



## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

### Memo

**To:** Board of Selectmen, Town Managers Office, Finance  
and Advisory and Town Meeting Members  
**From:** Community Preservation Committee  
**Date:** Friday December 21, 2012  
**Re:** Special Town Meeting Spring 2013 CPA Article

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**ARTICLE 16a:** To see if the Town will vote, pursuant to G.L. c.44B, to appropriate from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, or otherwise fund, a sum of money as a grant to the Plymouth Taskforce for the acquisition of the multi family residence located at 366 Court Street, Plymouth MA, shown as Assessors Map 1 Lot 3-7, for community housing purposes, and to authorize the Town Manager, in consultation with the Community Preservation Committee, to enter into a grant agreement with said Taskforce setting forth the terms and conditions upon which the funds may be expended, which agreement shall include a requirement that the affordable housing units created shall be eligible for inclusion on the Subsidized Housing Inventory maintained by the Department of Housing and Community Development for the Town of Plymouth, and a requirement that the Taskforce for the Homeless grant to the Town an affordable housing restriction(s) in the property, all rental income from 366 Court Street will be for the care and maintenance of 366 Court Street and further, to authorize the Board of Selectmen to accept an affordable housing restriction(s) on said property for 5 affordable units, or take any other action relative thereto.

#### **COMMUNITY PRESERVATION COMMITTEE**

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16a at their meeting held Thursday December 20, 2012. The vote contained a contingency that the Taskforce rental income from 366 Court be use for the care and matainance of the property.

SUMMARY: The intent of the CPC was to set aside \$420,000.00 from the CPA affordable house account for the creation of 5 affordable units at 366 Court Street Plymouth MA.

PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

FALL 2012 / SPRING 2013 APPLICATION

Project Name:

CPA Funding requested: \$ \_\_\_\_\_ (REQUIRED)

Total project cost: \$ 250,000

Category (check all that apply): ☐ Open Space / Recreation ☐ Historic ☒ Housing

Lot and Plat: 3-7

Assessors Map #: 1

Number of acres in parcel: 0.391

Number of proposed housing units: 5

Are there any existing deed restrictions on this property? ☐ Yes (please describe) ☐ No ☒ Don't know

Project Sponsor/ Organization: Plymouth Task force for the Homeless

Contact Name: Constance Melahoures

Address: PO Box 3896, Plymouth, MA 02361

Phone #: 508-367-0516 E-mail: Conmel@aol.com

Applicant Signature: Constance Melahoures Date Submitted: 15 Nov 2012

**Application Requirements:**

A complete application consists of this application page (the specific amount of CPA funding is required), along with the following:

1. A detailed description of the project explaining how your proposal benefits the Town of Plymouth and how it meets CPA goals and selection criteria outlined at the end of this application packet. Are there any special permit, variance or other approvals required? Are there any legal ramifications or impediments to this project?
2. A detailed project budget including any additional revenue sources. Will there be any annual costs to the town once the project is operational?
3. A project timeline.
4. Additional supporting information such as photographs, plot plans, and maps (if applicable).

Please send 11 copies (double-sided) of your application to: The Community Preservation Committee, Plymouth Town Hall, 11 Lincoln Street, Plymouth, MA. 02360. Applications may also be dropped off at the Town Clerk's office or in the CPC mailbox at Plymouth Town Hall.

The deadline for submitting an application is twelve weeks before Spring or Fall Town Meetings.

## MEMORANDUM OF UNDERSTANDING

Project Name/Applicant Name and Address:

366 Court St Affordable Housing 5 units  
Plymouth Taskforce for the Homeless

Telephone: 508 - 367-0516 / 508 - 746-3805

Email: Connel@aol.com

I understand that there are certain conditions and responsibilities involved in receiving CPA funding.

My signature below indicates that I have read the following conditions and agree to follow them if my application is recommended to and approved by Town Meeting:

1. I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this places certain restrictions on how payments may be made.
2. In order to acknowledge the Community Preservation Act, and thus the contributions of the Plymouth taxpayers, I will:
  - Order, pay for and place a temporary "Community Preservation Works" sign or banner in front of the project. The Community Preservation Committee will provide the approved design. Approximate cost for the banner is generally \$250 - \$300.
  - Acknowledge the contributions of the Community Preservation Act in all press releases, newsletters, and other publicity.
  - Include recognition of the Community Preservation Act if a permanent plaque or sign is placed on the project.
3. If requested I will supply the Community Preservation Committee with quarterly financial up-dates on the project.
4. As needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.
5. The Applicant agrees to adhere to the intent and the spirit of the presentation made to Town Meeting.

Constance Melhounes  
Print Name

Constance Melhounes  
Signature

15 Nov 2012  
Date

# Taskforce for the Homeless



## Overnights of Hospitality

The Plymouth Taskforce for the Homeless is pleased to have an opportunity to update the Community Preservation Committee on our twofold effort: to continue an emergency cold weather shelter program as well as provide permanent supportive housing for chronically homeless men. With CPC funding, we purchased the Next Step House, one year ago last August. Currently, there are eight formerly homeless men along with two house managers who are living there successfully on a permanent basis. With state and federal subsidies and rent money provided by the tenants, we are running in the black which allows us to build up a maintenance fund for future repairs.

Because the need for affordable housing continues to grow, we are seeking funds, to purchase an additional property. In brief: we need \$450,000 to purchase a residence that would create five SRO [Single Room Occupancy] units — five units which would add to the town's 40B "Affordable Housing Inventory." There will be no annual costs to the town created by this project, which addresses Plymouth's desperate need for permanent housing affordable for very low income individuals. The property we wish to purchase, located at 366 Court Street, contains a residence that currently has five bedrooms. The building is in excellent shape. There is also potential to create two more bedrooms for which the Taskforce would seek funding from grants to accomplish. Potential grant sources include Pinehills Affordable Housing Trust and the Makepiece Foundation. There is a commercial building on the property which is currently occupied by Quintal's Fruit Market. With income coming from rent from individuals and government subsidies, and from rental of the commercial property, the Taskforce is confident that we can financially support this project on an annual basis.

To review:

- Attendance at our "Overnights of Hospitality" program, which from October to April provides hot meals and warm beds in assembly halls of five congregations on a rotating basis, continues to see increasing in numbers of guests, some familiar faces plus several new and younger faces. While the Taskforce coordinates the scheduling, over 250 volunteers provide the meals, laundry, transportation, etc. Statistics are attached listing the growing numbers of guests and beds provided over eight years.
- In accord with the "Housing First" goal we've had since the beginning eight years ago, permanent supportive housing continues to be provided at the Next Step House in North Plymouth, supervised by a resident-manager; seven of the eight tenants have been there at least a year. The men have responsibilities for household duties, etc.; they benefit from regular sessions with a caseworker and other supportive services. The men are asked to participate in counseling and to pay rent of \$200 a month, which would be about 30% of many SSI monthly payments. Some new tenants, however, arrive without any income, — they make \$1 - \$10 "good faith" payments monthly until they are connected to some benefits.
- We have savings of approximately \$40,000 raised through donations, grants, golf tourneys, boat cruises, member dues, etc.

The need for permanent affordable housing continues and we need more space. Ironically, it is our success with programs launched in 2006 that have made it urgent to provide more permanent housing. Through our involvement with the Plymouth County Housing Alliance, we are included in the PCHA Continuum of Care SuperNOFA annual application to HUD for funds to subsidize SRO apartments in Plymouth. Father Bills/Mainspring (another faith-based agency with a 25-yr. history and multi-million dollar budget) manages the funding (which includes SROs in Brockton). Also

*Plymouth Taskforce for the Homeless - P.O. Box 5885 - Plymouth, MA 02051*



through our affiliation with Father Bills, caseworkers interview homeless men we identify. As we gather information we enter it into HUD's computerized Homeless Management Information System (HMIS). With the HUD funding plus grants from the state "Home and Healthy for Good" program, we have placed over 30 formerly homeless men (most "graduates" of our Overnights/Next Step programs) in apartments in Plymouth and Kingston. Monthly grant receipts range from \$500 to \$750 per tenant.

Our assessment process thoroughly determines all aspects of an applicant's life; most of the men who currently [or previously] reside at Next Step House didn't come close, at arrival, to the 30% of AMI that is designated as very low income. We have helped many to reconnect to benefits from MassHealth/Medicaid, SSI, food stamps, veterans benefits, workforce programs, mental health counseling, etc.

The property is zoned Residential/Commercial and no special permits or variance requirements are anticipated at time of purchase.

The program at Next Step House continues under caseworkers' visits and daily supervision by the house managers who in turn is supervised by Taskforce board of directors management team headed by Constance Melahoures (retired teacher), Jack Ryan (retired businessman), James Freedman, (professor at Boston University School of Business Management), and Jan Palmer (former state agency administrator). These individuals meet monthly with other board members to review operations and management.

- Tenants are responsible for routine household chores; no unsupervised visitors are allowed. Smoking in the house is not permitted.
- Tenant selection requirements: chronic homelessness (six or more months); documentation of compliance with HUD definition of "very low income" (monthly income for tenants often averages around \$600 monthly). Tenants have been referred to the Taskforce by the probation office, Anchor House, public housing agencies, police departments, and other entities. Tenant income information is monitored on a monthly basis, at the time rents are due. Plymouth Taskforce for the Homeless has been certified as participant in the state/federal HMIS (Homeless Management Information System).
- A HUD standard "Fair Housing Policy" document is posted on the house bulletin board and each tenant is given a summary for reference.
- A detailed application is completed by each potential tenant; information is required on medical conditions, family contacts, any criminal convictions; information is entered online in the HMIS database. Income eligibility for entrance and continued occupancy is delineated in the application. (Assessment form attached) Tenants receive a document explaining house rules they must agree to honor; this is not a lease, as the residents acknowledge they are tenants at will.
- A waiting list is maintained of potential residents who meet tenant selection requirements.
- Rent is collected on a weekly or monthly basis, depending on the income status of the individual.

Monthly rent is set at \$200, based on 30% of the average \$600 monthly income level of some new tenants.

- Eviction can be triggered by non-payment of rent without explaining or seeking permission for the delay; by failure to attend required counseling sessions; failure to participate in required household chores; inability to get along with other tenants.
- The HUD and state housing grants allocated to the Plymouth Taskforce for the Homeless per SRO unit are renewable. The Taskforce for the Homeless will be able to use this income for the purposes landlords customarily use rentals received, including management, operating expenses and capital improvements..

The Taskforce assessment form meets state and federal regulations for tenant selection and

income eligibility, including criteria required by HMIS.

#### Attachments

Letter of Application

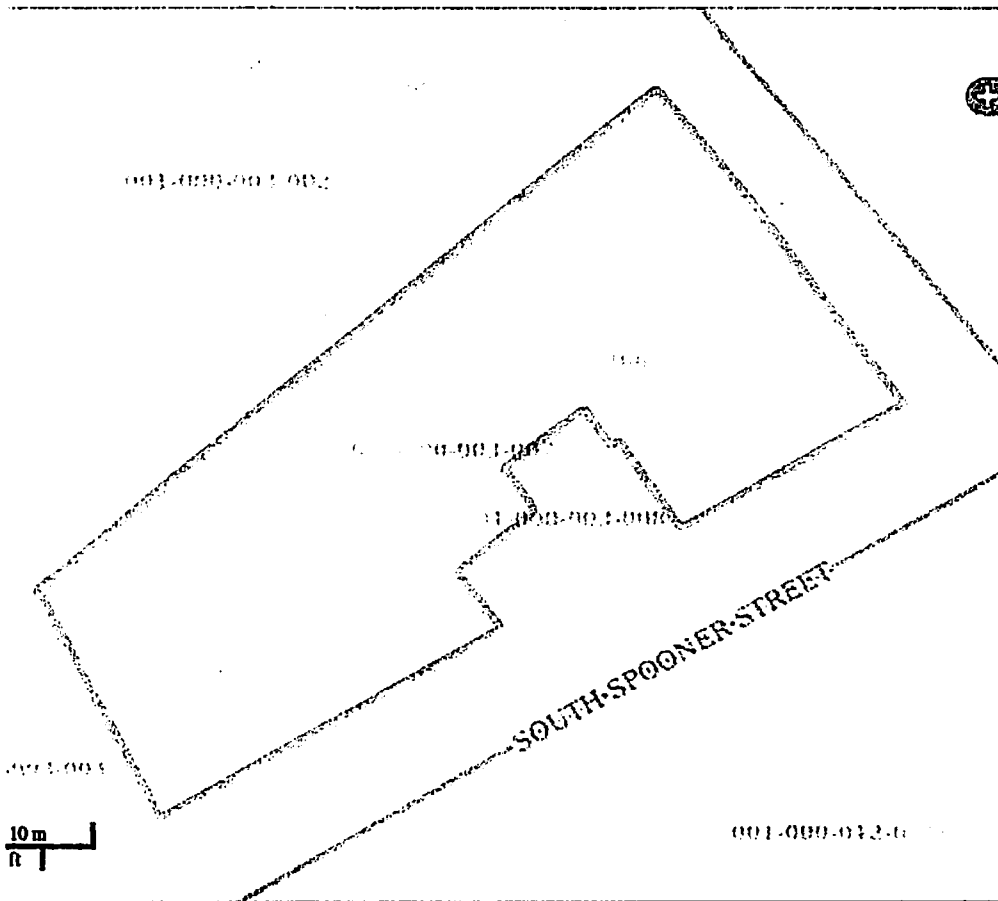
Assessors Map

Photos

Budget

Account Balances

Overnights Statistics



Town of Plymouth makes no claims, no representations and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and/or products furnished by the Town, including the implied validity of any uses of such data. Parcel maps are graphic representations only.

Parcel ID: 001-000-003-007  
Address: 366 COURT ST  
Owner1: RL+L LLC  
Owner2:  
Total Value: \$330,900  
Land Use Code: 13  
[Property Card Link](#)

# Unofficial Property Record Card - Plymouth, MA

## General Property Data

Parcel ID 001-000-003-007  
Prior Parcel ID 1100 -G01 -001\*0034\*  
Property Owner RL+L LLC

Mailing Address 46 NICKS ROCK RD

City PLYMOUTH  
Mailing State MA Zip 02360  
ParcelZoning GC

Account Number 170

Property Location 366 COURT ST  
Property Use Res/Comm  
Most Recent Sale Date 7/20/2009  
Legal Reference 37507-103  
Grantor QUINTAL,RICHARD J JR  
Sale Price 0  
Land Area 0.391 acres

## Current Property Assessment

Card 1 Value	Building Value 122,400	Xtra Features Value 0	Land Value 116,400	Total Value 238,800
Total Parcel Value	Building Value 214,500	Xtra Features Value 0	Land Value 116,400	Total Value 330,900

## Building Description

Building Style Victorian  
# of Living Units 1  
Year Built 1890  
Building Grade AVERAGE  
Building Condition Average  
Finished Area (SF) 1942.5  
Number Rooms 8  
# of 3/4 Baths 0

Foundation Type BRK/STN  
Frame Type WOOD  
Roof Structure GABLE  
Roof Cover Asphalt  
Siding Frame/Shingl  
Interior Walls PLASTER  
# of Bedrooms 4  
# of 1/2 Baths 0

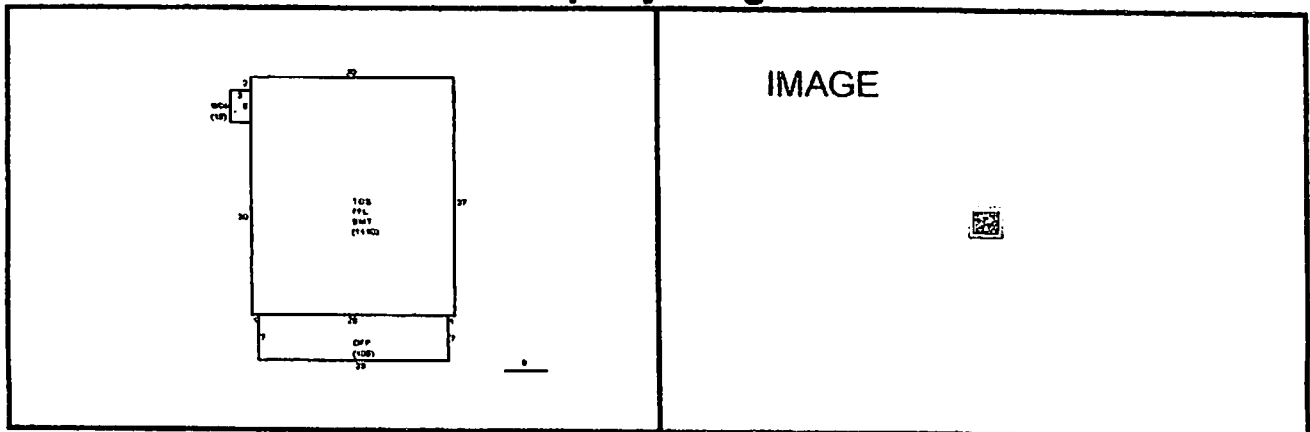
Flooring Type WOOD  
Basement Floor CONCRETE  
Heating Type FORCED H/A  
Heating Fuel GAS  
Air Conditioning 0%  
# of Bsmt Garages 0  
# of Full Baths 1  
# of Other Fixtures 0

## Legal Description

## Narrative Description of Property

This property contains 0.391 acres of land mainly classified as Res/Comm with a(n) Victorian style building, built about 1890 , having Frame/Shingl exterior and Asphalt roof cover, with 1 unit(s), 8 room(s), 4 bedroom(s), 1 bath(s), 0 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



# **PTH Budget for 2012**

	Proposed 2011 Bdgt	YTD Actual (12 mo)2011	Proposed 2012 Bdgt
<b>INCOME</b>			
General Fund Income			
Memberships *	400.00	300.00	300.00
Donations	2,500.00	2,647.73	2,500.00
Grants - raise ourselves	5,000.00	0.00	0.00
Event Revenue	25,000.00	25,192.13	25,000.00
Misc. Serve Safe		200.00	0.00
House Income			
House Income Rent **	7,200.00	7,089.00	8,760.00
House Income from Fr. B&B	27,120.00	20,055.00	26,460.00
Overnights Income	0.00	0.00	0.00
<b>GF TOTAL INCOME</b>	<b>67,220.00</b>	<b>66,493.86</b>	<b>63,020.00</b>
<b>EXPENSES</b>			
General Fund Expenses			
Bank charges/fees/stop pmt	50.00	98.35	50.00
Cell Phone	1,020.00	1,046.36	1,050.00
Consulting Fee	0.00	0.00	0.00
Kayak/ Walk/Golf /Cruise/Bkfst	5,500.00	6,514.68	6,500.00
Legal & Accounting	400.00	393.50	400.00
Medical	200.00	0.00	200.00
Membership Dues	150.00	150.00	150.00
Miscellaneous/clothing etc.	200.00	0.00	100.00
Office supplies	200.00	50.99	100.00
Postage	200.00	107.28	150.00
<b>Total Gen. Fund Expenses</b>	<b>7,920.00</b>	<b>8,389.14</b>	<b>8,700.00</b>
House Expenses			
Equipment for house	1,000.00	41.98	500.00
Clothing & personal supplies	0.00	0.00	0.00
Food & paper products	0.00	0.00	0.00
Miscellaneous	200.00	12.00	100.00
Rent to landlord	10,500.00	12,250.00	0.00
Rent to landlord (370 Ct)	0.00	2,800.00	0.00
Electricity	3,300.00	2,959.24	3,300.00
Heat	3,000.00	2,276.48	3,000.00
Refuse	800.00	481.10	800.00
Building repairs	3,600.00	1,789.70	3,000.00
Water/Sewer	1,000.00	0.00	1,000.00
Insurance	0.00	4,712.52	5,000.00
Taxes	8,000.00	1,134.29	5,000.00
<b>Total House Expenses</b>	<b>31,400.00</b>	<b>28,087.29</b>	<b>21,700.00</b>
Overnight Expenses			
Equipment for overnights & Walker	500.00	1,019.04	2,000.00
Clothing & Personal supplies	500.00	106.61	500.00
Food & paper products	500.00	41.36	200.00
Miscellaneous/Serve Safe	200.00	1,070.00	500.00
Hotels- Xmas overnight/meal	1,200.00	831.60	1,000.00
Women Assistance	1,000.00	2,589.70	3,000.00
Pass-thru	0.00	0.00	0.00
<b>Total Overnight Expenses</b>	<b>3,900.00</b>	<b>6,668.31</b>	<b>7,200.00</b>
Purchase Property Expenses			
Expenses purchase/remodel ***	24,000.00	16,666.67	25,000.00 ***
<b>Total Purchase Expenses</b>	<b>24,000.00</b>	<b>16,666.67</b>	<b>25,000.00</b>
<b>GF TOTAL EXPENSES</b>	<b>43,220.00</b>	<b>66,761.41</b>	<b>62,600.00</b>
<b>GF NET INCOME-EXPENSES</b>	<b>24,000.00</b>	<b>(3,267.55)</b>	<b>420.00</b>
* memberships are minimum of \$25 each			
** rental income is based on current residents paying ability.			
*** remodel allowance to finish 370 Court & do kitchen/bath at 368 Court			



Plymouth Taskforce for the Homeless  
Statistics Year by Year Comparison

Year	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	8 Yr Totals
Overnights	111	154	154	161	160	136	154	154	1,184
Beds	858	957	1,220	1,372	1,876	1,396	1,952	2,286	11,917
Avg/Night	7.7	6.2	7.9	8.5	11.7	10.3	12.6	14.8	10.1
Different guests	35	41	39	46	56	45	64	67	264
Low	2	2	2	2	6	2	5	8-9 (7x)	
High	13	12	14	15	18	16	22	20-21 (10x)	
Volunteers									
Individuals	141	140	168	249	310	174*		231*	
Congregations/ Community Groups	9	9	15	11	16	18		19	
			Jan-Mar 9.4 Avg/night	Feb-Mar 9.2 Avg/Night	Dec-Feb 11.6 Avg/Night	*Approx		Mar. 17.9	

Volunteer Hours

Task	Cost
Chaperones	2 x 13 hrs ea = 26 x 154 = 4,030 x 10.00
Meal Provider	1 x 2 hrs x 154 = 308 x 10.00
Meal Costs	154 meals x 75.00
Night Drivers	2 x 1.5 ea = 3 x 154 = 462 x 10.00
Gear Trans	2 x 1 hr ea = 2 x 22 wks = 44 x 10.00
Gasoline	2 gal per wk (Est.) x 22 = 44 x 10.00
Laundry	1 x 3 hrs = 3 wk x 22 = 66 x 10.00
Laundry Costs	22 wks x \$22.00
Utilities	22 wks x 100.00 (Est.)
Showers	1 x 1.5 hrs x 22 wks = 33 x 10.00
<b>Total</b>	<b>63,844.00</b>

154 Nights      22 Weeks  
\$10 per volunteer hour      \$75 per meal

Plymouth Taskforce for the Homeless  
Account Balances  
October 31, 2012

CD 1	16,990
CD 2	5,323
Scripps	1,568
Checking	41,887