



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
www.wayland.ma.us

WAYLAND COMMUNITY PRESERVATION COMMITTEE

Since adopting the Community Preservation Act (CPA) in 2002, the Town of Wayland has collected a 1.5% surcharge on Wayland real estate tax bills. Those monies are deposited in the Wayland Community Preservation Act Fund (CPF). The Wayland CPF also receives contributions from the Commonwealth of Massachusetts and earns interest on deposited funds.

The Wayland Community Preservation Committee (CPC) administers the CPA Fund by seeking and evaluating proposals and making recommendations to Town Meeting for the expenditure of CPA funds. The CPC welcomes requests for funding from Town departments, boards, committees, and commissions, as well as organizations, for projects in Wayland. Please review this information and refer to the 2021 Wayland Community Preservation Plan (on the Community Preservation Committee webpage at wayland.ma.us) to learn about eligibility, timelines, and the process.

Mission Statement (adopted by CPC April 2002)

The mission of the Wayland Community Preservation Committee is to create, maintain, and implement a Community Preservation Plan to preserve, expand, and enhance open space, historic resources, community housing, and specified recreational uses. The Plan serves as the basis for the Committee's recommendations to Town Meeting for the disposition of Community Preservation Funds.

Eligible Uses (per the Community Preservation Act, M.G.L. c. 44B, as amended July 2012)

The Wayland CPC can only consider proposals that are eligible for CPA funding according to the use and purpose requirements described in the CPA legislation. These are limited to

- acquisition, creation, and preservation of open space
- acquisition, preservation, rehabilitation, and restoration of historic resources
- acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use
- acquisition, creation, preservation, and support of community housing
- rehabilitation or restoration of open space and community housing that is acquired or created using monies from the fund.

Application for Funding (adopted by CPC September 2014)

The Wayland Town Meeting determines the use of CPA funds. To be considered at Town Meeting, an application for an eligible project or use must be submitted to the CPC along with supporting information, such as surveys, estimates, plans, etc. After deliberation, if the CPC approves the project for consideration by Town Meeting, the CPC must approve an article that recommends funding for the proposed activity. Please provide as much information as possible so that the CPC is able to make an informed decision on funding requests.

The CPC highly recommends that applicants meet with the Community Preservation Committee to discuss potential proposals. The CPC generally meets once a month from September through April. Please submit your application and supporting information at least one week prior to the CPC meeting at which the application will be considered.

If you are using this fillable Word form, please save with a file name referencing your board or committee and the project (e.g., HistComm_OldBarn_2022). Submit your **signed** application and supporting information and materials to the CPC mail slot at Town Building by hand or mail; or by email to BOTH the CPC Chair at sweinstein@wayland.ma.us and the CPC Vice-Chair at dstotz@wayland.ma.us. **The deadline for submissions is 5:00pm ET on Thursday, November 30, 2023.**

WAYLAND COMMUNITY PRESERVATION ACT PROJECT APPLICATION FORM

Note: The form fields will expand as you type. Use tab or your cursor to advance to the next field. If you prefer, you can download a .pdf version of this Project Application Form to complete by hand from the Community Preservation Committee page on the Town's website (<https://www.wayland.ma.us/community-preservation-committee>).

Please provide all applicable information to help the CPC evaluate your proposal. If you are using this fillable Word form, please save with a file name referencing your board or committee and the project (e.g., HistComm_OldBarn_2022). Submit your signed application and supporting information and materials to the Community Preservation Committee mail slot at Town Building by hand or mail; or by email to BOTH the CPC Chair at sweinstein@wayland.ma.us and the CPC Vice-Chair at dstotz@wayland.ma.us. **The deadline for submissions is 5:00pm ET on Thursday, November 30, 2023.**

SECTION 1: PROJECT INFORMATION

Project Title: RHSO Housing Services

Project Summary:

The Town of Wayland requests funding to continue participation in the Regional Housing Services Office (RSHO) for the next two fiscal years (FY2025 & FY2026). The Town is currently a member of the RSHO with the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, and Weston. This service is authorized through Inter-Municipal Agreements among the member towns. The RSHO has filled a gap with much needed housing services for the Town of Wayland. This year the Town is requesting the same level of service hours as last year for the next two years. The Town has funded this service in the past via general funds. This would be the 1st year that I am aware that the RSHO Housing Service is funded through CPC. Most of the RSHO communities fund the RSHO housing service through a CPC housing appropriation. The two years request is meant to prevent the Town from seeking funds every year.

Map #

and **Parcel #** **Estimated completion date:** FY2026

CPA Program Area (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Open Space | <input checked="" type="checkbox"/> Community Housing |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Recreation |

SECTION 2: APPLICANT/DEVELOPER INFORMATION

Contact Person and/or Primary Applicant: Robert Hummel, Town Planner

Property Owner (if applicable): Michael McCall, Town Manager (Town of Wayland)

Organization (if applicable): Town of Wayland

Mailing Address: 41 Cochituate Road

Daytime phone #: 508-358-3778 **Other phone #:**

E-mail address: rhummel@wayland.ma.us

Website (if applicable): <https://www.wayland.ma.us/planning-department-board>

SECTION 3: BUDGET SUMMARY

A. Total budget for project: \$28,000 **B. CPA funding request:** \$28,000

CPA request as percentage of total budget: 100% (*Calculate as (B/A)*100*)

Applicant Signature: *Robert Hummel*

Date Submitted: November 20, 2023

Your application is not complete unless you provide the information requested on the following page. Please make sure you address each of the issues.

PLEASE ATTACH PAGES TO PROVIDE THE REQUESTED INFORMATION, IN ORDER.

You are welcome to use this form but may address any or all of the issues in one or more separate document(s)

PROJECT DESCRIPTION

1. Scope or concept of project: Be specific about the scope of work. Provide photographs of existing conditions and proposed plans, if applicable.

This year the Town is requesting the same level of service hours as last year for the next year to continue covering supportive housing services

Monitoring

The RHSO has worked diligently to track regulatory agreements and deed restrictions through regular monitoring of affordable units. The monitoring of ownership and rental units is a very time-consuming task that requires experience and expertise and is a requirement of the Regulatory Agreements between the state housing agencies and the Town.

Regular monitoring of affordable units helps to preserve the Town's affordable housing stock on the State's Subsidized Housing Inventory and to provide a diversity of housing options. Through the monitoring program, the Town is able to identify unit owners who have deed restriction violations, such as unapproved refinancing that can lead "underwater" mortgages and put affordable units at risk.

Local Support

The RHSO website (<http://www.rhsohousing.org/>) provides a variety of information designed to help local officials and current and prospective residents. A secure access section is a highly valuable resource for RHSO and Town staff. This portal provides easy access to unit-level data for ownership units with purchase information and contact history, and to key project documents (Permits, Regulatory Agreements, Deeds) for projects and owners. The RHSO also continues to hold informational and educational workshops. Local support also includes assisting the Town with housing initiatives that support housing goals in the 2022 Housing Production Plan.

As a participating municipality, Wayland will continue to proportionally share the total costs of operating regional housing services. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule. If there are unused hours at the end of the second year they will be refunded to the community. The expected funds would be processed in the same manner as the past years, with the funding to be held by the Town with payments made to the regional housing service provider by the Town on an annual basis.

2. Projected action plan and timeline: List the steps needed to complete the project along with an estimated timeline. The CPC will rely on this information, plus your periodic updates, to prepare its annual Project Status Report to the Town Meeting.

This project will be conducted in Fiscal Years 2025 & 2026 (July 1, 2024 - June 30, 2025)

FINANCES

3. Anticipated project cost: Provide a budget with line itemization (e.g., real property

acquisition, preservation consultant, etc.). Also indicate why each type of expense is needed. *This is an example of how it might look. You are encouraged to attach your own spreadsheet.*

Expense category/description	Justification/explanation	Budgeted amount
1) Please See Attached		\$
2)		\$
3)		\$
4)		\$

4. Other funding sources: Include private, public, in-kind, and other, and the anticipated amounts and/or percent of the total cost.

\$0

5. CPA funding request amount (should be the same as application 3-B): \$28,000

PURPOSE OF PROJECT

6. Relevance to community: Indicate how the project is relevant to the current and/or future needs of Wayland. Does it serve multiple needs?

This project will help the town monitor the current affordable housing units, provide support in the WestMetro HOME Consortium, and provide local support to the Town to achieve Housing Production Plan Goals.

7. Support of CPC category: Explain how the project will meet goals and objectives of the category (or categories) under which you are applying (at least one of these: Community Housing, Historic Preservation, Open Space, and Recreation):

This proposed project will help to support the current affordable housing units that the Town has on the 2023 Subsidized Housing Inventory. It is important to monitor our current affordable units so we don't fall out of safe harbor.

8. Supporting documents: Applicants are strongly encouraged to seek support from relevant Town entities (e.g., commissions, boards, committees). Report the outcome of such efforts. Provide supporting letters, references, studies, Town plans, maps, and statistics.

Wayland Community Preservation Committee

	Hours	Percentage	\$13,000
Monitoring & Inventory	20 Hours	12%	\$1,605
HOME administration	50 Hours	31%	\$4,012
Local Support	30 Hours	19%	\$2,407
RHSO Level Support			
Administration	25 Hours	15%	\$2,006
Regional Activities	37 Hours	23%	\$2,969
Total FY25	162 Hours	100%	\$13,000