



Joseph C. Sullivan  
Mayor

## Department of Planning and Community Development

90 Pond Street

Braintree, Massachusetts 02184

Phone: 781-794-8230 Fax: 781-794-8089

Christine Stickney, Director  
Melissa M. Santucci, Principal Planner  
Kelly Phelan, Conservation Planner

## **BRAINTREE COMMUNITY PRESERVATION COMMITTEE**

### **APPLICATION PACKET**

The Braintree Community Preservation Committee [CPC] has prepared this packet for the benefit of prospective applicants. The packet includes information on eligibility, application submission and the CPC's review process. All applications are carefully reviewed before the Committee votes which projects will be recommended to the Town Council for funding.

Requests for further information may be directed to Christine Stickney, Director of Planning and Community Development at 781.794.8232.

### **Community Preservation Committee**

Anne Murphy, Chair

Darryl Mikami, Planning Board Representative

Albion R. Fletcher, Braintree Housing Authority Representative

Michael Dorn, Parks and Playgrounds Board Representative

Patrick Flynn, Conservation Commission Representative

John Dennehy, Historic Representative

Linda Raiss, Member-at-Large

## **Eligibility for Funding**

The Town is pleased to be able to offer Community Preservation Act (CPA) funds to applicants who propose projects that will benefit the Town in the following areas:

- the acquisition, creation and preservation of open space,
- the acquisition, preservation, rehabilitation and restoration of historic resources,
- the acquisition, creation, preservation and support of community housing,
- the acquisition, creation and preservation of land for recreational use and
- the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in M.G.L. Chapter 44B, Section 5

All proposed projects must meet the requirements described in the Community Preservation Act M.G.L. 44B. Copies are available online at [www.massachusettslaws.com](http://www.massachusettslaws.com).

Applicants are reminded that the use of Community Preservation Act funds may not include maintenance of real or personal property or construction of a stadium, gymnasium or similar structure on property that was not acquired with CPA funds. **A real property interest that is purchased with monies from the Community Preservation Fund shall be bound by a permanent deed restriction that meets the requirements of MGL Chapter 184, limiting the use of the interest to the purpose for which it was acquired.**

### **Submission of Application and Review Process**

All applicants must schedule a pre-submission appointment with Christine Stickney, Director of Planning and Community Development. Ms. Stickney may be reached at 781.794.8232.

- 1) Applicants shall submit one original and eight copies of the completed application. No facsimile or electronic submissions will be accepted.
- 2) Staff of the Department of Planning and Community Development will review the application to determine if it qualifies for funding under the CPA.
- 3) If the application qualifies, the application will be provided to the CPC for evaluation. The CPC may request input or recommendations from other town committees or boards and may schedule a meeting or site visit with the applicant.
- 4) The Committee intends to submit recommendations for funding to the Town Council in November and May. Therefore, the deadline for funding requests for the November recommendations is 3:00 P.M. on the first business day of September and 3:00 P.M. on the first business day in March for the May recommendations.

*Please note that satisfying all criteria does not guarantee that the CPC will recommend a proposal to the Town Council*

**Town of Braintree Community Preservation Committee  
Guidelines for Project Submission and Selection Criteria**

- 1) Requests must include an executive summary, a statement of need including time sensitivity, a cost benefit statement, and be documented with appropriate support information. The use of maps, plot plans, photographs, historic documents, visual aids and other supplemental information is encouraged.
- 2) Include written proposals, quotations or estimates, and such other evidence to document project scope and cost. Indicate proportion of cost to be met with CPA funds and source of outside funding, if any. Where estimates are used, explain fully the basis for the estimate. All estimates should be no older than three months at the time of submission.
- 3) If the request is part of a multi-year project, include the total project cost and allocations.
- 4) Demonstrate how the project will benefit the Town of Braintree and how it promotes CPA goals and objectives. (See attached Goals and Criteria for Community Housing, Historic Preservation, and Open Space/Recreation). The CPC will also consider the following criteria when reviewing applications:  
Does the project:
  - save resources that would otherwise be threatened?
  - meet multiple needs and serve multiple populations and/or serve a currently underserved population?
  - have an advantageous cost/benefit value?
  - allow for leverage of other funding, either financial or in-kind?
  - satisfy the goals of the Town's Master Plan, Open Space and Recreation Plan, Affordable Housing Plan, and other planning documents adopted by the Town?
- 5) Describe the endorsement, support or other recommendations, if any, by other town boards, committees, departments and/or citizen groups.
- 6) Provide examples of similar project proposals in other communities, if any, including examples of project scope, project cost, and status of completion.
- 7) For applicants who have multiple project requests, please prioritize projects.
- 8) Applicant must submit a detailed project budget and project timeline.
- 9) The use of Community Preservation funds is not allowed for maintenance purposes. Therefore, should there be costs for operation and/or maintenance upon completion of your project, please indicate the party who shall assume responsibility for said costs. Provide details if public funding is required for ongoing operation and maintenance.

- 10) In the case of a private entity, an applicant shall provide proof to the Community Preservation Committee that its administrative and financial capabilities are sufficient to ensure the completion of the project in a timely manner and that the resource can be maintained for continued public benefit.
- 11) Applicant must provide information relative to any legal ramification or issue to be resolved for this project to move forward.
- 12) Applicant must provide information relative to any and all legal contingencies including, but not limited to, special permits, variances, or any other local, state, or federal permit.
- 13) Applicants must be present, as requested, at CPC meetings to respond to Committee inquiries.

*The Community Preservation Committee  
reserves the right to amend these guidelines at any time.*

## **Open Space/Recreation Goals and Criteria**

Due to the intense development pressure in Braintree over the last several years protection of the town's remaining undeveloped land has become urgent. Community Preservation Act funds are available to preserve land in perpetuity. The Community Preservation Committee works with the town's Open Space Committee, Conservation Commission, Parks & Recreation Commission and any interested parties on preserving land and increasing recreational opportunities. Note that open space preservation may not require outright purchase, but may include purchase of conservation restrictions as well.

The CPA defines "open space" as, "including, 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."

### **Open Space Goals**

- Goal 1 Preserve strategic tracts of undeveloped land
- Goal 2 Create open space through the removal of degraded structures and/or brownfields remediation

### **Open Space Criteria**

In deciding whether to recommend funding for open space projects, the CPC will consider whether the project:

- Preserves the character of the town and/or neighborhood
- Protects lands important to current and future drinking water quantity and quality
- Protects important surface water bodies, including wetlands, vernal pools or riparian zones
- Provides flood control/stormwater storage
- Protects or enhances wildlife habitat including corridors for wildlife movement or prevents fragmentation of wildlife habitat
- Improves public passive recreational opportunities as well as access and connection to existing trails or potential trail linkages
- Uses land protection strategies that maximize protection at the lowest public cost, such as purchasing development rights as an option to outright purchase

## **Recreation**

The CPA defines "Recreational use" as "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."

### **Recreation Goal**

Expands the range of recreational opportunities for residents of all ages, including community gardening, biking, swimming, fishing, skating, boating, canoeing, hiking and walking, and non-commercial youth and adult sports and the use of land as a park, playground or athletic field

### **Recreation Criteria**

In deciding whether to recommend funding for recreation projects, the CPC will consider if the project creates new recreational opportunities.

## **Historic Preservation Goals and Criteria**

The CPA defines "Historic resources" as "a building, structure, vessel or real property that is listed or eligible for listing 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."

### **Historic Preservation Goals**

- Goal 1 Protecting historical resources, especially those that are threatened
- Goal 2 Promoting the use of the Town's historic resources for the enjoyment of the public
- Goal 3 Recognizing, preserving and enhancing the historic heritage and character of the Town for current and future generations

In order for an historic resource to be eligible for funding, it must be determined to be of historic or cultural significance, not just old. The burden of proving historic significance is the responsibility of the applicant. In order to be considered of historic significance, a resource must have retained its physical character and integrity and must be architecturally significant, be associated with individuals who have historical significance, or have potential to yield important historical or archaeological information.

There are four ways a resource can qualify:

- 1) location in the Town's Historic District
- 2) listing on a state or national historic register
- 3) written determination by the Massachusetts Historical Commission that it is eligible for listing on the state register, or
- 4) written determination by the Braintree Historic District Commission that the resource is significant for its history, architecture, archaeology or cultural value.

### **Historic Preservation Criteria**

In deciding whether to recommend funding for historic resource projects, the CPC will consider:

- level of historical significance
- public benefit
- public support
- appropriateness and professionalism of proposed work  
[Rehabilitation work is expected to comply with Standards for Rehabilitation in the Secretary of the Interior's Standards for the Treatment of Historic Properties.]

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The Act does, though, allow for the remodeling, reconstruction and making of repairs to historic resources for the purpose of making such historic resources functional for their intended use, including improvements to comply with the Americans with Disabilities Act and other building or access codes.

## **Community Housing Goals and Criteria**

The CPA defines “community housing” as “low and moderate income housing for individuals and families, including low or moderate income senior housing.” Low income housing is defined as housing for those persons and families whose annual income is less than 80 per cent of the area-wide median income, while moderate income housing is defined as housing for those whose annual income is less than 100 per cent of the area-wide median income. The area-wide median income is determined by the United States Department of Housing and Urban Development.

### **Community Housing Goals**

- Goal 1 Maintain or enlarge the Town’s percentage of affordable housing units
- Goal 2 Ensure affordability in perpetuity
- Goal 3 Promote re-use of existing buildings and housing stock for affordable housing
- Goal 4 Encourage private/public partnerships
- Goal 5 Bring current affordable housing up to code or make it accessible
- Goal 6 Preserve or enhance existing affordable housing

### **Community Housing Criteria**

In deciding whether to recommend funding for affordable housing projects, the CPC will consider if the application requesting funding is for a project which:

- Promotes affordable housing for a variety of income levels, with the Range of Affordability up to 100% of the Area Median Income
- Aids the town in achieving or maintaining 10% of housing as affordable to for those with up to 80% of the Area Median Income
- Provides affordable housing at a scale in harmony with the existing neighborhood
- Allows for local preference pools when administering the renting, sale or re-sale of affordable housing units and promotes diversity
- Ensures continued availability of affordable housing in the future
- Brings current affordable housing up to code
- Preserves or enhances existing affordable housing for its occupants

### **Additional Information**

Funds may be spent only on items listed on the submitted budget in the application. The CPC must approve any proposed budget change before the change may be made.

CPC funding may not be used to replace, or free up for another use, alternate funds or revenue sources.

Prior to dispersal of funds, projects must have a deed restriction or Department of Revenue must be satisfied with the status of the restriction.

Applicants are encouraged to note the CPC as a funding source for their project. This notation could appear on any materials involving this project, i.e. press releases, brochures, etc.

Applicants are encouraged to place a sign indicating the use of CPA funding on the property during construction and for six months after completion of project.

Signatures on the application indicate that applicant has the right to enter into contracts for the organization seeking funding and has read and understands all requirements set by the CPC.

**BRAINTREE COMMUNITY PRESERVATION COMMITTEE  
2009-2010 APPLICATION FORM**

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Assessors' Plan and Plot \_\_\_\_\_

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

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

Category (check all that apply):

\_\_\_ Open Space/Recreation      Number of acres in parcel \_\_\_\_\_

\_\_\_ Historic Preservation

\_\_\_ Affordable Housing      Number of proposed housing units \_\_\_\_\_

Fiscal Year Total Project Cost CPC Funds Requested:

2009 \$ \_\_\_\_\_

2010 \$ \_\_\_\_\_

2011 \$ \_\_\_\_\_

2012 \$ \_\_\_\_\_

2013 \$ \_\_\_\_\_

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

Will there be any annual costs to the Town once the project is operational? \_\_\_\_\_  
Please explain.