



# TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

## 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

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| <b>DATE SUBMITTED:</b> November 1, 2021   |
| <b>NAME OF PROJECT:</b> Cemetery Signs for newer Kizer Section  |
| <b>NAME OF APPLICANT:</b> Brian Swanson   |
| <b>CONTACT ADDRESS:</b> 335 Church Street, Northborough   |
| <b>CONTACT TELEPHONE:</b> 508-641-4710  |
| <b>CONTACT EMAIL ADDRESS:</b> Daysailer7@aol.com  |
| <b>SPONSORING ORGANIZATION:</b> Northborough Historical Commission  |
| <b>CPA CATEGORY:</b> <input type="checkbox"/> OPEN SPACE/RECREATION <input type="checkbox"/> HOUSING <input checked="" type="checkbox"/> HISTORIC   |
| <b>LOCATION:</b> <input checked="" type="checkbox"/> TOWN LAND <input type="checkbox"/> SCHOOL LAND <input type="checkbox"/> PRIVATE LAND   |
| <b>AMOUNT OF CPA FUNDS REQUESTED:</b> \$5,124.00  |
| <b>OTHER FUNDING SOURCES:</b> N/A   |
| <b>TOTAL COST OF PROJECT:</b> \$5,124.00  |
| <b>BRIEF DESCRIPTION OF PROJECT, INCLUDING ANY CONSTRUCTION REQUIRED:</b><br>Purchase and installation two new signs for each end of the newer (Kizer) section of the Northborough Cemetery. These signs would respectfully identify the two entrances to that section which are not currently marked as such. This proposal includes installation. |

**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?

The goal is to respectfully identify both entrances to the newer section of the cemetery which has separate entrances and is separated from the older section of the cemetery by a river and vegetation. While this section is not as old as the other sections for which identification signs were provided by CPC funding in prior years, This section was established in 1965 and is an ongoing part of the town's history.

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.

The proposed signage will enhance the town owned property, the cemetery, as a resource of historical significance and enhance it's historical function by clearly identifying it and indicating it's age. The signage will also contribute to our understanding of the historical development of our community's heritage, culture and character by making the cemetery with all of it's information on markers or stones more accessible. A key component of the Historical Commission's mission is to educate and broaden awareness regarding Northborough's historical heritage. The proposed signs will help educate residents and visitors about our local history by indicating the date established as well as helping them find this section with all the important on the stones.

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.

The following comment is from Scott Charpentier, Director of Public Works under whom the Cemetery Division is organized in October 4, 2021:

"These signs are a great idea."

The Northborough Historic District Commission unanimously voted in favor of this project at their October 18th meeting.

A letter of support has been requested by the Cemetery Commission.

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.

The project budget is \$5124.00 including installation.

Estimate (see quote): \$4880

Contingency / Inflation (+5%): \$ 244

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.

No additional funding sources are being considered.

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.

If approved at the April 2022 Town meeting, \$2562 will be due when ordering. The signs are to be completed and installed by September 2022 and final payment of \$2562 will be due after completion/installation.

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?

The Historic District Commission will be responsible for implementing the project in coordination with the DPW Director and the Cemetery Commission.

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

Maintenance of these signs should be minimal as they are designed for extended outdoor durability. This would be expected to be maintained by the Cemetery Division as are other signs. Please refer to the following description of materials and expected maintenance provided by one of the potential vendors:

"The sign face is made out of Komacel which is an exterior grade PVC sheet product that we use for a lot of our exterior signage. The raised copy will be cut out of acrylic and stud + glue mounted to face of sign. All is painted to spec and clearcoated with a UV protected paint that protects from sun damage. The town seal is a digital print on raised acrylic with a similar UV protection but in print form.

Maintenance is easy, every year or few years ( or as needed per natural build up of material in given environment) the sign should be cleaned with a gentle cleaning agent – a SimpleGreen dilution is what we use - and scrubbed with a soft bristle brush or sponge."

**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.

Two installation options are being considered. The final recommendation will be decided at the Historic District Commission's November 15th 2021 meeting.