

**PLYMOUTH COMMUNITY PRESERVATION COMMITTEE  
APPLICATION DOCUMENTS  
FALL 2011 AND SPRING 2012**



Thank you for your interest in Plymouth's Community Preservation Act.

Attached is the Fall 2011/Spring 2012 Application for CPA funding. Please check with the Clerk's office at Town Hall for Town Meeting dates. The deadline for submission of applications to the CPC for consideration is twelve weeks before Town Meeting.

These deadlines are designed to provide the Community Preservation Committee sufficient time to fully review and discuss all applications and to vote on recommendations for Town Meeting prior to the deadlines required under the Town's warrant process. The Committee reserves the right to accept or refuse an application submitted after the deadline.

In this packet you will find the following:

1. The one-page application form with instructions.
2. A Memorandum of Understanding describing the funding process and the responsibilities of those who receive CPA funding. Please read this document carefully, sign, and return with your application to confirm that you understand the process and what your responsibilities will be if your application is approved by Town Meeting.
3. Six pages providing information on eligibility for CPA funding, the proposal review and award process, and the Committee's goals and criteria for each of the three components - Open Space, Community Housing, and Historic Preservation.
4. Flowcharts showing the steps involved for each type of application are found starting on page 9.

Applications are accepted throughout the year. The Community Preservation Committee carefully reviews all applications before voting on which projects to recommend to Town Meeting.

Any application not recommended to and approved by Town Meeting must be re-filed by the applicant in order to be considered again for a future Town Meeting cycle.

We encourage you to read and understand all of the documents attached, and to fill out your application thoughtfully and completely.

Your questions are welcomed. The Plymouth Community Preservation Committee meets at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at Plymouth Center for the Arts at 11 North Street, Plymouth. If you prefer, you can reach the CPC at 508 789-5012.

**Community Preservation Committee**

Bill Keohan – Chairman, at large Representative

Paul Withington – Vice Chairman, Representative from Conservation Commission

Dicky Quintal – Representative from Board of Selectmen

Paul McAlduff – Representative from Planning Board

Michael Tubin – Representative from Historic District Commission

██████████ – Representative from Housing Authority

Joan Bartlett – Member at large

Peggy Briggs – Member at large

Allen Hemberger – Member at large

**PLYMOUTH COMMUNITY PRESERVATION COMMITTEE**

**FALL 2011 / SPRING 2012 APPLICATION**

**Project Name:** \_\_\_\_\_

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

Total project cost: \$ \_\_\_\_\_

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

Lot and Plat: \_\_\_\_\_

Assessors Map #: \_\_\_\_\_

Number of acres in parcel: \_\_\_\_\_

Number of proposed housing units: \_\_\_\_\_

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

Project Sponsor/ Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**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:

Telephone:

Email:

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.

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Print Name

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Signature

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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.

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](http://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.

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.

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.

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.

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.

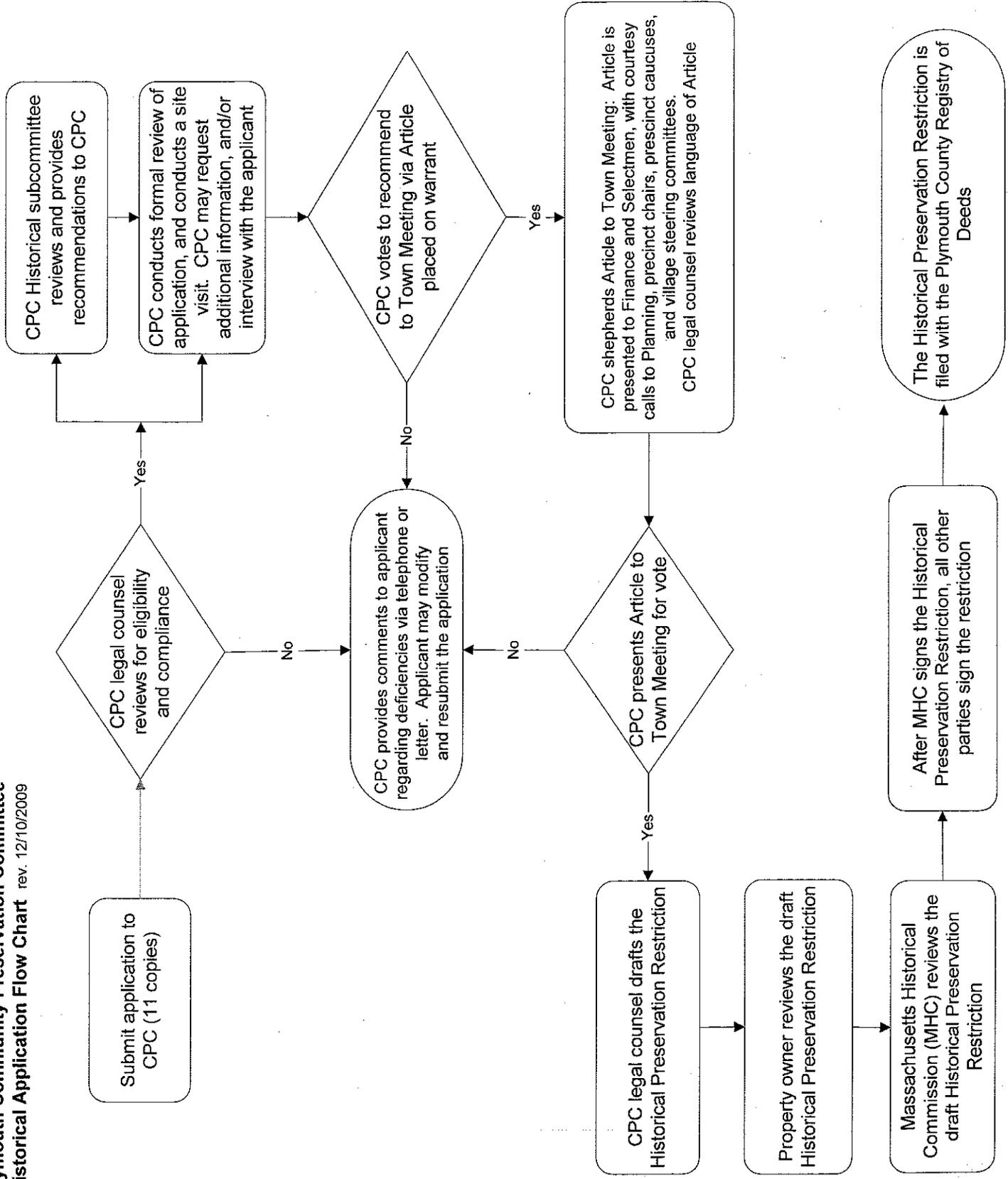




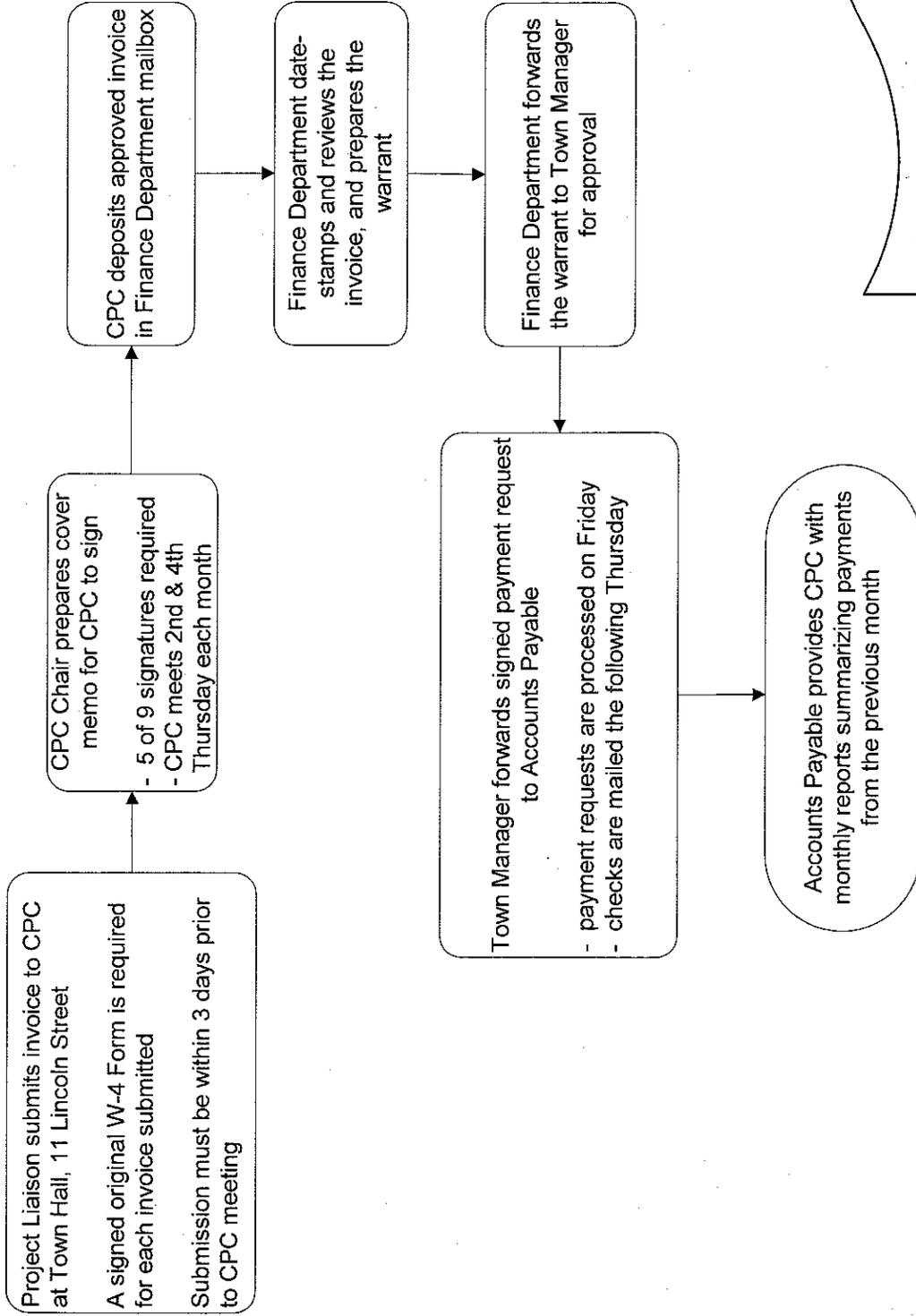




**Plymouth Community Preservation Committee  
Historical Application Flow Chart** rev. 12/10/2009



**Community Preservation Committee (CPC)  
Payment Flow Chart** rev. 1/27/2008

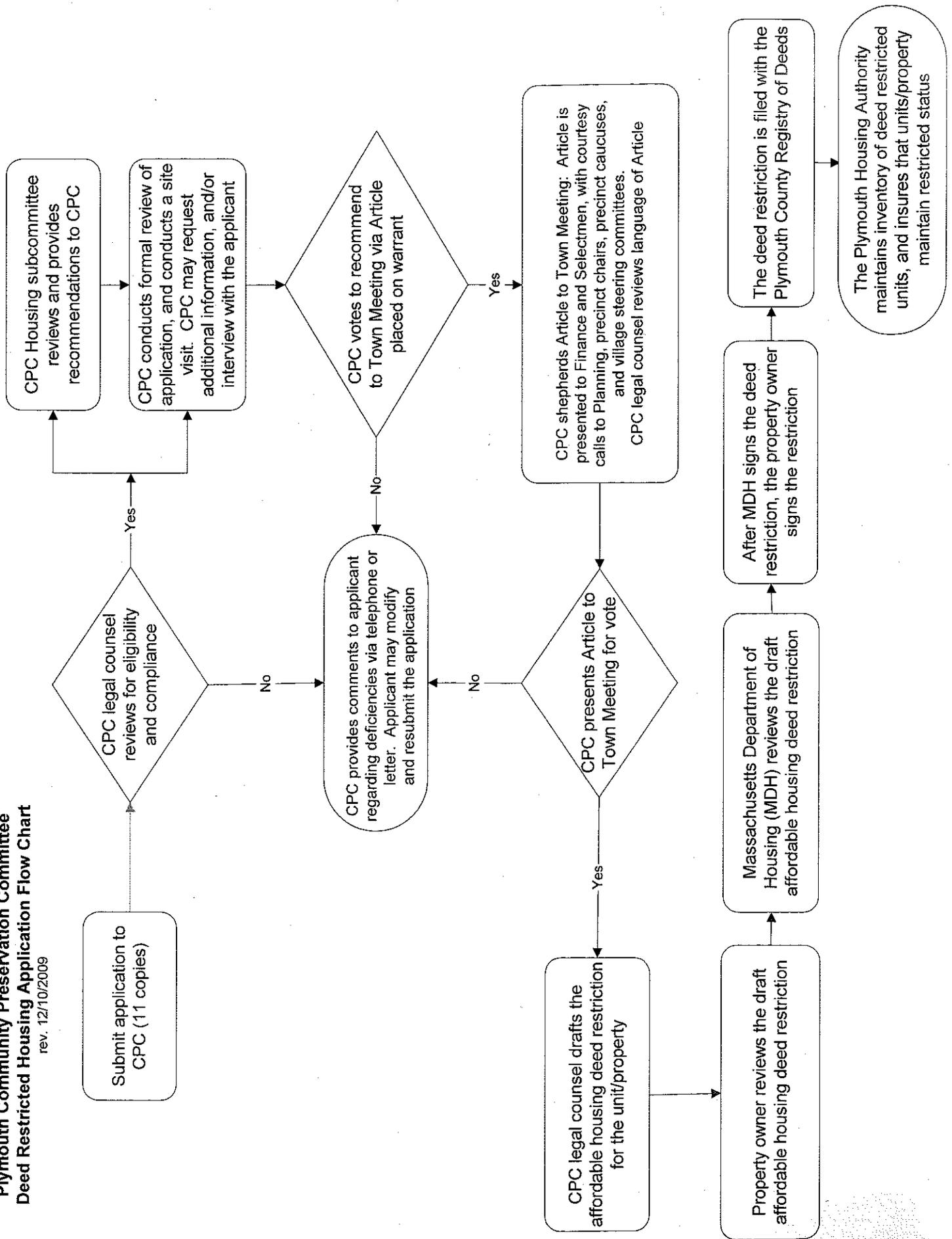


Although every effort is made to pay within 30 days, there are numerous steps, any one of which can delay the process. As a result, payments are not always made within 30 days.

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

**Plymouth Community Preservation Committee  
Deed Restricted Housing Application Flow Chart**

rev. 12/10/2009



**Plymouth Community Preservation Committee  
Open Space Application Flow Chart**

rev. 12/10/2009

