



**PLYMOUTH COMMUNITY PRESERVATION COMMITTEE
APPLICATION DOCUMENTS
FISCAL YEAR 2016-2017**



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

Attached is the Fiscal Year 2016-2017 Application for CPA funding. Please check with the Clerk's office at Town Hall or the Town web site for Town Meeting dates. The deadline for submission of applications to the Community Preservation Committee (CPC) is February 1st for Spring Town Meeting and May 15th for Fall Town Meeting.

These deadlines are designed to provide the CPC and Town Departments sufficient time to review and discuss applications and supporting documentation, and to vote on recommendations for Town Meeting prior to the deadlines required under the Town's warrant process. The CPC reserves the right to accept or refuse an application submitted after the above deadlines.

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. Information on eligibility for CPA funding, the proposal review and award process, and the CPC's goals and criteria for each of the three application categories - Open Space, Community Housing, and Historic Preservation.
4. Flowcharts showing the steps involved for each application category are found starting on page 9.

Applications are accepted throughout the year. The CPC carefully reviews all applications before voting on which projects to recommend to Town Meeting. Any application not recommended to or approved at Town Meeting may be re-filed by the applicant to be considered for a future funding cycle.

It is important to note that while the CPC is an independent funding entity, all funding decisions are ultimately decided by vote of Town Meeting.

Application materials are revised annually by the CPC and presented to the citizens of Plymouth for review at an open forum. The application provides all necessary information about the CPA and the application process. The CPC may or may not choose to interview applicants. Applicants may be notified if questions arise before the CPC can vote on whether or not to present a project to Town Meeting. Once an application is approved at Town Meeting, the applicant may provide project updates and questions in writing to the CPC. The CPC attempts to clearly outline the scope of the project at Town Meeting in order to define the project and educate Town Meeting members about benefits to the Town. After the Town Meeting vote, the applicant will be required to adhere to the language of the Article, as well as the presentation and supporting documents presented to Town Meeting. CPC oversight thereafter is only to approve invoices to ensure that expenses for a project are disbursed in accordance with the vote of Town Meeting.

Applicants for CPA funding should include a financial and operational budget, and a preventative maintenance plan to ensure that future burdens will not be placed upon the taxpayers for a CPA funded project. The CPC reserves the right to rescind funding for projects.

To ensure progress on CPA funded projects, the CPC requires a signed grant agreement prior to release of any CPA funds. The grant agreement may include provisions for a liaison to be added to the directors and/or management

initial _____

team for the project. The term of the liaison will end when the CPA appropriation has been expended. On certain projects the CPC may require the applicant to accept a designee appointed by the Town to the applicant's governing body. Third party oversight is beneficial for long term projects where changes in management can lead to shifting objectives and stalled progress.

Applicants must demonstrate how the project will be fully funded prior to approval of the application, or demonstrate that other funding sources are immediately available to complete the project. The CPC strongly encourages applicants to seek other funding sources through grants from government agencies and private foundations, and as well as contributions from advocacy groups and public organizations.

The CPA should be recognized in any property signage, media coverage, or interviews involving funded projects. Suggested acknowledgment may be as follows: "This project was made possible by the residents of the Town of Plymouth, through their contribution of CPA funds and vote of Town Meeting".

An application for a project that will require alterations to a building for adaptive reuse must include a report from a licensed architect regarding state and local building codes, ADA and safety issues, fire department inspection, and expected costs for any changes that must be made to the building.

In 2012 an addendum was attached to the Community Preservation Act legislation that allows towns to use CPA funds for renewal of existing town-owned parks and open spaces. The CPC is careful in its deliberations with this new potential use of funds to ensure that the Town does not depend upon CPA funding for projects that were previously in a Town budget. As the CPA changes and evolves at the state level, the Plymouth CPC works to respond to the changes. The CPC therefore is reaching out to residents to involve them in the decision making process. For example, the steering committees for village centers where the projects are located can provide valuable input into the design of a project.

As the Town prepares for the 400th anniversary of the arrival of the Mayflower, the CPC will continue to look favorably, as it has since its inception, on applications that enhance Plymouth's economic viability and historic significance. It is important to note that since 2002, CPA funds have generated more than \$10-million dollars for some of the most significant historic restoration projects in the Town.

Your questions are welcomed. The Plymouth Community Preservation Committee meets at 7:00 p.m. on the 2nd and 4th Thursday of each month at Plymouth Town Hall at 11 Lincoln Street, Plymouth. If you prefer, you can reach the CPC at 508 789-5012.

Community Preservation Committee

Bill Keohan – Chair, Member at large

Joan Bartlett – Vice Chair, Member at large

Allen Hemberger – Clerk, Member at large

Frank Drollett – Representative from Conservation Commission

John Mahoney – Representative from Board of Selectmen

Paul McAlduff – Representative from Planning Board

Jeff Metcalfe – Representative from Housing Authority

Michael Tubin – Representative from Historic District Commission

Christine Pratt – Member at large