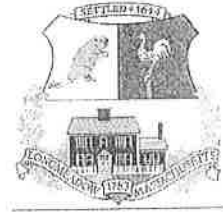




Town of Longmeadow
Massachusetts
Community Preservation Committee



Telephone 413-565-4110
Fax 413-565-4112

20 Williams Street
Longmeadow, MA 01106

www.longmeadow.org

Application for
Community Preservation Act Funding

Instructions

1. Review attached Community Preservation Act (CPA) funding eligibility, selection criteria (Appendix), and application.
2. Prepare and submit 10 typed and double-sided copies of the application form and project description to the CPC, c/o the Town Clerk's Office, Town Hall, 20 Williams St., Longmeadow, MA 01106.
3. The Community Preservation Committee (CPC) will accept project proposals **through November 29, 2018** for possible consideration at the following Annual Town Meeting.
4. The CPC will review all applications and schedule a meeting with each applicant to discuss its proposal.
 - a. The CPC may ask for more information before deciding to recommend the proposal for funding.
 - b. The CPC may request that you present your proposal at a public hearing.
5. If the project is selected for a funding recommendation, the CPC will submit it to Town Meeting.
6. Town Meeting has the sole authority to fund projects.

** Please note that the Committee reserves the right to modify these procedures and timeframe. Emergency applications will be accepted at the discretion of the CPC. The committee reserves the right to reject applications that are incomplete or late.*

Application Form

For CPC Use: Project # _____
Received on: ___/___/___ Received by: _____
Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: Longmeadow Pre-1901 Structures		Total Cost of Proposed Project: \$ 16,100.00	
CPA Funding Request: \$ 8,050.00		Contact Name: Margaret Cohn	
Applicant Name: Longmeadow Historical Commission		Community Preservation Act Category	Community Housing
Mailing Address: 20 Williams Street			<input checked="" type="checkbox"/> Historic Preservation
City, State, Zip Code: Longmeadow, MA 01106			<input type="checkbox"/> Open Space
Phone/Fax:			<input type="checkbox"/> Recreation
Email &/or Website: magmag40@telecomguru.org		<i>Please check all that apply:</i>	

Please attach a project description and budget, as indicated on page 2.

Project Description

Proposals must answer the following questions. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project important? How does it meet the objectives outlined in existing town plans?
3. **Community Support:** Describe the community support for this project. Include letters of support, if any.
4. **Action Plan & Timeline:** What is the schedule for project implementation, including start and completion dates?
5. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
6. **Preservation:** CPA projects may require deed restrictions. For more information, please see the Community Preservation Coalition website at <http://www.communitypreservation.org/index.cfm>. If applicable, attach a copy of the proposed deed restriction language.

Additional Information

Provide the following additional information, as applicable:

- A. Documentation that you have (or will have) control over the site, such as Purchase and Sale Agreement, option or deed.
- B. Evidence that the project does not violate any zoning ordinance or any other laws or regulations.
- C. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation.
- D. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.

Budget

1. **Budget:** What is the total budget for the project? All expenditures must be clearly identified.
2. **Other funding:** Specify what additional funding sources (public/private/in-kind) and amounts are available, committed, or under consideration. Include commitment letters, if available, and describe any other attempts to secure funding for this project.
3. **Mandated 'Construction' expenses:** If your proposed project involves construction, installation, demolition, maintenance or repair to a building or public work (horizontal construction), the payment of Prevailing Wage to the construction workers is mandated and will be enforced. Contact the Purchasing Department ([413-565-4185](tel:413-565-4185)) to obtain the prevailing wage rate sheet for use in obtaining realistic contractor quotes. This will help to ensure that your budget request is appropriate to what the actual expense will be.

Please send Application Form and Project Description Proposal, by the last Thursday in November, to:

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Thank you for your proposal!

Longmeadow Pre-1901 Structures

Project Description:

The Longmeadow Pre-1901 Structures project will pay for a historical consultant to create new historical surveys of 70 structures in our town which were built prior to 1901.

- 1. Goals:** The primary goal of the Longmeadow Pre-1901 Structures project is to provide the Longmeadow Historical Commission and Building Demolition Committee with information about 70 structures in our town that were built prior to 1901. A secondary goal is to provide owners of buildings built prior to 1901 with additional information about their homes.
- 2. Community Need:** At the Town Meeting in 2006, the Town of Longmeadow adopted a Demolition Delay Bylaw which applied to all structures in town that were constructed prior to 1901. If a demolition permit is requested for one of these pre-1901 structures, the Building Demolition Committee is charged with determining whether or not the structure meets the criteria of historic, architectural, or geographic importance. If it meets one of these criteria, the Committee can determine whether or not to delay demolition of the structure for 9 months. The delay period provides a window of opportunity for the owner and community residents to consider alternatives to demolition of the historic structure.

The Historical Commission believes that about 180 structures in town were built prior to 1901. Many, but not all, of them were surveyed from 1978 to 1988. Most of these structures are well documented and there is sufficient information available to enable the Building Demolition Committee to make an informed decision should a demolition permit be requested.

However, there is little information available for 70 of these structures. Town records were lost in the early 1900s and build dates on some of the buildings need to be confirmed. Historical surveys exist on most of these structures, but they are incomplete and contain little information about the buildings or their inhabitants. Should a demolition permit be requested on one of these 70 structures, the Building Demolition Committee would have insufficient information to render an informed decision on its historical, architectural, or geographic importance.

Within the past two years, demolition permits have been requested on two structures that were built prior to 1901. While both structures were built prior to 1901, historical surveys existed on neither structure. The Building Demolition Committee did not have enough information about either structure to confirm whether or not it met the criteria of the bylaw and, thus, could not require that the demolition be delayed. Without adequate information, it is very difficult for members of the Building Demolition Committee to make appropriate decisions and to protect the town's historical resources.

3. **Community Support:** Attached is a letter of support from Michelle Steger, Chair of the Building Demolition Committee.

4. **Action Plan & Timeline:**

MHC Survey and Planning Grant:

Nov. 19, 2018 – Submitted letter of inquiry

Feb. 11, 2019 – Submit full application letter of inquiry accepted

Mar. 13, 2019 – Grant awards announced

July–September 2019 – solicit bids for and select historic consultant

Fall–Spring 2020 – survey work

June 2020 – Completed surveys provided to Longmeadow Historical Commission and Massachusetts Historical Commission

5. **Maintenance:** No ongoing maintenance required

6. **Preservation:** Not applicable

Budget:

1. **Budget:** The Massachusetts Historical Commission uses \$230 as the pro rata amount to create a historical survey. At this rate, to create 70 surveys will cost \$16,100. There are no other costs to this project.

2. **Other Funding:** The Longmeadow Historical Commission has applied to Massachusetts Historical Commission for Survey and Planning Grant funding for \$8,050. Survey and Planning Grant funds can only pay for 50% of the cost of the project and the Historical Commission is requesting that CPA funds be used to pay for the remaining expenses.

3. **Mandated 'Construction' expenses:** Not applicable.

Community Preservation Committee

20 Williams Street

Longmeadow, MA 01106

November 17, 2018

On behalf of the Building Demolition Committee, I support the Historical Commission in its efforts to obtain historical surveys on homes in our town. While many historical structures in town are well documented, unfortunately, many are not. When a demolition permit is requested for a structure built prior to 1901, the Building Demolition Committee has only 30 days to hold a public hearing and render a decision as to whether or not the structure can be demolished. Having information on the structure on hand will enable the Committee to adequately evaluate its importance and properly protect these historic resources of our community.

Thank you for your consideration, and please feel free to reach out if I can be of any assistance with this effort.

A handwritten signature in cursive script that reads "Michelle Steger".

Michelle Steger

Chair, Building Demolition Committee

