



**TOWN OF NORTHBOROUGH** Community Preservation Committee  
Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

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**COMMUNITY PRESERVATION COMMITTEE  
APPLICATION FOR FY2023 FUNDING  
PROCEDURAL SHEET**

**Prior to submitting an application, all applicants must meet with the Town Administrator and respective department (DPW, Recreation, School Superintendent etc.) to review your conceptual proposal and discuss if any engineering studies are necessary; who will prepare pre-bid documents if the project is successfully funded; who will prepare the Request For Proposal; and who will oversee the management of the project. Please include this information in your application.**

**Also prior to submitting an application, all applicants shall have met with the respective town board or commission (Historic District Commission, Open Space Committee, Housing Partnership, Recreation Commission, School Committee etc.) to review the application and to determine the level of support from the appropriate board. The appropriate Board shall send documentation to the CPC of their approval or disapproval of the application.**

**SUBMISSION**

Proposals for Community Preservation funding must be submitted using the attached Community Preservation Committee (CPC) application form. All relevant information requested on the application form must be included with the proposal.

Sixteen (16) copies of the application and any supporting documentation must be date- stamped by the Town Clerk's Office and then submitted to the CPC c/o Planning Department, 63 Main Street, Northborough, Massachusetts 01532 no later than **12:00pm on Thursday, November 4, 2021**. Also email a copy to: [kjoubert@town.northborough.ma.us](mailto:kjoubert@town.northborough.ma.us).

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, applications will not be accepted after this date.

**GENERAL CRITERIA**

The Northborough Community Preservation Committee will only consider proposals that are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically:

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

## **CATEGORY SPECIFIC CRITERIA**

**Open Space** proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that:
  - Are of local significance for biodiversity;
  - Contain a variety of habitats, with a diversity of geologic features and types of vegetation;
  - Contain any significant habitat type that is in danger of vanishing from Northborough;
  - Preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Preserve and/or restore threatened or deteriorating public lands.
- Protect or enhance wildlife corridors, promote connectivity or habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views and/or lands bordering a scenic road.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve Northborough's rural and agricultural character.
- Provides a source of local agricultural products.
- Protect drinking water quantity and quality.
- Preserve any primary or secondary priority parcel in the Open Space and Recreation Plan.
- Provides connections to existing open space areas.

**Historic** proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and /or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and /or rehabilitate town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and /or rehabilitate the historical function of a property or site.
- Eligible for placement on, or is listed on, the National Register of Historic Places, the State Register of Historic Places, and/or the Northborough Historic Properties Inventory.
- Contributes to our understanding of the historical development of our community's heritage, culture and character, and includes an educational component (to the greatest extent possible).
- Demonstrates the ability to provide permanent protection for maintaining the historic resource.
- Encourages the preservation of historic landscapes as open space.

**Affordable/Community Housing** proposals that address as many of the following criteria as possible will receive preference:

- Promote the use of existing buildings or construction on previously developed or Town-owned sites.
- Attract matching funds or grant opportunities to complete construction.
- Convert market-rate housing to affordable housing.
- Require limited management by the Town of Northborough.
- The impact on town or natural resources is not significantly greater than market-rate housing on the same site.
- Contribute to the goal of maintaining at least 10% affordable housing.
- Promote a socioeconomic environment that encourages diversity.
- Provide housing that is harmonious in design, scale, setting and materials with the surrounding community.
- Ensure long-term affordability.
- Give priority to local residents, Town employees, and employees of local businesses.

**Recreation** proposals that address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses.
- Serve a significant number of residents.
- Expand the range of recreational opportunities available to Northborough residents of all ages.

### **COMMUNITY PRESERVATION ACT**

Please refer to Section 2 of the CPA for further explanation of community preservation terminology and Chart 1 “Community Preservation Fund Allowable Spending Purposes”.

**COMMUNITY PRESERVATION ACT**  
**General Laws Chapter 44B (2010 Official Edition)**  
**As amended by St. 2012, c. 139, §§ 69-83**

*Provided by the Massachusetts Department of Revenue, January 2013*

**Section 2.** As used in this chapter, the following words shall, unless the context clearly indicates a different meaning, have the following meanings:—

“Acquire”, obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. “Acquire” shall not include a taking by eminent domain, except as provided in this chapter.

“Capital improvement”, reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

“Community housing”, low- and moderate-income housing for individuals and families, including low- or moderate-income senior housing.

“Community preservation”, the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic resources and the creation and preservation of community housing.

“Historic resources”, a building, structure, vessel real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

“Low-income housing”, housing for those persons and families whose annual income is less than 80 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

“Low- or moderate-income senior housing”, housing for those persons having reached the age of 60 or over who would qualify for low- or moderate-income housing.

“Maintenance”, incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keep the property in a condition of fitness, efficiency or readiness.

“Moderate-income housing”, housing for those persons and families whose annual income is less than 100 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

“Open space”, shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

“Preservation”, protection of personal or real property from injury, harm or destruction.

“Real property”, land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

“Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

“Rehabilitation”, capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of

making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

#### **REVIEW BY THE COMMUNITY PRESERVATION COMMITTEE**

Each application will be reviewed for completeness and the applicant will be notified if additional information is required.

Once the CPC has determined an application is complete, the proponent will be given an opportunity to present the scope and details of the project to the CPC at a public hearing in December 2021 or January 2022 (specific meeting date not yet determined).

#### **FUNDING DECISIONS**

The CPC will make funding recommendations after the public hearing process for inclusion in the 2022 Annual Town Meeting Warrant. All funding is subject to approval by Town Meeting.

If you have any questions, please contact Kathy Joubert, Town Planner, at 508-393-5019 or at [kjoubert@town.northborough.ma.us](mailto:kjoubert@town.northborough.ma.us)



# TOWN OF NORTHBOROUGH Community Preservation Committee

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## FY2023 APPLICATION

The Community Preservation Act provides funding for three core community concerns:

- Acquisition and preservation of open space/recreation
- Creation and support of community housing
- Acquisition and preservation of historic buildings and landscapes

<b>DATE SUBMITTED:</b>
<b>NAME OF PROJECT:</b>
<b>NAME OF APPLICANT:</b>
<b>CONTACT ADDRESS:</b>
<b>CONTACT TELEPHONE:</b>
<b>CONTACT EMAIL ADDRESS:</b>
<b>SPONSORING ORGANIZATION:</b>
<b>CPA CATEGORY:</b> <input type="checkbox"/> OPEN SPACE/RECREATION <input type="checkbox"/> HOUSING <input type="checkbox"/> HISTORIC
<b>LOCATION:</b> <input type="checkbox"/> TOWN LAND <input type="checkbox"/> SCHOOL LAND <input type="checkbox"/> PRIVATE LAND
<b>AMOUNT OF CPA FUNDS REQUESTED:</b>
<b>OTHER FUNDING SOURCES:</b>
<b>TOTAL COST OF PROJECT:</b>
<b>BRIEF DESCRIPTION OF PROJECT, INCLUDING ANY CONSTRUCTION REQUIRED:</b>

**PROJECT DESCRIPTION:** Please answer the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include additional pages of supporting materials and exhibits if necessary.

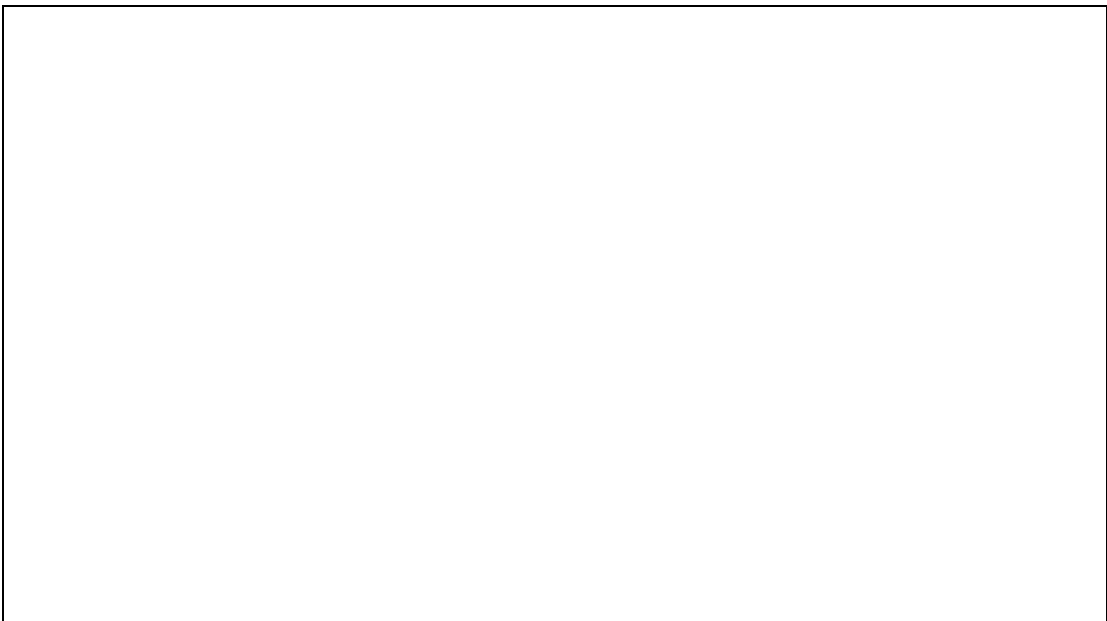
- 1. **GOALS:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

- 2. **ELIGIBILITY FOR CPA FUNDS:** From your review of the procedural sheet, describe how your project is eligible for the CPA category you have chosen.

3. **COMMUNITY SUPPORT:** What is the nature and level of support and/or opposition for this project? Include either a letter of support from the town board (Housing Partnership, Historic District Commission, Open Space Committee, Recreation Commission etc.) or a letter from the particular board stating why they do not support this application.

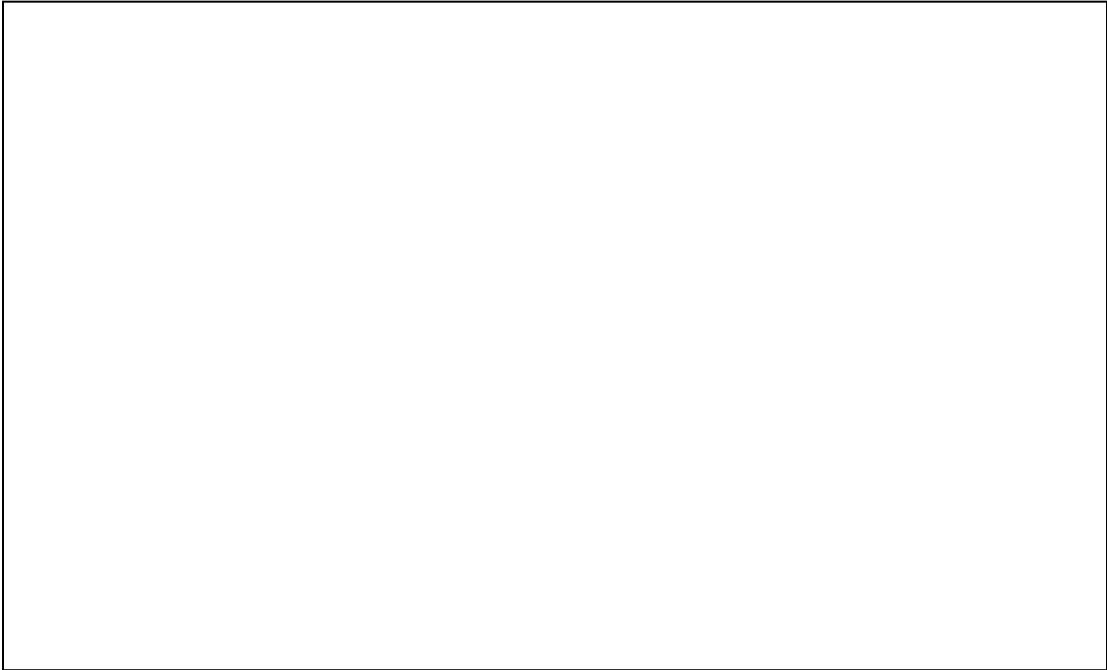


4. **BUDGET:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. If the project involves construction on Town or school land, it may need to meet procurement and prevailing wage requirements.

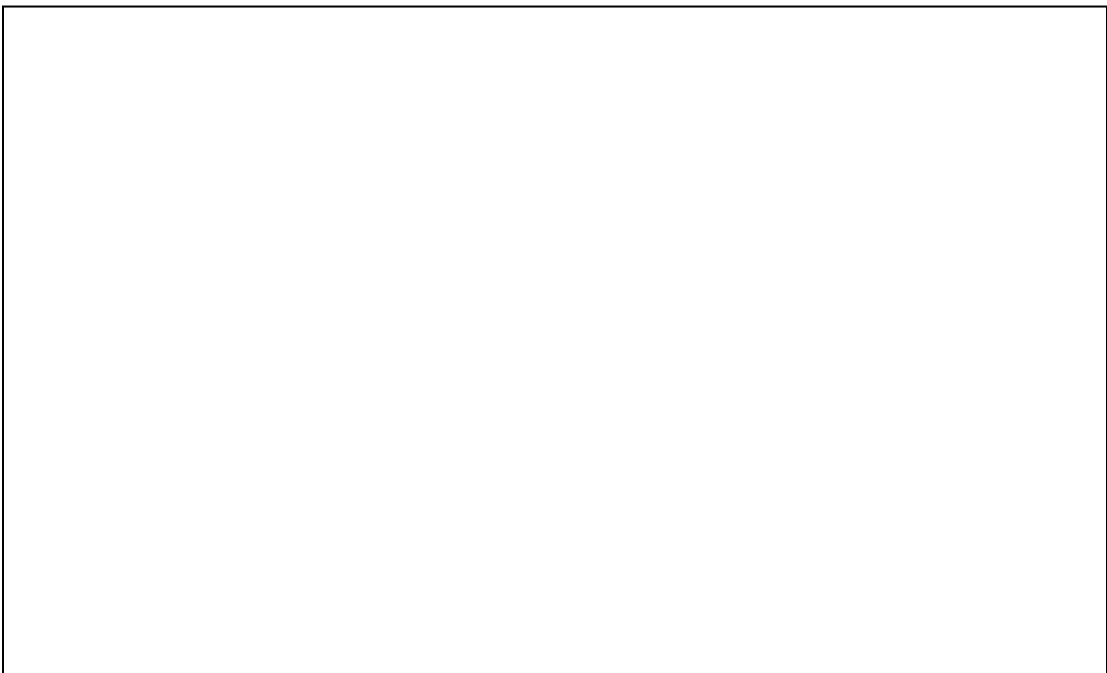




5. **FUNDING:** What additional funding sources are available, committed or under consideration? Include commitment letters and describe any other attempts to secure funding for this project.



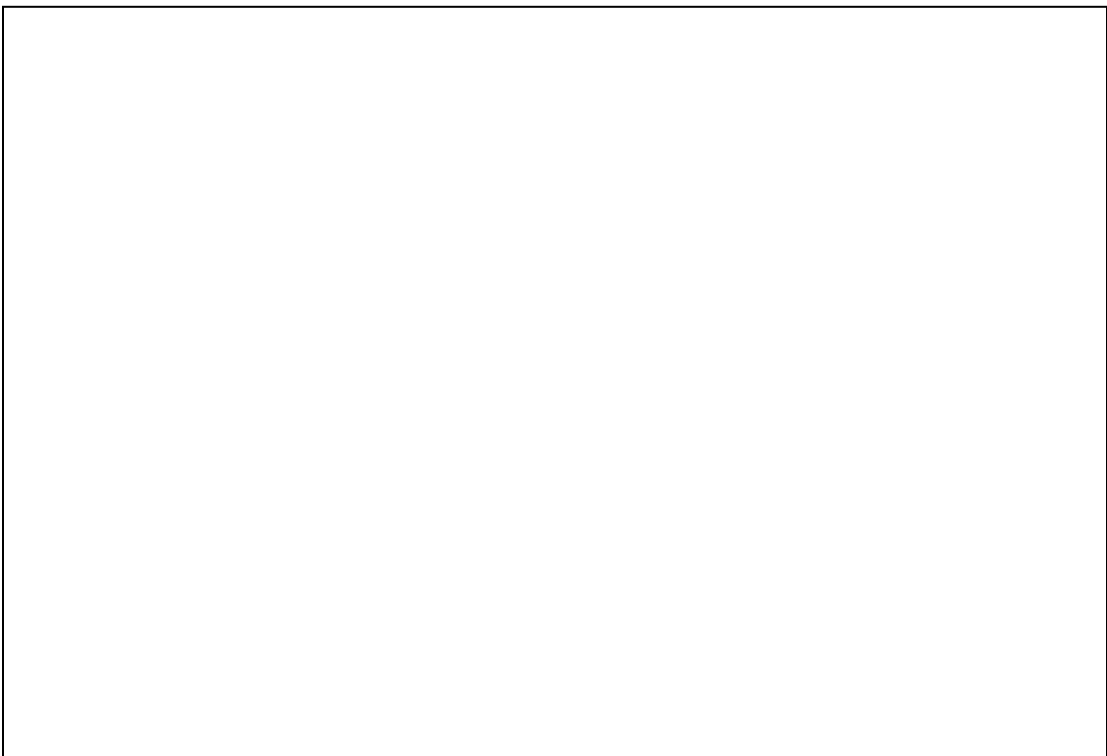
6. **TIMELINE:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.



7. **IMPLEMENTATION:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

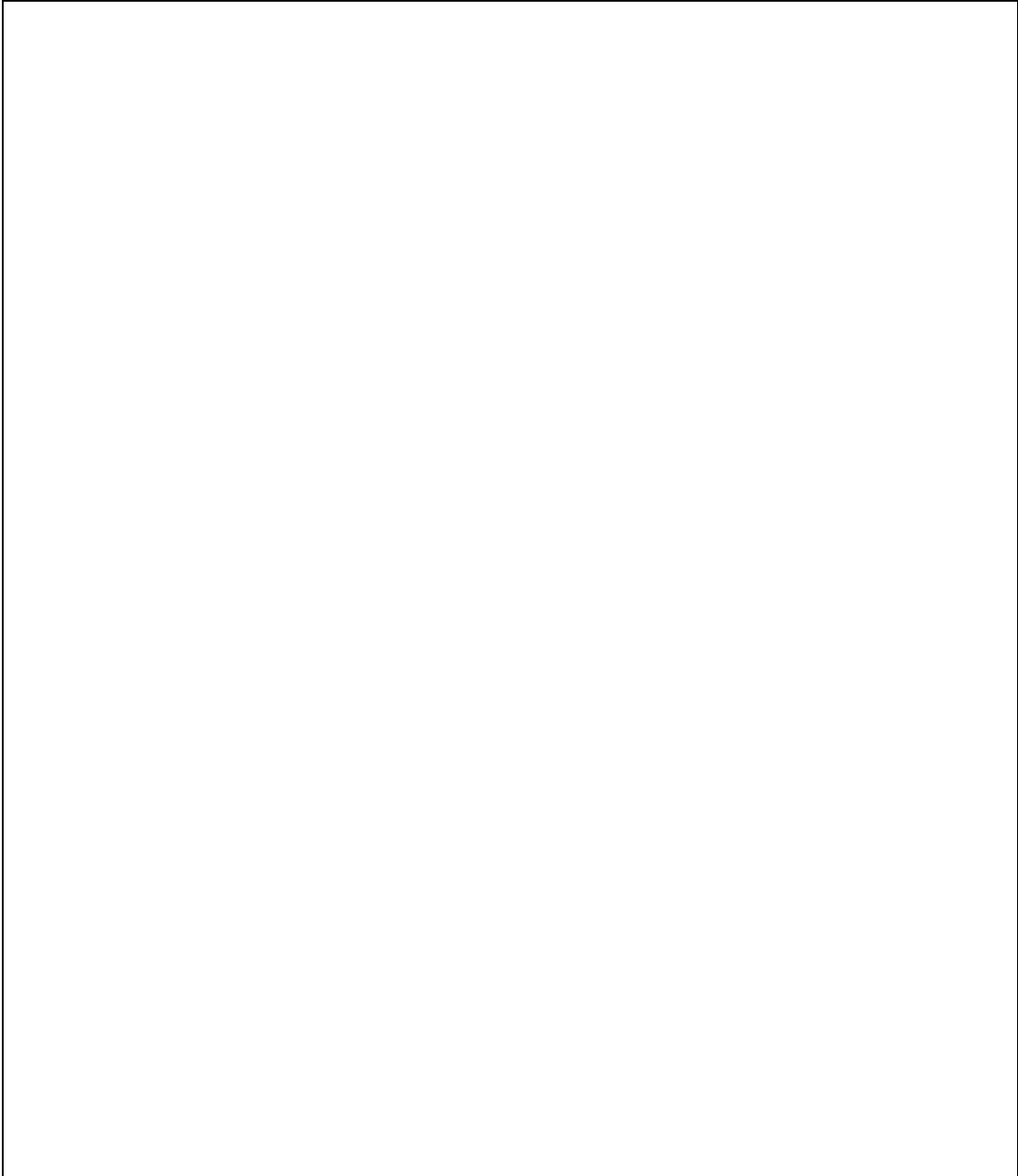


8. **MAINTENANCE:** If on-going maintenance is required, who will be responsible and how will it be funded?



**ADDITIONAL INFORMATION:** If applicable:

9. **FURTHER DOCUMENTATION:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed; any feasibility reports, renderings or other relevant studies and material; and any additional information that might benefit the CPC in their consideration of this project.

A large, empty rectangular box with a thin black border, intended for providing further documentation as requested in the text above. The box is currently blank.