

**TOWN OF WESTON COMMUNITY PRESERVATION COMMITTEE**  
**Project Submission Form – FY18**  
**Summary Form**

**Submission Date:** January 13, 2017

**Project Name:** Community Housing Support/Regional Housing Services Office  
**Project Address:** 141 Keyes Road, Concord, MA 01742

**Brief Project Description:** Since July 1, 2011, Weston has collaborated with the Towns of Bedford, Concord, Lexington, Sudbury, and Burlington to support a regional housing services office. Professional staff provide a variety of services related to lottery, monitoring, administration of the subsidized housing inventory, and consultation regarding specific projects. Starting in October, 2016, the RHSO staff started providing regular staff support to the Affordable Housing Trust, taking over from the CPC Administrator. The RHSO staff person is Elizabeth Valenta, former member of the Weston Affordable Housing Trust. The amount previously allocated for work by a Town staff person is being used to pay for these services from a housing professional. In FY18, we propose to continue these services, requiring an increase in the number of service hours provided from 155 (+53 added in October for AHT staff support) in FY17 to 265 in FY18, which is the reason for the increased request.

**Contact Person:** Donna S. VanderClock  
**Contact Title:** Town Manager  
**Contact Phone #:** 781-786-5020  
**Contact Email Address:** vanderclock.d@westonmass.org  
**Contact Mailing Address:** Town Hall, 11 Town House Road, Weston, MA 02493  
**Sponsoring Organization (e.g., Conservation Commission):** Board of Selectmen & Affordable Housing Trust

**Eligibility - Please mark the box, or boxes, that apply below:**

	Open Space	Historic Resources	Recreational Land	Community Housing
<b>Acquire</b>	Yes	Yes	Yes	Yes
<b>Create</b>	Yes	No	Yes	Yes
<b>Preserve</b>	Yes	Yes	Yes	Yes
<b>Support</b>	No	No	No	Yes
<b>Rehabilitate and/or Restore</b>	Yes, if acquired or created with CPA funds	Yes	Yes	Yes, if acquired or created with CPA funds

**Projected Cost:**

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2017	\$16,163 approved	\$16,163	
2018	\$19,230	\$19,230	
2019	\$20,192	\$20,192	
<b>Total</b>	<b>\$55,585</b>	<b>\$55,585</b>	

**TOWN OF WESTON COMMUNITY PRESERVATION COMMITTEE**  
**Project Submission Form – FY18**  
**Application**

Please address the following questions/categories using additional sheets as necessary.

1. **Goals/Community Need:** What are the goals of the proposed project? Who will benefit and why? Does the project address needs identified in existing Town plans?

*Professional staff will comply with state requirements for the administration of the Town's subsidized housing inventory, including lottery and monitoring functions, and will assist Weston's Housing Trust in implementing the Town's recently approved Housing Production Plan.*

2. **Project Timeline:** Describe project milestones and when they will be completed.

*This is an annual request.*

3. **Community Support:** Describe the nature and level of support for and/or opposition to this project. In particular, describe which Town Boards/Committees/Departments or community organizations you have consulted/collaborated with. *N/A*

4. **Budget:** Provide a line item budget and an explanation of how the budget was prepared. Include back up documentation including any proposals for services, professional cost estimates, etc. For community housing development projects, provide a phased sources and uses of funds. *N/A*

5. **Other Funding Sources:** In addition to CPA Funds, what other funding sources are available, committed, or under consideration? Include commitment letters, and describe any other attempts to secure public or private funding for this project. *N/A*

6. **Implementation:** Identify the person/persons responsible for project implementation and describe his/her/their relevant experience. *N/A*

7. **Comparable Projects:** List and describe any comparable projects. *N/A*

8. **Operations/Maintenance:** If the project is revenue generating, provide a 5 year operating budget. If the project will not generate revenue but ongoing maintenance will be required, provide a 5 year budget with funding sources identified. (CPA funds cannot be used for maintenance). Identify the person(s)/entity responsible for operations/maintenance. *N/A*

9. **Multiple Projects:** Sponsors with multiple proposals should prioritize them.

10. **Provide Supporting Documentation as Applicable:**
- a. Evidence of Site Control (e.g., purchase and sale agreement);
  - b. Feasibility Studies;
  - c. Letters of Support;
  - d. Maps;
  - e. Statistics; and
  - f. Other Relevant Information.