our entire community and housing values
11	I do not want turf fields. Artificial turf is full of toxins.
12	I have selected No Opinion to register my opposition to some options.
13	I would like to see the Pingree Park playground re-built but other than that I don't think additional playgrounds are needed.
14	I'm not sure that adding light to fields would accomplish the same goal as adding additional fields.
15	Improve existing trails for strollers, improve teahouse field for sports
16	Improve sidewalks. Find ways to open access to Wenham Lake.
17	instead of building new playgrounds update play structures to be handicap accessible
18	Leave open spaces untouched so that all of us can enjoy and be creative about enjoying nature.
19	Make outdoor art garden - labyrinth, sculptures, outdoor chess, galleries, concert stage, etc.
20	more athletic fields are crucial! A turf field is needed.
21	My children are older now and did not attend the public middle or high school, however, I think it is imperative that a turf field be installed for the schools and rec programs in order to be competitive with other towns and to increase safety with sports. A high school field hockey program should not be playing on the bumpy grassy field at Fairhaven.
22	Once Pingree is built the playgrounds will be in better condition

23	Pave existing trails, and most of all CREATE BETTER RUNNING/BIKING OPTIONS SO THAT PEOPLE AREN'T RESORTING TO RUNNING OR BIKING ON 2-LANE ROADS WITH NO SHOULDERS.... EXTREMELY DANGEROUS, AND SHOCKING THAT SAFER OPTIONS HAVEN'T BEEN CREATED / INVESTED IN. PEOPLE DON'T ACCEPT THIS VOID OF SAFETY IN OTHER DEVELOPED TOWNS. "QUAINT/RURAL" SHOULD NOT RESULT IN WITH "UNSAFE", BUT NEITHER SHOULD IT BE DISCOURAGE "ACTIVITY". NEED TO MODERNIZE THIS.
24	Regarding athletic fields, I think maintaining/improving what we have and likely adding more is important. I don't know enough about tradeoffs between turf vs grass to have an informed opinion on that
25	Since the towns lease fields to private school, etc., we must already have enough.
26	Strongly opposed to using artificial turf! Not interested in spending tax payers money on dog parks.
27	Synthetic fields are a health hazard
28	synthetic turf and lights at the high school way overdue and clearly would help alleviate usage of town fields.
29	The word "sufficient" is subjective. Current town fields are in awful condition. Reduced DPW = collapsing fields/parks
30	There are opportunities in local communities so Wenham does not need to provide a wider range of recreational opportunities; taxes need to provide the basic services to all residents.
31	There is too much emphasis on recreation here; where are the proposals for open space and wildlife preservation, continuation of agriculture, and protection of our monuments?
32	Too many dog owners let their dogs run free in parks where they are not supposed to be! Dog owners bring dogs to sporting events which is against the rules. Dogs run free at the Canal--dog walkers do not have control of the dogs. Fine owners and create a dog park with the funds.
33	Traffic control for bikers and pedestrians -HIGH priority
34	Turf field at the High School with lights should be a top priority.
35	We need CLEAN bathrooms at Patton Park!!!!!! This should be the first priority for everyone!
36	Wenham doesn't need a dog park, we have plenty of spaces for dog owners to walk. Please don't add night lighting to any of your fields. We need to be home when it gets that dark (and cold) out.
37	who says that we need new athletic fields? maybe new academic resources would be better
38	Yes! A dog park, please!
39	You are asking the wrong questions here! The object is to preserve open space and natural resources of Wenham; the above "priorities" all increase usage and development attracting further development - exactly the opposite of what the Town needs. Connecting the trails and completing the sidewalk system is a legitimate safety issue to get joggers, pedestrians, and especially our children out of the streets and out of harm's way.

10. The Town has the right of first refusal on the properties identified on the map above if they are being sold for a different use. Currently, they are used for agriculture, forestry, or recreation and taxed accordingly under a State program known as Chapter 61. Which, if any, of these parcels would you recommend for acquisition if the Town had that option? Independent of the Town's ability to finance the acquisition cost for any specific parcel(s), please identify Map/Parcel from this map and suggest a proposed use. A hi-res PDF of this map is also available here: [Wenham Chapter Lands Map 2017](#)

(Open-Ended Response)

1	136 Grapevine
2	136 Grapevine - Flag Football Fields/Youth Soccer 9 Maple Street - Park/Open Space w/Playground
3	136 Grapevine Road
4	136 Grapevine Road
5	136 Grapevine Road, Wide trails, easy to access.
6	136 Grapevine to extend trail network so you could go from iron rail properties and connect to trail network in Chebacco woods and behind Gordon college
7	136 Grapevine, 69 Cherry St., 94 Main St.
8	136 Grapevine, 94 Main, 74 Cherry, 212 Topsfield
9	212 Topsfield Road 62 Maple St 74 Cherry maybe 87 Main Street.
10	212 Topsfield Road, 9 Maple Street; 87 Main Street, 94 Main Street; 74 Cherry Street; 69 Cherry Street
11	24/9, 9/4, 26/13, 18/64, 18/2
12	51 maple
13	51 Maple St.
14	52 and 61 Maple street and 69 and 74 cherry
15	57 Dodges Row
16	60 main st
17	60 main st- mixed use commercial (transit oriented) 9 maple st (huge parcel, some commercial development, some preserved open space or farming), 212 Topsfield Rd (farming, scenic vista)
18	60 Main St, 97 Main St
19	60 Main St. & 9 Maple

20	60 Main Street
21	60 Main Street, as Tender Crop farm anything off of main as you come into the town.
22	60 Main - lost due to terrible BoS arrogant decision. Now more vehicle traffic on 1A expected, Main Street Cemetery boundary buffer compromised, and historic scenic view inaccessible to citizens. 9 Maple - the largest parcel and expected to change ownership sooner rather than later. Must be top priority for purchase of development rights to preclude massive development on this parcel that will overwhelm our town's services and schools. 94 Main Street - 2nd highest priority now; liable to development at anytime here given the fate of similar Lakeview Golf Course. Severe impact on town services and schools as this parcel is large enough for a major development, that would add even more traffic to 1A. 74 Cherry and 212 Topsfield and 87 Main, historically agricultural properties, take action to keep them as such these being among the last of this category. 136 Grapevine and 57 Dodges Row should be next priority; close enough to Gordon that they may be acquired by the college for massive development like current college properties. Loss of tax base and with property going to this tax-exempt organization that makes significant use of town services.
23	62 Maple St.
24	62 Maple St., Wenham. Affordable Housing
25	69 and 74 cherry street
26	69 Cherry and 9 Maple st
27	69 Cherry St. Map 18, Lot 2 74 Cherry St. Map 18, Lot 64 Open space!
28	74 Cherry and 69 Cherry
29	74 Cherry Street
30	74 Cherry Street -- could trails connect the Wenham Canal to Pleasant Pond?
31	74 Cherry Street to be maintained as is.
32	74 Cherry Street to connect to the canal and the trails there. Any of the other lots would be good if the town needed more athletic fields.
33	74 Cherry Street walking trails
34	74 cherry, 9 maple, 94 main
35	74 Cherry, as an extension, improvement and maintenance of the canal and trails
36	87 & 64 Main
37	87 and 94 Main
38	87 Main Street for commercial use....to bring our tax rate DOWN
39	87 Main, 74 Cherry St, 99 Cherry St, 96 Larch Row, 94 Main st
40	87 Main; 94 Main; 69 Cherry; 74 Cherry; 212 Topfield
41	9 Maple

42	9 Maple - preserve open space/habitats, agriculture, trails 74 Cherry & 69 Cherry - preserve habitats, trails 94 Main - recreation 87 Main - agriculture 212 Topsfield - agriculture
43	9 maple for athletic fields
44	9 Maple St
45	9 Maple St
46	9 Maple St
47	9 Maple St
48	9 Maple St- Trails & lacrosse/ ball fields
49	9 Maple Street
50	9 maple street
51	9 Maple Street 60 Main Street 94 Main Street Grapevine Road
52	9 Maple Street,
53	9 maple, 74 cherry, 69 cherry, 94 main, 60 main
54	9 maple. Huge area of land located in close proximity to many family neighborhoods.
55	9, 51 and 62 Maple Street parcels
56	94 Main 74 Cherry 9 Maple
57	94 Main St.
58	94 Main st: keep as a town owned golf course 9 Maple st- such a large parcel could be for mixed recreational use.
59	94 Main Street
60	94 Main Street
61	94 Main Street
62	94 Main Street 87 Main Street
63	94 Main Street, Both Cherry Street parcels
64	94 main street. soccer/baseball/football fields at least one of which should have lights.
65	94 Main, 60, Main, 87 Main, 74 cherry st, 60 Cherry St - all these parcels are in central position for a good recreational park (art playground, community garden, etc)
66	All of them
67	All of them

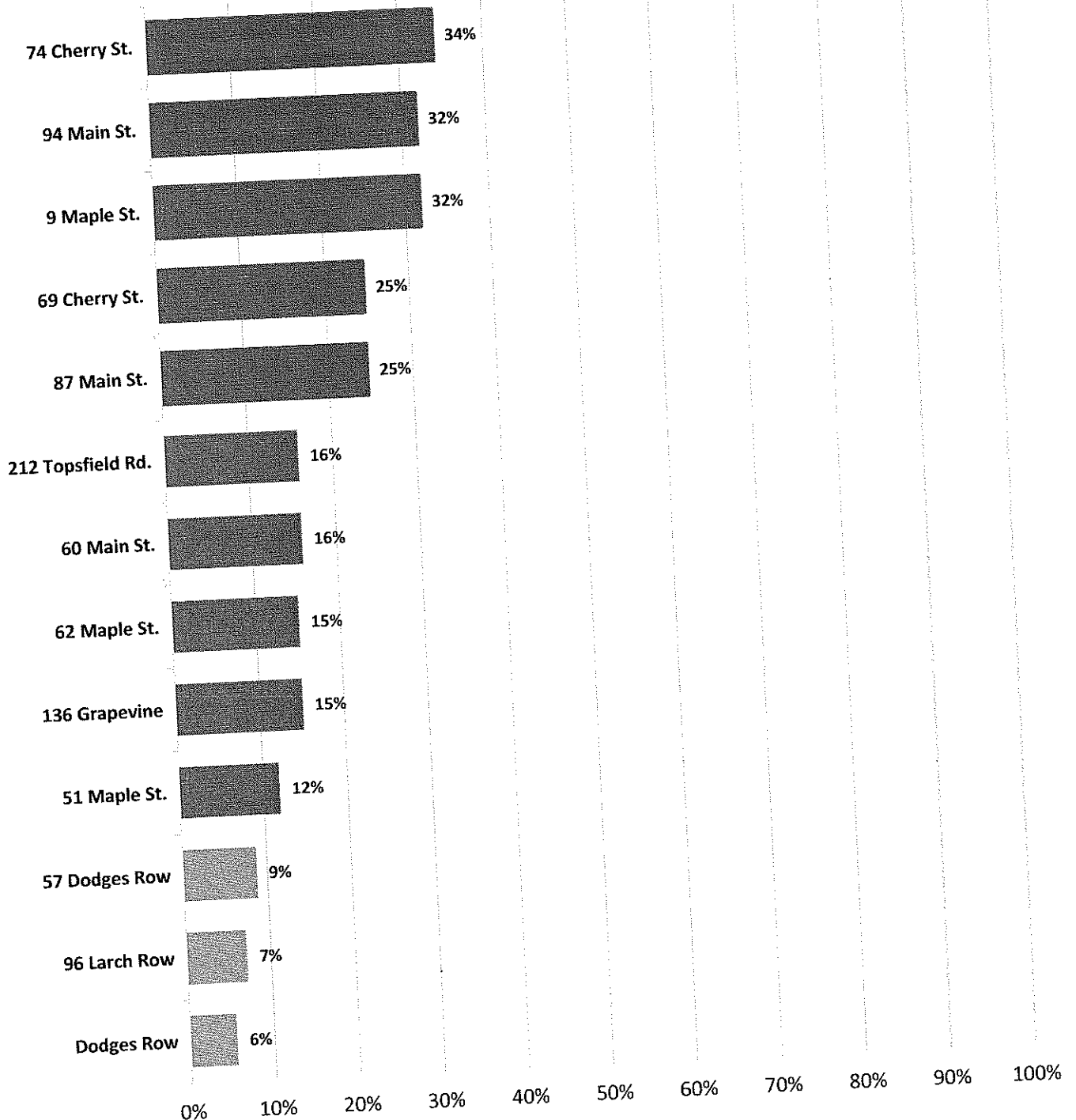
68	All parcels on Main Street should be of interest to the town for either recreation development and/or some commercial development; 9 Maple
69	ALL properties listed, especially: 62 Maple St 9 Maple St Topsfield rd Cherry st
70	All the Main St parcels.
71	All!
72	Angelini- farm Canaan- farm Burnett- affordable housing/ watershed protection / trails Lakeview- already screwed- Clemenzi Wenham Country Club- conservation restriction - keep as golf course
73	Any of the Maple St. Parcels or Cherry St.
74	Any of those properties that could be used for sports fields. Our HS athletic fields are an embarrassment - compare to surrounding communities.
75	Any property on Cherry and Main Streets, as well at 9 Maple Street.
76	any/all when available
77	Anything that can be used for athletic fields....
78	As I believe our top priority should be field space and or protecting space for future school needs, I would want to look into those that can be used for those purposes.
79	As many as they can Large ones on rte1a are key as big and core to town feel
80	Bad question. It depends on what the town does with it afterwards. For example: Hamilton has not done well with the Patton estate.
81	Build affordable housing instead. Build houses to increase revenue and thus lower taxes for elderly
82	Cherry and Maple Street
83	Cherry Street, Main Street (1A), Maple Street
84	Difficult to answer. This depends on other competing proposals and/or size. The bigger the better in some cases. Location - such as buffers to wetlands, rivers, and lakes - is more important.
85	Dodges Row
86	Don't know.
87	Don't know.
88	don't understand the makeup or the topography of the lots to make a recommendation
89	Grapevine Road
90	Grapevine Road
91	I do not know. I like to try different ones.
92	I don't feel qualified to make this decision. I believe it is worth exploring whenever possible.

93	I don't know enough about these pieces of land to make an input. I would say that the impact of development on the environment and water use and water resources already under pressure would be significant. Buy near existing open space. Buy where we need playgrounds in other neighborhoods. I would support a nice office park on half of the golf course, rather than have it all housing or high density housing.
94	I don't think any of these properties would be a high priority for the town
95	I would support acquisitions of any of these properties.
96	It seems to me that the best properties would be those that are the most accessible to the largest group of people.
97	Lakeview should have been #1 can we ever reverse this????? might the development fall through??? 60 Main street, then, in order: 94 Main street, 87 Main street, 74 Cherry, 69 Cherry, 96 Larch, 51 Maple, 136 Grapevine, 212 Topsfield, 62 Maple, 57 Dodges, 51 Maple
98	Lots #2 & #64
99	Main Street former golf course area
100	map 18 lot 64
101	Map 23, lot 16 Map 24, lot 9 Map 24, lot 3 Map 9, lot 4 Map 18, lot 2 Map 18, lot 64
102	Map 26 Parcel 13 Continued agricultural use
103	Map 26, Lot 13 Map 27, Lot 33 Map 18, Lot 2 Map 24, Lot 9 Map 18, Lot 64
104	Map 27, Lot 33 and map 27, lot 36
105	Map 28 Lot 5C for trails Map 18 Lot 64 and Lot 2 for conservation, and agricultural leasing Map 24 Lot 9 for sports fields
106	map 41 lot 10 - grapevine road
107	Map 9 lot 4, Map 23 Lot 16, Map 24 Lot 3, Map 24 Lot 9, Map 18, Lot 64, Map 18 Lot 2, Map 27 Lot 33, 57 Dodges Row,
108	Map 9 Lot 4; Map 27 Lot 33; Map 26 Lot 13; Map 24 Lot 9
109	None don't think the town should develop these
110	None! The town of Wenham does not need to spend taxpayer money to purchase more land. Taxes in Wenham are way too high now. We have plenty of playgrounds, playing fields...open space.
111	None. Stop spending my money on your hobbies.
112	Not sure
113	Not sure. We live in west Wenham - any biking/walking paths that could connect to other ones around here would be great, if some of them could connect to Rail Trail? Cedar Pond area paths?
114	Parcel 60 main St - merged golf course if Dev falls through... 87 main St soccer fields or Mtn bike course, 74 cherry bike trails
115	parcels that offer some ability to pay for expenses of acquisition/ maintenance i.e. energy production or minimal development maintaining vista/open space and provide paths
116	Properties on Main street.

117	Really hard to tell from this map without discussion of purpose
118	save them all, please. that said, the three parcels on main street are essential so that new dense housing could be placed THERE....population density, walkable, in the middle of the town instead of in the periphery.
119	Somewhere on Maple Street - with good off-street parking.
120	The sites on Main Street.
121	Those on Cherry and Main Street
122	Town fields are over used and a mess. DPW resources appear to be limited which doesn't help
123	West Wenham , Maple st is a priority.
124	Would buy two parcels, one one west wenham and one on east side of town to balance off Patton park usage. A nice well lit walking path somewhere would be good.
125	Would need more information on current use and land type. Fields, wood lot, existing infrastructure, surrounding lot use.
126	Would need to review more info

Q10 Which, if any, of the Chapter 61 parcels would you recommend for acquisition if the Town had that option?
(Please identify Map/Parcel and suggest a proposed use.)

Respondents: 126



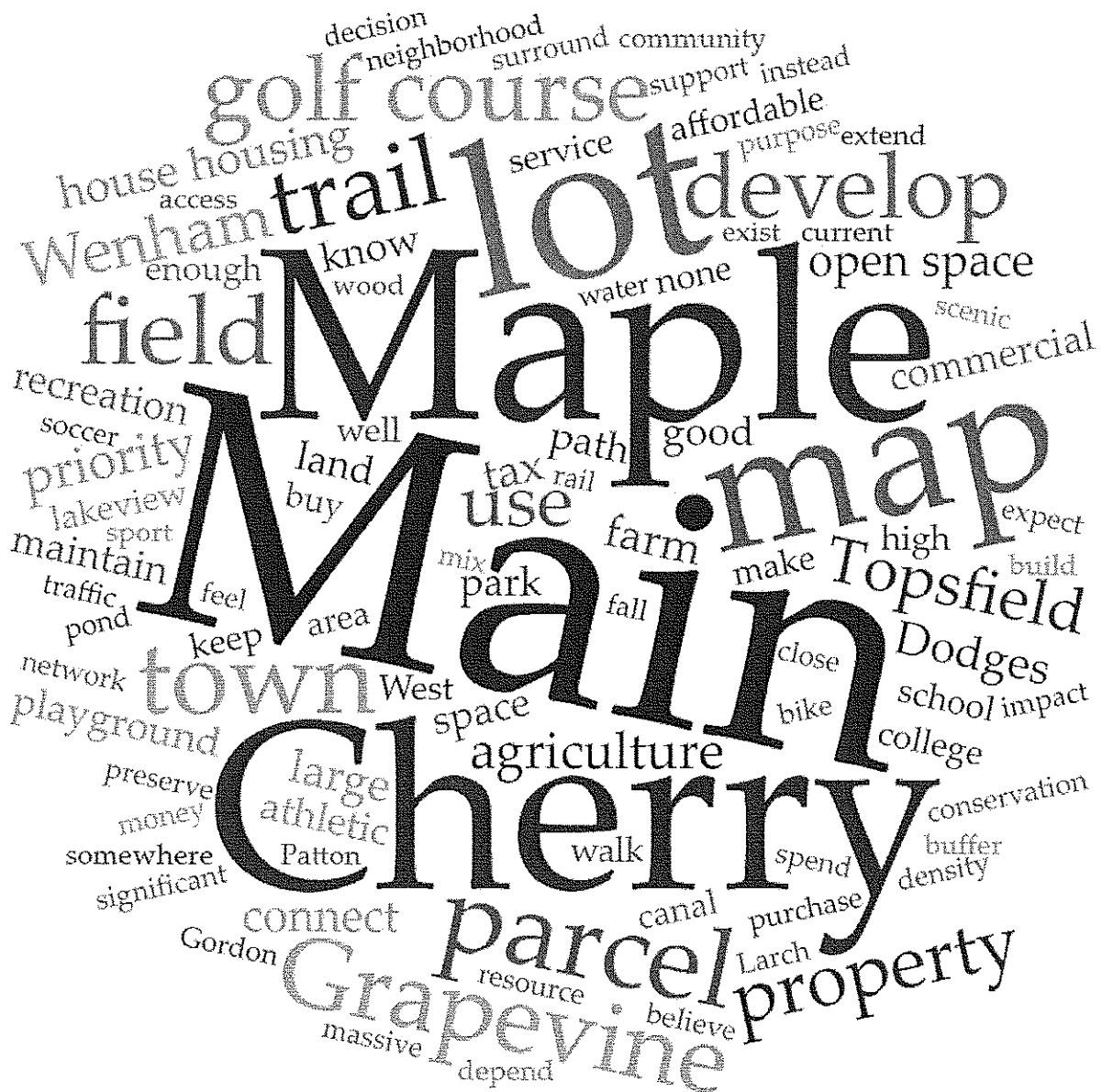
Q10 – keyword count

Main	58
Maple	42
Cherry	41
lot	37
map	31
parcel	16
town	15
field	14
Grapevine	14
trail	14
develop	13
golf course	13
property	11
use	11
Topsfield	8
Wenham	8
agriculture	6
priority	6
connect	5
Dodges	5
farm	5
house housing	5
large	5
open space	5
tax	5
1A	4
athletic	4
commercial	4
good	4
know	4
land	4
maintain	4
park	4

path	4
playground	4
recreation	4
space	4
affordable	3
area	3
buy	3
canal	3
college	3
enough	3
high	3
keep	3
lakeview	3
make	3
none	3
school	3
service	3
walk	3
well	3
West	3
access	2
believe	2
bike	2
buffer	2
build	2
close	2
community	2
conservation	2
current	2
decision	2
density	2
depend	2
exist	2

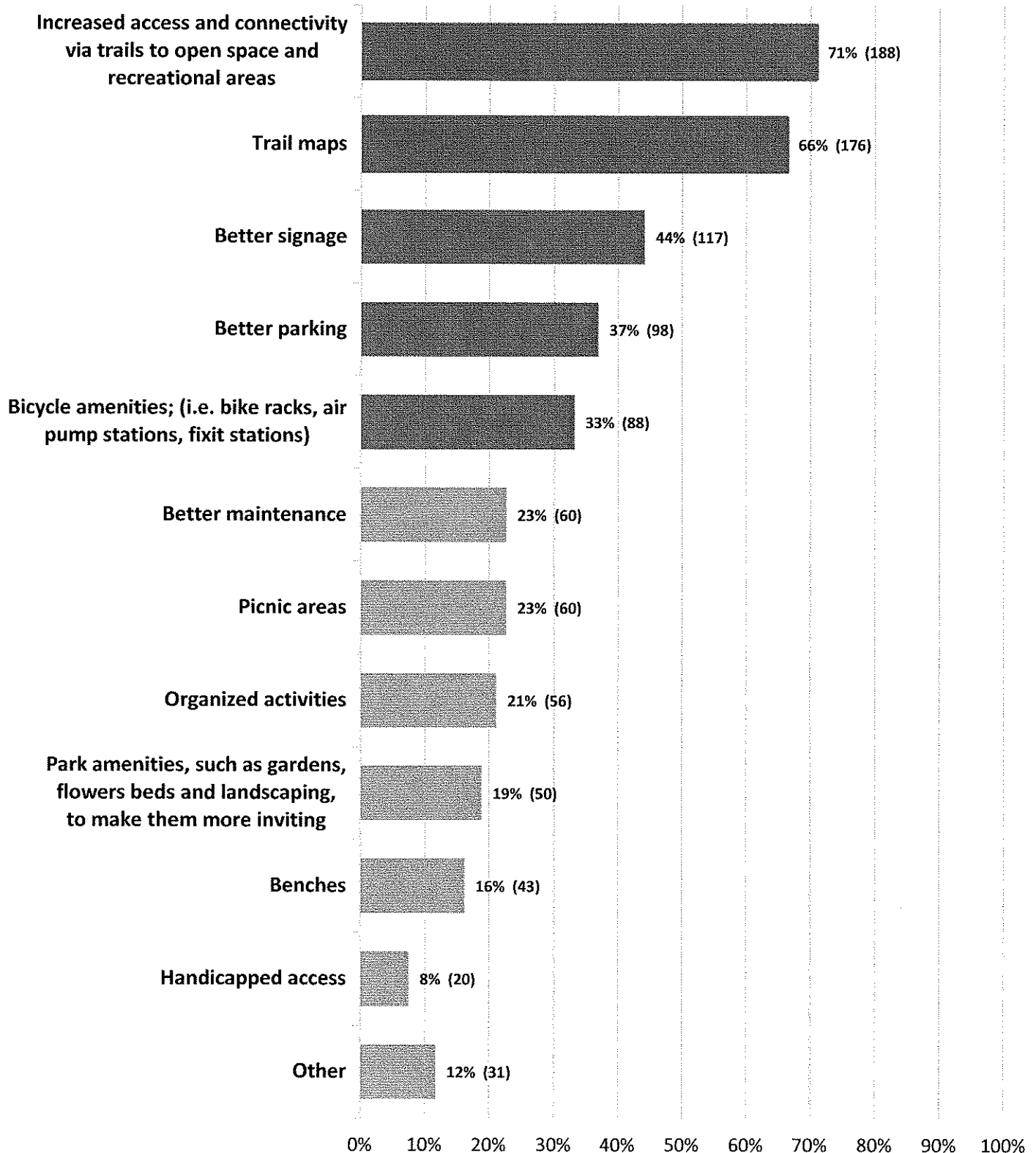
expect	2
extend	2
fall	2
feel	2
Gordon	2
impact	2
instead	2
Larch	2
massive	2
mix	2
money	2
neighborhood	2
network	2
Patton	2
pond	2
preserve	2
purchase	2
purpose	2
rail	2
resource	2
scenic	2
significant	2
soccer	2
somewhere	2
spend	2
sport	2
support	2
surround	2
through	2
traffic	2
water	2
wood	2

Q10 – keyword wordcloud



Q11 What would increase your use of existing open space and recreational areas, both active (i.e. fields) and passive (i.e. trails)?
(Choose all that apply.)

Respondents: 265



11. What would increase your use of existing open space and recreational areas, both active (i.e. fields) and passive (i.e. trails)? (Choose all that apply.)

Other (please specify)

1	A place to walk at night.
2	A trail / field where dogs are not expected to be on a leash would be great
3	Access to wildlife - my kids LOVE the Ipswich river wildlife sanctuary & the danvers swamp walk because it provides access to checking out animals in their natural habitat.
4	allow dogs
5	Art - kids need inspiration and history as much as they need fresh air and physical activities.
6	As a retired couple, we find there are more than adequate recreational areas and opportunities.
7	Bathrooms. Families need them.
8	Being able to safely bike there from my home (Larch Row).
9	Better info disseminated on what's available. I learned of some new places from this survey and lived here for years before I knew of Wenham Canal.
10	Better maps via an app that could also provide information about the environment, history, etc. of a location. This could be an opportunity for orgs across the community (Wenham Museum, HM Library, Greenbelt, Trustees, ECTA, Myopia, etc.) to collaborate on providing information.
11	bike paths to access without having to drive there
12	Could we please build a bridge over the washed-out section of the trail alongside the Wenham Canal?
13	Dog Park
14	fairhaven playing field needs much better care. It is embarrassing when away teams visit.
15	Half of these places I've never heard of before.
16	I am already a pretty big user of local open space.
17	I currently often use them and don't believe they need enhancements. As I mentioned, I believe effort and resources should be dedicated to preventing further development.
18	It would be good to make people aware of them. I know some of them and have done a lot of research but some of the ones listed are new to me.
19	Keeping dogs (and horses) off of trails, such as the rail trail and Cedar Pond, where there is much wildlife to protect and enjoy.
20	Leash laws! Too many aggressive dogs with irresponsible owners off leash everywhere. Especially at the Wenham Canal.
21	Losing 200 pounds
22	marked trails for specific length/ timed walks

23	Maybe have used seasonal equipment available at the rev dept that could be reserved like mtn bikes or xc skis for people to try out new activities
24	N/A
25	None of the above! Wenham is in good shape. And we don't need to help purchase land in Hamilton so the neighbors there can avoid lower income housing near them.
26	Not sure
27	Sports fields, sports fields, sports fields! Especially for our High School
28	Take care of the facilities!
29	Traffic safety, signage—I'm not sure how to get to some spots listed above
30	We already use the trail system around both Hamilton & Wenham.
31	You are on the wrong track here; all of this is increasing human impact on Wenham's natural areas! The question should focus on what priorities are needed to preserve or enhance the natural state of Wenham's open space so that future generations of Wenham citizens will have a green healthy environment.

12. Do you have any other thoughts about Open Space & Recreation in Wenham that you would like to share with us?

(Open-Ended Response)

1	<p>As evident at the open meeting at the Library the committee has inadequately researched the subject of Wenham open space and is too narrowly focused on "recreation" as once again evidenced with this survey. Members of the committee were often not aware of or conversant with, and must fully research and include consideration of the following: The current use and condition of already town owned parcels; at least one of your committee members did not even know there is a town beach! Our citizen's legal rights to traditional path ways such as Cherry Street to Fowler's Island. Our citizen's legal rights to utilize lakes, ponds, and waterways in Massachusetts; why are portions of Miles River inaccessible being held in private ownership? what legal access is available to Cedar Pond, Muddy Pond and other waters? Condition of our forests, street trees, and trees in our parks, cemeteries, monument and municipal building lots. Has the committee made the needed efforts to coordinate with Tree Warden, Cemetery Commission, and DPW? Has the committee coordinated with the Historic Commission to determine its capabilities to maintain open space and to determine what historic places and homes should be included in our prioritization of open space vistas? Need to document all the private property deeds that include conservation restrictions and ensure they are complied with. Need to include the concept of scenic view; there is value in preserving viewpoints for wildlife, lakes and ponds, vistas of stonewalls and fields and such, as well as wanting to purchase parcels of land. Need a comprehensive land-use map for all the land in town. The map above showing Chapter 61 land is very important but still just one aspect of open space land use in Wenham. Understanding financial limitations the committee ought to establish innovations by purchasing development rights on green buffer zones extending back from the full length of the street frontage if full purchase of a property is unaffordable. On properties being developed; keeping new buildings out of sight of roads will reduce the sense of clutter and congestion. How about acquiring strips of land between adjacent house lots and encircling developments to ensure green buffers and providing pathways off of main streets and sidewalks. As much can be done with regulations to keep at least a sense of open space as can be done with land purchases given limited funds. The committee need to address not only the use but also the condition of our open space particularly our forests as disease and pests have destroyed our elms and chestnuts, and now our ash and hemlock trees are going. The replacement of our many lost street trees is another way to keep the natural attractiveness of Wenham. Is the committee fully supporting a fully funded and active town Tree Warden? The committee needs to address the political issue of getting the decision-making back in the hands of the citizens by sponsoring a town meeting warrant to move property acquisition decisions out of the BoS hands and back to the citizens at a Town Meeting. The committee needs to address the financial issues; what is being done to get state funds, to raise private contributions, to solicit donations of property development rights or voluntary conservation easements, to shift voter interest towards supporting open space acquisition versus other town expenditures, to coordinate with CPA committee for funds and have a warrant article ready for borrowing funds so as to be ready to purchase when a property becomes available. The committee needs to determine Gordon College's plans for further land acquisition and development. The committee needs to coordinate with bordering towns and the Salem - Beverly Water Board so that open space, vistas, and wildlife corridors are mutually protected along town boundaries and around waters. The committee needs to coordinate with NGOs; what are the future plans of Rails - to Trails, Trustees of Reservations, Essex County Greenbelt, Audubon, and others on their plans for properties they own in town or along our borders.</p>
2	<p>As one of the founding members of the Pleasant Pond Association who worked to complete the landscape restoration project at the pond. I would like to see a weed management program for the pond. Investment in additional plantings and maintainance at the pond is needed and the summer gatekeeper program should be utilized more effectively for this purpose. Would offer a supervisor position for a retired senior to oversee the pond and they could be given tax break for there time .</p>
3	<p>1A need stop light ? Bike path Support existing parks, not new ones Thank you!!</p>
4	<p>Boulder Lane development is a conundrum but we will certainly lose the forrested buffer that gives Wenham its rte 128 character if a build-out is allowed. It is a primary habitat for much wildlife and forest that benefits our entire community. It represents underappreciated open space in our community.</p>
5	<p>Can we have the school bus stop benches designed as part of the town beautification project please? that will help to improve few places on our walking trails too (Pleasant st for example). There are a couple of benches that are falling appart. Also maybe have an option for residents to be able to buy these benches for heavy used stops (Pleasant/Longfellow). thank you</p>
6	<p>Could we please build a bridge over the washed-out section of the trail alongside the Wenham Canal?</p>
7	<p>Create income generating avenues. For instance, a parcel of farm land that people can lease by the 1/4 to 1/2 acre in order to start farming. There is farmland in Newburyport that provides these opportunities for people wanting to go into farming but unable to purchase acres of land for warming.</p>

8	Developing more land for mini mansions puts an undo burden on our school system. Protecting land not only saves the environment but in the end saves taxpayers \$
9	Enhance what trails / areas that already exist at a minimal cost to tax payers and better utilize CPA funds for open space. Approach owners of large acreage for a donation of space for specific activity and don't duplicate opportunities that are not well used. Increase winter opportunities in town for fishing, sledding, skating, skiing, snow shoeing, etc.
10	Even though our kids won't benefit from it, I truly believe a turf field at the High School is a priority.
11	For example, the canal has great potential. The resource is not advertised and is unknown to most residents. The parking lot is difficult and uninviting. Benches or table off trail could really add to the appeal. Can you canoe on it? Fish in it? Add some signage regarding use and history? Etc.
12	Generally Wenham has a well allocated amount of open space and recreation. Important to continue to invest in the open spaces as they are an integral part of the Wenham community.
13	Gordon College offers many recreational opportunities that are not advertised. These should advertised more. Also, there is up land in back of the Iron Rail property that is owned by the town. At one point it appears there were boardwalks leading out to this area. Those could be repaired to gain access for recreational use. I personally feel we should look to do something else with the West Wenham Playground. First, there's no playground. There is no parking to speak of there. In the 3-4 times I've gone there for a walk, I have never seen another sole. The Wenham Canal is great! It would be helpful to improve the small areas that become flooded and make the trail impassable. Is the Wenham Canal available for kayaking? Could it be? The Main Street Cemetery should not be a dog walking park.
14	Great survey. Hope we can achieve half of what is required. Trail maps, signage, and parking are top priorities.
15	Having grown up in Beverly, I am shocked by the conditions of our parks and fields. You can't neglect them and expect them to remain safe and beautiful.
16	I am in favor of keeping open space, however Wenham taxes are very high, and as a retired resident, I am concerned about cost to taxpayers. Our existing parks and playgrounds, as well as trails for hiking should be well maintained. Children and adults with handicaps should always be a top priority. Affordable housing should be our main concern going forward.
17	I am really in favor of the dog park.
18	I believe enough exists for youth sports. This seems to have been the most important thing for the Town in past years. We have to more on from that. Making sure nothing else gets built along Main Street will keep the rural feel of the town. Do think that additional affordable housing will be needed to keep our numbers where it needs to be. The Maple Street location would take care of that for us many years to come.
19	I love the outdoors and our community's natural and historical resources. I also understand that there is a limit as to what the community can reasonably afford for preservation of these resources. I do think that a holistic view is going to be required that recognizes the need for not only preservation of spaces and places, but also affordable housing and new revenues through tax increases both on the current tax base and via well-thought out future development. It will pain me to see it happen, but I think the reality is that some of the parcels on this map will need to become affordable housing and commercial development. No one will want it on their street, but for the benefit of the community at large I believe it's inevitable.
20	I tax breaks for agriculture/forestry, should actually be actively doing those activities. Not a horse i a barn.activutirs
21	I tend to go outside of Hamilton Wenham for walking (with and without dog) and biking trails. I was surprised to see all the references to them right in Wenham - sounds like there are opportunities I don't know about. I suggest communicating what's available, and making the information easy to access. I also think it's nice that you took the time to send out a survey and listen to everyone. Thanks!
22	I think the space we have is wonderful. I have few complaints. There were many places on your list I dont know about. Wish there were a better way to know about these. Have found out most info through word of mouth.
23	I think the Town should acquire the Boston Conference Center, 64 Pleasant Street - a former YMCA Malden Day Camp if/when it comes for sale which would increase utilization of this property and fill some holes in our rec program. See http://wp.bostonconferencecenter.com/
24	I would hate for the Wenham Country Club property to go the way that the Bill Flynn golf course did. I would think that it would make a nice municipal course that the town could operate rather than be cut up and sold as house lots. As noted above, I think that the town needs to create a bond so that the Open Space and Recreation Plan has some teeth to it and identified properties where we have first right of refusal can be acted upon quickly. I also think the CPA funds which are earmarked for open space and recreation should be used to reimburse or restock the available OSR Plan funds.

25	I would hope that the school department, and the town as a whole is thinking seriously about the money that it is willing to invest in fields for football. There is a growing consensus among health care experts that young people should not be playing this sport. It would seem to me that there should be, and may be, a growing de-emphasis on football endorsed by public schools even at the high school level. It should be on the minds of everyone involved in planning positive recreational opportunities for our young people.
26	I would like to see CPA funds used to purchase land around the high school for a better "campus" experience.
27	I would love to see a skate park or a pump track or something for our pre-teens and teens. Here are some ideas collected from a group in Boulder CO: Parks for teens: 10 features teens want to see Published on 02-12-2015 at 10:08 In many parts of the world, park designers have turned to nature play as a way to foster connections to nature, increase social and cooperative play, and facilitate more physical activity. In many instances, these parks are designed for pre-teen children. Like more traditional playgrounds, these spaces often exclude teenagers through their design. Yet in a variety of projects facilitated by Growing Up Boulder – a child-friendly city initiative in Boulder, Colorado, USA – teens have requested parks where they feel welcome and that have design features that can integrate them into a broader public sphere. For example, in a participatory process with Junior Rangers involved in Boulder's open space planning, teens found a city playground at the edge of open space land. Designed for much younger ages, teens found creative means to play with toddler swings and other equipment. In discussion, one of the teens said, "We want parks for teens, too. I am so tired of having moms yell at us." Be a place for all ages 10 teen-friendly features: The City of Boulder's Parks and Recreation department and Youth Opportunities Advisory Board asked teens what features they would want to see in city parks. This list is also consistent with Growing Up Boulder's participatory work with teens for public space planning and neighborhood design. Ten of the most consistent features teens in Boulder have requested for public space include: WiFi – Teens repeatedly have said they would like a study space with shelter from rain and tables to work in groups. WiFi is a critical aspect of this, as well as for accessing music and other media with phones. Movie Nights – Teens like the idea of a central performance space that can show a wide range of movies for all ages and interests. Food Trucks and Cafés – From tacos to coffee, teens want access to affordable and diverse food options, representing a variety of cultures and food interests. Interactive Lighting and Art – Teens are drawn to interactive spaces, whether they be interactive lights (as found in the New York City's Pulse Park), or interactive sculptures that allow climbing or play. In response to a solar-powered giraffe sculpture, one teen suggested providing a whole field of African animals that were interactive, such as hippo that spits water or a crocodile to climb on. Importantly, teens not only wanted interactive art pieces (that light or are otherwise playful), but they also wanted places where the public could create the art, such as a graffiti wall, mural wall, or inspirational chalk board with questions such as "What do you love about Boulder?" or "What are your goals?" (Growing Up Boulder 2015). Play Spaces for both Children and Adults – Many teens want to play, but do not feel free to do so in playgrounds designed with structured equipment for specific ages. Parks that mix play types are more effective at enabling teen play. For example, at Lizard Log Park, designed by Fionna Robbe in Western Sydney Parklands, Australia, large swings that require cooperation also facilitate more teen play. Other types of play spaces that teens request include fields for pick-up games of soccer or ping-pong tables. Younger teens consistently ask for more active forms of play, such as zip lines or parkour courses that allow risk taking (Growing Up Boulder 2015). Study Space – As mentioned for WiFi in parks, teens repeatedly request places where they can hang out and complete school work together outside. These spaces could be simple picnic tables that have some shelter from the elements, a grove of trees with tables and benches, or a tree house for teens. In a public space planning project in Boulder, elementary students wanted a treehouse from which they could read, watch the creek, and listen to birds. At the end of the process, teens also said such a place was important for them, stating: "treehouses are for teens, too!" (Growing Up Boulder 2015). Trees, Flowers, Nature – Teens also consistently say that they enjoy being in nature while spending time with their friends. In this case, nature often serves as a backdrop for other experiences, but is appreciated for its aesthetic and restorative qualities, nonetheless. Teens envisioned a study space in a grove of trees, which is part of the City of Boulder's new Civic Area plan. Like many of the features in this list, teens wanted to see natural features integrated with other functions, such as studying. Some other examples include a koi pond or a pond with colored lights. Music Events – In a small neighbourhood park designed for and by teens in Malmö, Sweden, music was an integral feature. The park allows teens to hook up their own phone to a musical system with speakers, lights, and interactive benches, which allow teens to select music, hang out, and dance. There are time and volume limits on these features to respect the neighbourhood's needs for quiet and darkness at night. At times, we have heard from teens that they don't go to parks because they are "for little kids." When we showed them the park from Malmö, they said, "can we have one of those here, too?" Lighting and safety features – Teen girls in particular, request lighting and emergency call boxes for safety. This can extend the length of time teens have access to the park and can also provide an enjoyable walk through public spaces instead of going around it during dusk or darkness. Water features – Teens repeatedly request features for water play with younger siblings and friends as well as water fountains for sound and visual interest. This can be highly designed fountains, such as the Crown Fountain in Millennium Park, Chicago or simple creek play, with boulders to hop across. Many teens with roots in Latin America particularly like fountain features, which bring a cultural consistency from many Latin American plazas. None of these ideas are out of this world.... but they do take creativity and dedication and resources for development and maintenance. Let's step out of the box, Wenham....let's show other communities how we can build a smart community for our youth by combining open space with modern conveniences to promote creativity while being outside!
28	i would love to see more bike paths or lanes, to provide increased safety for the children and families that ride bikes through town.

29	If one looks at the existing open space map, the majority of open space is Beverly-Salem water supply land being used without formal agreements in place, and Chapter property which the town has no permission to use or ownership stake in. With the exception of Cedar Pond (Audubon land), the Town has very little protected passive open space that the public has access to. Improving access and connectivity, should be secondary goals. The main goal should be to aggressively pursue open space acquisition for passive uses to mirror successful open space plans for similar rural communities. The recent Hamilton-Wenham recreational facility study did not highlight very substantial needs for expanding or improving active recreation uses in Wenham/shared Hamilton-Wenham resources. Permanent fee-simple purchases of land intended for passive uses should be clearly stated as the main priority. The town should consider ways to expand open space requirements in the existing zoning regulations.
30	If we do not have the staff to maintain these areas, then why address so many goals! If the fields my kids play on are any indication of how effective these open space plans are, then please redirect funds elsewhere.
31	Increase the size of the gymnasium attached to the library. Create a fitness center/gym.
32	It would be great to tour these sites. More publicity about bike trails would be great—I don't really know where they are. I would love to be able to safely bike from Iron Rail down Walnut St to the train/grocery store. Visible bike paths would help. Thanks for all you are doing!
33	Keep agriculture alive in Wenham!
34	Keep open spaces open No condos no more housing
35	Keep Wenham rural.
36	Keeping our children safe and busy is of the highest priority
37	Large open spaces should be preserved if at all possible. The rural nature and surfeit of undeveloped land containing sensitive and flourishing ecosystems forms as much as any other element the identity and special attractiveness of Wenham. This does not have to bankrupt the town. The town should join with organizations such as the Essex County Greenbelt and Trustees of Reservations, as well as private landowners, to purchase conservation easements on important tracts. The town should have a strategic plan or set of strategic priorities and objectives which aim to keep intense residential and commercial development within certain areas or zones in the future, similar to the "greenbelt" concept which is the prevailing zoning law in the UK. As to playing fields, while that is a related issue, it is not as pressing as some would argue. There are plenty of playing fields now -- the town should partner more actively with the sports organizations to manage, maintain and use the fields more efficiently. The question of putting astro-turf or lights on given fields should be addressed on a case-by-case basis and if necessary, which it may be, should involve joint public and private investment and may involve floating a bond and paying over a period of years with town and private money, as well as income generated from the field/s itself. Many nearby towns have seen turf fields with lights pay for themselves over a short period of years.
38	Leash laws! Too many aggressive dogs with irresponsible owners off leash everywhere. Especially at the Wenham Canal.
39	Maybe town could purchase some old season equipment from sports stop and rent it out to people for a small fee... tennis/ pickle ball racquets/ maybe basic bikes from local shop or make arrangement with a sporting goods retailer to do same
40	More playing fields for our children. At least one turf field. Restrict development of businesses and homes to maintain land.
41	My answers above are actually Hamilton/Wenham not just Wenham in terms of recreation for people ie. H/W rec dept I think there should be more neighborhood playgrounds. not just the tea house. I think you have to find a balance between remaining static and keeping the town live and moving forward, you can't let the town stagnate. Thoughtfully allowing more housing, having some plans for some economic development (business park on the golf course), having housing that reflects the age structure of future populations so that people can downsize and remain in their home town, and people can start families and move back to their home town. Plan a way to have cycle paths around town and into town. I would like to see a weekly farmers market at the town hall / wenham museum (and traffic lights at that junction with 1A) A community has to have a central place to meet outdoors- Wenham doesn't have that in the main central area, I think a park with gardens, refreshments, parking and a band stand, maybe on the other half of the golf course.

42	My sense is many residents are not aware of the many resources and options that already exist. Efforts to maintain, improve and promote the existing areas should be a high priority. Efforts to preserve and protect open space from future development should also be a high priority. Organizing activities that would introduce residents to the available resources would also likely increase use (i.e., local walks and hikes, annual clean-up initiatives, etc. that would get the community more involved). Segregating trails for walking/jogging and cycling/mountain biking would also help. Signs to educate people using the resources about carry-in/carry-out trash policies, or the location of the receptacles for trash, dog waste, etc. should be added. Receptacles should be added (or increased) in popular areas.
43	No
44	Not sure
45	Once we lose our open space it is gone forever. The town needs to plan for the future and allot funding for the purchase , upkeep, and development of open space.
46	Open space is a commodity when lost is (typically) not re-found. Wenham should preserve existing open space (for many of the above-mentioned benefits) and look to increasing preservation of open space. I am confused on agricultural-based tax breaks. Does this mean that a giant property (with multi-million dollar properties) with 1 or 2 horses gets a tax break? Is this fair to the more legitimate farm-lands in the area...? Or is this fair to the smaller properties that do not have a horse and continue to see increasing property tax? I am all for preserving farm-lands, but not all farm-lands are created equal (the property off Larch Row produces food for people = farming; hiring someone to take care of a horse on your property for a tax break is not farming).
47	Open space is precious. It is moderately ok if it is farmed or left to timeber and to Nature. ONCE LAND IS DEVOTED TO BUILDINGS IT IS LOST FOREVER!!! New construction is best placed in town and urban centers, adjacent to mass transportation and to services, etc. The periphery is best left open and undeveloped or left in farm or forest. Owners of open family parcels need be celebrated and encouraged to both instil self sufficiency in their youth so that those youth don't need to 'harvest' the land; and to turn over or devote their open land to the greater good (!!! what an idea !) of the community. Get covenants on the land while the older generation has the power and before the older generations persuaded to pass the land to the youth. (The temptation to sell the land is so great for the younger generation).
48	Open spaces are why we live here. Without them, the town is less desirable and property values can decline and the town's tax base with it.
49	Our needs have changed as a family. When the kids were younger and we participated and coached youth sports, we were in desperate need for more field space. A turf field was especially needed for spring lacrosse, and the high school should absolutely have one. As we've aged and kids have moved on to college/boarding school, my husband and I are looking for more trail walking and hiking with our dog. We often go to Appleton farms. We are fortunate to own our own pool and tennis court, but prior to having our own tennis court, we used the towns a lot. I would definitely want to see those maintained. The town pool is wonderful for the community.
50	Please make saving open space a TOP PRIORITY LOSING BILLY FLYNN'S WAS A SHAME! Don't lose any more land!!!!
51	Preserving the town's character should always be front and center as a high priority when making decisions about projects. Projects that potentially threaten the character or jeopardize the school system should be moved aside quickly regardless of what developers offer to temp us. Long term thinking must prevail. We dodged a bullet up at penguin hall thank goodness.
52	Protecting the entrance to town, the farm and golf course are important at least with a deep setback.
53	Raise money from private entities if people want to do any of the above mentioned.
54	Skateboarding/ Bike park. The old skateboarding park in Hamilton kept these activities to one location. A new modern park would be great for our community and keep skateboarding off the streets and kids safe in one location.
55	Start approaching the large landowners and see if they have a plan. Discuss options involving the Town.
56	Stop spending my money on your hobbies.

57	Thank you for putting this together. I love living in Wenham. The open fields, the old well maintained, stone walls, the woods and trails make it a beautiful town.
58	Thanks for doing this.
59	There are inadequate fields for high school athletics. The idea of simply lighting the current fields, and then not needing any additional fields is short sighted. The field hockey teams from Hamilton-Wenham play on THE most inadequate field in their conference. While most of the other teams play on turf, we continue to use a bumpy, bare-spotted grass field. Year after year, if there is rain, the field gets torn up. I'm not sure why the field is NEVER improved if we are going to force the team to continue to play on it. I'm pretty sure that just planting more grass on all the bare spots would alleviate that part of the problem.
60	There is a definite need for more playing fields for athletics - we have an active community that needs more areas for these events. But, also having the access to trails, dog walking and biking. There's a great opportunity to incorporate all of these things into open space for all to use!
61	There should be turf fields available in town, at least at HWHS. The cost of turf is high up front, but the long term costs in comparison to the usage rate far exceeds maintaining and utilizing grass fields. Especially in considering the consistently changing weather and the impact a wet season/stretch can have on maintenance and use.
62	This is critical for kids and property values and feel of town.
63	Towns (Hamilton and Wenham) should use open space or take by eminent domain land to build new schools. The physical condition of our schools is embarrassing, at best. We are the only town in the area without a newer high school. And the "renovation" done in the late 1990's was simply a paint job. There are still original chalkboards and desks in that building.
64	Turf field and lights must be a priority. There is no legit reason why our towns do not have it. Should be priority #1
65	Two of my children currently play HS sports. Two more of my children are still in elementary school. We travel to many other towns for games. HW sports fields / facilities are by far the worst. Investing in our school's athletics with new fields, lighting, etc. is long overdue! Our property values would benefit greatly if our school facilities/ athletics were valued by the towns. It would help foster a sense of community-especially amongst our teens.
66	We already have a lot of green spaces, just because we are not an urban town. I'm not sure we really need more public open space, since there are already lots. Better parking at some places would be good. And more signage and publicity for these spaces would help a lot.
67	we have a lot of open space as it is...but it is a priority to maintain the space...for example with clean bathrooms at the parks and I think it would be a. good idea to turn Topsfield Rd playground into a dog park.
68	We have so many great trails and paths in Wenham, but no trail maps are available on site to entice you to explore if you are unfamiliar with where you are.
69	We must do everything we can to discourage development of large parcel. Land acquisition and development of affordable housing are key concepts which the Town simply must do more to accomplish.
70	We need to protect Wenham's open spaces for future generations. Also, there is not enough field space for children to play team sports.
71	We would like to see the CPA defunded by Wenham. We feel that too much money has gone to recreation - the pool was the final straw! It is a hardship for many of us and it has not produced anything that we personally value, that is, more affordable housing and open space for the protection of the natural landscape and wildlife. Now turf fields are being discussed - really?
72	Wenham does a great job already but any improvements to our outdoor spaces or more of them is great and a big reason people like living here.
73	Wenham is blessed with much open space that includes recreation land and facilities. We should maintain these areas and facilitate their use. We do not need to spend more of our tax money to acquire more land or build more facilities for play and recreation.
74	Wenham really needs more business development than open space. Love what we currently have.
75	West Wenham should be utilized. New/additional playgrounds aren't necessary- private fundraising is improving most in town already, that is what is needed- improvements.

76	Winter Indoor Sports (soccer, flag football, etc) is flourishing in high demand. Consider purchase of open spaces and building an indoor sports facility (hockey rink and indoor turf field). This could be a huge money maker for the town and a valuable asset for youth sports organizations.
77	Would love a tracked cross country trail system!
78	You are all doing a great job and this survey is fantastic! We live in one of the most beautiful communities in the country, which is also amazingly one of the oldest. Please let's preserve it. There are plenty of overdeveloped communities and communities with lower tax rates to choose from if that is what someone prefers. Please keep the Wenham the special place that it is.
79	You're doing a fantastic job - we love the trail and the canal - also, the new pool is a big hit with our children - we're open to additional ideas for open space that don't raise taxes significantly - such as CPA - Thank you

Q12 – keyword count

town	58
open space	53
park	36
field	34
Wenham	32
land	30
use utilize	26
play	25
property	20
many	19
need	19
community	18
trail	18
develop	17
plan	17
school	17
think	15
committee	14
keep	14
light	14
recreation	14
space	14
tax	14
want	14
area	13
feature	13
high school	13
house housing	13
priority	13
great	12
people	12
place	12
pond	12

sport	12
activity	11
bike biking	11
maintain	11
purchase	11
street	11
children	10
design	10
fund	10
new	10
public	10
tree	10
turf	10
well	10
access	9
farm	9
go	9
lot	9
love	9
playground	9
available	8
dog	8
increase	8
make	8
opportunity	8
private	8
resource	8
thank	8
walk	8
water	8
youth	8
affordable	7
build	7

exist	7
future	7
grow	7
idea	7
important	7
include	7
interactive	7
main	7
money	7
nature	7
preserve	7
time	7
way	7
allow	6
bench	6
canal	6
golf course	6
CPA	6
example	6
feel	6
get	6
kid	6
large	6
map	6
much	6
parcel	6
path	6
project	6
protect	6
real	6
request	6
acquisition	6

Q12 – keyword wordcloud





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www.community-gis.org

PROJECT WORK ORDER

Date: 1.29.19

Client: Town of Wenham

Project: Trail Mapping and Conditions Assessment

Primary Contact: Melissa Berry

Title: Conservation & Open Space Coordinator

Phone: 978.468.5520 x8

Email: MBerry@wenhamma.gov

Address: 138 Main Street Wenham, MA 01984

Work order description (describe data/maps/analysis, attach additional information if needed):

The Town of Wenham seeks current trails information, GIS data, and maps describing the locations, status, and current conditions of trails within the municipality. CCGIS proposes to work with the town, Essex County Trails Association (ECTA), and locally identified volunteers in order to:

- Update the master trails data layer that ECTA has maintained for publicly- and privately-accessible trails in the town.
- Develop a data collection strategy and customized data collection app (using the Fulcrum platform) for use on mobile devices (smart phones, tablets) that allows volunteers with personal smart phones to catalog maintenance issues and needs on trail. The data collection app will allow all maintenance issues to be located, coded, described, and photographed.
- Generate point-based GIS data layers of maintenance needs so that these issues can be mapped, ranked, queried, tracked, and otherwise analyzed in GIS.
- Generate a large format map (PDF format) of all trails and maintenance issues in the town.
- Update ECTA's previously produced "map book" (PDF format) showing trails and maintenance issues on a series of large scale map files covering the entire town.

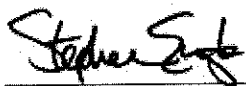
Total Project Estimate: \$ 5,400

Cost notes (estimated hours, relation to budget, etc.):

- The town will furnish current GIS data layers that should be used as part of this project (e.g., parcels, trails, infrastructure, etc.), which are not available from MassGIS.
- CCGIS will support some direct mapping (with GPS) of trails but will largely rely on ECTA and volunteers to map any missing trails and provide digital data files for previously unmapped trails.

- CCGIS will secure and pay for a one-year license to Fulcrum that will be used by all volunteer trail maintenance data gatherers.
- All new field-gathered trails data will be corrected and aligned against current aerial photography with key attribution updated (e.g., trail names, type, distance, etc.).
- Final project deliverables will include:
 - Comprehensive GIS data layers (in shapefile format) for trails and maintenance needs. (The master GIS data layers can be easily transformed into other file formats if desired, e.g., KML, GPX).
 - Development of a data schema for cataloging trail maintenance issues and conditions.
 - Registration, payment (for one year), and set-up of the Fulcrum app for in-field trail maintenance assessments by volunteers (mobile devices will not be provided by CCGIS).
 - Photos of maintenance issues.
 - Large format map showing trails and maintenance issues in the town (PDF, MPK if desired)
 - Updates map book showing trails, maintenance issues, and parcels (PDF, MPK if desired).
- CCGIS's projected personnel expenses on this project are based on the following billing rate: \$70/hr.
- CCGIS proposes submitting two invoices according to the following schedule:
 - \$1,500 on signing project contract; and
 - A final invoice on completion and submission of final deliverables.
- CCGIS will be credited appropriately for its contributions to the project and will have the opportunity to discuss and promote this collaborative initiative for its organizational purposes.

PROVIDED BY:



1/29/19

Executive Director, CCGIS

Date

APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING
Community Preservation Committee

Wenham Town Hall
Wenham, Massachusetts 01984

Name of Applicant/Contact Person: Town of Wenham/Missy Berry-Conservation & Open Space Coordinator

Sponsoring Organization, if applicable: Open Space and Recreation Committee

Mailing address: 138 Main St., Wenham MA 01984

Daytime phone: 978-468-5520 Ex.8

Email: mberry@wenhamma.gov

Name of Proposal: Wenham Lake Cedar St. Bench



CPA Category: Please see chart 1 from the website for correct category descriptions

(Circle all that apply) Open Space ~~Historic Preservation~~ Recreation ~~Community Housing~~

CPA Funding Requested: \$1200 **Total Cost of Proposed Project:** \$1200

PROJECT DESCRIPTION: In describing the project, please include answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

The goal of this project is to install a granite bench on Cedar St. across from Wenham Lake (Exhibit 1). The bench will be one continuous piece of historical recycled granite originally quarried from Cape Ann.

The bench will benefit residents by providing a resting point, from which one can take in the view of Wenham Lake. The bench will also serve as a reminder for users, of Wenham's history and rural character. For nearly one hundred years, Wenham Lake was an important resource in the ice harvesting business, and ice from Wenham Lake was especially renowned for its purity and clarity. Today when walking along Cedar Street, Wenham Lake offers extraordinary scenes and views of nature's beauty.

The sidewalk that runs along Cedar St. by Wenham Lake, is a popular walking path and is in close proximity to other frequently used trails at the Cedar Pond Wildlife Sanctuary. Adding a bench by this sidewalk will provide a rare resting/sitting point for walkers and joggers. This bench will also address one of the priority objectives identified by the 2018 Open Space and Recreation Plan, that is, to install benches along trails and walking paths.

Success for this project will be measured by the proper installation and longevity of the bench.

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans? The bench will increase accessibility of the walking path along Cedar St. by allowing those with limited mobility/stamina an opportunity to rest. The 2018 Open Space and Recreation Plan, which has received conditional approval from the state, identified the need to install benches along trails (Exhibit 2-See Goal 2, objective 2, action item 6).

3. **Community Support:** What is the nature and level of support and/or opposition for this project? The Open Space and Recreation Committee (OSRC) hosted two community forums and a survey to determine what goals the community was most interested in achieving with regards to open space/recreation. From these public input sessions, it was determined that enhancing existing recreational trail networks, including identifying appropriate locations and installing benches along trails and pathways is a priority objective (Exhibit 3).
4. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five year budget, if appropriate. The cost of the bench is approximately \$150 per linear foot at 5ft. There is an installation and delivery charge of approximately \$150. The OSRC is requesting a total of \$1200 to cover the cost and delivery of the bench (Exhibit 4).
Soft costs include the use of a DPW bobcat to unload the bench from the delivery truck. Salem Beverly Water Supply Board (SBWSB) will also assist with the installation efforts.
5. **Funding:** What funding sources are available, committed or under consideration? Include commitment letters, and describe any other attempts to secure funding for this project.
Only the CPC has been applied to for funds.
6. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.
- March-June 2019: The OSRC will visit Olde New England Granite to select a piece of historical reclaimed granite for the bench.
 - June 2019: The OSRC will discuss installation and placement logistics with the SBWSB.
 - July 2019: Receive CPC funding.
 - July-August 2019: Purchase bench.
 - July-August 2019: Install bench on property.
7. **Implementation:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them? The OSRC will be responsible for implementing the project. SBWSB will also be involved with project implementation as the property care takers. SBWSB will assist with installation and placement of the bench to assure that it complies with their current maintenance of the property. The DPW will also assist with installation, by using a bobcat to remove the bench from the delivery truck. Missy Berry, Conservation and Open Space Coordinator, will be project manager on behalf of the OSRC.
8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five year budget.
SBWSB maintains the property, including mowing, and will continue to do so. Since the site is properly maintained and mowed, the bench itself will not require ongoing maintenance. Additionally, since the bench is one piece of reclaimed and weathered granite, it is not likely to be damaged. Granite is a strong stone that requires very little maintenance and holds its appearance for years in most cases. The Conservation and Open Space Coordinator will make annual visits to the bench to assess its condition.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. It is important to note that entities who cannot demonstrate adequate site control (ie. "Friends of" groups) shall not be eligible to apply for funding.
Attached to this application is a letter from the SBWSB indicating their approval as the property caretakers, for the installation of a bench (Exhibit 9).
10. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and material.
11. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.
12. **Other Information:** Any additional information that might benefit the CPC in consideration of this project. Please see the latest draft of the Open Space and Recreation Plan that has received conditional approval from the state here:
http://www.wenhamma.gov/boards_and_committees/open_space_and_recreation_committee.php

MATERIALS TO BE REVIEWED: (Required for all applicants)

1. Grant Agreement
2. Procurement Memo
3. Do the State's Procurement Laws Apply? (From Community Preservation Coalition)
4. MA Inspector General Procurement Guidelines
5. Restriction Agreements
 - a. Historic Preservation Restriction
 - b. Conservation Restriction
 - c. Affordability Restriction

I acknowledge that I have reviewed all pertinent materials related to the award of Community Preservation Act funding, including but not limited to the grant agreement, procurement materials, and restriction agreements (if applicable), as attached to this application and available on the Town's website, and that this proposed project, if funded, shall comply in all respects to the terms and conditions imposed by the Town as outlined in these documents and as shall be amended from time to time.

Applicant Name: Mel Ranz

Date: 1/7/19

Please submit 10 copies of your completed application and any related supplemental materials to the Town Administrator's Office at the Wenham Town Hall by Monday, January 7, 2019 at 4:00PM.

Questions can be directed to Jackie Bresnahan at 978-468-5520 ext. 4 or jbresnahan@wenhamma.gov

Wenham Community Preservation Committee
Wenham Lake Cedar St. Bench Application
List of Accompanying Documents

Note: Exhibits are labeled with the question number to which they pertain

Exhibit #	Description
1	Map of Bench Location and photos
2	OSRP 7 Year Action Plan
3	Wenham OSRP Community Survey Results
4	Bench Cost & Description of Delivery Fees from Olde New England Granite
9	Letter from SBWSB confirming approval of project
12	2018 Open Space and Recreation Plan





Bench to be located within this area

This is an aerial photograph showing a road that runs diagonally from the upper left towards the lower right. To the right of the road is a large, dark body of water. A semi-transparent rectangular box highlights a section of the road just before it meets the water. The text 'Bench to be located within this area' is written inside this box. The surrounding landscape is covered in dense, green trees and vegetation. A small building is visible on the left side of the road, and a bridge or overpass is visible further along the road towards the top right.





The Seven-Year Action Plan is organized by goals and objectives in the tables below. (See **Map 8 – Action Plan**).

GOAL 1: To protect the Town’s natural resources and open space areas that contribute to passive recreational enjoyment (i.e. walking/hiking, scenic views, picnicking, wildlife observation, etc.), drinking water supply, high value core wildlife and plant habitat, agricultural and forestry use, and rural and historical character.

Objective 1- Identify priority parcels for protection through acquisition, conservation restrictions, scenic easements, or other means, and develop a strategy for their protection, including potential partnerships and funding. See Appendix F – Parcel Ranking Matrix Instructions. Note: The actual Parcel Ranking Matrix is in the form of an Excel spreadsheet and is located in the Planning Department.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Develop an evaluation system for ranking open space parcels for potential acquisition (see Appendix F, Parcel Ranking Matrix Instructions).	Parcel Ranking Matrix completed.	OSRC	FY18	N/A
2. Identify priority Chapter 61 parcels using the Parcel Ranking Matrix evaluation system. Complete the Matrix for all Chapter 61 parcels. (See Appendix F.)		Board of Selectmen; OSRC	FY19	N/A
3. Consider whether the Town could purchase and lease Ch. 61A land for agricultural use when it becomes available for sale; work with non-profit partners, including Greenbelt and Land for Good to develop a strategy.	Reynolds Farm is an example.	OSRC	FY19	N/A
4. Develop a right-of-first-refusal policy and procedure for the Town to be poised to act quickly on Chapter 61 parcels as part of an acquisition strategy.		OSRC; Board of Selectmen	FY19	N/A
5. Undertake public outreach and education to increase awareness about different options for protecting open space, such as Chapter 61, conservation restrictions, leasing Town-owned land for agriculture, mandatory dedication of open space by developers, etc.	Many survey respondents were not familiar with these programs.	OSRC	FY19 - 25	N/A
6. Consider establishing a reliable funding source and mechanism, such as a bonding program, to fund the acquisition of Chapter 61 and other parcels where there is a need to act in a timely manner; meet with representatives from the Town of Ipswich to learn about their program. Note: 53% of community survey respondents supported creation of a bond to move quickly to acquire high priority parcels.		OSRC; Board of Selectmen; Finance and Advisory Committee	FY19	N/A

7. Review Town-owned parcels with significant wetlands for potential protection through transfer to the Con Com. Consider parcels 15-2, 23-12, 37-22, 41-11, 48-7.		OSRC working with Con Com	FY19	N/A
8. Identify any gaps or interruptions in wildlife corridors and target these open space parcels for acquisition or conservation restriction to create a connected system of wildlife corridors.		OSRC	FY20	N/A
9. Explore the possibility for a fish ladder associated with Wenham Lake and the Miles River.		OSRC	FY23	N/A
10. Coordinate with other organizations that are involved with land acquisition and protection. Specifically, work with Greenbelt to develop an acquisition strategy; include regular 6-month updates at an OSRC meeting as part of this strategy.		OSRC	FY19 - 25	N/A
11. Communicate with the Miles River Collaborative to stay informed as to the status of the feasibility study relating to improvements to the Miles River to address low flow velocity, nutrient inputs, and barriers to flow.	Town is currently trying to secure a commitment from the Army Corps of Engineers for a feasibility study.	OSRC	FY19 - 25	N/A

Objective 2 - Protect high priority parcels through acquisition, conservation restrictions, or scenic easements, as opportunities arise.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Evaluate and potentially acquire high priority Ch. 61 parcels as they become available; or protect through other means.		Board of Selectmen	FY19-25	Town; CPA; State; non-profit partners
<p>2. Concentrate on adding to already protected lands, as well as conserving wetlands, and protect these targeted parcels:</p> <ul style="list-style-type: none"> a. In the northwestern corner of Wenham, Mass Audubon and the Salem-Beverly Water Supply Board protect much of the Great Wenham Swamp. Protect the few unprotected parcels adjacent to the protected land. b. Along Miles Brook at the Beverly line, the ConCom and Greenbelt own conservation restrictions. Protect unprotected, undeveloped parcels adjacent to these conserved parcels. c. Gordon College owns a large parcel surrounding Coy Pond, with the campus on the south side of the pond. Much of the undeveloped part of this parcel is wetlands, including areas adjacent to the pond that are BioMap2 Core Habitat for a Wetlands Core. Protect these wetlands and adjacent uplands. d. At the north end of Beverly Airport, there is a large area of undeveloped land that is mostly wetlands. While this is not habitat for rare species, conserving these wetlands and their adjacent, buffering uplands will help conserve biodiversity in general. 		OSRC; ConCom; Board of Selectmen	FY19 - 25	Town; CPA; State; non-profit partners
3. Contact Gordon College and owners of large, undeveloped estates to discuss the possibility of placing conservation restrictions on their properties (i.e. Parcel 019-0056 adjacent to Reynolds Farm); does Gordon College have an institutional master plan for their property? Proceed as appropriate.		Board of Selectman; OSRC	FY21	N/A

Objective 3 – Undertake other actions to protect natural resources.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Certify vernal pools on Town-owned property and require developers to certify pools on any property requiring permits from the Town. Specifically look at the Grapevine Road Right-of-Way and other street rights-of-way. Amend ConCom Bylaw, if necessary, to require developer certification of vernal pools.		OSRC; ConCom	FY20 - 21	N/A
2. Support continued farming and encouraging use of land for agriculture and forestry through use of Chapter 61.	Ongoing	OSRC; Assessor	FY19 - 25	N/A
3. Coordinate with other organizations that are involved with land protection and farming, such as Greenbelt and Land for Good, a non-profit that provides support and expert guidance to help farmers, landowners and communities navigate the complex challenges of land access, tenure and transfer.		OSRC	FY19 - 25	N/A
4. Determine the long-range plans of owners of active farms; introduce them to available technical resources, such as Land for Good.		OSRC	FY21	N/A
5. Identify any parcels of prime farmland that are not developed for potential future farms.		OSRC	FY21	N/A
6. Implement opportunities identified in the Municipal Vulnerability preparedness (MVP) and Hazard Mitigation Plan to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.	MVP Study and Hazard Mitigation Plan to be completed FY19.	Town Administrator; Board of Selectman	FY20- 25	TBD
7. Habitat Management: Assess conservation and water supply areas for the presence of invasive species. If invasives are present in substantial numbers or areas, consider removing them.		ConCom; OSRC	FY21	The Division of Fisheries and Wildlife has offered grants in the past and might in the future.

8. Regulation: While ConCom is charged to enforce the provisions of the Massachusetts Wetlands Protection Act, there is no local board or official charged with enforcing the provisions of the Massachusetts Endangered Species Act. Consider having ConCom and the Building Inspector notify development applicants of the presence/absence of Priority Habitat of Rare Species on the applicant's property.		ConCom; Building Inspector; OSRC	FY21	N/A
9. Support the use of the Flexible Development Bylaw to preserve open space, reduce impervious area and reduce overall and peak stormwater runoff to minimize pollution of water resources.	Ongoing	Planning Board; OSRC;	FY19 - 25	N/A
10. Assess historic resources and prioritize improvements to protect those resources that are most endangered.	Ongoing. CPA funding is being used for the Fairfield Cemetery Restoration Project	Historic Commission; Historic District Commission; Cemetery Commission	FY19 - 25	Town; CPA
11. Continue to inventory and inspect underground storage tanks to protect water resources.	Ongoing	Fire Dept.	FY19 - 25	N/A
12. Continue evaluating proposed development for potential impacts to wetland and Town water quality;	Ongoing	ConCom; Water Dept.	FY19 - 25	N/A
13. Continue keeping catch basins clean and in good repair.	Ongoing	DPW	FY19 - 25	N/A
14. Continue coordinating wellhead protection plans with Danvers, Topsfield, Beverly and Hamilton to ensure out-of-town protection of the Town's watershed.	Ongoing	Water Dept.; Planning Dept.	FY19 - 25	N/A

Objective 4 - Educate the public on the need for resource protection and how they can help.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Undertake low-cost ways to build support for conservation of biodiversity, such as: <ul style="list-style-type: none"> a. Offer field trips on Town or non-profit conservation areas b. Write articles on conservation for local websites and newspapers c. Encourage local high school or college students to conduct biological surveys and observations on conservation areas. 		ConCom; OSRC	FY19-25	Town
2. Support workshops, house tours, signs, and other educational activities concerning the history of Wenham's landscapes and structures, and also methods to preserve and renovate such structures.	Ongoing	Historic Commission; Historic District Com	FY19-25	N/A
3. Educate the public about the Town's watersheds and aquifers and how to help protect them. Work with partners, such as Greenscapes North Shore Coalition, on water issues such as proper disposal of dog waste on open space properties and best landscape practices to conserve water use.	Ongoing	Water Dept.; OSRC working with partners	FY19 - 25	N/A
4. Continue enforcing and encouraging the water conservation measures that are in place.	Ongoing	Water Dept.	FY19 - 25	N/A
5. Continue working with property owners within Zone 1 on methods of safeguarding the groundwater.	Ongoing	Water Dept.	FY19 - 25	N/A
6. Continue educating residents concerning the proper care of their septic systems and compliance with Title 5 regulations.	Ongoing	Board of Health; Water Dept.	FY19 - 25	N/A

GOAL 2: To improve trail networks, cycling paths/lanes, and sidewalks to provide recreational opportunities for activities such as walking, running, hiking, cycling, and wildlife observation.

Objective 1 - Build more trails and pedestrian and cycling paths, including better sidewalks, to increase connectivity so that people can access open space and recreational areas without driving

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Identify gaps in existing trail system through available maps and site visits, as necessary; identify ways to increase access to existing trails and create shorter loops for children and seniors.		OSRC	FY19 - 20	N/A
2. Identify Town-owned parcels that could address these deficiencies or add to the existing trail system. Review the existing trail system at the Iron Rail property for possible improvements to the trails, including rebuilding boardwalks. Iron Rail connects to Chebacco Woods in Hamilton, which connects to open space at Gordon College, creating a large open space system.		OSRC; Iron Rail Commission; Rec. Dept; ConCom	FY19 - 20	N/A
3. Construct new trails on Town-owned land, as applicable.		OSRC; DPW	FY20- 21	Town; CPA
4. Work with owners of publicly-accessible open space parcels to construct trail extensions, as applicable.		OSRC	FY20 - 22	Town; CPA
5. Explore the Muddy Pond area to determine if there is a way to provide public access to the pond.		OSRC	FY22	N/A
6. Explore the possibility of obtaining the necessary authorizations to get access to "Fowler's Island" in the Great Wenham Swamp for specific, limited activities.		OSRC	FY22	N/A
7. Explore whether there is any way to provide access to land adjacent to Turtle Pond without jeopardizing water quality.		OSRC	FY22	N/A
8. Reconstitute the Pedestrian and Bicycle Committee as "Walk Wenham" to work closely with the Department of Public Works to take on the task of identifying specific sidewalk improvements, securing funding, and constructing. Review the 1999 Bicycle and Pedestrian Master Plan for accomplishments and remaining actions as a starting point.		Board of Selectmen; DPW; OSRC	FY20 - 25	Town
9. Work with cycling organizations to identify how to improve cycling facilities. Consider cycling paths and bike lanes, including the creation of a bike path along Walnut Road and other key roads to the Commuter Rail Station. Construct additional facilities. (See #5 above.)		OSRC; DPW	FY20 - 25	Town

Objective 2: Enhance existing recreational trail networks

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Communicate and coordinate with private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Mass Audubon, and the City of Beverly on trail management, maintenance, and improvements, as most trails in Wenham are on land that is privately-owned or maintained.	ECTA – maintenance is ongoing	OSRC	FY19 - 25	N/A
2. Install identification signage at trailheads.				
a. Mass Audubon Cedar Pond Wildlife Sanctuary	This past year there was an A-frame sign posted at the entrance, which did temporarily increase visibility from the road.	OSRC working with Mass Audubon	FY20	Town; partners
b. JC Phillips Nature Preserve	There is a trailhead marker and map at the start of the trail, but it is not visible from the road.	OSRC working with City of Beverly	FY20	
c. Wenham Rail Trail	There is existing signage at the parking entrance to the Rail Trail by Border to Boston, but none on the other side of the road.	OSRC working with Border to Boston Trail	FY20	
3. Improve parking areas at Mass Audubon Cedar Pond Wildlife Sanctuary and J.C. Phillips, if feasible. Otherwise, post signage at trailheads indicating that parking is permitted for trail users.		OSRC working with Mass Audubon and City of Beverly.	FY21	Town; partners
a. Post signage for parking at Gordon Woods/ Coy Pond for users of the trail.		OSRC working with Gordon College		

4. Provide a van-accessible parking space at the Wenham Rail Trail with appropriate surfacing.		DPW with Board of Selectmen and Border to Boston Trail	FY20	Town; partners
5. Install trail markers to designate the trails at Mass Audubon Cedar Pond Wildlife Sanctuary.		OSRC working with Mass Audubon	FY20	Town; Mass Audubon
6. Identify appropriate locations and work with others to install benches along trails.		OSRC; COA; non-profit organizations	FY20- 21	Town; non-profit partners
7. Continue to work with ECTA on trail maintenance.	Ongoing	ECTA, ConCom	FY19 - 25	ECTA

Objective 3 – Increase education and public awareness regarding open space resources and existing trails

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Review existing information on open space resources and trail maps. Determine any informational gaps, such as location of trailheads, length, parking availability, restrictions, and allowed uses.		OSRC	FY19	N/A
2. Identify walking facilities that are adequate for senior citizens, including length, surface condition, difficulty, and amenities, such as benches.		OSRC; COA	FY20	N/A
3. Coordinate with private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Mass Audubon, and the City of Beverly to update existing information on open space resources and trail information.		OSRC	FY19 - 20	Town; partners
4. Communicate/disseminate information on open space resources and trail maps through a variety of means, including posting on the Town's website, linking to other websites, printing hard copies for distribution at highly visible locations. (One resident suggested development of an app that would include information on the history and environment of a place, providing an opportunity for organizations across the community to collaborate.)		OSRC working with partners	FY19 - 25	Town; partners
5. Promote passive recreational opportunities through organized activities, such as walks, hikes, and annual cleanups, including walks specifically oriented toward seniors.		OSRC; Rec. Dept.; COA	FY20 - 25	N/A
6. Pursue a partnership with ECTA and the Conservation Commission to promote trail awareness and incorporate trail-related programming into the Recreation Department offerings.		OSRC; ConCom, Rec Dept.; ECTA	FY20 - 25	N/A
7. Contact Gordon College to determine what recreational opportunities are available for Wenham residents and how to promote them.		OSRC; Rec. Dept.	FY21	N/A

GOAL 3 - To provide and maintain facilities and resources for active recreation and opportunities for all residents

Objective 1 - Improve and maintain existing parks and playgrounds to provide a mix of uses for a broad range of needs and interests, including all age groups and people with disabilities.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Address deficiencies in accessibility for children and adults with disabilities. Improve facilities at Pingree Park, Iron Rail fields, Buker School fields, and Pleasant Pond Beach in accordance with the Transition Plans in Appendix G.		Rec. Dept., HWRSD	FY20-21	Town, HWRSD
2. Evaluate options for tennis court repairs and determine preferred scope of work based on needs of school and town		Rec. Dept., HWRSD, Board of Selectmen	FY19	Town
3. Identify locations and install additional amenities at parks, including bicycle amenities (racks, air pumps, fixit stations), picnic areas, landscaping, benches, and public art.		Rec. Dept.	FY23 - 25	Town
4. Increase funding for park maintenance, as feasible.		Board of Selectmen	FY20- 25	Town
5. Discuss the possibility of restoring the ice skating pond on the property owned by the Wenham Village Improvement Society (WVIS) at 4 Monument Street and implement, as feasible.		OSRC; Rec. Dept.; WVIS	FY24- 25	Town
6. Determine the best use for the neglected facilities at West Wenham Field, secure funding, and construct. Or, consider for passive open space and additional access to Cedar Pond Wildlife Sanctuary. Research any deed restrictions.		OSRC; Rec. Dept.	FY24 - 25	Town
7. Encourage special events and expand programming of organized activities at recreational facilities.	Ongoing	Rec. Dept.	FY19 - 25	Town
8. Publicize events and activities beforehand and highlight their successes.	Ongoing	Rec. Dept.	FY19 - 25	N/A

Objective 2 - Redevelop and improve existing field facilities to meet high demand for athletic fields, including consideration of turf and lighting to extend their use

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Prioritize improvements to the existing field facilities.	The redevelopment of the game field and track at the High School has been identified as the highest priority need.	Rec. Dept.; Joint Recreation Board; Board of Selectmen	FY18	N/A
2. Develop a funding strategy and secure funding for this project.	A two-town working group has been established to develop a funding strategy.	Two-Town Working Group	FY19 - 20	TBD
3. Construct high school athletic field improvements		Hamilton-Wenham Regional School District	FY20 – FY21	TBD
4. Re-evaluate and prioritize other athletic field projects upon accomplishment of the game field and track at the High School, and/or as needed; i.e. lease with HWYSA for Iron Rail fields expires July 1, 2024.		Rec. Dept.; Joint Recreation Board; Iron Rail Commission; Board of Selectmen	FY22 - 25	N/A
5. Consider preservation of open space for future development for athletic fields only if the need still remains upon completion of redevelopment of existing facilities.		Rec. Dept.; Joint Recreation Board; Board of Selectmen	FY24-25	N/A

GOAL 4: To sustain the Town's commitment to carrying out this plan.

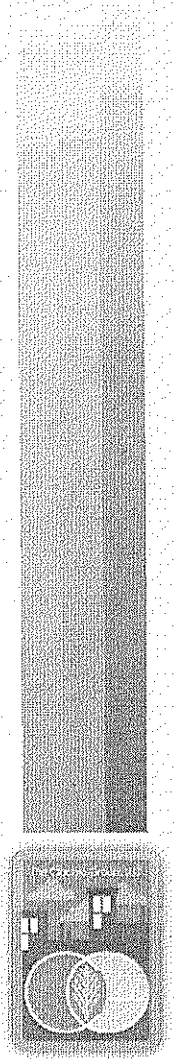
Objective – Develop and put in place the necessary administrative structures and policies

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Establish an entity to oversee management and implementation of the Plan, which will involve communication, coordination, and implementation Could be continued charge of OSRC. Consider expanding membership of OSRC to include at least one representative from the Joint Hamilton-Wenham Recreation Committee.		Board of Selectmen; Town Administrator	FY19	N/A
2. Present a bi-annual (2x/year) progress report to the Board of Selectmen in order to know what has been done and what remains to be addressed in terms of current action items.		OSRC	FY19-25	N/A
3. Solicit input from and communicate with all relevant Town boards and committees by appointing liaisons from the OSRC to share information and coordinate interrelated activities/projects.		OSRC	FY19 - 25	N/A
4. Continue to consult the Plan and update as necessary informally.		OSRC	FY19 -24	N/A
5. Update the <i>Open Space and Recreation Plan</i> in seven (7) years, or as required, and submit to the State.		OSRC	FY25	Town; CPA

Wenham Open Space and Recreation Plan

Community Survey Results

January 23, 2018

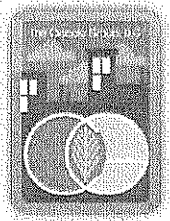
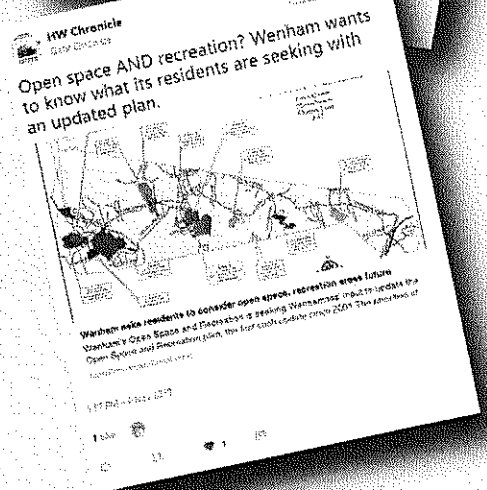
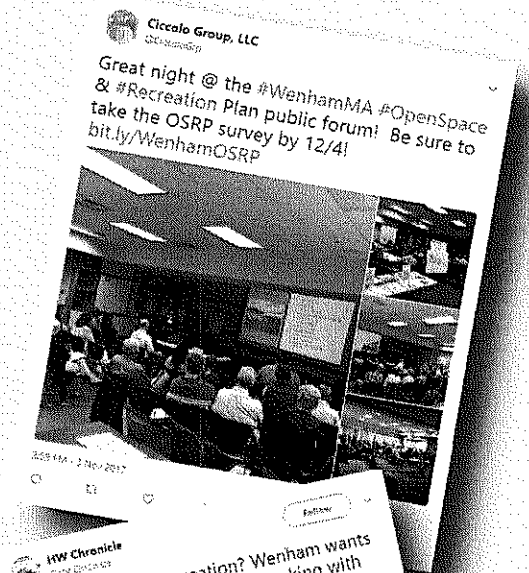
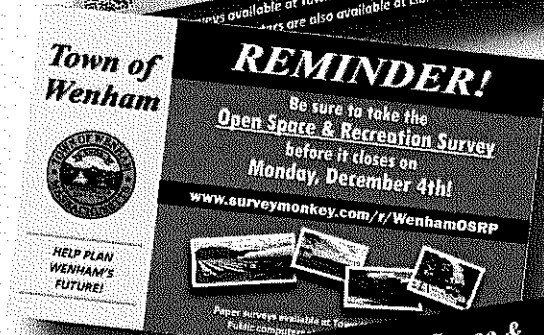
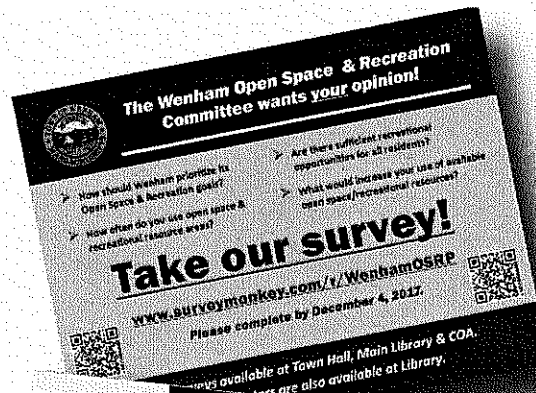


Community Survey



www.surveymonkey.com/r/WenhamOSRP

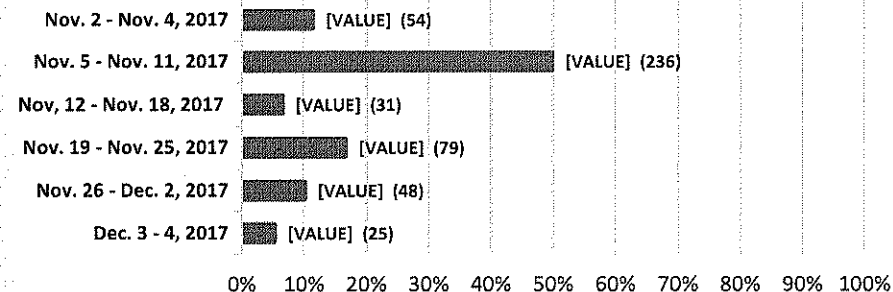
- Utilized Survey Monkey
 - Online survey tool
 - Paper copies also available at Town Hall, Library & COA
- Advertised/distributed through multiple avenues
 - Town website
 - Social media
 - Boards/Committees & Departments
 - Community organizations
- Open Nov. 2 – Dec 4, 2017



Response Metrics

- **473 total responses**
 - 51% residents
 - 19% non-residents *(results discarded)*
 - 30% unknown *(Q1 added in after survey went live)*
- **382 filtered responses** *(total responses less non-residents)*
 - 7% of total population¹
 - 26% of households²
 - 14% of registered voters³
- **462 online takers, 11 paper copies** *(paper data entered into SurveyMonkey for tabulation)*
 - 73% completion rate *(surveys filled out & submitted)*
 - 27% abandonment rate *(surveys started but not completed)*

Response Volume



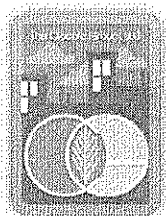
5 categories of questions:

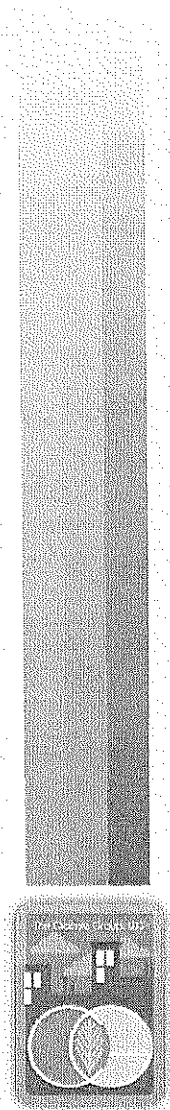
- Tell us about yourself
- Open Space & Natural Resources
- Recreational Facilities
- Recreational Opportunities
- Future Opportunities

¹ <https://factfinder.census.gov>: 2016 population estimate – 5,135

² <https://factfinder.census.gov>: 2016 household estimate – 1,449

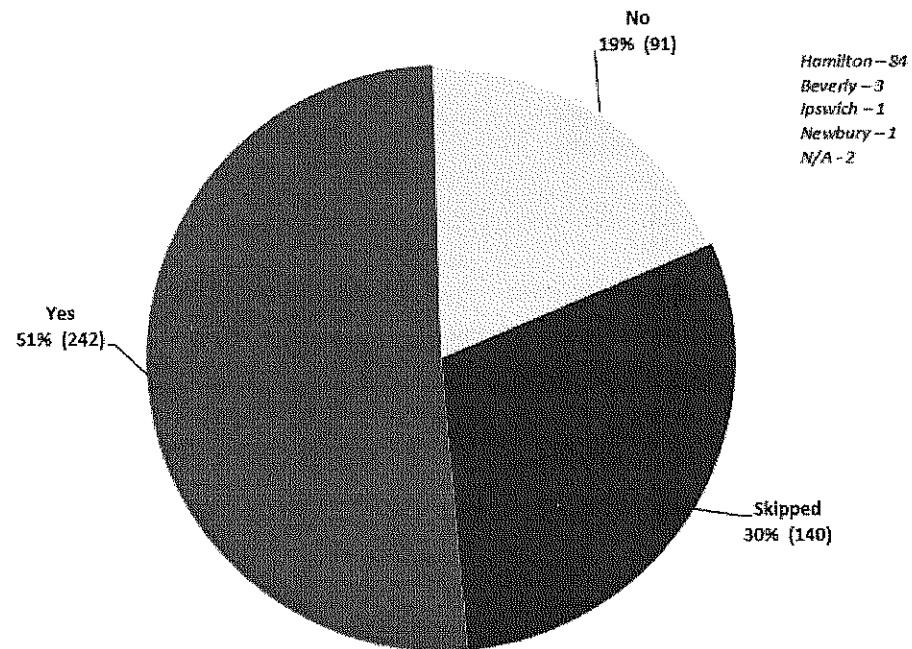
³ <http://www.wenhamma.gov>: registered voters – 2,806



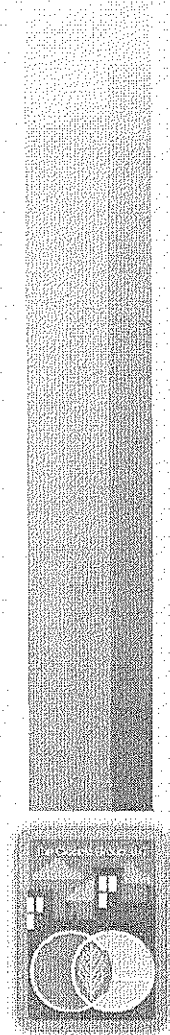


Q1 Are you a resident of Wenham?

Respondents: 473

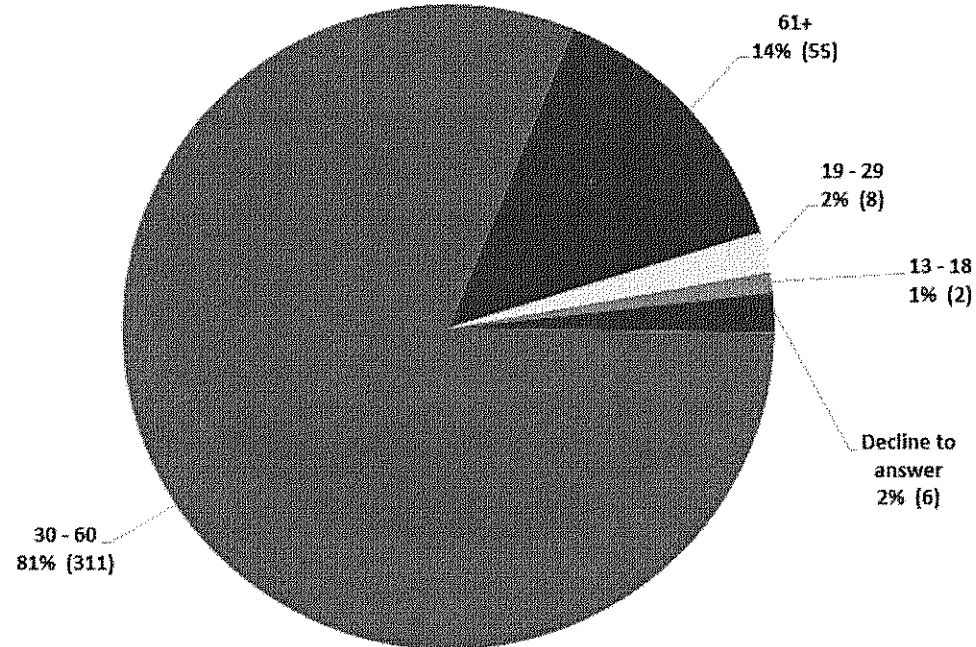


**** This was the only mandatory question. This was added after 140 respondents had taken the survey already. Non-resident results are not figured into the following data.**



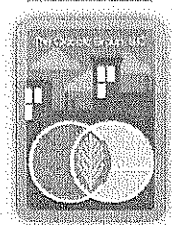
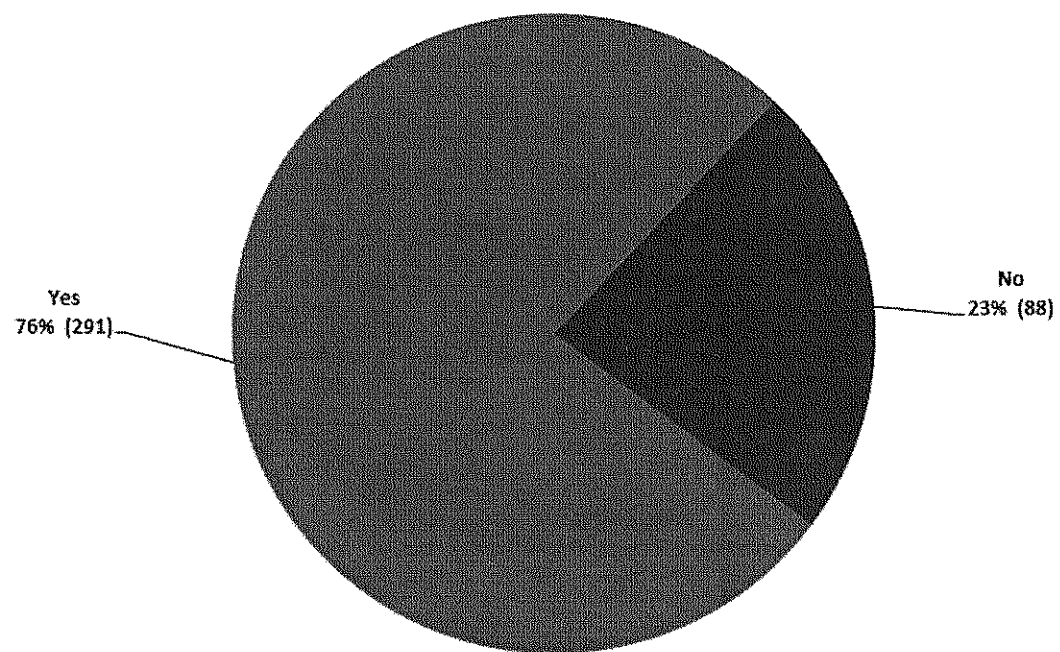
Q2 What is your age?

Respondents: 382



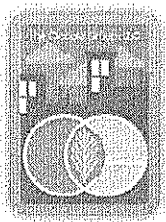
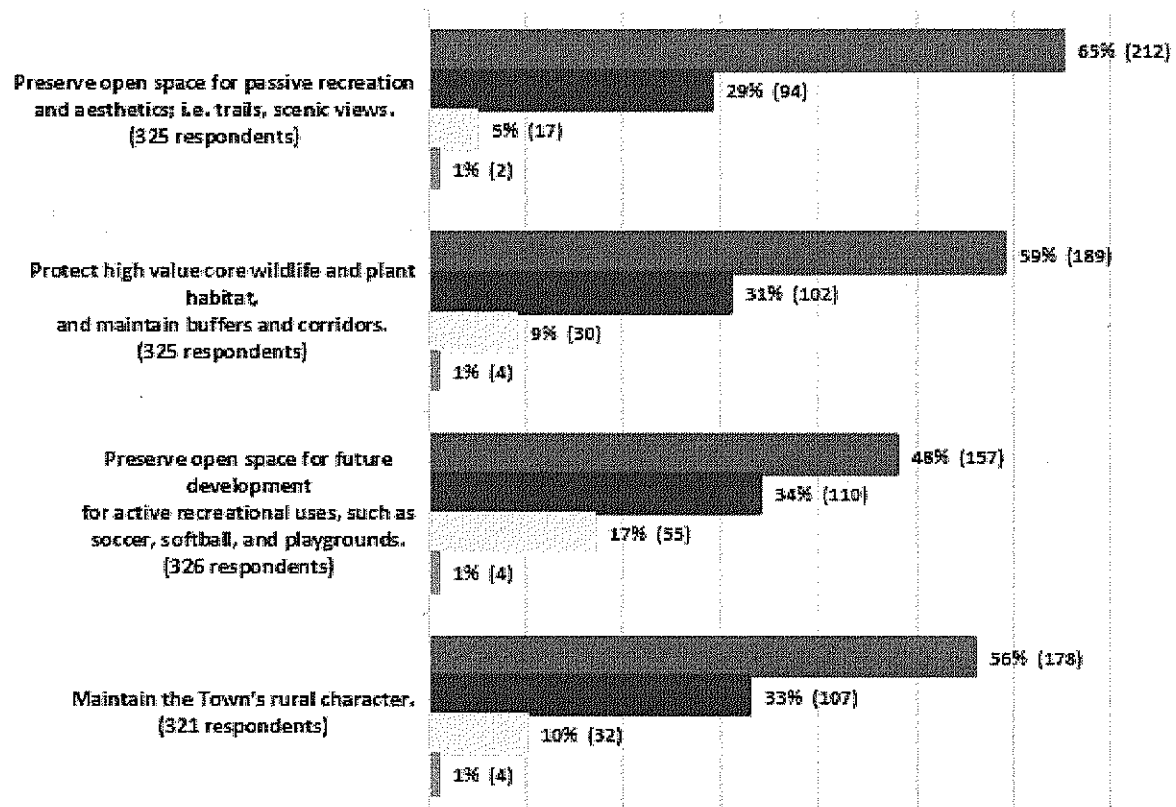
Q3 Are there children under 18 years old in your home?

Respondents: 379

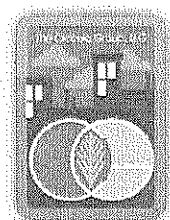
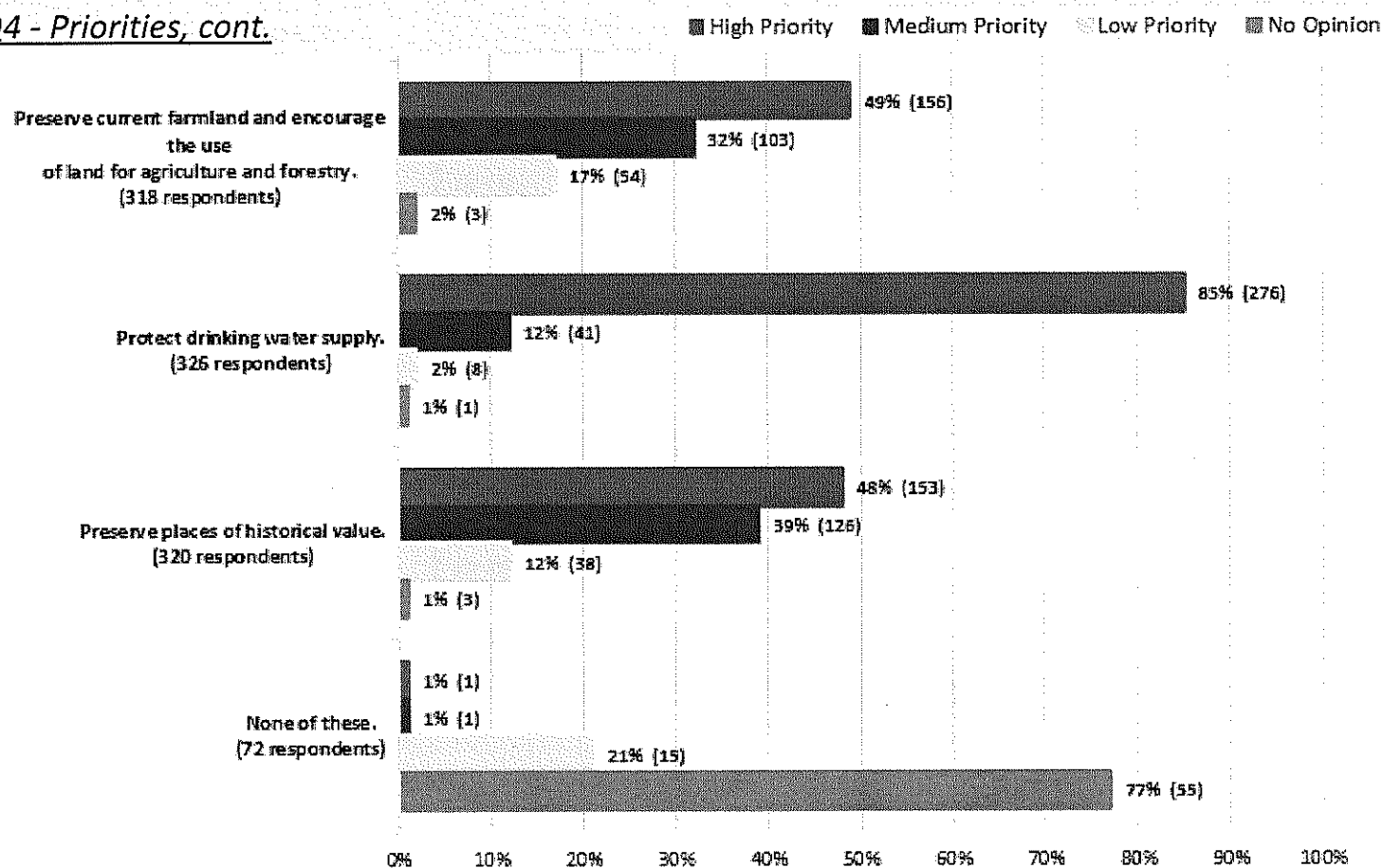


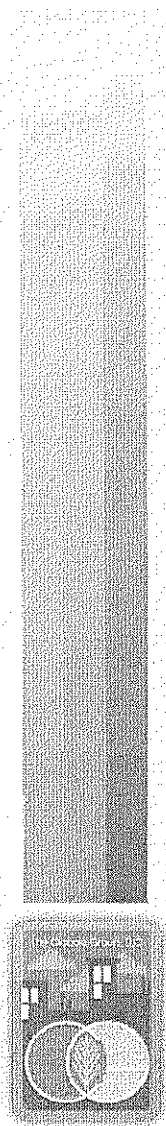
Q4 What should Wenham's open space priorities be for the next 7 years?

■ High Priority ■ Medium Priority ■ Low Priority ■ No Opinion



Q4 - Priorities, cont.



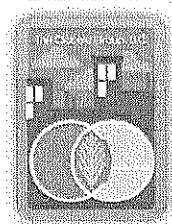
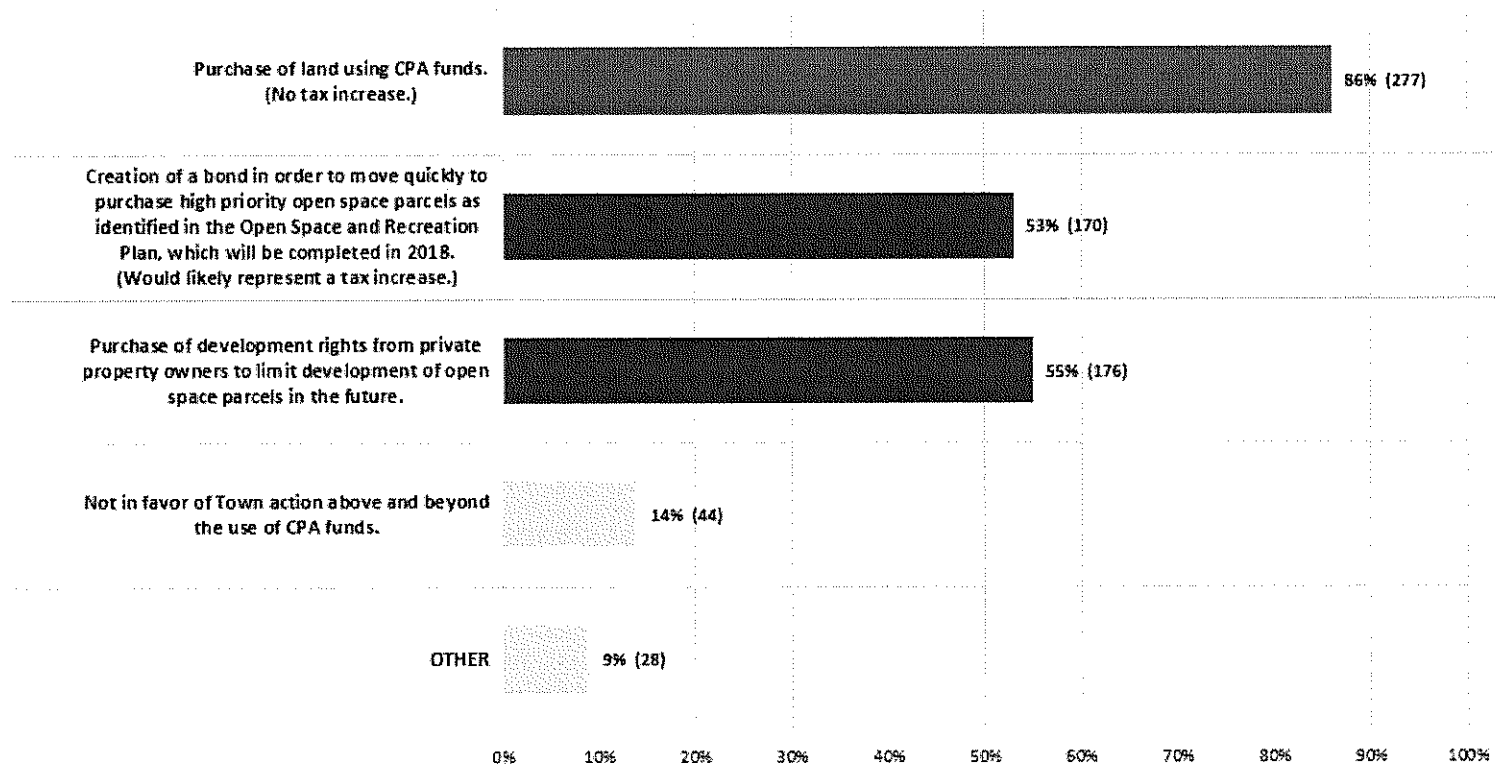


OTHER answers included:

- *Bring more art to our open spaces (art lighting, sculptures, garden art, etc.)*
- *Evaluate open space for affordable housing opportunities in order to achieve 10%*
- *I think there is room to develop a larger business base and still have a rural character. They are not mutually exclusive goals. We need some economic development - cannot stay static.*
- *Preserve spaces that link to other spaces that are already preserved so the town's open spaces are part of a system.*
- *Make trails and open spaces more accessible without requiring people to drive there. This means better sidewalks and trail heads.*
- *We do not want to see land overdeveloped with houses and businesses . We want open land, farms and views.*

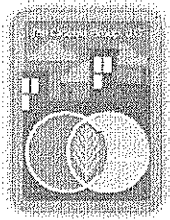
Q5 What Town actions would you support to achieve some or all of the open space goals identified above? (Choose all that apply.)

Respondents: 322



OTHER answers included:

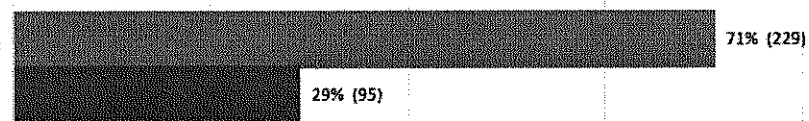
- *Make a longer term plan that includes tasteful development of some land for tax revenue (like Hamilton's Institute for Savings) as well as open space planning (preferably without tax increase) to keep our town beautiful.*
- *You should define CPA funds ... I had to look it up, and I still don't know what it means for Wenham. Like how much money is there? Where does it come from? Is it from our taxes? etc*
- *Support recreational turf project at HWRHS*
- *Only interested in non-athletic space so would not be in favor of bonds if they were to be used to purchase more sports fields for the school.*
- *Work with local groups like Essex County Greenbelt or Nature Conservancy to acquire land or rights to land*



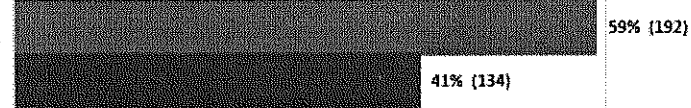
Q6 Are you aware of the following programs that currently exist to protect open space?

■ Yes ■ No

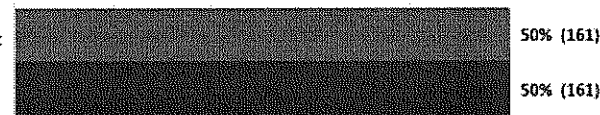
Property tax reduction for agriculture, forestry, or recreational uses. If property is put up for sale in the future, Town gets the right of first refusal.
(State program)
(324 respondents)



Lease of Town-owned land for continued agricultural use (i.e. Reynolds Farm on Larch Row is currently being leased to the Food Project.)
(326 respondents)



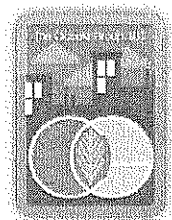
Donation of conservation restrictions to limit development on certain parcels of land.
(322 respondents)



Mandatory dedication of open space by developers as is now required under the Flexible Development Bylaw.
(323 respondents)



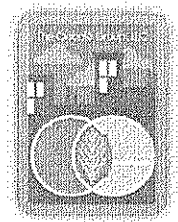
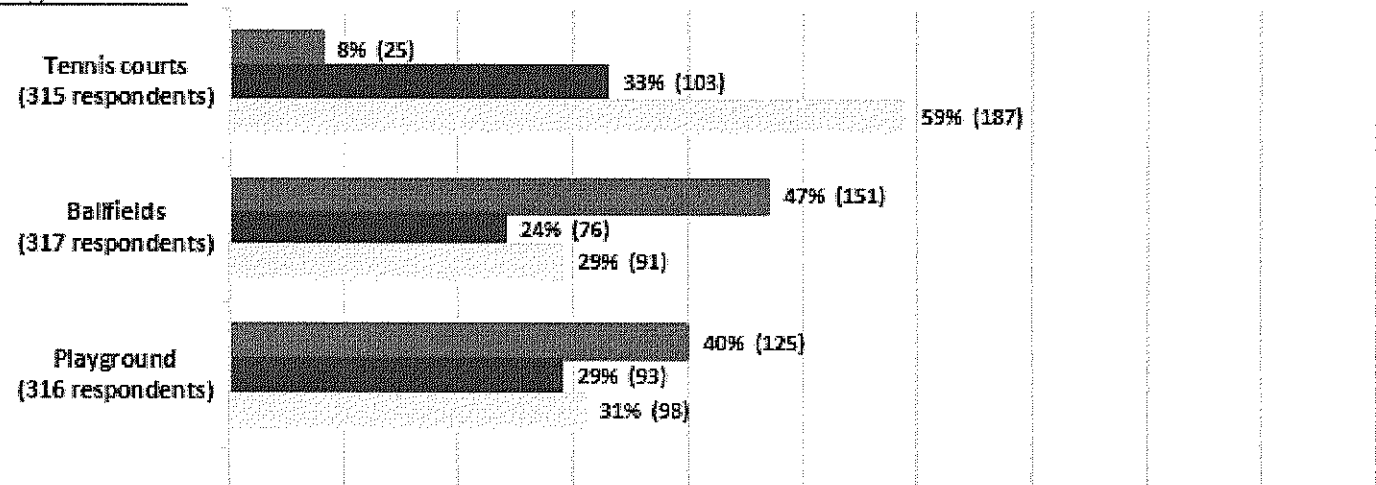
0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%



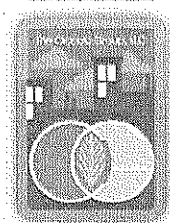
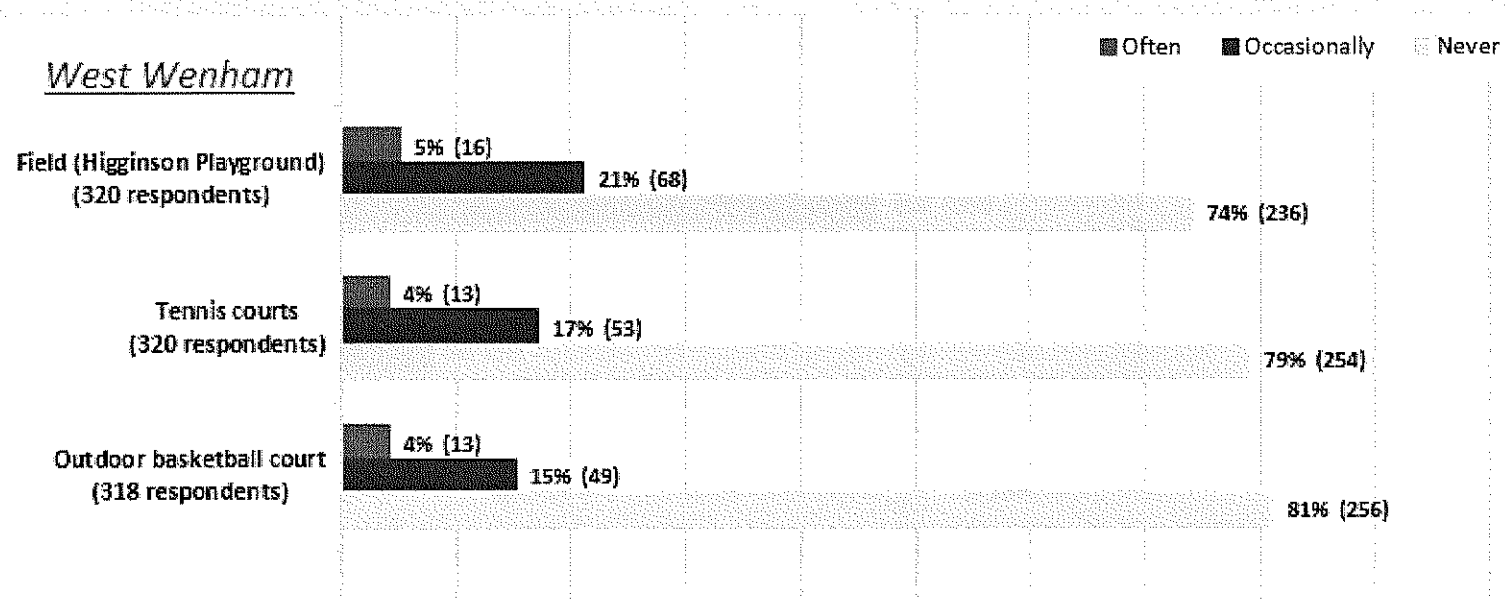
Q7 How often do you/family members use the following facilities?

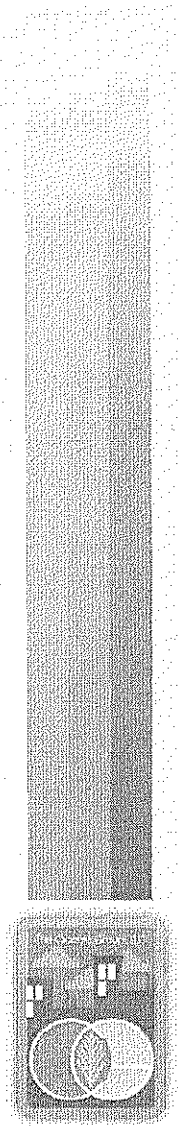
Often Occasionally Never

Pingree Park

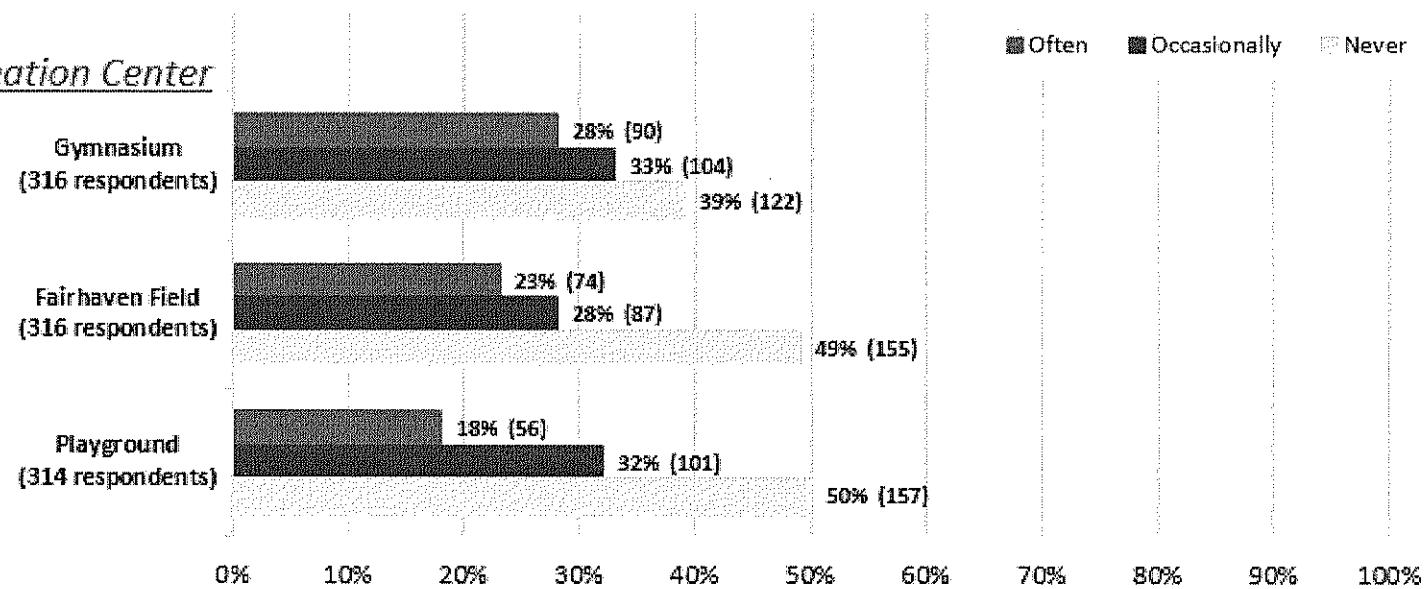


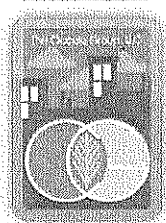
West Wenham





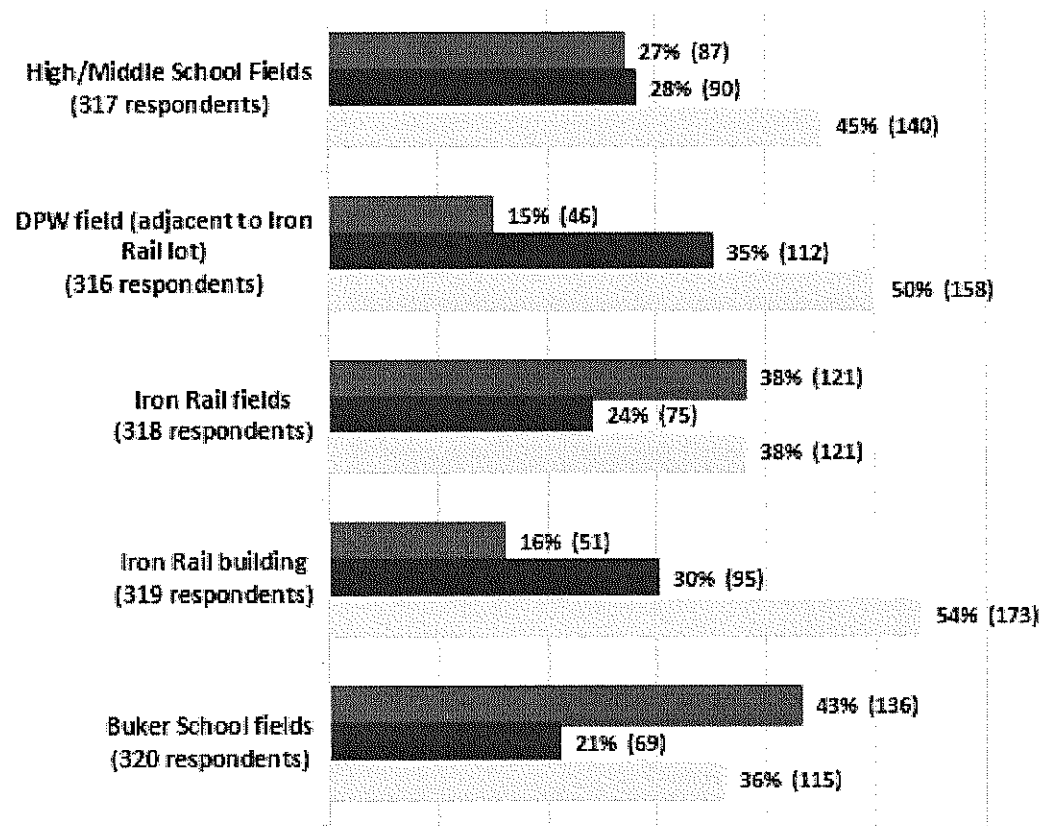
Recreation Center



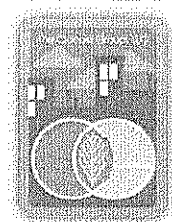
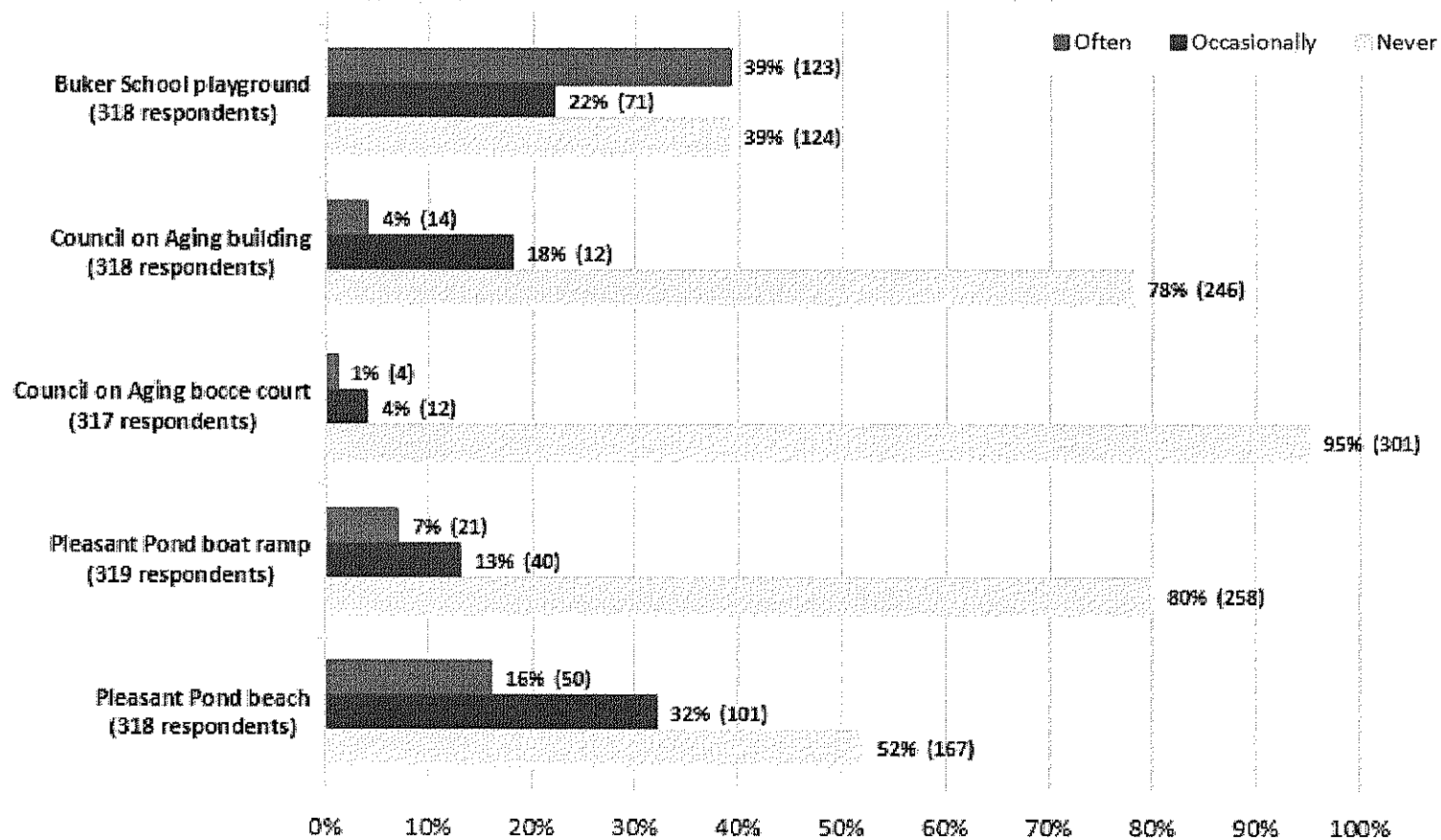


Other Municipal Facilities

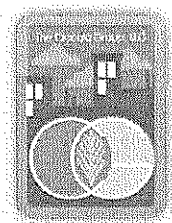
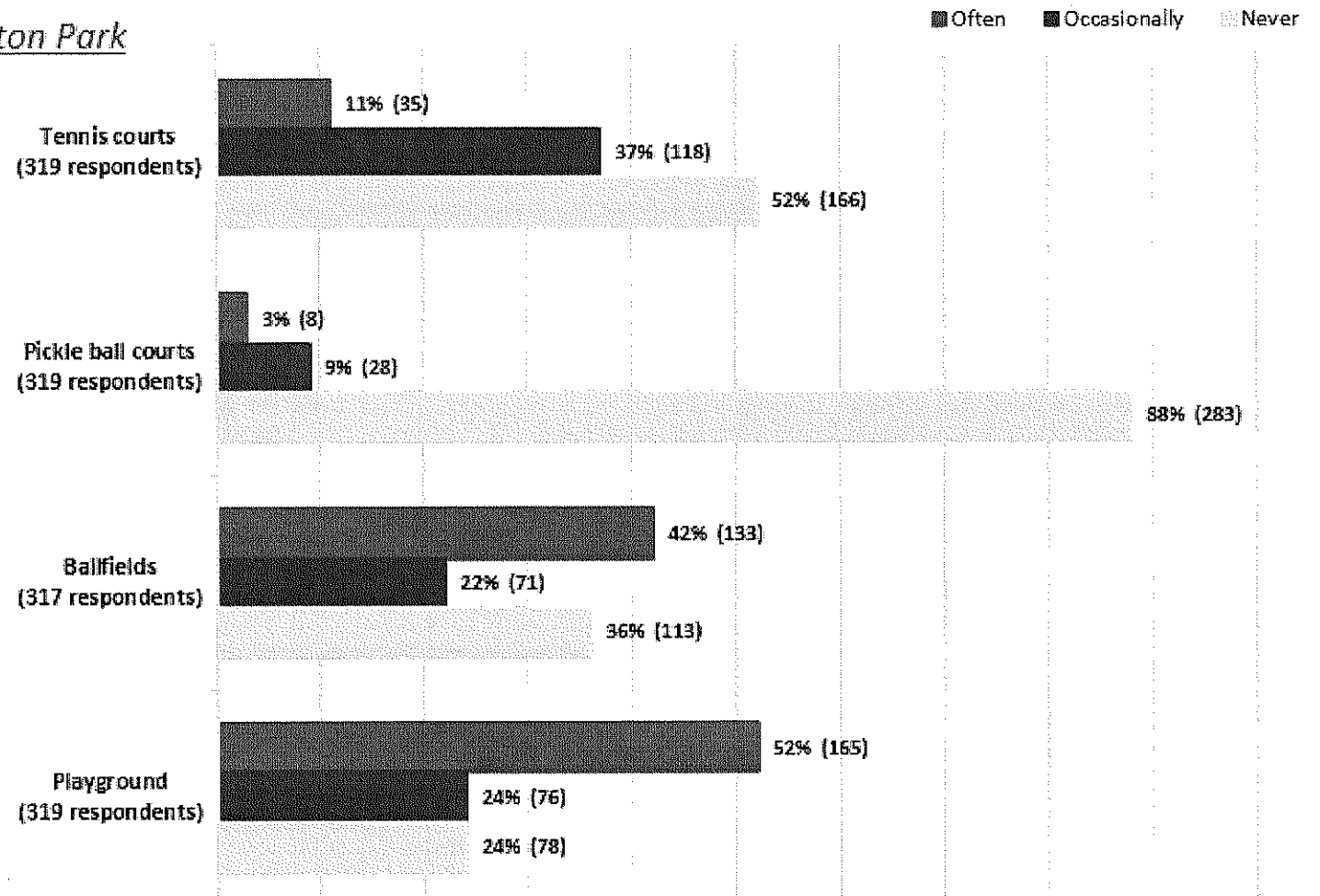
■ Often ■ Occasionally ■ Never



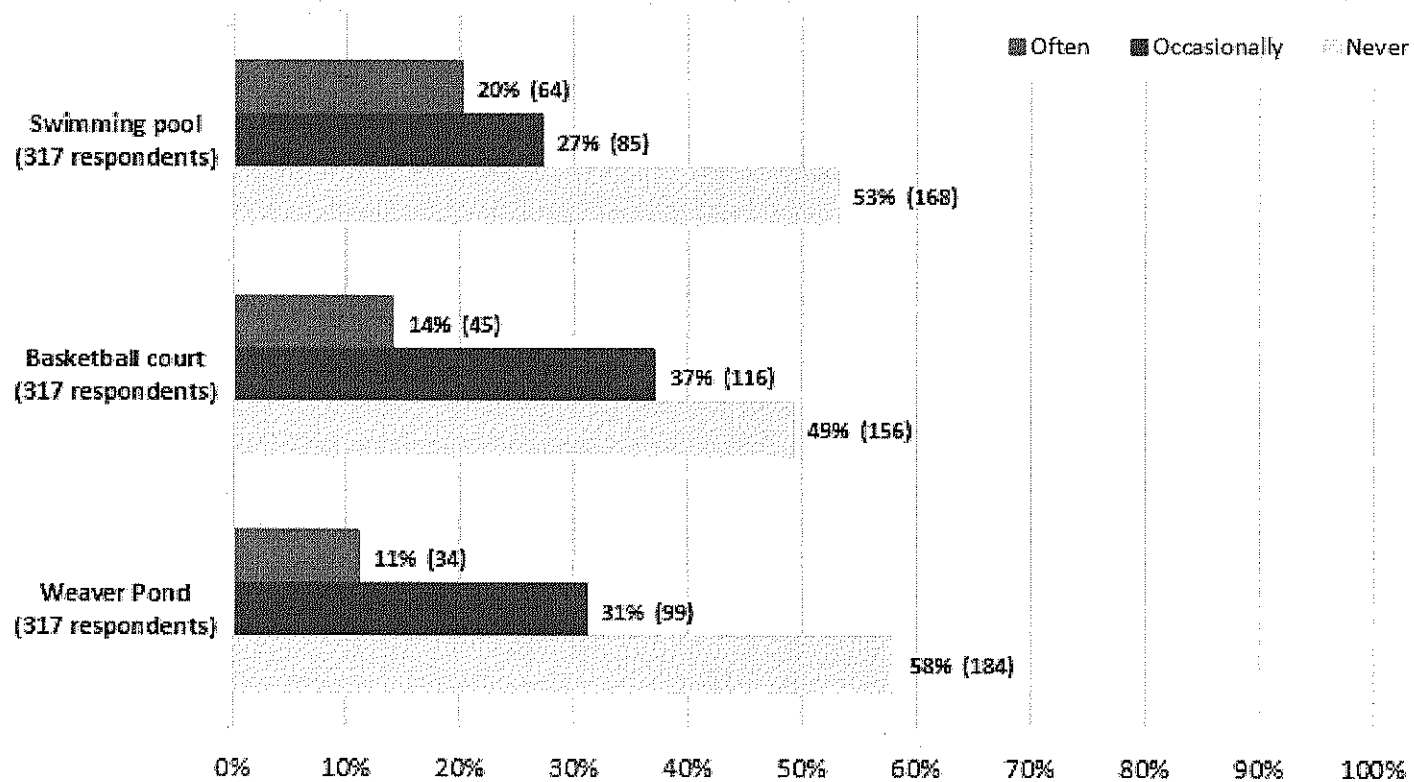
Q7 - Other Municipal Facilities, cont.



Patton Park

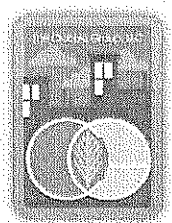
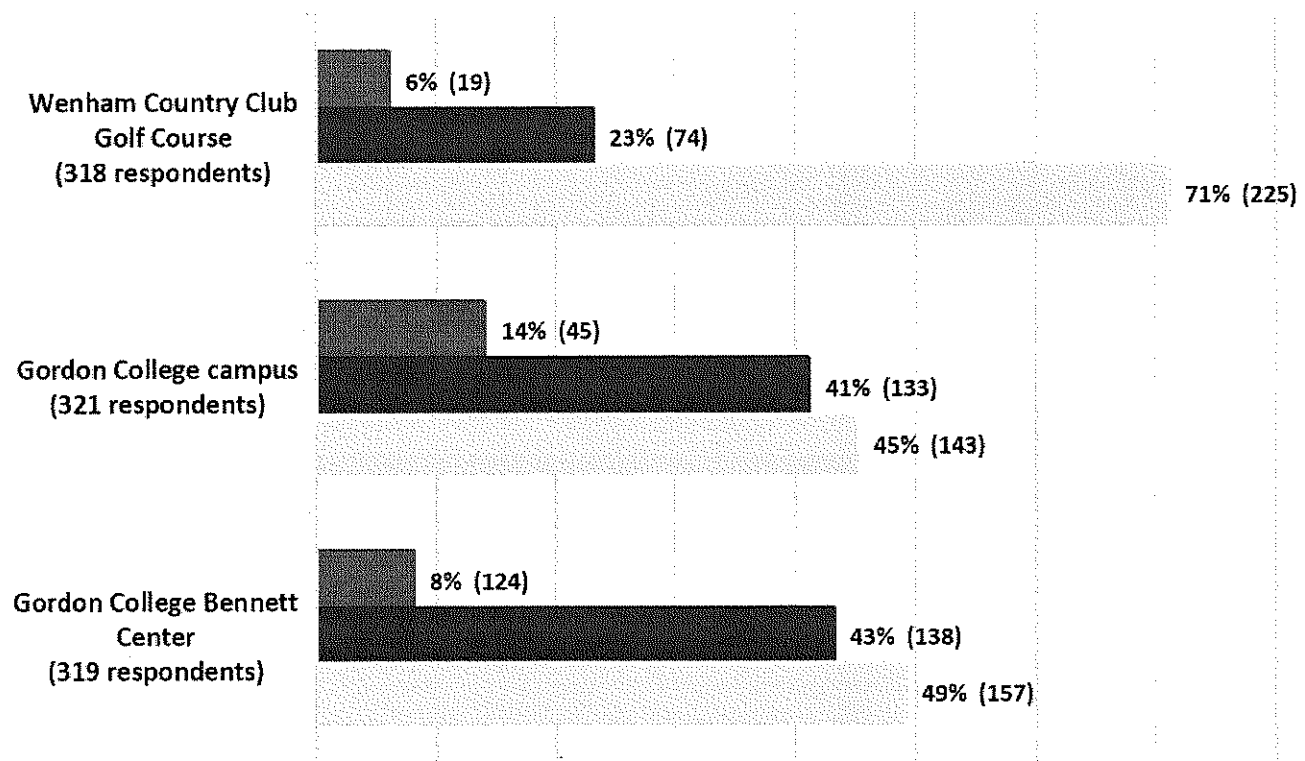


Q7 - Patton Park, cont.

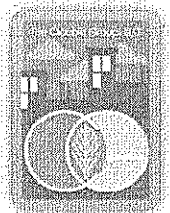
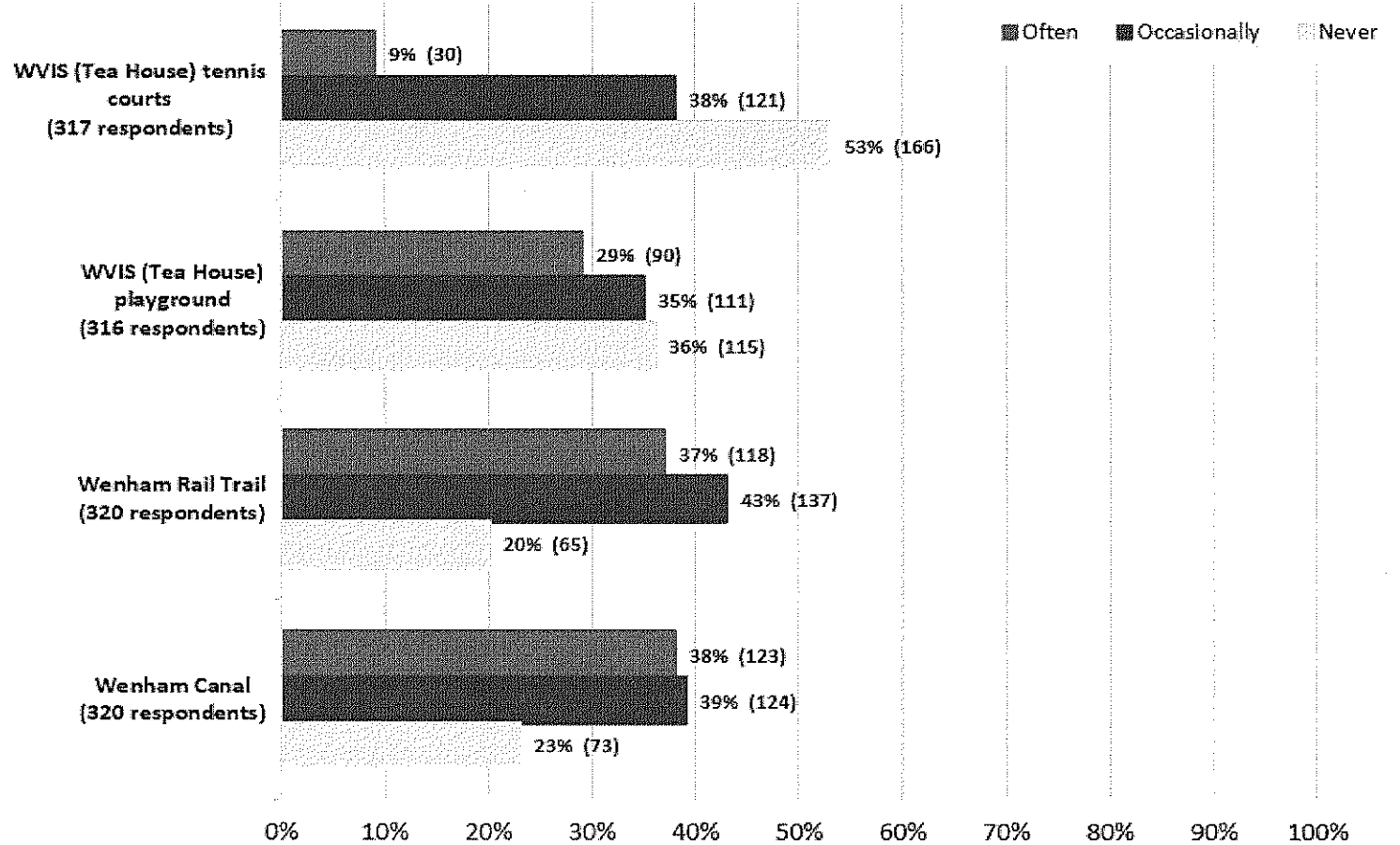


Other Recreational Facilities

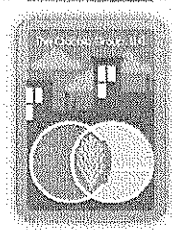
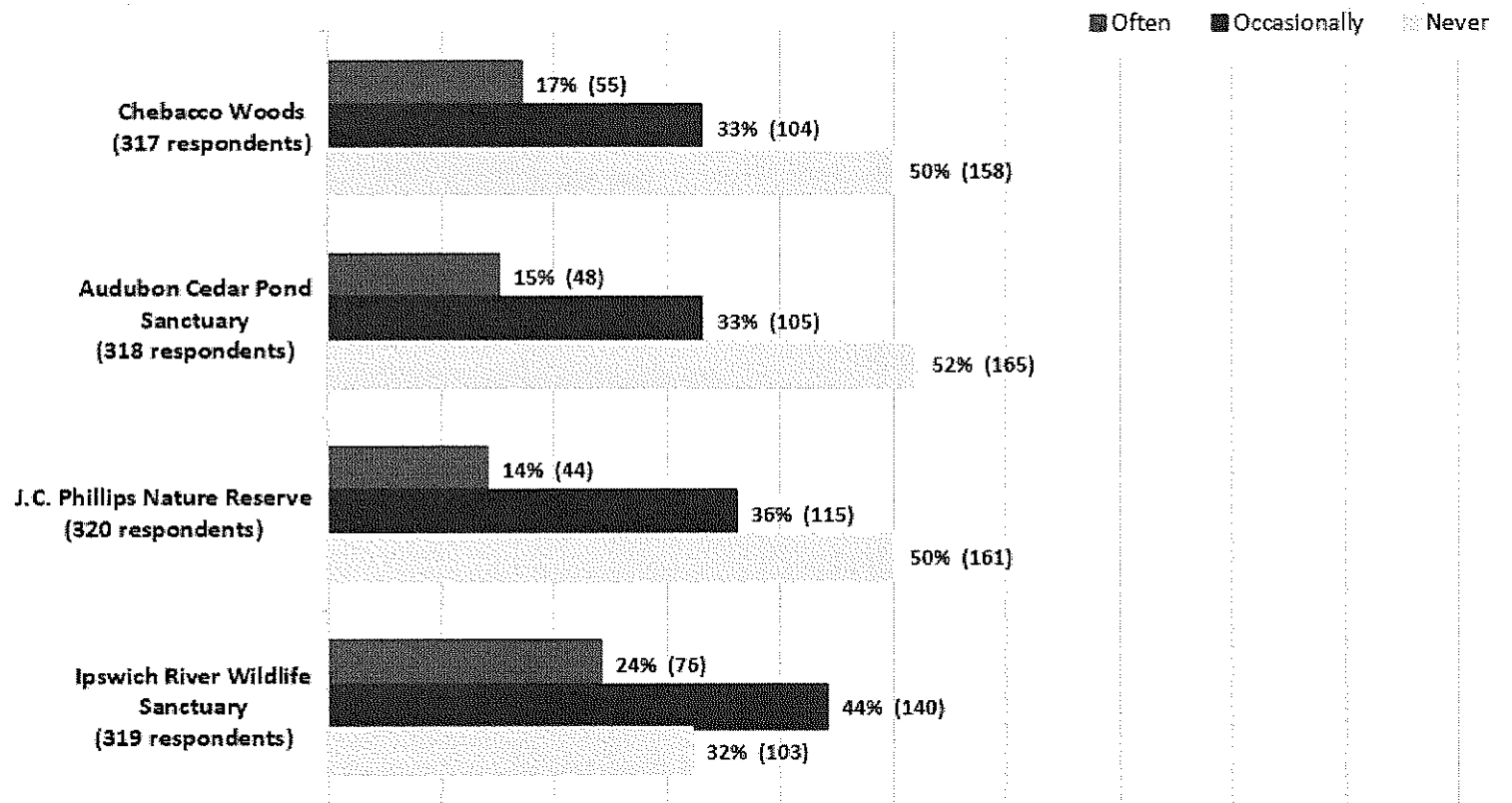
Often Occasionally Never



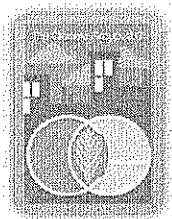
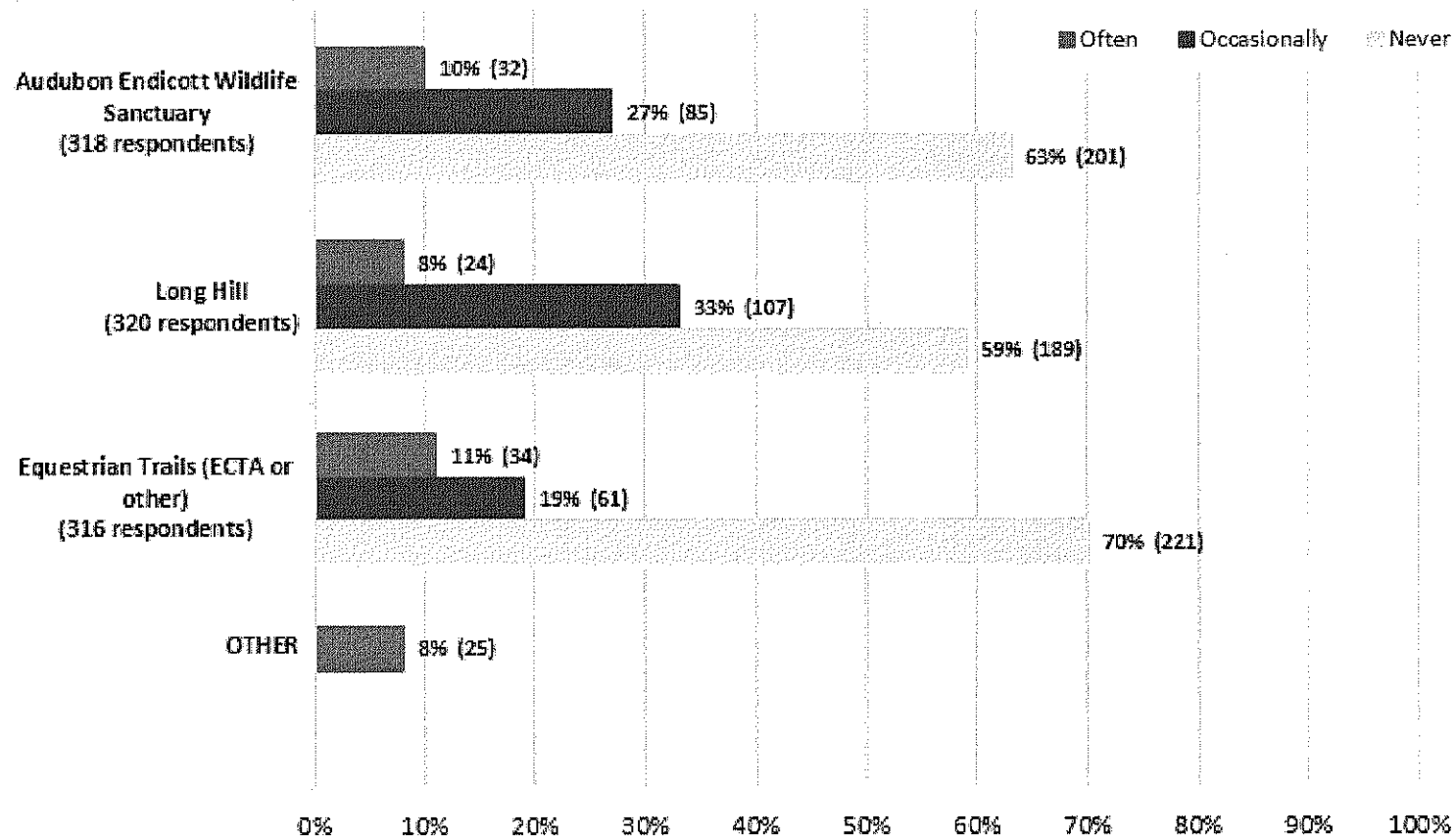
Q7 - Other Recreational Facilities, cont.



Q7 - Other Recreational Facilities, cont.

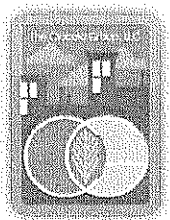


Q7 - Other Recreational Facilities, cont.



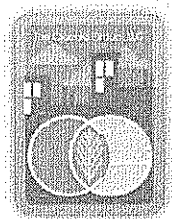
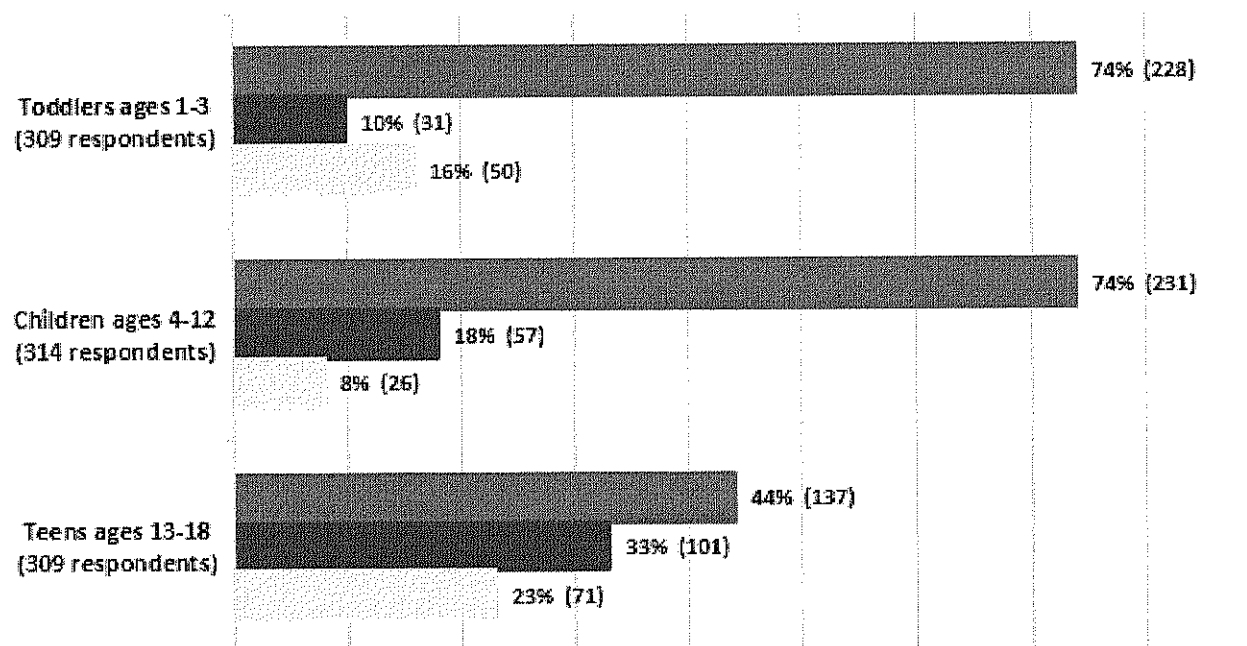
OTHER answers included:

- *I wasn't even aware of most of those places*
 - *"Appleton Farm trails*
 - *Myopia Schooling Field behind Patton Park*
 - *Trails on Gordon College campus*
 - *Bradley Palmer State Park for xc skiing, walking and mountain biking*
 - *West Wenham is not in usable condition for tennis or basketball.*
- Definitely an underused property!!*

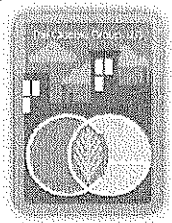
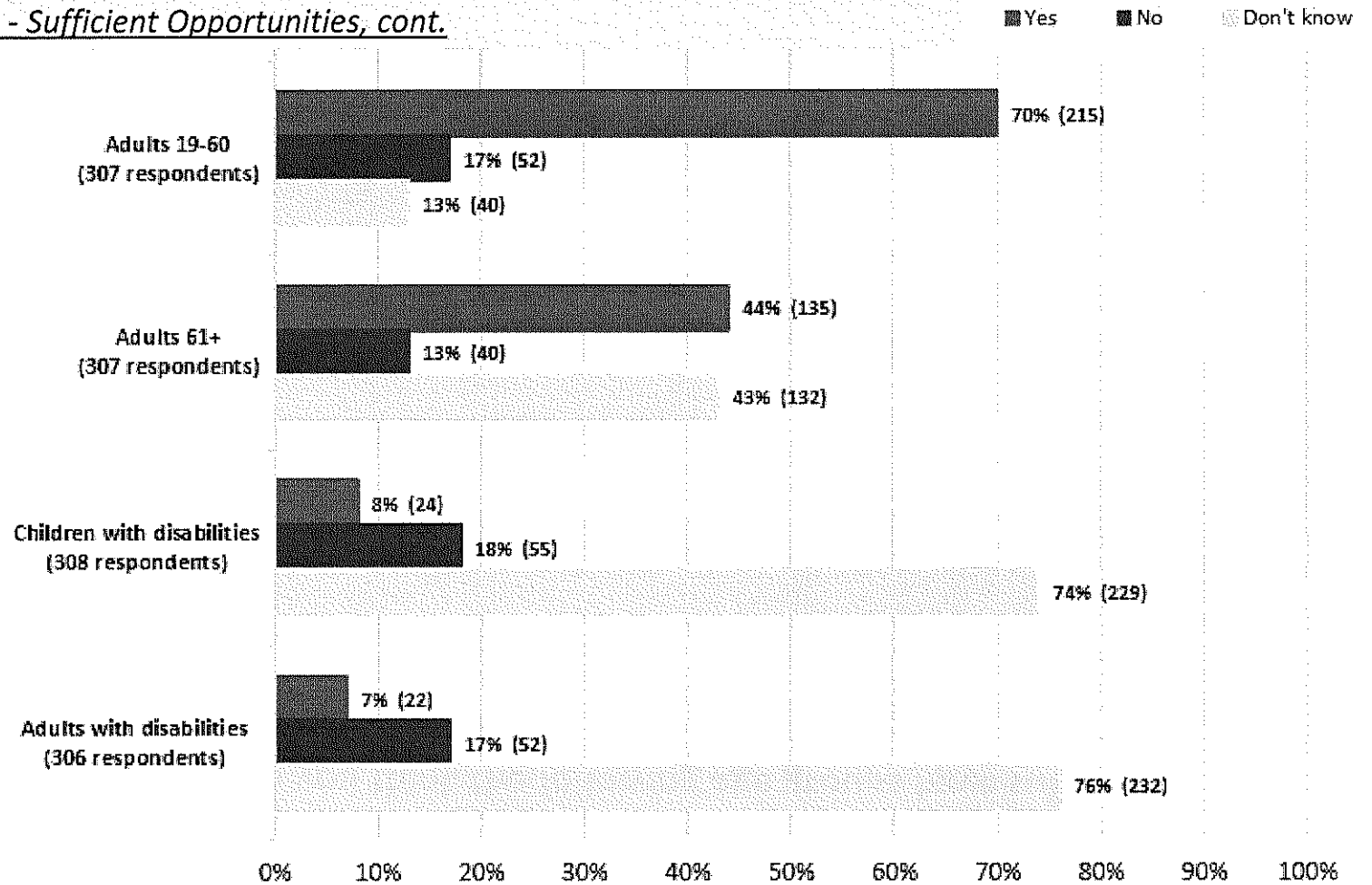


Q8 Do you think the following age groups have sufficient recreational opportunities?

■ Yes ■ No ■ Don't know

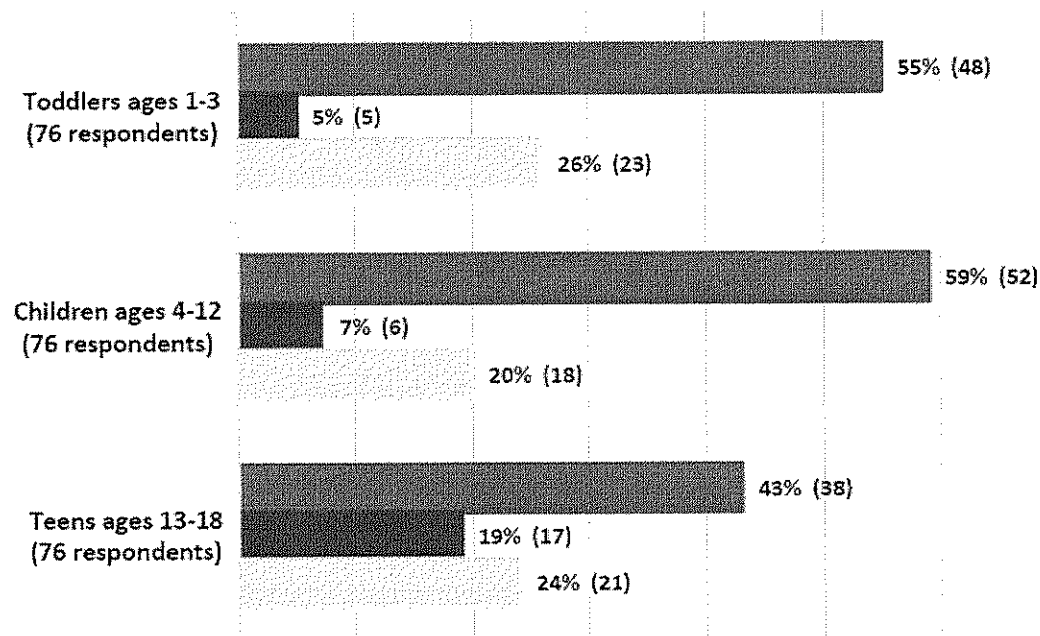


Q8 - Sufficient Opportunities, cont.

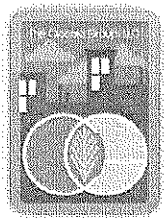
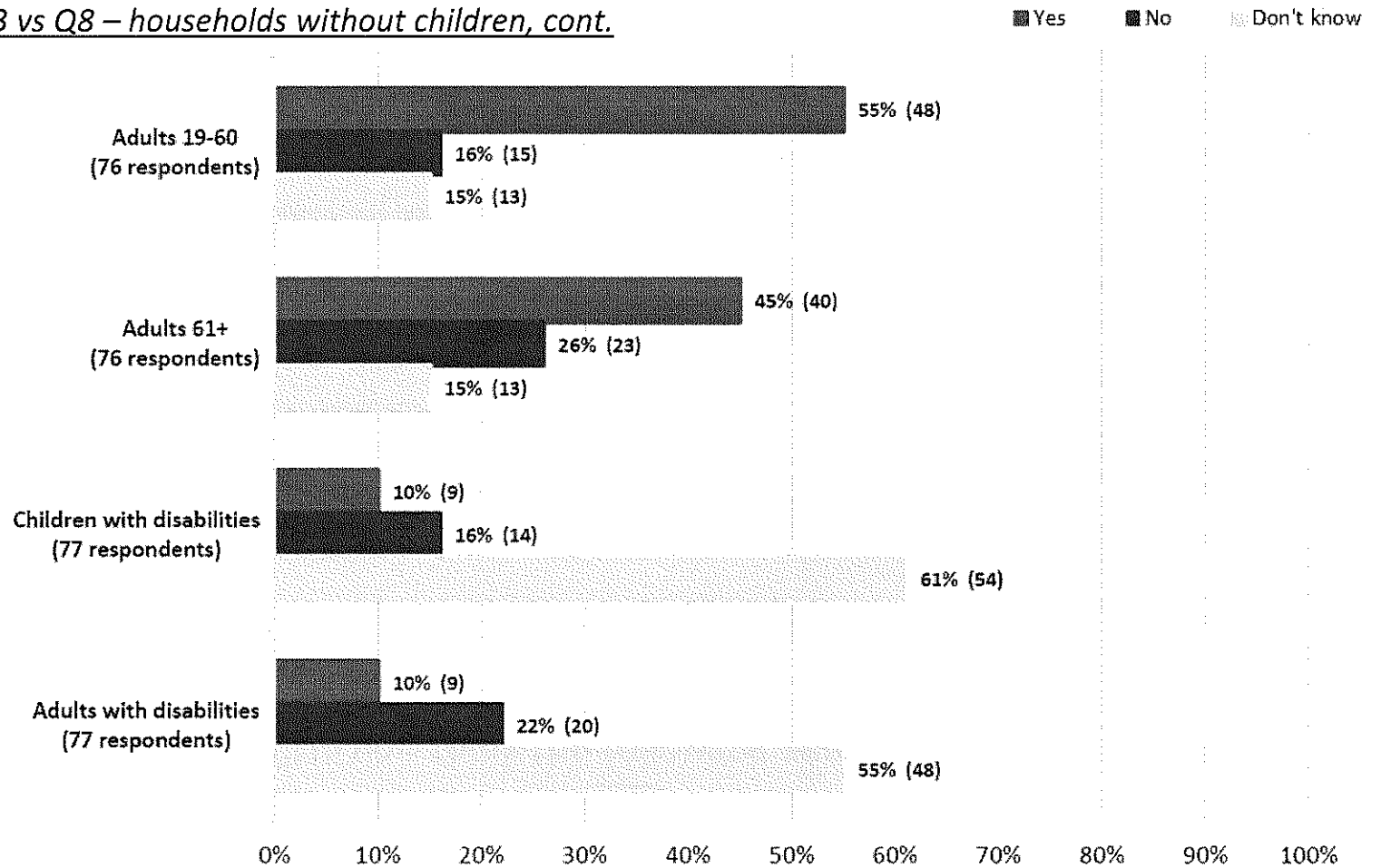


Q3 vs. Q8 How residents with NO children under 18 in the household answered, "Do you think the following age groups have sufficient recreational opportunities?"

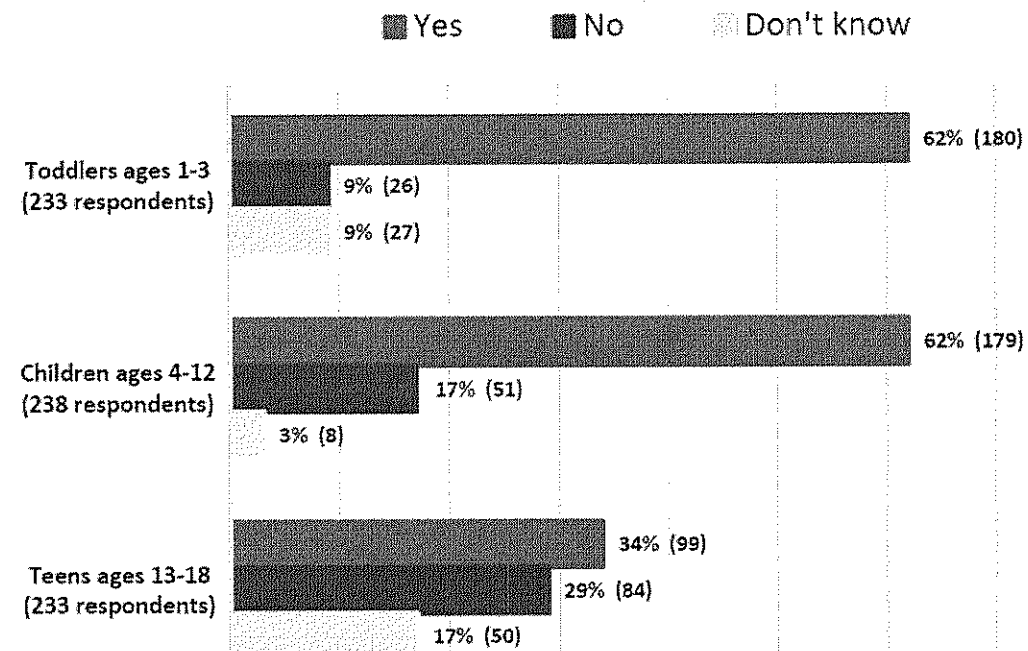
■ Yes ■ No ■ Don't know



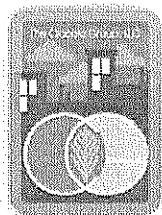
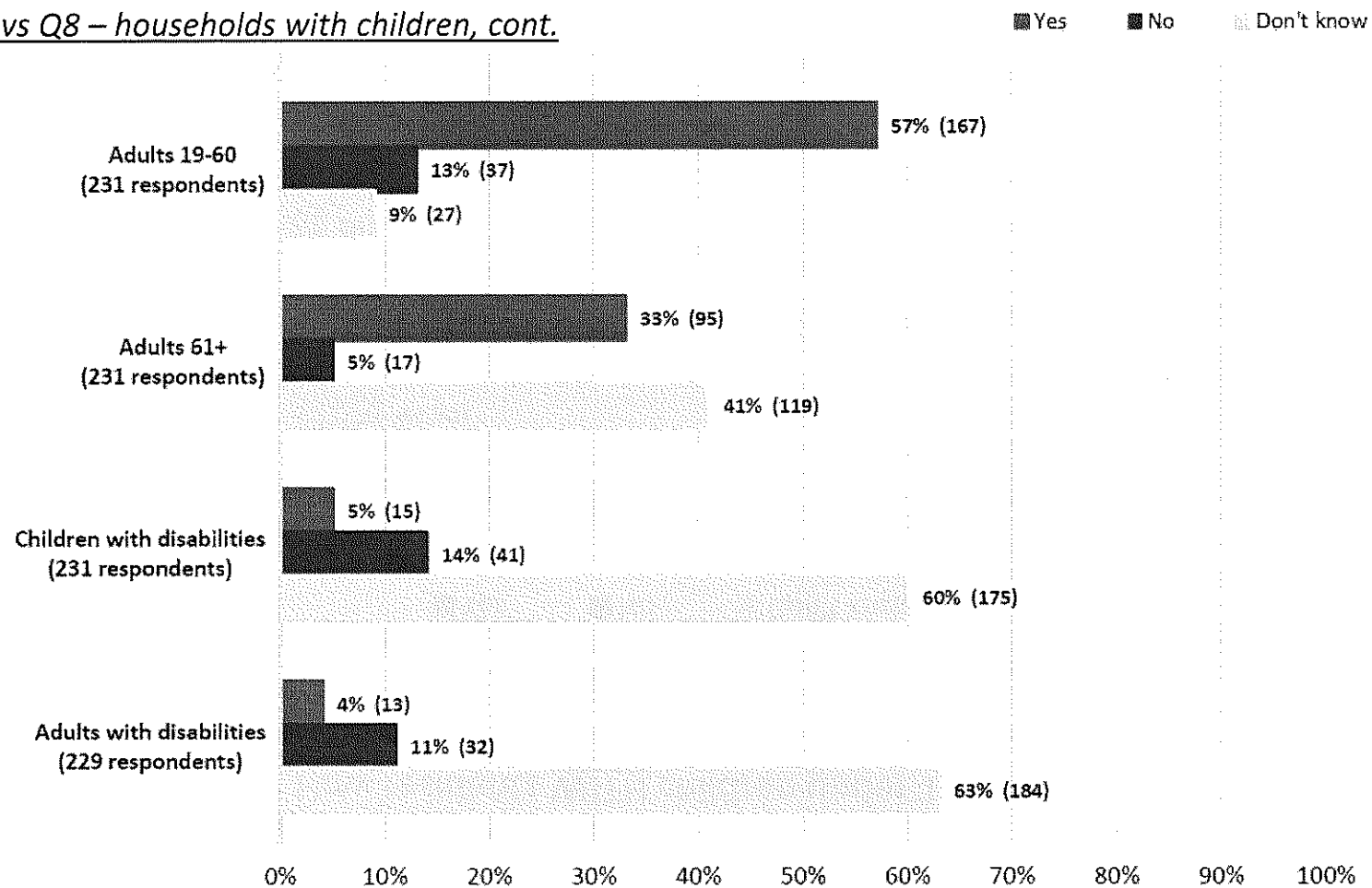
Q3 vs Q8 – households without children, cont.



Q3 vs. Q8 How residents WITH children under 18 in the household answered, "Do you think the following age groups have sufficient recreational opportunities?"

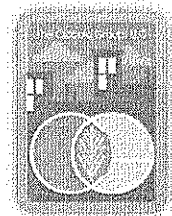
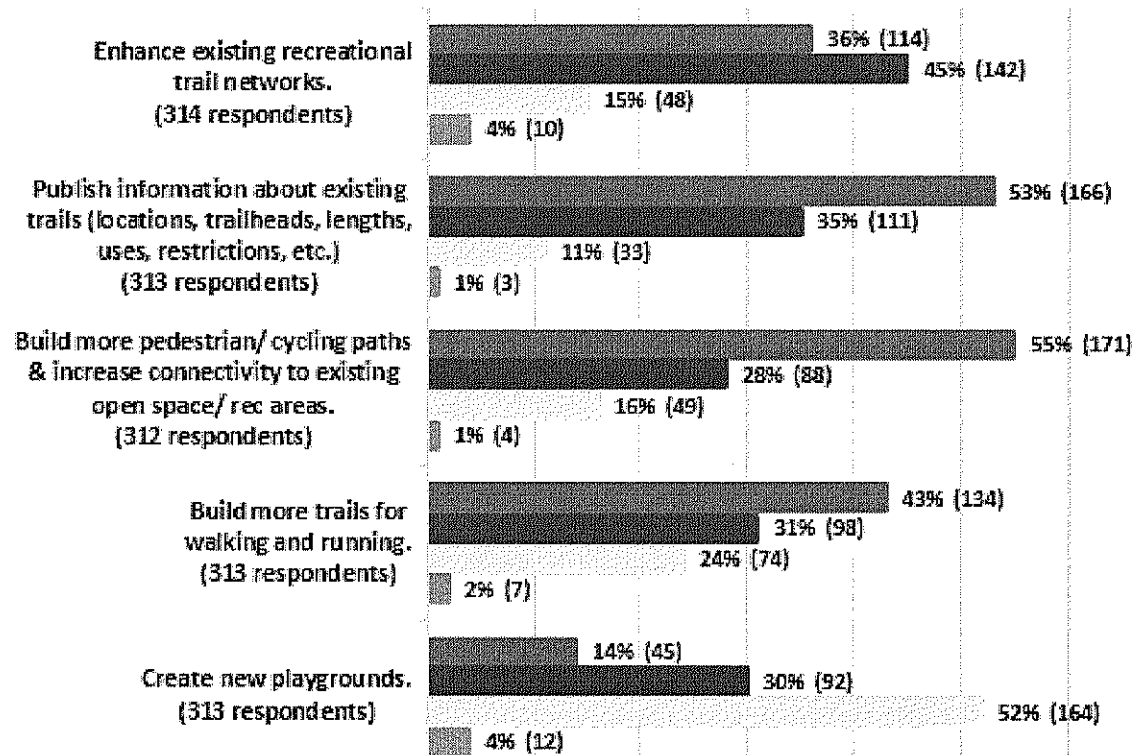


Q3 vs Q8 – households with children, cont.



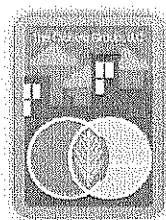
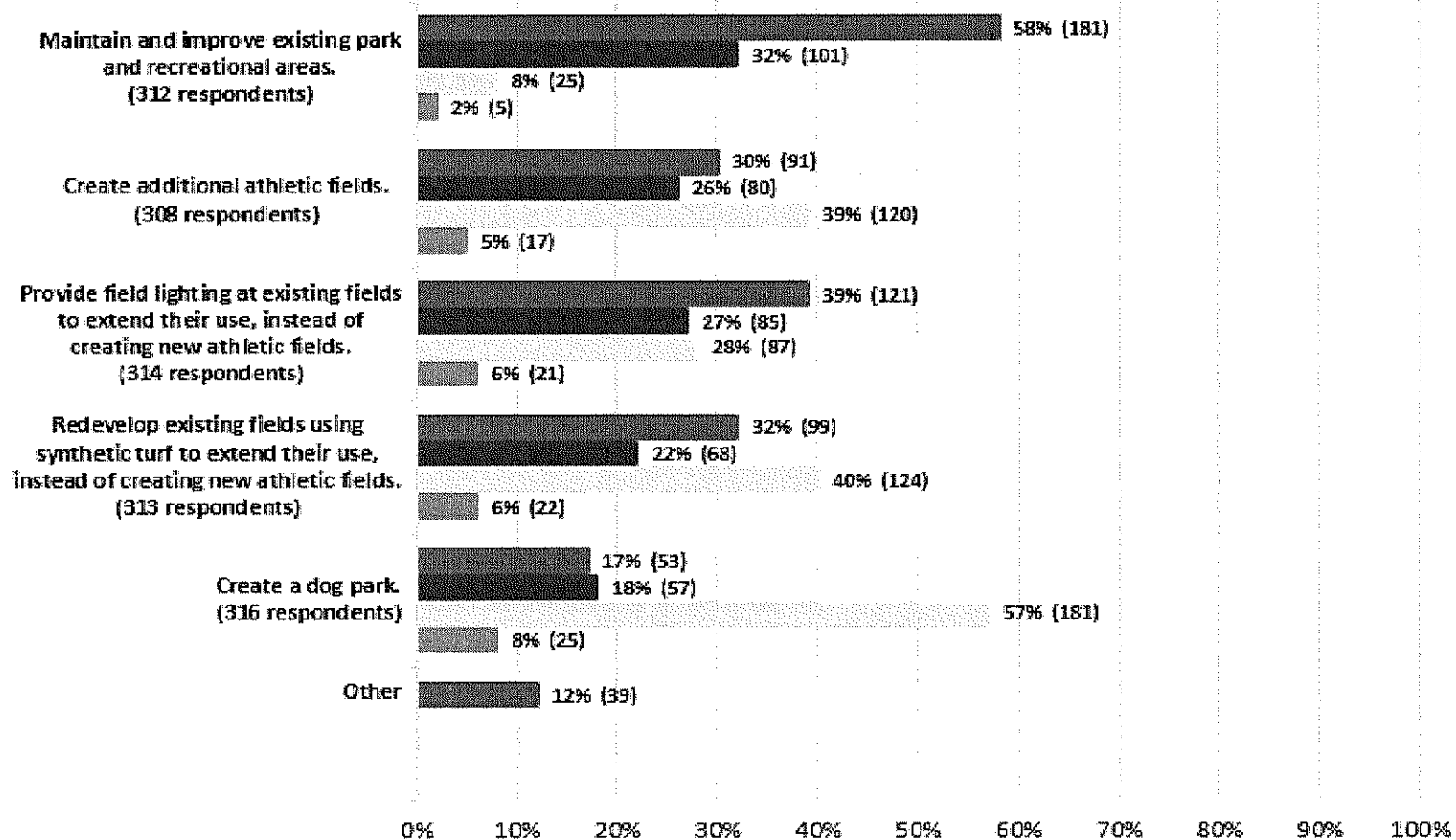
Q9 How should we provide for a wide range of recreational opportunities for all residents?

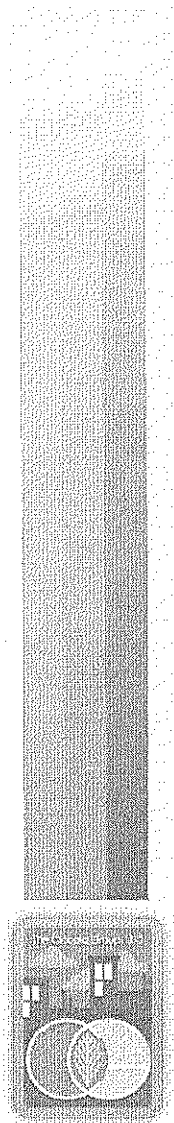
■ High Priority ■ Medium Priority ■ Low Priority ■ No Opinion



Q9 - Recreational Opportunities, cont.

■ High Priority ■ Medium Priority ■ Low Priority ■ No Opinion



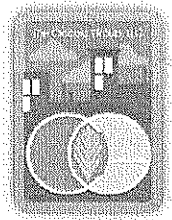
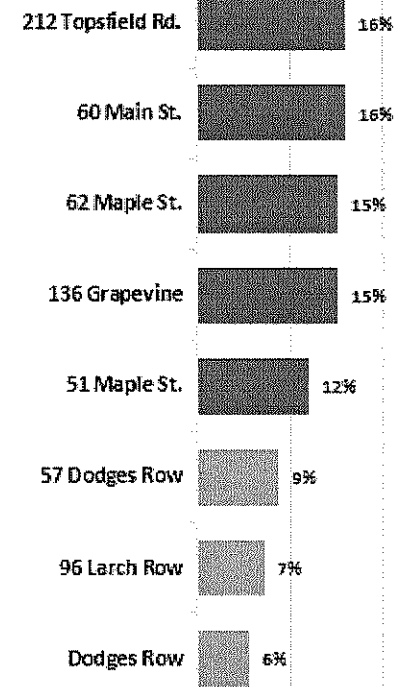
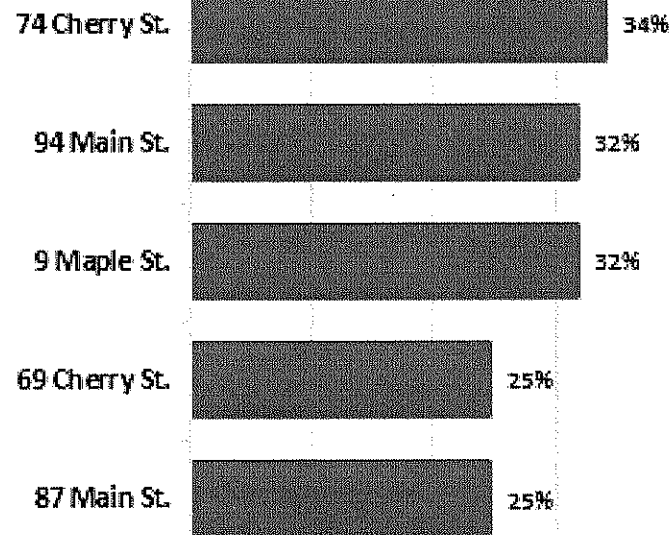


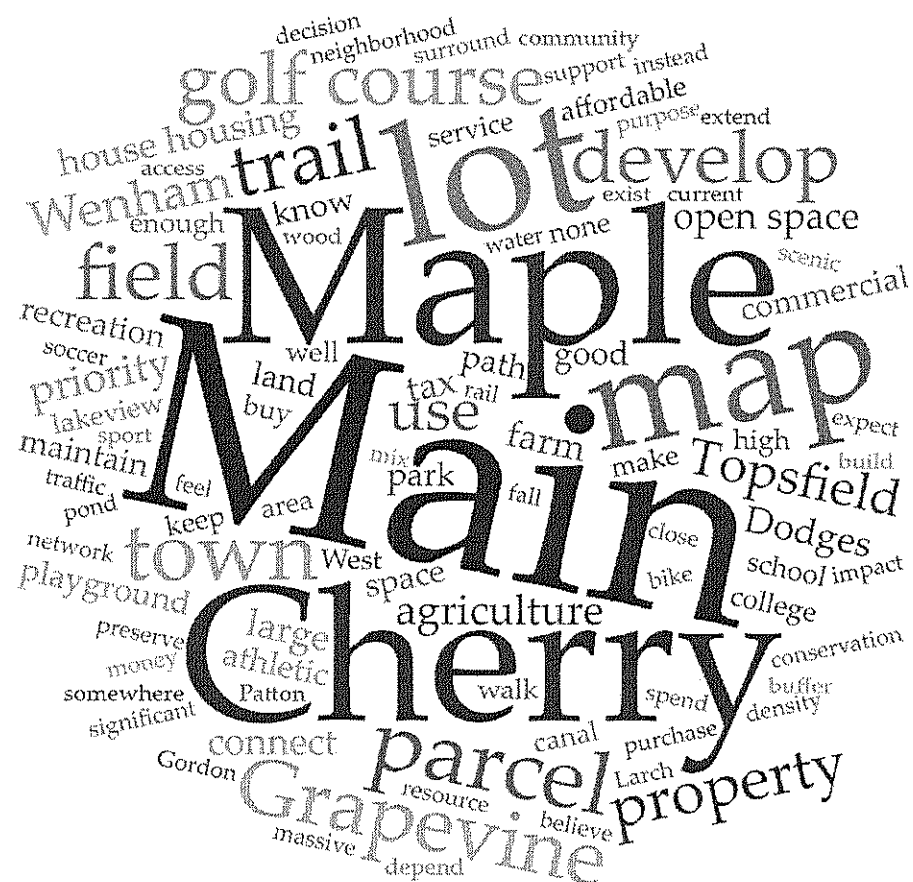
OTHER answers included:

- *Bike path along Walnut Rd. and other key roads to commuter rail station.*
- *Create a skate park for skateboards and scooters. The tweens have literally nothing to do besides organized sports on athletic fields and basketball hoop*
- *Dog park is a great idea!*
- *Improving what we have is best place to start, including better connectivity with sidewalks/paths.*
- *Ensure High School in particular has enough recreational space, once in a lifetime opportunity now. Keeping our schools competitive preserves our entire community and housing values.*
- *Instead of building new playgrounds, update play structures to be handicap accessible*

**Q10 Which, if any, of the Chapter 61 parcels would you recommend
for acquisition if the Town had that option?**
(Please identify Map/Parcel and suggest a proposed use.)

Respondents: 126

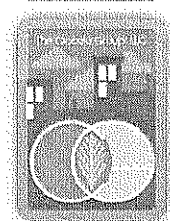
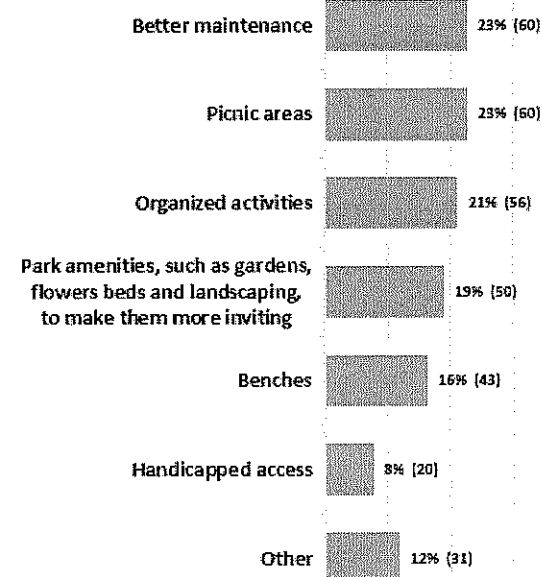
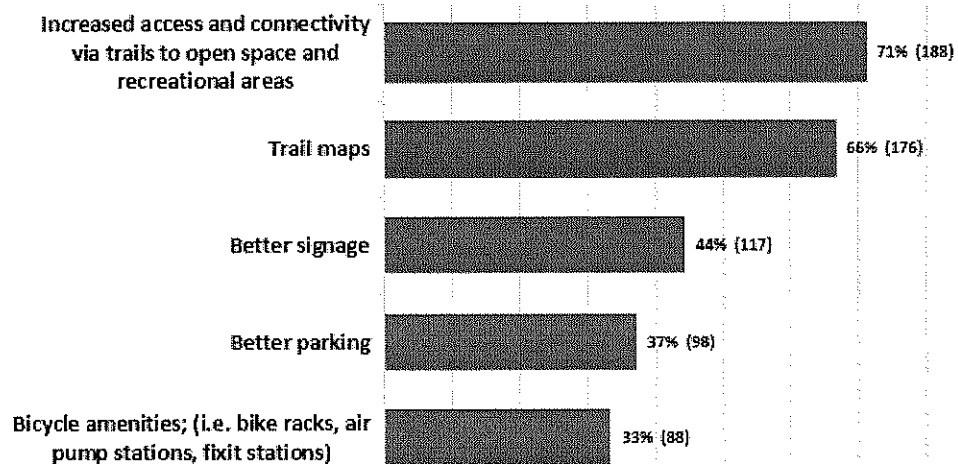


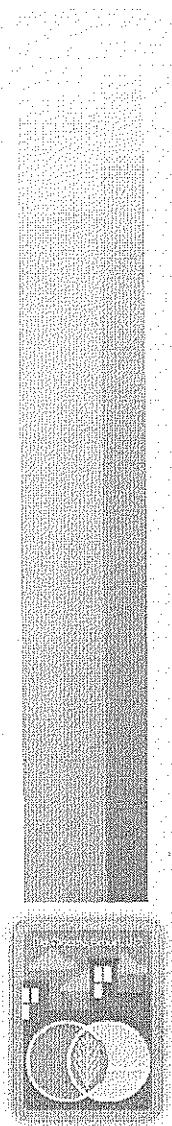


Q11 What would increase your use of existing open space and recreational areas, both active (i.e. fields) and passive (i.e. trails)?

(Choose all that apply.)

Respondents: 265





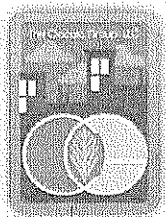
OTHER answers included:

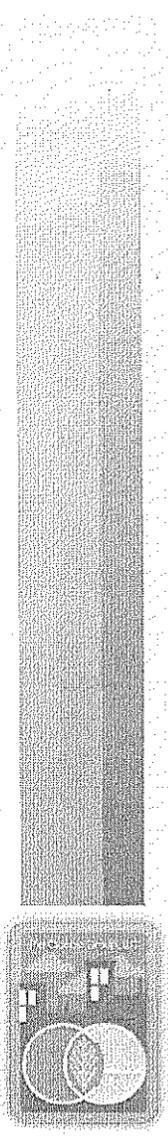
- *Access to wildlife - my kids LOVE the Ipswich River Wildlife sanctuary and the Danvers swamp walk because they provide access to natural habitats.*
- *Art - kids need inspiration and history as much as they need fresh air and physical activities.*
- *Better info disseminated on what's available. I learned of some new places from this survey and lived here for years before I knew of Wenham Canal.*
- *Better maps via an app that could also provide information about the environment, history, etc. of a location. This could be an opportunity for organizations across the community (Wenham Museum, HW Library, Greenbelt, Trustees, ECTA, Myopia, etc.) to collaborate on providing information.*

Q12 – Do you have any other thoughts about Open Space & Recreation in Wenham that you would like to share with us? (narrative response)

General themes

- *Thanks for doing this survey and listening. This survey is “fantastic”.*
- *Many residents not aware of the resources and opportunities within Town. Need to communicate through a variety of means – trail maps, signage, and organized activities, such as local walks and hikes, annual clean-ups.*
- *“I tend to go outside of Hamilton Wenham for walking and biking trails. I was surprised to see all the references to them right in Wenham - sounds like there are opportunities I don't know about. I suggest communicating what's available, and making the information easy to access.”*
- *Join with other organizations to protect open space, such as Greenbelt and Trustees.*
- *Keep Wenham rural*
- *More bike paths or lanes to provide increased safety for children and families*





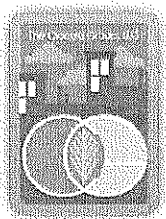
General themes, but not necessarily agreement

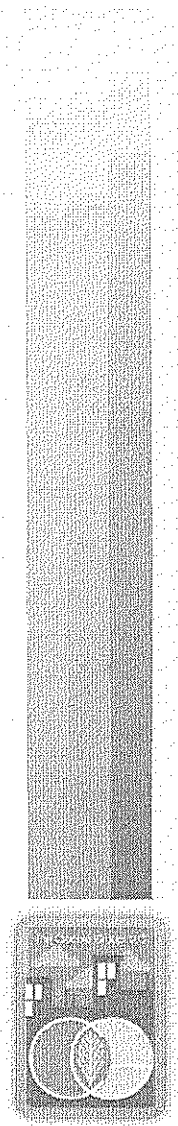
- *“Efforts to maintain, improve, and promote existing areas should be a high priority. Efforts to preserve and protect open space should also be a high priority.”*
- *“There should be turf fields available in town, at least at HWHS. The cost of turf is high up front, but the long term costs in comparison to the usage rate far exceeds maintaining and utilizing grass fields, especially considering consistently changing weather and the impact a wet season/stretch can have on maintenance and use.”*
- *“I believe enough exists for youth sports.”*
- *Lack of recreational activities for pre-teens and teens. Need for a skate board park*
- *Need for maintenance of existing facilities*

General themes cont'd

➤ Financial

- Education about CPA.
- *"I love the outdoors and our community's natural and historical resources. I also understand that there is a limit as to what the community can reasonably afford for preservation of these resources. I do think that a holistic view is going to be required that recognizes the need for not only preservation of spaces and places, but also affordable housing and new revenues through tax increases both on the current tax base and via well-thought out future development."*
- *"Wenham is blessed with much open space that includes recreation land and facilities. We should maintain these areas and facilitate their use. We do not need to spend more of our tax money to acquire more land or build more facilities for play and recreation."*
- *Need for consideration of alternatives to acquisition if purchase is unaffordable; i.e. purchase of development rights along frontage to create a green buffer; conservation restrictions*





Other topics addressed in narrative comments included:

- *“Keep agriculture alive”*
- *Children and adults with handicaps should always be a top priority.*
- *Gordon College offers many recreational opportunities that are not advertised. These should be advertised more.*
- *Need to include the concept of scenic view; there is value in preserving viewpoints for wildlife, lakes and ponds, vistas of stonewalls and fields, as well as purchasing parcels of land.*
- *Need for affordable housing so people can downsize and stay in their community and young adults can move back to their hometown.*
- *Start approaching the large landowners, including Gordon College, and see if they have a plan. Discuss options involving the Town.*

Q12 – Keyword wordcloud

allow example
acquisition bike biking protect
access request
maintain house housing
preserve public project make bench
build community feature
important private street space fieldplay area resource
future children parcel plan walk turf tax many land
develop great property need tree school pond
place love grow dog feel large
farm keep want increase light interactive
youth use utilize thank
opportunity people priority high school
purchase available playground golf course



A REED CORPORATION COMPANY

Admin. Office: 383R Summer Street, Lynnfield, MA 01940
Granite Gallery: One New Salem Street, Wakefield, MA 01880
Office: 781-334-4805
Website: OldeNewEnglandGranite.com
Email: oldenewenglandgranite@comcast.net

January 7, 2019

Tom Starr, Committee Member
Town of Wenham
138 Main Street
Wenham, MA 01984

Dear Tom,

Thank you very much for your interest in our reclaimed granite products. The following is what we have worked up for your project.

- *(1) Antique Reclaimed Longfellow Bridge Block or Antique Reclaimed Grey Rockport Granite Block – 18" x 18" +/- x 6' Long @ \$150/LF*
- *Delivery to Wenham job site - \$150 – You will need to have equipment on site to off load*

We would welcome your visit to our Granite Gallery to review the material in person. Let me know if you have any additional questions.

Regards,

Biz

Billings P. Reed
Exec. VP/COO



SALEM AND BEVERLY WATER SUPPLY BOARD

50 ARLINGTON AVENUE
BEVERLY, MASSACHUSETTS 01915

January 3, 2019

Ms. Melissa Berry
Conservation and Open Space Coordinator
Town Hall
138 Main Street
Wenham, MA 01984

Re: Wenham Open Space and Recreation Committee Bench Request

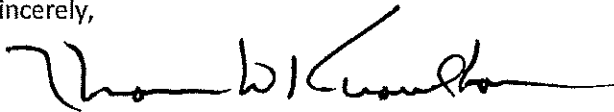
Dear Ms. Berry:

The Salem and Beverly Water Supply Board by its Executive Director agrees to your request to have a granite bench installed next to the Phillips Memorial Stone located on Water Board property abutting Cedar Street in Wenham. The bench will be purchased by the Open Space and Recreation Committee and installed by the Salem and Beverly Water Supply Board at a spot mutually agreed to near the Memorial Stone. The Committee will provide the Board with instructions for the proper installation of the bench. The committee assumes all responsibility for ongoing maintenance of the bench.

This permission does not convey any property rights to Salem and Beverly Water Supply property and the bench may be removed at any time or for any reason by the Board at its sole discretion.

If you have any questions regarding this permission, please give me a call at 978 922-2600.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas W. Knowlton', with a stylized, flowing script.

Thomas W. Knowlton, Executive Director
Salem and Beverly Water Supply Board

Peter Lombardi

From: Bill Tyack
Sent: Wednesday, January 23, 2019 1:25 PM
To: Tom Perkins; Peter Lombardi
Cc: Margaret Hoffman; Stephen B. Kavanagh; Erik Mansfield
Subject: RE: Water discharge into roads

This year we have only been called out twice. Other years at least a half dozen times.

From: Tom Perkins
Sent: Wednesday, January 23, 2019 1:19 PM
To: Peter Lombardi; Bill Tyack
Cc: Margaret Hoffman; Stephen B. Kavanagh; Erik Mansfield
Subject: RE: Water discharge into roads

None of my records would differentiate between a regular callout vs one of these type of callouts...maybe Bill can by hours logged? I honestly do not know if more or less frequent this year.

Thomas C. Perkins, Chief of Police
Wenham Police Department
1 Friend Court, P.O. Box 536
Wenham, MA 01984

978-468-5500 Extension 220

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From: Peter Lombardi
Sent: Wednesday, January 23, 2019 12:10 PM
To: Tom Perkins; Bill Tyack
Cc: Margaret Hoffman; Stephen B. Kavanagh; Erik Mansfield
Subject: RE: Water discharge into roads

Got it – thanks Chief. Do we have any way to measure how many calls we have collectively gotten on this particular issue? Is it more of a problem of late?

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2

From: Tom Perkins
Sent: Wednesday, January 23, 2019 11:59 AM
To: Peter Lombardi; Bill Tyack
Cc: Margaret Hoffman; Stephen B. Kavanagh; Erik Mansfield
Subject: RE: Water discharge into roads

Hi Peter,

From PD's perspective, the issue is two fold. It happens mostly consistent with weather patterns....which are far from consistent. This year we have been dealing with the problem somewhat frequently. What we are finding is that Officers are either discovering ice patches from sump pumps or drainage issues or motorists are calling them in as a hazard to navigation. Especially on days/nights where no other weather conditions exist. Motorists are unaware that these hazards exist due to no warning and no poor weather conditions as indicators. The Officers have a duty to act so they notify DPW. DPW has the same duty to act. But Sanders are literally being called out at times for only one small area of ice on one road in Town. Our second issue is that presently, we have no enforcement ability to prevent this from continuing. I do not envision many people ever being charged with this proposed violation, but we are powerless to assist with the issue without the bylaw revision.

Unless, we attempt enforcing the present bylaw in hopes that the courts see it our way, and agree that placing water on a roadway during the winter months is the equivalent of placing ice on the roadway. We could pursue that angle in an attempt to gain residents compliance, and if non-compliant repeatedly, charge under the existing bylaw.

So...we have a duty to act...and no enforceable way to correct. Unless we try using what we all ready have. Which I honestly don't believe is that much of a stretch.

Thomas C. Perkins, Chief of Police
Wenham Police Department
1 Friend Court, P.O. Box 536
Wenham, MA 01984

978-468-5500 Extension 220

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From: Peter Lombardi
Sent: Wednesday, January 23, 2019 11:21 AM
To: Bill Tyack; Tom Perkins

Cc: Margaret Hoffman; Stephen B. Kavanagh; Erik Mansfield

Subject: FW: Water discharge into roads

Good morning,

After discussing this potential warrant article at last night's meeting, the Board would like to hear from you about how much of an issue this is? We currently have 30+ warrant articles under consideration and the Board is looking to narrow that list and so needs to understand how much of a priority this is to address this year. How frequently does it occur? Also, under Option #3, if we were to prohibit sump pumps from dumping onto public property, are there situations where residents don't realistically have any other option? If that is the case, how would we handle those?

Thanks,

Peter

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2
<http://wenhamma.gov>

From: Lauren F. Goldberg [mailto:LGoldberg@k-plaw.com]

Sent: Monday, December 31, 2018 11:29 AM

To: Peter Lombardi

Cc: Mark R. Reich

Subject: RE: Water discharge into roads

Peter,

Many towns have bylaws prohibiting the pushing into the street of snow, some of which include reference to water subject to freezing. The Town's Bylaws, Chapter V, Prohibited Acts, Section 12, provides, "No persons shall play, push or throw any snow or ice onto any street or sidewalk of the town unless it is immediately removed therefrom."

Examples of options that might better address the Town's concerns include the following:

1. Insert at the end of Chapter V, Prohibited Acts, Section 12, the following new sentence: No person shall pipe, or otherwise deposit, in or upon any public street, public place, or private way open to the public, any water or substance that may freeze or otherwise create a hazardous condition.
2. Delete Section 12 of Chapter V, Prohibited Acts, and insert in place thereof the following:

Snow, Ice and Water Onto or Across Public Property

No person other than an employee in the service of the Town or an employee in the service of a private contractor acting on behalf of the Town shall pile, push, plow, dump, blow, shovel, or deposit snow, ice, or water subject to freezing, onto, into, or across any public way, including sidewalks, or cause, direct, sanction, or authorize any such activity involving snow, ice, or water subject to freezing on a public way, including sidewalks; provided, however, that it shall not be a violation of this bylaw for persons to play, push or throw any snow or ice onto any street or sidewalk of the town if such persons immediately remove such snow or ice therefrom.

3. Delete Section 12 of Chapter V, Prohibited Acts, and insert in place thereof the following:

Snow, Ice and Water Onto or Across Public Property

- a. No person, other than an employee or other person in the service of the Commonwealth of Massachusetts or the Town, shall direct, discharge, dump, shovel, pile, push, blow, plow, or deposit snow, ice, or water under conditions where water would be subject to freezing onto, into, or across any

public way, including sidewalks, public property, or fire hydrants or cause, direct, sanction, or authorize any such activity involving snow, ice, or water on a public way or public property; provided, however, that it shall not be a violation of this bylaw for persons to play, push or throw any snow or ice onto any street or sidewalk of the town if such persons immediately remove such snow or ice therefrom.

- b. No person shall allow water from sump pumps and/or drains to flow on any public roadway, sidewalk, or Town owned-property

Enforcement is another issue that must be considered. Enforcement in accord with G.L. c.40, §21 (which does not need to be addressed in the bylaw) is criminal in nature with a limit of \$300.00/violation at the judge's discretion. Such a bylaw may also be enforced through non-criminal disposition, where the cap on fines is also \$300.00/violation. However, the bylaws would need to identify the particular fine schedule (such as a warning for the first violation, \$100 for the second violation, \$200 for the third violation, and \$300 for the fourth and all additional violations), either in this section itself, or in the consolidated non-criminal disposition bylaw.

Please let me know if you have further questions on this.

Very truly yours,

Lauren

Lauren F. Goldberg, Esq.

KP | LAW

101 Arch Street, 12th Floor

Boston, MA 02110

O: (617) 556 0007

F: (617) 654 1735

C: (617) 548 7622

lgoldberg@k-plaw.com

www.k-plaw.com

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From: Peter Lombardi [mailto:PLombardi@wenhamma.gov]

Sent: Wednesday, December 26, 2018 11:39 AM

To: Lauren F. Goldberg <LGoldberg@k-plaw.com>; Mark R. Reich <MReich@k-plaw.com>

Subject: FW: Water discharge into roads

Lauren & Mark,

Do you have a sample bylaw that you can provide that addresses this issue?

Thanks,

Peter

Peter Lombardi

Town Administrator

138 Main Street

Wenham, MA 01984

978-468-5520 x.2

<http://wenhamma.gov>

From: Bill Tyack
Sent: Thursday, December 06, 2018 10:08 AM
To: Peter Lombardi
Subject: RE: Water discharge into roads

With the water table this high it is a real problem all over town. Many other towns already have by-laws.

From: Peter Lombardi
Sent: Thursday, December 06, 2018 10:04 AM
To: Tom Perkins; Bill Tyack
Subject: RE: Water discharge into roads

How much of an issue is it? I can put it on the list of potential warrant articles...

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2
<http://wenhamma.gov>

From: Tom Perkins
Sent: Thursday, December 06, 2018 9:16 AM
To: Bill Tyack; Peter Lombardi
Subject: RE: Water discharge into roads

If it was at the Town line with Hamilton, the guys went out yesterday afternoon to address that. All Officers have been instructed to tell homeowners they may only pump directly into storm drains. Or potentially be responsible for crashes or DPW fees. This particular residence was in Hamilton and the call was referred to HPD for service. Without a bylaw, I don't think what we are telling people is necessary enforceable, but we are making the attempt.

Thomas C. Perkins, Chief of Police
Wenham Police Department
1 Friend Court, P.O. Box 536
Wenham, MA 01984

978-468-5500 Extension 220

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From: Bill Tyack
Sent: Thursday, December 6, 2018 7:23 AM
To: Peter Lombardi
Cc: Tom Perkins
Subject: FW: Water discharge into roads

This is a problem in other towns as well. Should we look into a bylaw? Sanders got called out this morning to Walnut Rd. because of a sump pump.

From: baystate-roads-l-bounces@engin.umass.edu [<mailto:baystate-roads-l-bounces@engin.umass.edu>] **On Behalf Of** DiMartino, Donald
Sent: Thursday, December 06, 2018 7:06 AM
To: 'Jim DeVogel'; Baystate-roads-l@engin.umass.edu
Subject: Re: [baystate_list serv] Water discharge into roads

Bellingham Bylaw

[Article II: Water Discharge on Public Ways](#)
[Chapter 191: Streets and Sidewalks](#)
[Article II Water Discharge on Public Ways](#)
[§ 191-2 Prohibited activity.](#)

No person, owner of property, or person controlling property shall discharge or permit to be discharged into or upon any street, court, lane, public roadway, or roadway to which the public has a right to use, any water so as to create a public safety hazard by freezing or flooding of the roadway.

<https://www.ecode360.com/15958133>

[§ 1-7 General penalty for violation of bylaws.](#)

Whoever violates any of the provisions of these bylaws whereby any act or thing is enjoined or prohibited shall, unless another provision is expressly made, forfeit and pay a fine not exceeding \$300 for each violation, each day representing an independent violation.

From: baystate-roads-l-bounces@engin.umass.edu [<mailto:baystate-roads-l-bounces@engin.umass.edu>] **On Behalf Of** Jim DeVogel
Sent: Thursday, December 06, 2018 6:45 AM
To: Baystate-roads-l@engin.umass.edu
Subject: [baystate_list serv] Water discharge into roads

Does anyone have a town bylaw or regulation on the discharge of water onto the roads? Due to the amount of rain this fall it is becoming a problem with us due to sump pumps, so we are looking to develop something for spring town meeting for next year.

Thank you

Jim DeVogel
General Foreman
Littleton Highway Department
Littleton Ma. 01460
(978)540-2670
jdevogel@littletonma.org

ATM 2019 Zoning Bylaw Articles

Summary Only Version (see long version for text of changes and summary)

- **Zoning Bylaw Amendment: Amend Section 2.2 Definitions (“Commercial Kennel” & “Animal Day Care or Training Facility”)**

We currently prohibit commercial kennels in either district but we have no definition of kennels. The Town Clerk does issue licenses for kennels under our General Bylaw. We wanted to define a kennel in order to be able to distinguish between dog day care or training facilities and commercial kennels that board dogs overnight for compensation. The Planning Board has suggested that we revise the table of use to allow day care and training by special permit from the ZBA. Please see attached email from Town Counsel recommending an addition to the General Bylaws.

- **Zoning Bylaw Amendment: Amend Section 4.0 Table of Use Regulations**

See the new Definitions of Commercial Kennel and Animal Day Care and Training. If the definitions of “Commercial Kennel” and “Animal Day Care or Training Facility”

- **Zoning Bylaw Amendment: Section 2.2 Definitions (“lot” and “Special Permit”)**

By defining a lot as being buildable we have the dilemma of plans that label parcels as lots without us determining that they are buildable. Even though a lot meets the requirements for area width and frontage, it could still be unbuildable due to soil conditions or topography or conservation issues.

- **Zoning Bylaw Amendment: Amend Section 4.2 Principle Uses**

We included this new language so that it is clear under uses that the ZBA does not issue Use Variances. It says this in Section 13.2.2.4 but it is buried pretty deep and we want to bring it into the open more so people see it in 2 sections as it is a commonly asked about/misunderstood concept.

- **Zoning Bylaw Amendment: Amend Section 4.3.6.3 Parking and storage of commercial or recreational vehicles**

This became an issue when the ZBA was asked to grant a special permit under this section and as it reads currently they felt like they could not issue a permit for someone to store more than one commercial vehicle that was less than 25,000 GVW. We want to change it allow a special permit if appropriate for more than one vehicle under 25,000 GVW. No storage of commercial vehicles over 25,000 GVW which is the size of a garbage truck or dump truck.

- **Zoning Bylaw Amendment: Site Plan Review Applicability**

We are making this change to make it clear that when there is any use from a single family residential to another use that site plan review is necessary. Site Plan Review is the purview of the Planning Board. If a residence is turned into any use that is allowed by Special Permit from either the ZBA or Planning Board it would need site plan review in addition to the special permit.

We also added reference to the revised Stormwater Management requirement that we are currently developing with Weston and Sampson. We have been working with Weston and Sampson and Town Counsel to determine the best way to address the requirements of the MS4 Permit. This can be addressed this year by updating the Planning Board Rules and Regulations to reflect the requirements for Stormwater Management. This article will amend the Zoning Bylaw to require adherence to the Planning Board Rules and Regulations.

- **Zoning Bylaw Amendment: Small and Medium Ground Mounted Solar Photovoltaic Installations**

We currently have only a Bylaw that regulates large scale ground mounted solar and with new technology, the smaller ground mounted systems are more popular. We want to be prepared in the event that a resident wants to install one of these units. Our proposed bylaw does not require site plan approval for small scale but it does have requirements that need to be met before a building permit would be issued. We have additional setback requirements that we will be reviewing with Town Counsel to determine legality. Currently in Wenham most applications for solar is for roof mounted solar which only requires a building permit and must adhere to building codes. We have defined small scale and medium scale based on state recommendations found in the Executive Office of Energy and Environmental Affairs Model Zoning for the Regulation of Solar Energy Systems. <https://www.mass.gov/files/documents/2017/10/16/model-solar-zoning.pdf> Because Wenham is a Green Community, we must adhere to the criterion established by the State. Criterion 1 is met by a municipality passing zoning in designated locations for the as-of-right siting of renewable or alternative energy generating facilities, research and development facilities, or manufacturing facilities. And Criterion 2 requires expedited permitting within one year. Wenham passed the Large-Scale Solar bylaw which identifies parcels larger than 20 acres as sites for as-of-right siting locations for large scale ground mounted solar and guarantees permitting in less than one year. Even though it is as-of-right, we are still able to require site plan approval. But we do not want to discourage solar installations in any capacity as that is not allowed by the State. We are proposing adding requirements for small-scale ground mounted solar and site plan approval for medium-scale. We will maintain the current large-scale bylaw as it is. This draft bylaw has been pulled from several different communities in MA that are also Green Communities. We will have it reviewed by Town Counsel.

- **Zoning Bylaw Amendment: Signs**

The current sign bylaw lacks clarity on the placement of signs between sidewalks and streets and from the distance of a sign to the street. This change would amend that and would provide the Board of Selectmen with the capacity to establish a sign policy regarding a potential community sign location or other jurisdiction over signs on municipal property.

Peter Lombardi

From: Melissa Berry
Sent: Wednesday, February 06, 2019 12:56 PM
To: Peter Lombardi
Subject: RE: Con Com Member Reduction
Attachments: Con Com Current Appointments 2019.docx

Peter,

I have attached the info that I have for term appointments from 2003 onwards. Once Dianne is in on Monday I will ask her if she has data on term appointments going back further than 2003 (for Leo and Malcolm).

The phasing out strategy would be that of the 4 members whose appointments are up in June 2019, one would not be reappointed. The other member that would be phased out would be the current vacant seat. That would leave a roster as of 6/30/19, with one member expiring in 2020, one in 2021, and three in 2022. If we wanted to break up the three expiring on 2022, we could do a 1 or 2 year appointment, followed by the normal 3 year appointment. That strategy would result in a roster of one member expiring in 2020, one in 2021, two in 2022, and one in 2023.

Let me know if you need anything else,
Missy

Missy Berry
Conservation and Open Space Coordinator
Town of Wenham
138 Main Street
Wenham, MA 01984
978-468-5520 Ex.8

From: Peter Lombardi
Sent: Wednesday, January 30, 2019 2:38 PM
To: Melissa Berry
Cc: Nicole Roebuck
Subject: RE: Con Com Member Reduction

Missy,
I understand that this has been an issue. Can you send me the current roster, how many terms they have served, when their terms are expiring, what your recent levels of attendance have been (say, over the past year), and what the overall phasing out strategy would be relative to the currently appointed members?
Thanks,
Peter

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2
<http://wenhamma.gov>

From: Melissa Berry
Sent: Wednesday, January 30, 2019 2:18 PM
To: Peter Lombardi
Subject: Con Com Member Reduction

Hi Peter,

At the Conservation Commission's last meeting, they expressed an interest in pursuing a reduction in the size of the commission from 7 members to 5 members. They have been attempting to attract new members for some time now and have had difficulty in filling open seats. If interest in joining the commission were to grow in the future, they could always be reassigned to 7 members.

The following is from MACC regarding the size of a Con Com :

"The Conservation Commission Act allows the community (town meeting) to set the number of members at between three and seven. Most municipalities have seven commissioners to help minimize the workload of each member, though other communities prefer a smaller number. Town meeting is required to change the number. An increase or decrease in the number of members is phased in over three years (MGL Ch. 41 §2) so that the legislative goal of staggered terms over three year periods is not altered." Let me know what you think.

Thanks,
Missy

Missy Berry
Conservation and Open Space Coordinator
Town of Wenham
138 Main Street
Wenham, MA 01984
978-468-5520 Ex.8

There are currently 6 out of 7 seats filled. Robert Burnett has been absent for the last year so if two of the remaining 5 members are absent at the same time, we do not have quorum.

Member	Terms Served Since 2003	Expire (6/30)
Asma Syed	2 (2016-2019)	2019
Malcolm Reid	4 (2004-2019)	2019
Phil Colarusso	4 (2004-2019)	2019
Michael Novak	3 (2013-2020)	2020
Leo Maestranzi	6 (2003-2021)	2021
Robert Burnett	4 (2004-2019)	2019

Meeting Date	Members Absent
1/8/18	Burnett
2/12/18	Burnett; Novak
2/26/18	Burnett; Reid
3/12/18	Burnett; Reid; Gajeski
3/26/18	Burnett; Reid; Syed
4/9/18	Burnett
4/23/18	Burnett; Syed; Reid; Gajeski
5/14/18	Burnett
6/11/18	Burnett; Gajeski; Novak
7/23/18	Burnett
8/13/18	Burnett; Maestranzi
8/27/18	Burnett; Syed; Reid
9/10/18	Burnett
9/24/18	Burnett
10/22/18	Burnett
12/10/18	Burnett
1/28/19	Burnett

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**Section 2** ESTABLISHMENT OF NEW BOARD OR OFFICE; EFFECT;
INCREASE OR DECREASE IN BOARD MEMBERSHIP OR NUMBER
OF OFFICERS

Section 2. Where the town elects a new board or officer to perform the duties of an existing board or officer, the office of such existing board or officer shall terminate upon the qualification of the new board or officer. Where official ballots are used, the establishment of a new board or office, or the fixing of the term of office of town officers where such term is optional, or the increase or reduction of the number of members of a board, shall be determined at a meeting held at least sixty days before the annual town election. In towns not using official ballots the matter may be determined by vote at the annual meeting. Such vote shall continue in effect until rescinded. If a town votes to increase the number of members of any board, such increase shall be made by adding one or more to each class, to hold office according to the tenure of the class to which they are severally chosen, as will within three years effect it, and such vote to increase shall remain in force until the increase under it is accomplished. If a town votes to diminish the number of members of any board, such diminution shall be made by choosing annually such number as will

within three years effect it, and a vote to diminish shall remain in force until the diminution under it is accomplished. If a town votes to reduce a board of three members to a single officer, such vote shall take effect at the following annual town meeting, and upon election and qualification of such officer the term of said board shall terminate; provided, however, that in towns where official ballots are used, unless the vote thus passed is more than sixty days before the annual town election, it shall not take effect until the next annual town election.

BOARD OF SELECTMEN MEETING

March 4, 2019

OLD BUSINESS

F.

Vote to Close the Town Meeting Warrant
(2 Minutes)

- Draft Motion

BOARD OF SELECTMEN MEETING

March 4, 2019

DRAFT MOTION

Close Warrant

- Vote: I move the Board of Selectmen close the April 6, 2019 Annual Town Meeting Warrant.

Seconded / Discussion/ Vote