



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee
From: The Community Preservation Committee
Date: Monday August 29, 2016
Re: ANNUAL FALL TM 2016: CPA Article 9A

ARTICLE 9A: To see if the Town will vote to amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting by reducing the \$5,000,000 borrowing authorization approved thereunder for the restoration for 1820 Court House by the sum of \$750,000 and further to transfer \$750,000 for fiscal 2017 Community Preservation Act revenues for purposes of future restoration of said 1820 Court House, including construction, demolition, renovation, operation, and related costs, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 9A at its meeting held Monday August 29, 2016

SUMMARY & INTENT:

The Community Preservation Committee recommends the reduction of the original borrowing appropriation, under Article 16A from Spring Town Meeting 2014, (\$5 Million) for the 1820 Court House. The Committee intends to move available funds into an account to be utilized for the renovation, preservation and rehabilitation of the 1820 Court House. At Fall TM 2014, Spring TM 2015 and Spring Town Meeting 2016 the CPC made similar recommendations by reducing each time by \$500,000. The current recommendation would reduce the borrowing authorization down to \$2,750,000.00. The borrowing reduction strategy is a policy of the CPC to build up a reserve fund to avoiding borrowing. This strategy will allow the CPC to avoid interest by paying for construction activities on the 1820 Court House with cash on hand.

PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

FISCAL YEAR 2015 APPLICATION

Project Name: Steinway Library Restoration, Pilgrim Hall Museum

CPA Funding requested: \$ 125,000 (REQUIRED)

Total project cost: \$ 210,000

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

Lot and Plat: _____

Assessors Map #: _____

Number of acres in parcel: .038

Number of proposed housing units: n/a

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

Project Sponsor/ Organization: Pilgrim Society & Pilgrim Hall Museum

Contact Name: Donna D. Curtin, Executive Director

Address: 75 Court Street, Plymouth MA 02360

Phone #: 508-746-1620 ext 2 E-mail: donna.curtin@pilgrimhall.org

Applicant Signature: Donna D Curtin Date Submitted: 2/1/2016

updated 7/25/2016

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).
5. Applicant must provide all title information for the property.
6. Applicant must initial each page in the space provided.

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 February 1st for Spring Town Meeting, and May 15th for Fall Town Meeting.

MEMORANDUM OF UNDERSTANDING

Project Name/Applicant Name and Address:

Steinway Library Restoration, Pilgrim Hall Museum
Pilgrim Society & Pilgrim Hall Museum
Donna D. Curtin, Executive Director
75 Court Street
Plymouth MA 02360

Telephone: 508 746-1620 ext 2

Email: donna.curtin@pilgrimhall.org

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.

Donna D. Curtin
Print Name

Donna D Curt
Signature

2/1/2016
Date

Eligibility for Funding

The Town of Plymouth is pleased to be able to offer Community Preservation Act (CPA) funds to applicants who propose projects that will benefit the Town and include one or more of the following:

1. The acquisition, creation and preservation of open space/recreational use;
2. The acquisition and preservation of historic resources;
3. The creation, preservation and support of community housing.

The Community Preservation Committee (CPC) encourages applicants to propose projects that encompass more than one of the above categories. Use of Community Preservation Act funds may not include maintenance of real or personal property or use of land for a stadium, gymnasium or similar structures.

It is important to understand that a deed restriction on CPA funded projects is a mandatory requirement by State law. A grant agreement may be required prior to funding of certain projects.

All proposed projects must meet the requirements described in the Community Preservation Act M.G.L. 44 B, Chapter 267 of the Acts of 2000 and Chapter 165 of the Acts of 2002. Copies are available at Clerks Office in Plymouth Town Hall, the main branch of the Plymouth Library Reference Desk, and on line at www.massachusettslaws.com.

Proposal Review Process

The Community Preservation Act (CPA) proposal review process is described below:

1. Upon receipt of eleven copies of a proposal, copies are distributed to all Community Preservation Committee (CPC) members. A copy also will be sent to legal counsel for opinion on eligibility. The entire CPC reviews each application to determine if the application is qualified for funding under the Act.
2. If the application qualifies, it is forwarded to the appropriate subcommittee (Community Housing, Historic or Open Space) for further review. Recreation proposals are reviewed by the entire committee.
3. The subcommittee reviews each proposal according to stated goals and ranking criteria (see later sections of this application). The CPC subcommittee may request input or recommendations from other town committees or boards.
4. At the request of the applicant or of a CPC member, the subcommittee will schedule an interview and/or site visit with the applicant, which may be attended by any CPC member. Site visits are for information only. Due to open meeting laws, applications will not be discussed until the next scheduled CPC meeting.
5. The subcommittee presents a favorable or non-favorable recommendation to the entire CPC.
6. The CPC shall next evaluate all applications using the following General Selection Criteria:
 - Feasibility
 - Efficient use of funds (multiple bids are encouraged)
 - Serves multiple needs and populations

- Consistent with recent planning documents or other identified needs
 - Multiple sources of funding
 - Assists an under-served population
 - Addresses multiple categories of the Act
 - Requires urgent attention
 - Has means of financial support for future maintenance
 - Enhances town assets
7. The CPC will then vote on which applications to recommend to Town Meeting. Please note that satisfying all criteria does not guarantee that the CPC will recommend a proposal to Town Meeting.
 8. Town Meeting votes to approve or not approve a project for funding.
 9. Proposals approved by Town Meeting shall be funded by the CPC and implemented by the applicant.
 10. At any stage in which an application is rejected, the committee will notify the applicant.

Award Process

Before submitting your application please be aware of the following:

Funds are paid out according to the guidelines of the Massachusetts Procurement Law (MGL 41). This means payment will be made for bills submitted for services rendered. In order to receive funds, the applicant must submit original invoices showing the organization's Tax ID number (no statements or copies) with a completed and signed W-9 Federal Tax Form for each invoice submitted. Also required is a memo from the applicant summarizing the services covered by each invoice. These documents are reviewed and approved by CPC and then submitted to the Town for payment. The CPC will provide successful applicants with a detailed memo describing the complete award process, which adheres to the guidelines of Massachusetts Procurement Law.

Funds may be spent only on items listed on the budget submitted with the application. Any changes to budgets which involve use of CPA funds must be approved by the CPC first. Funding from the CPC may not be used to replace, or free up for any other use, alternate funds or revenue sources.

It is a requirement of the Community Preservation Act that projects have a deed restriction or confirmation that the Department of Revenue is satisfied with the status of the restriction.

Applicants agree to note the CPA as a funding source for their project. This acknowledgement must appear on any materials involving the project (i.e. press releases, brochures, etc.). In order for Plymouth's citizens to see the result of their tax funding, a CPC designed banner or sign will be purchased by the applicant and displayed on the property for up to six months after receipt of the award and recognition of the Town of Plymouth's CPA contribution must be included in any signage on the property.

Signature on the application indicates that the applicant has the right to enter into contracts for the organization seeking funding and has read and understands all regulations in this packet.

Open Space Goals and Criteria

Due to increased and ongoing development pressure in Plymouth, the preservation of Open Space is becoming increasingly important. With property values rising in recent years, the acquisition of Open

Space has become increasingly difficult and urgent. The CPA is a proactive tool for the community to preserve our quality of life, the purity of our water, control property taxes and find a balance between economic development and preservation. Note that all Chapter 61 notifications to the Town are considered standing CPA applications.

Changes in the 2012 Massachusetts General Laws, Chapter 44 B, allow CPA funds to be used for certain restoration projects that were not originally purchased using CPA funds. The Community Preservation Committee reserves the right to carefully consider such projects to ensure that they are in compliance with the wishes of the Plymouth citizens who voted to adopt the original CPA in 2002, and who may not agree with the new provisions for such uses. Demonstration of 70% match is encourage and expected for projects at sites that were not initially purchased using CPA funds.

The Community Preservation Committee solicits input from the Town's Open Space Committee, Conservation Commission, as well as other town boards, committees and the public, in identifying goals for open space protection, which include:

- Goal 1: Preserve Plymouth's rural character.
- Goal 2: Protect rare, unique and endangered plant and wildlife habitat.
- Goal 3: Protect aquifer and aquifer recharge areas to preserve quality and quantity of future water supply.
- Goal 4: Ensure adequate size and connection of protected natural areas to maximize environmental and habitat benefits.
- Goal 5: Balance open space with development demand to reduce service demands and tax burden on town.
- Goal 6: Increase the town's ability to protect environmentally sensitive, historic and culturally significant properties.
- Goal 7: Improve public access and trail linkages to existing conservation, recreational and other land uses.
- Goal 8: Enhance the quality and variety of passive and active recreational opportunities for all age groups and for people with disabilities.
- Goal 9: Utilize open space protection strategies (purchasing development rights as an option to outright purchases of property) that maximize protection at the lowest public cost.
- Goal 10: Contribute to the Town's preparation for the 400th anniversary in 2020 of the landing of the Pilgrims.

The following are examples of the types of Open Space (and Recreation) projects that the CPC might consider funding:

- Purchasing land or interest in land (development rights) to protect public drinking water supply, preserve natural resources, maintain scenic views, build greenbelts and trail systems, and enhance active and passive recreational opportunities.
- Purchasing community-enhancing green space outright or purchasing development rights through mechanisms such as permanent conservation restrictions or agricultural preservation restrictions.
- Matching or augmenting funds available under various land trust or conservation programs.
- Exercising rights of first refusal when lands are removed from agricultural, forest and recreational restrictions (e.g., Chapter 61, 61A, 61B).
- Purchasing land for public active recreation facilities such as community gardens, play grounds, trail networks and ball fields.
- Parcels of land that, when preserved, are deemed to have a significantly positive net fiscal impact on town finances.

Historic Preservation Goals and Criteria

The Town of Plymouth has a rich diversity of historic resources. The Town's Community Preservation Act goals for preserving these historic resources include:

- Goal 1: Protect historic resources with preservation restrictions.
- Goal 2: Optimize the use and enjoyment of the Town's historic resources for residents and visitors
- Goal 3: Maximize the economic benefits of Plymouth's heritage and historic character for the town and region.
- Goal 4: Recognize, preserve and enhance the historic heritage and character of the Town of Plymouth for current and future generations.
- Goal 5: Contribute to the Town's preparation for the 400th anniversary in 2020 of the landing of the Pilgrims.

In order for a historic resource to be eligible for CPA funding, it must first be determined to be not just "old" but of historic significance. The burden of proving historic significance is the responsibility of the applicant. In order to be of historic significance, a property must have retained its physical character and integrity and must (1) be associated with historically significant persons, (2) be architecturally significant, or (3) have potential to yield important historic or archaeological information. According to the CPA, there are 3 ways a resource can qualify as historically significant:

1. Listing on the Federal, State, or Local Register of Historic Places,
2. A written determination by the Massachusetts Historical Commission that a resource is eligible for listing on the State Register of Historic Places, or
3. A written determination by the Plymouth Historic District Commission that a resource is significant for its history, archeology, architecture, or cultural value.

If a property is not already listed on the State Register of Historic Places, and does not have written determination of eligibility by the Massachusetts Historical Commission, a request for written determination may be made through the Plymouth Historic District Commission. Application forms are available at the Plymouth Historic District Commission Office at Town Hall.

In deciding whether or not to recommend funding for specific historic resource projects, the CPC will consider:

- Level of historic significance
- Public benefit
- Public support
- Appropriateness & professionalism of proposed work (rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties)
- Level of additional financial or in-kind services, beyond CPA funds, committed to the project
- Administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner, and that the historic resource can be maintained with existing funds for continued public benefit.

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The Act does allow for the remodeling, reconstruction and making of extraordinary repairs to historic resources for the purpose of making such historic resources functional for their intended use, including but not limited to

improvements to comply with Americans with Disabilities Act and other federal, state or local building or access codes.

Community Housing Goals and Criteria

CPA funds may be used to create and preserve community housing defined as housing for low and moderate income individuals and families, including low or moderate income senior housing. The Act requires the CPC to recommend, wherever possible, the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

Individual and family incomes shall be based on the area wide median income as determined by the United States Department of Housing and Urban Development. Low income is defined as an annual income of less than 80% of the area wide median income. Moderate income is defined as less than 100% of the area wide median income. Low or moderate senior income is defined as low or moderate income for persons over 60.

At present, 4.5% of Plymouth's housing units are classified as affordable "subsidized housing" by the State's Department of Housing and Community Development (for the purposes of M.G.L. Chapter 40B). As long as Plymouth does not meet the State's standard of 10% of its available housing stock deemed affordable, the town will continue to be subject to the punitive impacts of Chapter 40B developments that, by state law, fall outside local zoning control.

The complexity of housing issues requires thoughtful consideration to the many options available to the Town of Plymouth. We acknowledge that funding of the housing needs of our town is a complex issue. The CPC will try to address these pressing needs with practical and fundable solutions that provide affordable housing alternatives. The Community Preservation Committee looks forward to working with developers in finding creative alternatives to conventional Chapter 40 B housing.

The CPC's goals for community housing are as follows:

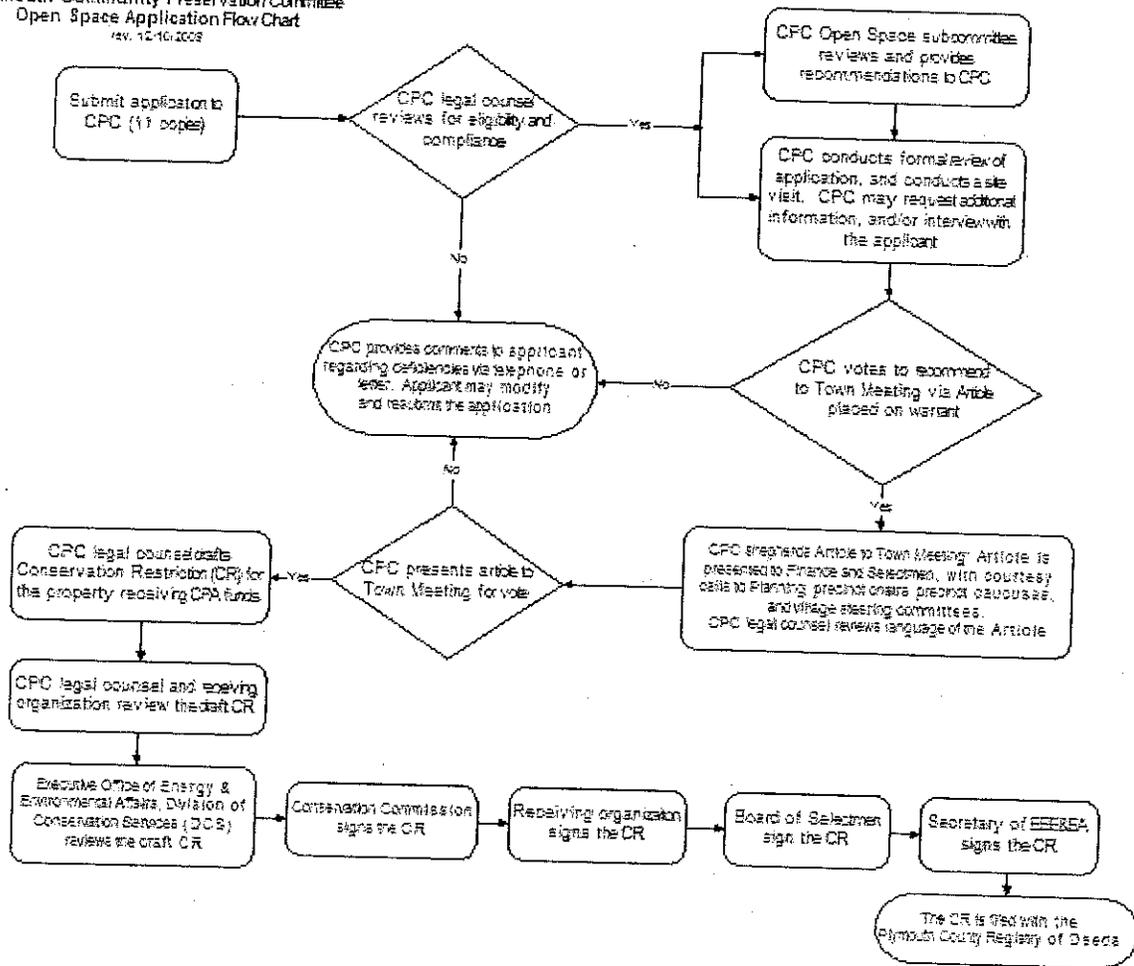
- Goal 1: The Act requires the Committee to recommend, wherever possible, the adaptive reuse of existing buildings or construction of new building on previously developed sites.
- Goal 2: Meet local housing needs for eligible low and moderate-income individuals and families. The preservation and creation of community housing is a proven method for promoting diversity, allowing individuals and families with more limited means to afford to live in town. The town can utilize CPA funds to offer current and future residents a wide range of housing options in renovated, converted and existing residential building, mixed-use developments, and senior residential developments, supportive housing alternative and live-work spaces.
- Goal 3: Ensure the new community housing meets or exceeds surrounding community standards with regard to density, architectural character, landscaping, pedestrian and other amenities, while conserving, as much as possible, the natural landscape.
- Goal 4: Work toward meeting the 10% State standard for community housing. In order to ensure future community housing development is consistent with the needs and character of the town, Plymouth must work toward the state's 10% community housing standard. Until that milestone is achieved, the town will be considered deficient in this area and will continue to be vulnerable to Chapter 40B applications.

Goal 5: Leverage other public and private resources to the greatest extent possible: Plymouth does not receive federal or state funding for community housing on an entitlement basis. We need to be creative in leveraging public and private resources to make community housing development possible. Combining CPA Funds with the various private, state, and federal resources that are available on a non-entitlement "competitive" basis will demonstrate creativity. This will include Federal Home Loan Bank Funds, State HOME funds, Housing Stabilization funds, and Housing Innovations funds, and Federal Low Income Housing Tax Credits.

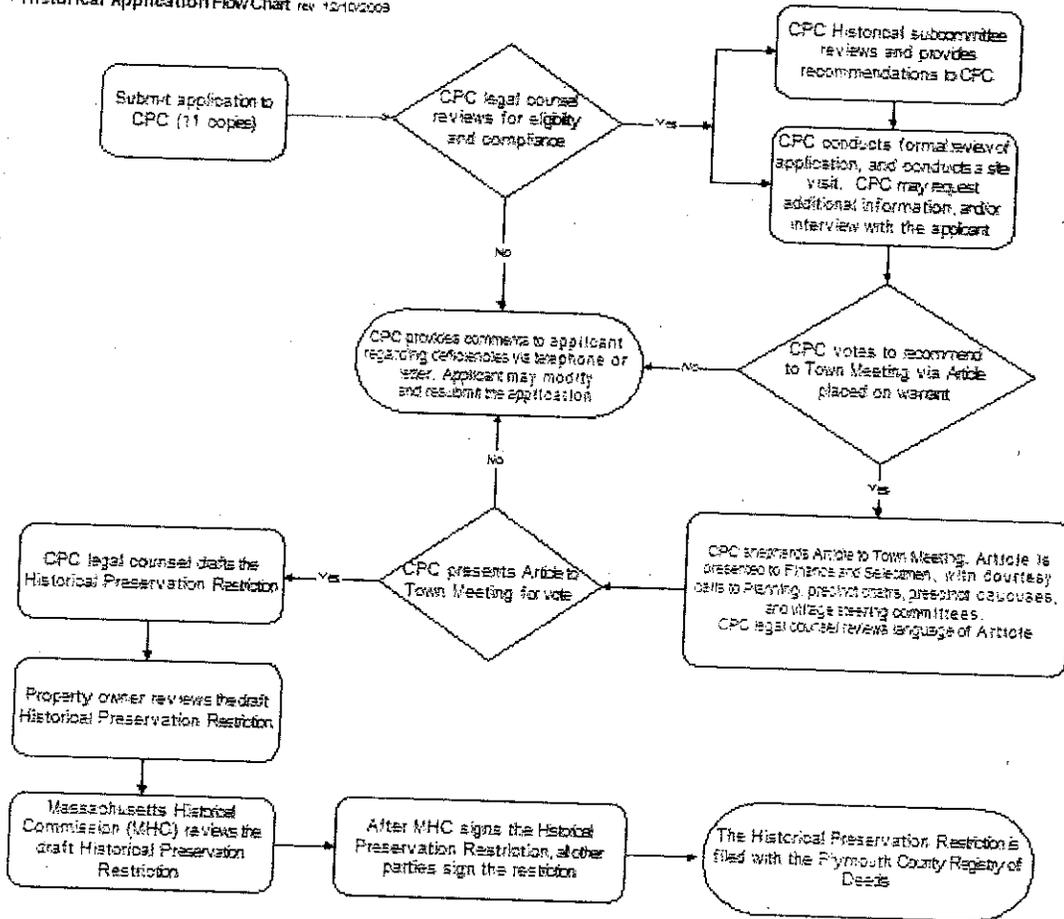
Goal 6: Contribute to the Town's preparation for the 400th anniversary in 2020 of the landing of the Pilgrims.

The Community Preservation Committee will work with the Plymouth Affordable Housing Committee, Plymouth Housing Incorporated, Plymouth Housing Authority, Plymouth Bay Housing Corporation, Department of Planning & Development, Plymouth Community Development, Plymouth Redevelopment Authority and all interested organizations, groups and citizens to meet the above stated goals.

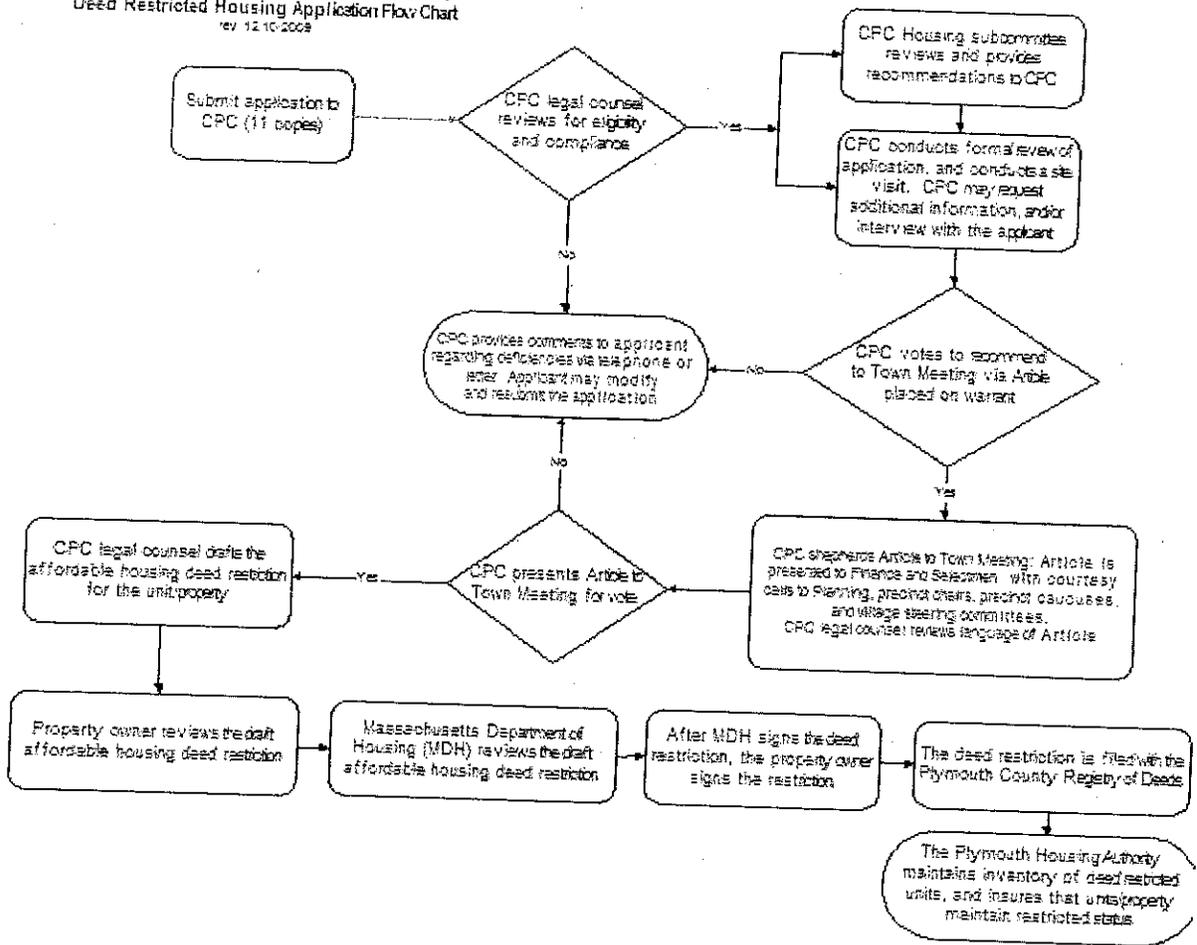
Plymouth Community Preservation Committee
 Open Space Application Flow Chart
 rev. 10/16/2008



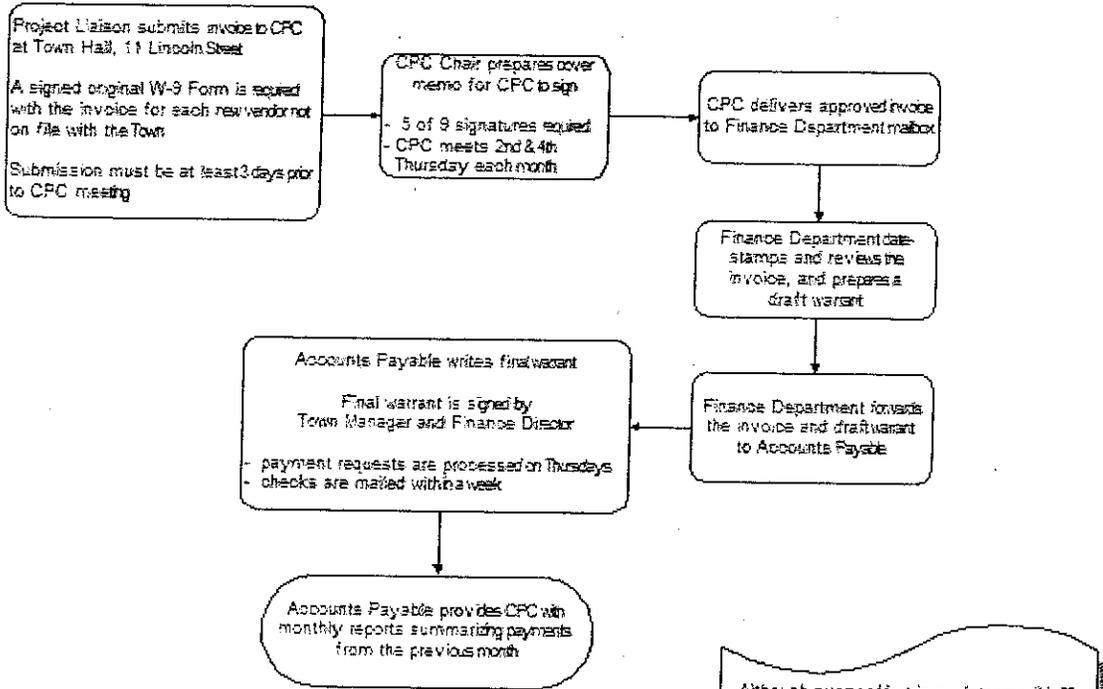
Plymouth Community Preservation Committee
 Historical Application Flow Chart rev 12/10/2009



Plymouth Community Preservation Committee
 Deed Restricted Housing Application Flow Chart
 rev. 12-10-2009



Community Preservation Committee (CPC)
 Payment Flow Chart rev 1/14/2010



Note: Prior to distribution of CPC funds, applicant meets with CPC and Town Finance Department to review payment procedures, and designate a Project Liaison.

Although every effort is made to pay within 30 days, there are numerous steps, any one of which can delay the process. As a result, payments are not always made within 30 days.

STEINWAY LIBRARY RESTORATION - PILGRIM HALL MUSEUM

PROJECT DESCRIPTION:

The Steinway Library Restoration Project seeks to repair and restore the interior of Pilgrim Hall's 1904 library wing to stable, historically correct, and functional condition as a unique gathering space for public programs, presentations, meetings, and events.

Many of the Library's handsome original features are intact, including the tiled ceiling construction developed by turn-of-the-century designer Raphael Guastavino, whose elegantly vaulted ceilings in such landmark buildings as the Boston Public Library, Ellis Island's Registry Hall, and Grand Central Terminal in New York City, are the subject of renewed interest in academic, museum, and engineering fields for their visionary aesthetic and technical qualities. Significant deterioration of this defining feature of the historic interior threatens to impede public access and use of the Library in the near future if repairs are not carried out. Other important original elements of the Library, including the tile-and-mosaic floors, plaster walls, limestone fireplace, and copper clad windows, require varying levels of repair and restoration. In addition, the project calls for UV protection, electrical upgrades, and the sensitive installation of additional lighting, a digital projection system, and other appropriate improvements to enhance the Library's functionality as a public program and meeting space.

This project is part of a larger undertaking to preserve four centuries of Plymouth life represented in the historical manuscripts, documents, photographs and archival collections of Pilgrim Hall Museum, which are housed in the Steinway Library's lower level. The larger Archives Project includes the redesign and renovation of the lower vaults to provide a 21st century level of stewardship for rare, fragile, and irreplaceable resources; a digitization program with student interns as the core workforce of a professionally supervised archival team; and the development of a technologically innovative web-based platform for sharing these resources digitally and globally, to be launched in conjunction with Plymouth's 400th anniversary in 2020.

Both the public facility and the archival facility of the 112-year-old Steinway Library are in critical need of assistance. We request a grant of \$125,000 in CPA funding to help with the \$210,000 project to restore the Library's public facility. Pilgrim Hall Museum will also pursue additional funding of approximately \$200,000 for the separate project to upgrade its archival facilities. This additional project is intended to ensure the future stewardship and global accessibility of Pilgrim Hall Museum's historical resources, which represent the most significant extant Plymouth historical collection in the world.

Level of Historical Significance

Pilgrim Hall Museum (PHM) is the oldest continuously operating museum in America, is listed on the National Register of Historic Places, and is accredited by the American Alliance of Museums. PHM is owned by the Pilgrim Society, formed in 1820 on the 200th anniversary of the Landing of the Pilgrims. Membership in the Pilgrim Society is open to the public; members encompass a diverse range of ethnic and religious groups, united by a shared belief in the importance of history and the significance of Plymouth and the Pilgrim story.

The Pilgrim Society founders engaged Alexander Parris, notable as the architect of Boston's Quincy Market, to design a monumental building to be a storehouse for early Plymouth treasures, including possessions of the Mayflower passengers, and to serve as sociable gathering place for all of Plymouth. Pilgrim Hall Museum was erected in 1824 by Jacob and Abner Taylor of Plymouth, and became one of the town's most enduring centers of community engagement and learning. Plymouth's first high school classes for girls were held in its basement, and the Public Library operated a reading room in the Hall during the Civil War period. As one of Plymouth's most distinguished buildings, Pilgrim Hall Museum has hosted educational forums, lectures, ceremonial events, public meetings, dinners, dances, social activities, and entertainments of every sort (including sword swallowing demonstrations!) for an unbroken span of 192 years.

The museum collection had expanded significantly by 1904, when a Library wing was added to the original granite building to house rare books and manuscripts. Though constructed of granite to complement the original section, the Library was designed in a distinctly different style with a flat roof and large copper clad windows at the front and back. In 1920, the front windows were replaced with three magnificent stained glass windows depicting scenes of early Plymouth. In 2008, a successful \$3.4 million expansion added a new exhibition gallery, glass-fronted entrance and modern lobby, established climate control throughout the facility, and with the support of \$440,000 in Community Preservation grants, made the museum complex fully accessible.

To continue to engage the visiting public with innovative and stimulating content, the Society must utilize the museum's still limited space with maximum efficiency. At present, the PIDC Temporary Exhibition Gallery in the new addition is used both as the main facility for changing exhibitions and as the museum's primary program area. This dual usage adversely impacts the development of more complex, substantial, and innovative exhibitions because the space needs to be frequently cleared and set up for lectures, programs, and events. In 2015, the Society developed a plan to utilize the Steinway Library, which had been used for archives storage and offices, as a newly

designated area for public programming. However, the subsequent discovery of significant condition issues with the Library has delayed this change until repairs and renovations can be carried out.

The Steinway Library Restoration, if funded, will preserve a unique historic space in Plymouth, dating from the early 20th century, a period of increasing public interest, and integrally linked to Plymouth's deepest history and traditions as a repository for the Pilgrim Society's incomparable collection of early books and manuscripts. Just as significantly, the project gives renewed purpose to the historic Library and creates new opportunities for expanded public outreach for one of Plymouth's most important anchor institutions, located in the heart of the historic downtown.

Public Benefit

Pilgrim Hall Museum has been an integral part of the town for nearly two centuries. Today, the museum welcomes over 23,000 visitors annually, most in family and tour groups, with nearly 5,000 children experiencing Plymouth's history firsthand through the institution's unique programs, exhibits, and activities each year. The museum is Plymouth's sole "four season" attraction, open year-round, seven days a week, from mid-February through the month of December, closed only for Christmas Day, New Year's Eve and the month of January to early February. The museum's commitment to year-round scheduling is a boost to Plymouth's destination appeal during the "off season" when nearly all other attractions are closed.

Pilgrim Hall Museum serves the growing Southeastern Massachusetts population with changing exhibitions throughout the year and an annual calendar of educational lectures and programs to attract repeat visitation and a varied audience. The Steinway Library Restoration project seeks to successfully utilize an impressive historic interior to better serve the needs of the museum and the community. The Library restoration will provide an important venue for small to medium sized gatherings in Plymouth- a distinctive and beautiful historic setting that can accommodate about 60 people for seated lectures, programs or events, with discretely installed amenities including digital projection. The refurbished Library furthers the museum's institutional and economic development by expanding its scope and creating the opportunity for a more engaged and active institution. The restored Library will also be an asset in Plymouth's preparations for its 400th anniversary by adding to the inventory of desirable meeting places that are historic, fully accessible, and technologically functional. As the museum of America's earliest possessions, Pilgrim Hall Museum will hold a prominent role in the 2020 commemoration, and a properly equipped meeting place for public gatherings and official events is essential. (As one recent example of the increasing need for

meeting venues in historic Plymouth, Pilgrim Hall Museum received a request from the Lt. Governor's Office of the Commonwealth of Massachusetts to hold its Seaport Economic Council meeting in the Library facility this August.)

Public Support

Pilgrim Hall Museum is sustained and supported by the annual contributions of donors, sponsors, volunteers, members, and the Board of Trustees of the Pilgrim Society. The organization serves a broad and diverse range of public audiences, both locally and more widely, and has always successfully generated support for important projects. The Society has already received a gift of \$25,000 from the Plymouth Industrial Development Corporation, and will be seeking additional contributions from members, donors, and other members of the public. The Society will energetically publicize and share information about the Library Restoration project to help build public awareness and develop broad support.

Appropriateness & Professionalism of Proposed Work

To ensure the appropriateness and professionalism of the proposed work, the Pilgrim Society & Pilgrim Hall Museum engaged the firm of Building Conservation Associates (BCA) in 2015 to perform a historic materials assessment of the Steinway Library and make recommendations for treatment. A copy of this document is included as additional material in the application.

The BCA assessment recognizes the Library's largely intact historic interior, with several striking original features, most notably the timbered vaulted ceiling of Guastavino tile, carved limestone fireplace, and terrazzo and mosaic tile floor. All of these significant elements are showing signs of deterioration from previous episodes of moisture and water infiltration over the past century. The tiled ceiling is a particular concern with soiled and water-damaged tiles, and multiple cracks in its arches and vaulting; some tiles are delaminating, posing a potential hazard. The limestone fireplace with carved ornamental seashells and scrolls has chips, open mortar joints and cracking, as well as old discoloration that cannot be cleaned until a layer of inappropriate coating is removed. The flooring has damaged mosaic tiles in need of repair, and previously repaired cracking that needs to be redone. The cracking in ceiling, flooring, and fireplace requires further investigation to determine whether an underlying structural issue exists; this is one of the most important needs to be addressed in the project. The Library's plaster walls have had inappropriate repairs, including the introduction of a damaging substrate, possibly partly cement, that needs to be carefully removed. The BCA report recommends a comprehensive plaster analysis to determine the best repair strategy. The walls also exhibit many paint episodes, and currently sport a modern

color scheme that conflicts with the historical integrity of the space. The report includes an historic paint analysis with original colorways identified for restoration.

Another important historic feature of the Library is the original screened metal bookshelves along the north and south walls of the room. The bookshelves hold hundreds of items from the museum's significant book collection; the contents are exposed to harmful UV light from the bank of original copper-clad windows on the east elevation. Minor repairs to the windows and the installation of UV protection are included in the project work.

Additional professional assessments of certain aspects of the proposed project, including structural issues, plaster repairs, and non-invasive designs for the installation of digital equipment and lighting, will be conducted.

The Pilgrim Society is fully committed to adhering to the Secretary of the Interior's Standards for the Treatment of Historic Places, and will give full respect and attention to all existing preservation restrictions on Pilgrim Hall Museum.

Administrative & Financial Management Capability

The Pilgrim Society, the governing body for Pilgrim Hall Museum, was incorporated in 1820. A Board of Trustees & Officers, consisting of 51 individuals elected for 1 to 3 year terms, is responsible for the organization's long-term stewardship. Pilgrim Hall Museum is managed by a small but well-qualified year-round professional staff, including an Executive Director, Director of Finance, Director of Development, Curator of Collections, Associate Archivist, Visitor Services Coordinator, Group Tour Coordinator, and Museum Shop Manager. Sources of income are varied and stable, including admissions, memberships, donations, special events, sales, sponsorships, and grants, as well as endowment support and rental income.

Pilgrim Hall Museum is accredited by the American Association of Museums. One of the highest honors a museum can receive, accreditation certifies that a museum operates according to professional standards, manages both its collections and finances responsibly, and provides a quality museum experience to the public.

In recent years, particularly with the successful completion of a \$3.4 million expansion in 2008, the museum has demonstrated its continuing ability to administer ongoing operations and special projects with conscientious oversight and fiscal prudence.

Project Budget

The estimated total project cost is \$210,000. Preliminary professional estimates for project work have been prepared by Building Conservation Associates. A detailed project budget will be prepared in conjunction with an application for matching funds from the Massachusetts Preservation Projects Fund (MPPF), due March 2017.

| | |
|-------------------------|---------------|
| Project Sign/Banner | 250 |
| Professional Services | 12,000 |
| Masonry | 127,000 |
| Windows | 3,000 |
| Plaster | 14,000 |
| Finishes | 28,000 |
| Electrical/Lighting | 8,000 |
| Equipment/Specialties | 7,750 |
| <u>Contingency (5%)</u> | <u>10,000</u> |
| Total Project Estimate: | 210,000 |

The Society has received \$25,000 in funding from the Plymouth Industrial Development Corporation. This funding will be used to support non-construction costs, including professional services (architectural services, cost estimates, structural assessment, and other necessary surveys); museum lighting; and the installation of digital projection equipment. An MPPF grant request will be submitted to the Massachusetts Historical Commission in Spring 2017 to help fund the remaining construction portion of the restoration. If a CPA grant is awarded at Fall Town Meeting that knowledge could favorably impact the outcome of the MPPF decision.

The Society has a very strong record of board and donor support, and will vigorously pursue contributions for any remaining project expense, in addition to moving forward with the separate, approximately \$200,000 project to upgrade its archival facilities, which will represent a significant match for the CPA-funded project.

The Pilgrim Society and Pilgrim Hall Museum provides for regular maintenance of its historic properties; there will be no annual costs to the Town associated with this project once the project work is completed.

Project Timeline

| | |
|------------------------|---|
| Fall Town Meeting 2016 | Plymouth Town Meeting determines CPA awards |
| February/March 2017 | Preparation of MPPF Grant Application for matching funds includes detailed project budget |
| June 2017 | Massachusetts Historical Commission announces MPPF grant awards |
| July-August 2017 | Full scope of work finalized. Architect prepares bid-level construction documents. |
| Sept.-early Oct. 2017 | Project Bid Process |
| Late October 2017 | Procurement/Bid Selection |
| November 2017 | Project Sign/Construction Begins |
| Winter/Spring 2018 | Interior Construction continues (not subject to external temperature or weather) |
| June 30, 2018 | Construction Completed |

Supporting Information:

Attachment A: *Pilgrim Hall Museum Library, Plymouth MA: Historic Materials Assessment and Treatment Recommendations*, Building Conservation Associates, February 2015.

Attachment B: Preservation Restriction, 75 Court Street, Recorded 18 June 1996.

