

DRAFT COMMUNITY
PRESERVATION
REPORT AND PLAN



LEVERETT, MASSACHUSETTS

2026

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COMMUNITY PRESERVATION REPORT AND PLAN
Leverett, Massachusetts
2026

Purpose

The Purpose of this Report and Plan is to inform the citizens of Leverett about the Community Preservation Act (CPA) and its requirements, describe the needs, possibilities, and resources of Leverett in regard to CPA, inform the community about the procedures and actions of the Leverett Community Preservation Committee (CPC), and encourage community groups and individuals to propose projects which would benefit the town.

The Massachusetts Community Preservation Act

The Massachusetts Community Preservation Act, Chapter 267 of the Acts of 2000, became law in September 2000. CPA allows communities to impose a surcharge of one to three percent on real estate taxes to raise funds for open space, historic preservation, community housing, and recreation. Communities which adopt the CPA surcharge are eligible to receive up to 100% matching funds from a State trust fund which raises money from fees imposed on State Registry of Deeds transactions. This match is subject to change if registry fees do not provide sufficient funds. These funds are transferred to communities annually and all funds are kept in interest bearing accounts.

Annually at least 10% of the funds raised must be spent or reserved for projects in each of the categories of open space, historic preservation, and community housing. The remaining 70% may be spent for any of these purposes or for recreation. The committee may also use up to 5% for administrative expenses. Funds do not have to be spent in the same year as received, but can accumulate for future spending.

To date, 201 of the state's communities, (approximately 57%) have adopted CPA. About half of participant communities adopted the maximum three percent surcharge.

The permitted uses of CPA funds are defined as follows:

Open Space. Acquisition, creation, and preservation of open space. "Open space" includes: land that protects scenic vistas, forested land, land that protects wells, aquifers and recharge areas, and fields. Community preservation funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions.

Historic Preservation. Acquisition, preservation, rehabilitation, and restoration of historic resources. “Historic resources” are defined as: a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the Historical Commission to be significant in the history, archeology, architecture, or culture of Leverett. Community Preservation funds may be used for the preservation, restoration, and rehabilitation of existing historic resources (including Town-owned historic resources), but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation easement and provide public benefit.

Community Housing. Creation, preservation, and support of community housing. “Community housing” is defined as: low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first-time home buyers, for financial assistance to income-eligible homeowners, for gap funding for non-profit community development corporations or for-profit developers, to match state or federal low-income housing grants, or for other “support” of community housing. The Town’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

Recreation. Acquisition, creation, and preservation of land for public recreation. “Recreation” is defined to include active or passive recreation, including, but not limited to, the following: community gardens, trails, noncommercial youth and adult sports, and parks, playgrounds, and athletic fields.

The Community Preservation Coalition was formed to assist communities in adopting CPA and resolve questions about permitted uses. It is supported by a sliding scale of dues from participating towns and cities.

Leverett Community Profile

Leverett is located in Franklin County, just north of Amherst. The population is about 1800, of whom over 1500 are registered voters. The town encompasses about 23 square miles, is mainly wooded and residential, and has 31 miles of roads. There is only one store and no other commercial establishments in town. While few of its citizens are still employed in rural trades there is a strong commitment to the town’s rural character.

Leverett has Town Meeting government, making almost all of its spending decisions at an Annual Town Meeting at the end of April or beginning of May. The town has an annual budget of about \$7.2 million with about 62% of that going for elementary and secondary schools. Leverett Elementary School is part of School Union 28 with the towns of Shutesbury, Erving, Wendell, and New Salem. At the middle and High School level, Leverett is part of a regional school system, Amherst Regional, with the neighboring towns of Amherst, Shutesbury, and Pelham.

In recent years the town has accomplished much. The elementary school was renovated and an addition completed in 2001. A public safety complex was completed in 2002, and a new library completed in 2003. These buildings will serve the town for many years, and, since they were partly financed by borrowing, the town's taxpayers will be paying for them for many years. Therefore, while each year the town strives to balance the budget without eroding important services, there are projects which many townspeople would like to pursue which may never rank as a priority. CPA offers a possible way of pursuing such projects.

Leverett citizens have a relatively high level of education and the highest household income in Franklin County. Leverett also has many families of modest income. This diversity in town suggests the need for sensitivity in allocating CPA funds to a range of different and possibly competing interests.

Leverett completed a Community Development Plan in 2004, a Heritage Landscape Inventory in 2009, and a 2011 Update to the Recreation and Open Space Plan for 2005-2010. Leverett first implemented Zoning Bylaws in the 1950's and has refined them over the years to reflect the preferences of the citizens. Each of these documents offers information about the values and goals of the community and provides direction in pursuing future projects through CPA.

The Community Preservation Act in Leverett

Leverett was one of the early adopters of the CPA in the state. The 2001 Annual Town Meeting authorized a CPA Study Committee. The 2002 Annual Town Meeting adopted the CPA at the 3% level, the highest amount possible, and, in order to mitigate the impact on those of more limited means, voted to exempt property owned and occupied by a person who would qualify for low-income housing or low and moderate income senior housing and the first \$100,000 of assessed valuation on residential properties. Shortly thereafter the Community Preservation Committee was formed. (See Attachment A for a Timeline of CPA history in Leverett.)

Composition of the CPC. CPA regulations require a Community Preservation Committee (CPC) of five to nine members. The Leverett CPC has seven members with one representative each from the Historical Commission, Recreation Commission, Conservation Commission, Planning Board, and Affordable Housing Committee, and two at-large members appointed by the Select Board. Terms are three years, with approximately one third of terms expiring each year. The Chair is elected annually by the members. Meetings occur monthly from the fall through Spring Town Meeting or as needed. Meetings are posted subject to Massachusetts General Law requirements.

Procedures. The role of the Leverett CPC is to respond to proposals from the community rather than to initiate projects. The CPC reviews proposals and recommends to Town Meeting those it feels qualify for consideration for CPA funding.

The Application form is available online at the town website or in hard copy at the Town Hall. (See Attachment B for a copy of the form.) Completed applications are due on October 1, but the CPC may accept late applications after the deadline, for emergency or other appropriate reasons, according to the committee's discretion.

Project proponents submit fairly comprehensive project descriptions and appear before the CPC. Thorough discussions may result in more questions or suggestions for the proponent. The CPC reviews submitted applications to determine whether proposed projects are eligible for CPA funding and whether proposed projects are sufficiently developed in terms of their work plan and appropriate in terms of timing for further consideration. After reviewing an application, the CPC may ask an applicant to provide additional information. The Community Preservation Coalition is helpful in determining permissible uses and providing information about projects in other communities.

The CPC then seeks public comment on the Annual Plan and on the proposed projects which are presented by the applicants at a legally advertised public hearing scheduled in early March. After hearing public comment, CPC members vote on the Annual Plan and on the submitted proposals. The CPC makes its final recommendations for funding in the form of warrant articles to be voted on at the spring Annual Town Meeting. A proposal may be rejected by the CPC because it doesn't meet CPC requirements, doesn't meet the CPC Decision Guidelines (see below), or because it is incomplete or not adequately developed.

Town Meeting has the final authority to award funds from Leverett's Community Preservation Fund. At the Annual Town Meeting, the projects are presented by the applicants. There is the opportunity for CPC members to present a minority opinion if they oppose a project. Town meeting requires a 2/3 vote for land acquisition and a majority vote for other funding. Funding for approved projects is available, on a reimbursement basis, following Town Meeting, subject to satisfaction of any closing conditions established by the CPC.

Decision Guidelines. The following Decision Guidelines were approved by the Leverett CPC for evaluation of proposals for CPA funding on 8/6/03.

Note: All proposals must be complete and address pertinent legal and zoning issues, including historic preservation or affordability restrictions.

General Criteria for Evaluating Project Proposals

- Save a resource that might soon be lost.
- Preserve essential community character.
- Contribute to Town vitality.
- Demonstrated Town support.
- Produce high benefit/cost value.
- Serve more than one CPA purpose.
- Show that the project is the most feasible of options.
- Create incentive for private projects.

Decision Guidelines – Community Housing:

- Contribute to 10% affordability goal.
- Ensure longer-term affordability.
- Promote reuse of existing buildings or construction on previously developed sites.
- Convert market rate to affordable units.

Decision Guidelines – Historic Preservation:

- Project is listed, eligible for listing, or determined to be a significant historical resource.
- Preserve/restore a Town-owned resource.
- Preserve/restore an endangered resource.
- Enable public access.
- Preserve a resource that retains historic integrity.

Decision Guidelines – Open Space and Recreation Projects:

- Listed in Town’s Open Space Plan.
- Add to existing open spaces.
- Provide biodiversity, wildlife habitat, or resource reclamation
- Preserve wetlands.
- Mitigate flooding.
- Protect scenic views.
- Support multiple recreation uses.
- Serve large number of residents.
- Provide passive as well as active uses.
- Preserve sight lines and access consistent with open space.
- Enhance opportunities for handicapped persons.

Adapted from “Decision Guidelines” of the Newton Community Preservation Committee, with permission. Revised 7/02/03

Leverett CPA Finances. Since Leverett adopted the Community Preservation Act at Town Meeting in 2002, the Community Preservation Fund has received over 4 million dollars, half from tax payers and half from the state match. So far, with only two exceptions, Leverett has received a 100% match each and every year including the most recent. For 2024, only eight towns out of the 189 cities and towns that received CPA funds from the state received the maximum 100% match.

Thus far Leverett Town Meeting has spent or allocated approximately **\$2,707,000** on completed projects and to fund the Affordable Housing Trust. Including money spent on completed projects and money appropriated for projects in progress or in the planning stages, allocations thus far total **\$738,530** (27%) for historic preservation, **\$551,040** (20%) for open space, **\$815,529** (30%) for recreation and **\$602,470** (22%) for community housing (in trust). The amount currently available for future projects is over **\$1,200,000**. Of that, certain amounts are reserved for open space, historic preservation, or community housing, but over \$900,000 is undesignated.

Completed CPA Projects. The following projects have been funded with CPA funds:

<u>Project</u>	<u>Allocated</u>	<u>Category</u>
Town Hall Windows	\$ 25,542	historic preservation
Library Wetlands	9,880	open space
Moore's Corners Schoolhouse (I)	1,500	historic preservation
Leverett School Playground	18,050	recreation
Moore's Corners Schoolhouse (II)	4,626	historic preservation
Old Library/Museum	5,157	historic preservation
Leverett Pond Friendship Trail Land (I)	25,000	recreation
North Leverett Sawmill	115,000	historic preservation
Affordable Housing Trust Fund	77,570	housing
Land on Brushy Mountain	21,000	open space
Leverett Pond Recreation Area	237	cancelled
Town Hall Preservation Study	2,000	historic preservation
Leverett Pond Inlet Channel	9,800	open space
Leverett Crafts and Arts Building	23,500	historic preservation
Leverett Pond Friendship Trail Land (II)	11,256	recreation
National Register Historic Districts	7,000	historic preservation
Town Hall Restoration	126,210	historic preservation
Teawaddle Farm Conservation Restriction	170,000	open space
Moore's Corner Fence Restoration	15,000	historic preservation
<u>North Cemetery Grave Stone Restoration</u>	<u>25,900</u>	<u>historic preservation</u>
Bill Rivers Conservation Area Bridges	2,000	recreation
Leverett Preschool Playground	15,605	recreation
Cave Hill Land Acquisition	185,000	open space
Affordable Housing Trust (II)	160,000	housing
Moore's Corner Cemetery (II)	6,000	historic preservation
Governor Leverett Portrait Restoration	2,378	historic preservation
Town Highway Garage Rehabilitation	125,000	historic preservation
Moore's Corner Cemetery	11,250	historic preservation
North (Jackson Hill) Cemetery	24,275	historic preservation
LCA Master Plan/ Report	8,620	historic preservation
Open Space and Rec. Plan	21,000	open space
Mt. Hope Cemetery	28,400	historic preservation
LCA roof	25,000	historic preservation
Historic Assets Survey.	5,000	historic preservation
Historic Assets Plan	12,000	historic preservation
Historic District Signs	2,542	historic preservation
Affordable Housing (Ownership)	150,000	housing
Affordable Housing (Downpayment)	100,000	housing
Trail bridges, benches, signs	10,000	recreation
Leverett Pond Dam	130,000	hist. pres./open space
A Sense of Where You Are (III)	37,500	hist. pres.
Rattlesnake Hill	24,000	open space
Transfer to Affordable Housing Trust	114,900	housing

North Leverett Sawmill Design Plan	24,500	historic preservation
North Leverett Sawmill Heritage Trail(I)	82,082	recreation
North Leverett Sawmill Heritage Trail (II)	8,500.	Recreation
Library Pocket Park	374,529	Recreation
Rattlesnake Gutter Trail	265,000	Recreation
Amherst Regional Track	176,000	Recreation
Graves Ironworks Mapping	24,500	Historic preservation
Town Weights and Measures	8,000	Historic preservation

TOTAL: \$2,707,569

Needs, Possibilities, and Resources

There is strong support in Leverett for each of the goals of the CPA: open space preservation, historic preservation, community housing, and recreation. The town has a Conservation Commission, a long-standing land trust - The Rattlesnake Gutter Trust, an active Historical Commission, an active Historical Society, and an Affordable Housing Committee. Yet Leverett’s annual budget concerns tend to limit possibilities in these areas. In addition, sometimes these goals compete with each other for resources.

Open Space. Through many public processes of the past 30 years Leverett residents have stated a clear mandate to their public officials: protect the rural character of our town. While this means many different things, it generally includes protecting back lands, hill tops, wildlife habitat, groundwater, scenic views, open fields, our remaining farm land, and minimizing traffic and housing density. Much of the support for passage of the CPA was from this constituency. Purchasing land or conservation restrictions on land with CPA funds is a very effective means of protecting open space.

Leverett has used CPA funds to purchase three adjoining parcels on the shore of Leverett Pond, adjacent to other land already owned by the Town, to offer access to the pond, continue public access to the existing Friendship Trail, and preserve the view across the pond. CPA funds have also been used to purchase parcels of land on Rattlesnake Hill and on Brushy Mountain, both adjacent to other protected land and part of a long-range plan for each area, as well as on Cave Hill Road. Fund raising from individuals has supplemented the Town’s expenditures on land acquisition in several cases. In addition, open space funds have been used to purchase a conservation restriction on Teawaddle Hill Farm, to restore the Inlet Channel at the base of Leverett Pond to provide public access, and to restore an area of native wetlands near the library and elementary school for habitat protection and wildlife education.

Historic Preservation. Indigenous people lived in the area that became known as Leverett for thousands of years before colonists settled there in the 1700s. The town was incorporated as Leverett after separating from Sunderland. It is fortunate to have retained much of the original feeling of the early community with village centers clustered

around white steepled churches. Many of the 18th and 19th century homes remain close to their original appearances. Leverett has had many citizens actively involved in preserving the town's history through its Historical Commission and Historical Society. Historic public buildings and private homes, stone walls, cellar holes, and artifacts all contribute to the town's character. Leverett is fortunate to have publicly owned structures of historic significance as well as many private homes that preserve the appearance of our community in another era. The value of this resource is recognized by the high level of care and preservation these assets have received over the years.

CPA funds may be spent for the acquisition, preservation, rehabilitation, and restoration of historic resources when an appropriate project is identified by a community proponent. Funds may be used for both town-owned and privately owned properties. If funded, the owner of private property receiving CPA funds must grant an historic preservation restriction to the town. Funds may not be used for maintenance.

CPA funds have been used to restore the exterior and the bell tower of the Moore's Corner School House and Meeting House which houses the Leverett Historical Society, and to rehabilitate the former town library which houses the Field Family Museum. CPA funds have been used to scan and digitize historic documents to ensure their survival. CPA funds have been allocated to the development of the project "A Sense of Where You Are," a research and educational program looking at the town's industrial history and relics. CPA funds have also been used to restore the flood and snow damaged North Leverett Sawmill which appears on the Town seal, and to restore the street side of the historic box factory which now houses Leverett Crafts and Arts, as well as to repair the roof. In addition, CPA funds have been used for restoration of the exterior of the historic Leverett Town Hall, to preserve and restore the portrait of Governor Leverett and for the services of professional consultants to research and prepare documents for National Register Historic Districts for North Leverett, Moore's Corner, and East Leverett, to join our existing Leverett Center Historic District and to create a Master Plan for the LCA. CPA funds have also been allocated to the Friends of the North Leverett Sawmill to support their efforts to restore the mill and to develop trails on the properties (both private and public).

Community Housing. Although the town has expressed strong support for protecting open space and the rural character of the town, and has sought to limit development in the most rural areas, the desire for economic diversity, and thus for affordable community housing, has considerable support in town. There is strong feeling on the part of many that people who work for the town, retired people who have lived in Leverett and wish to downsize, and young people who grew up in Leverett should be able to afford to rent or own housing in town.

Community housing presents a particular challenge in a rural area. New construction in Leverett is generally unaffordable to median income families due to land prices and the lack of town water or sewer infrastructure. Leverett's bylaw adopting CPA specifies that the CPC shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. Some solutions found by

other towns do not exist here. Leverett has little rental property and no apartment complexes that might be acquired and made affordable. The town has no large old factory or school buildings to rehabilitate. Community housing should ideally be where people can walk to services, but Leverett has few services, they are spread out, and suitable land is not available near them. For example, the only place to buy groceries in town is miles from the library and even further from the post office and Town Hall. Public transportation has only recently begun to a limited degree.

In 2007 the town supported the formation of an Affordable Housing Trust and in 2008 transferred CPA funds to the Trust. An active Affordable Housing Committee worked for a number of years with a local landowner, the Franklin County Regional Housing Authority, and several knowledgeable consultants on a proposal to build new affordable housing on a large parcel that the landowner would donate in return for infrastructure that would serve the landowner's remaining land. However, even with donated land, the cost of the infrastructure made the project unfeasible.

It is permissible to create affordable housing through CPA funding by obtaining affordable housing restrictions on existing buildings, low interest loan programs to income-eligible first-time home buyers, financial assistance to income-eligible homeowners, or buying existing buildings or building new units and restricting their sale or rental to income eligible families or individuals. In 2015, the Town voted to allocate \$160,000 to the Affordable Housing Trust to fund a program to assist income-qualified buyers in the purchase of an affordable home in Leverett. The Town also funded the Affordable Housing Trust's Down-Payment Assistance Program. At the 2024 Fall Town Meeting, residents voted to approve the transfer \$114,900, (the balance of funds reserved for Community Housing) to the Affordable Housing Trust. In total, \$602,470 from CPA funds have gone to support affordable housing.

Recreation. Recreation facilities and creation of trails may also be funded by the CPA from the 70% of funds not designated for the other three categories. Leverett does not have any public parks, although a playground and ball fields exist at the elementary school. Leverett has acquired a number of conservation areas for recreation, many of them with CPA funds. A vibrant and active Trails Committee has been improving and extending trails and planning events to introduce the community to the opportunities available. Town trails now have benches, bog bridges and maps located along the many trails. Trails Committee members hold work-days to maintain and improve the trails. CPA funds may be used to acquire land or easements over private land, or to create new trails on CPA-acquired land should community proponents seek this. In addition, members of the Rattlesnake Gutter Trust have been active in maintaining trails.

Community Preservation Plan

The Plan of the Leverett CPC is to enhance the open space, historic resources, community housing, and recreation opportunities of the town, consistent with the Community Development Plan of 2004, the Open Space and Recreation Plan of 2005-

2010, Leverett Zoning Bylaws, and informed by the Heritage Landscape Inventory of 2009, by responding to proposals from the community that meet CPA Guidelines and the Decision Guidelines adopted by the CPC. The CPC hopes to conduct a survey of town residents to further inform its work.

LEVERETT COMMUNITY PRESERVATION COMMITTEE:

Apple Ahearn
Stephen Ball
Danielle Barshak, Chair
Eva Gibavic
Richard Nathorst
Kate Rice

Attachment A

LEVERETT COMMUNITY PRESERVATION COMMITTEE TIMELINE

- 4/2001 Town Meeting authorized a Community Preservation Act (CPA) Study Committee. They held public discussions and drafted a warrant article.
- 3/2002 Town Meeting adopted the CPA by a vote of 59 to 16, electing to tax ourselves at 3%, the highest amount possible, and to exempt the first \$100,000 of assessed valuation on residential properties and property owned and occupied by a person who would qualify for low-income housing or low and moderate-income senior housing to mitigate the impact on those of more limited means.
- 10/2002 Special Town Meeting established a Community Preservation Committee (CPC) of 7 members appointed by the Select Board including one member each from the Conservation Commission, the Historical Commission, the Planning Board, and the Recreation Commission.
- FY 2003 Town raised \$45,776 through CPA
- 10/2003 First funds available. State matched 100% so \$91,500 available for FY04.
- Fall 2003 Applications:
1) Leverett Town Hall: preservation (an historic structure), including replacement of windows and updating of the electrical system. \$27, 618
2) Former Leverett library building: feasibility study to consider possible uses for the building. \$10,000
3) Leverett Pond: application for control of weeds and improved public access on the pond involving hiring a contractor to remove weeds using a hydro-rake (\$19,000) and chemical treatments (\$11,000) and setting aside funds for a future boardwalk at the south end of the pond (\$10,000). \$40,000
- After public hearings and discussion, the CPC recommended #3 to Town Meeting and did not recommend #1 or #2.
- 4/2004 Town Meeting rejected #3
- 10/2004 Special Town Meeting reserved CPC funds as required
- Fall 2004 Applications:
1) Leverett Crafts and Arts building: restore the west (street side) façade and improve entrances to the building. (\$81,000)
2) Leverett Town Hall: restore the existing windows and purchase historically compatible storm windows. (\$35,440)

After public hearings and discussion, the CPC recommended #2 to Town Meeting and did not recommend #1

4/2005 Town Meeting passed #2 and reserved all other CPA funds as required.

Fall 2005 Applications:
1) Moore's Corner Schoolhouse Historical Society building: materials to restore west and south sides of the building. (\$1,500)
2) Land Acquisition: purchase 9.375 acres of land as a Robert Frost Trailhead near Route 63. (\$5,500)
3) Leverett Pond: restore the inlet channel. (\$9,800)
4) Wetlands: restore wetlands near library. (\$11, 337)
5) Leverett Crafts and Arts building: restore the façade. (\$95,000)

After public hearings and discussion, the CPC recommended projects #1 through #4 to Town Meeting and did not recommend #5

4/2006 Town Meeting passed all four projects and reserved all other CPA funds as required.

Fall 2006 Applications:
1) Land Acquisition: purchase two contiguous parcels of land totaling 8.9 acres at the southwestern end of Leverett Pond adjoining other town-owned land for shoreline protection and an extension of the Friendship Trail. (\$25,000)
2) Moore's Corner Schoolhouse Historical Society building: materials to complete restoration of siding and have bell tower made and tower and bell installed. (\$5,000)
3) Leverett Elementary School Playground: create a multi-purpose handicapped accessible primary climbing and activity structure. (\$18,050)
4) Former town library building: add electrical work and heating to the second floor to make the space useable year round, possibly enabling the creation of a museum of local history artifacts. (\$10,000)

After public hearings and discussion, The CPC recommended all four projects to Town Meeting.

4/2007 Town Meeting passed all four projects and reserved all other CPC funds as required. (#4 was originally for \$30,000 and included a composting toilet, but, because the town was exploring water and septic issues that might affect this building, it was amended by the applicants on Town Meeting floor to this sum and was passed as amended.)

- Fall 2007 Applications:
 1) Transfer to the Affordable Housing Trust Fund the money currently reserved for housing and the amount that will be reserved this year. (\$77,570)
 2) Land Acquisition: purchase 13 acres on Brushy Mountain. (\$21,000)
 3) Land Acquisition: purchase three parcels on the western shore of Leverett Pond. (\$172,000)
 4) North Leverett Sawmill: restore structure and place Historic Preservation Easement on it. (\$115,000)
- 4/2008 Town Meeting passed one and two as proposed. Three was amended at town meeting to separate the parcels and spend \$45,000 for the Booth/Fidnick land (their asking price), \$2000 for expenses, and \$25,000 for the Corcoran land (their asking price was \$125,000). Four was amended to add, “Any such funds shall be at no interest but secured by a mortgage due in the event of casualty loss and the sawmill is not rebuilt.” It then passed. Town Meeting also reserved all other CPC funds as required.
- Fall 2008 Applications:
 1) Consulting fees and other expert advice, such as that of a preservation consultant, to help the Select Board decide how best to preserve the Town Hall. (\$2000)
 2) Leverett Crafts and Arts building, contingent upon receipt by Leverett Crafts and Arts of a grant from the Community Foundation of Western Massachusetts: Restore West side and place Historic Preservation Restriction on it.
- 4/2009 Town Meeting unanimously passed #1.
 #2 was amended to add that the Historic Preservation Restriction be placed “prior to funds being disbursed” then it also passed unanimously.
- Fall 2009 Applications:
 1) LCA requested that Town Meeting rescind the previous Town Meeting’s appropriation of \$15,000 for the rehabilitation of the LCA building which was contingent on their receiving funding from the Community Foundation of Western Massachusetts, (because they did not receive full funding from the Foundation) and appropriate \$23,500 from the historic preservation reserve without contingency for the restoration the street (west) side façade of the building, with a permanent historic preservation restriction to be recorded on the LCA deed prior to funds being disbursed.
 2) The Select Board requested \$9000 in pre-development funds for the Town Hall (Phase I) to procure the services of a design team (e.g., historic preservationist, architect, engineers, materials specialists) to build on the initial historic preservation work in order to complete a full structural

analysis and code review and provide schematic drawings and other materials required for advancing to the restoration and rehabilitation implementation, primarily stripping and repainting the exterior and correcting the bumps in the ground floor. It is estimated that Phase II would cost \$80,000. They would apply for Massachusetts Historical Commission grants to reimburse half of these sums.

3) The Field Museum Committee of the Leverett Historical Society requested \$7,000 in pre-development funds for the Field Museum (Phase I) to procure the services of a design team (e.g., historic preservationist, architect, engineers, materials specialists) in order to complete a full structural analysis and code review and provide schematic drawings and other materials required for advancing to the restoration and rehabilitation implementation, most likely including upgrading interior lighting, exterior safety and accessibility improvements to the handicapped ramp leading to the main entrance; re-grading and paving the pathway that leads to the basement in the rear of the building; and replacement of the basement door. It is estimated that Phase II would cost \$47,000. They would apply for Massachusetts Historical Commission grants for reimbursement of half of these sums.

4) The Rattlesnake Gutter Trust requested \$24,000 from the open space reserve to purchase 18 acres near Rattlesnake Gutter for open space protection, development of a hiking trail system, and creation of a greenway corridor connecting protected lands and cultural resources, including up to \$4000 for surveying, appraisal, and closing costs, and \$20,000 for the purchase price.

5) The Leverett Conservation Commission requested to transfer \$67,912 of CPA open space reserve funds to the Conservation Trust Fund.

After public hearings and discussion, the CPC recommended #1 and #4 to Town Meeting and did not recommend #2 or #3. #5 was withdrawn.

4/2010 Town Meeting passed #1 and #4 and reserved all other CPA funds as required.

Fall 2010 Applications:

1) The Leverett Historical Commission requested \$14,000 to procure the services of a professional consultant to research and prepare documents for National Register Historic Districts for North Leverett, Moore's Corner, and East Leverett, to join our Leverett Center Historic District. The Massachusetts Historical Commission had approved this project for a 50% (\$7000) reimbursement, contingent upon receipt of their own funding.

2) Rattlesnake Gutter Trust requested a total of \$11,450, \$8,500 for purchase of an approximately one acre parcel of land on the shore of Leverett Pond off Cider Mill Road contiguous to other parcels recently acquired by the Town, and up to \$2,950 for fees associated with the purchase.

3) The Select Board requested \$150,000 for the rehabilitation and continued preservation of the Leverett Town Hall, including removing and replacing the exterior siding and needed trim with wood, restoring the exterior as needed, painting the exterior, and repairing the interior buckled floor on the ground level.

After public hearings and discussion, the CPC recommended all three projects to Town Meeting.

4/2011 Town Meeting passed all three projects and reserved all other CPC funds as required.

Fall 2011 Applications:

- 1) From the Leverett Conservation Commission, Kestrel Trust, and Rattlesnake Gutter Trust, an application for \$170,000 to purchase a Conservation Restriction on Teawaddle Hill Farm, eliminating development rights on the farm in perpetuity, for the purposes of protecting agricultural lands and natural resources, maintaining the property in its natural, scenic, and undeveloped condition, providing public access for recreation, and preventing uses or changes that interfere with these values.
- 2) From the Leverett Cemetery Association, an application for \$28,000 for restoration of 90+ stones in the North Cemetery located on Montague Road about a mile north of Town Hall.
- 3) From the North Leverett Cemetery Association, an application for \$29,950 to begin restoration of the Moores Corner Cemetery located on Rattlesnake Gutter Road near the North Leverett Coop by replacing the fence along the street side.
- 4) From Ted Goodnight and Katherine Theodore, an application for \$23,222 to restore the sills, beams, joists, and roof of the 1806 house at 21 Still Corner Road in East Leverett. This application was withdrawn before the public hearing because it was not supported by the Leverett Historical Commission.

After public hearings and discussion, the CPC recommended the remaining three projects to Town Meeting.

4/2012 Town Meeting passed all three projects and reserved all other CPC funds as required.

Fall 2013 Applications :

- 1) From the Rattlesnake Gutter Trust, an application for \$185,000 for the purchase of approximately 101 acres of land off Cave Hill Road. The property contained existing trails, and the project included building a parking area and trail entrance. Over \$35,000 was contributed by over

115 residents of Leverett and beyond to a special fund established by the RGT to support the purchase of the land.

2) From the Moore's Corner Cemetery volunteers, an application for \$6,000 for the repair and restoration of gravestones at the Moore's Corner Cemetery.

3) From the Leverett Crafts and Arts, an application for \$44,000 for replacement of windows and doors.

4) From the Leverett Family Museum Committee, an application for funds to repair the roof and chimney of the Field Family Museum, (formerly the Field Library.) This application was not advanced as it was not complete or able to be completed by the time of Town Meeting.

5) From Pioneer Valley Habitat for Humanity, an application for \$150,000 to partially fund the development of two units of affordable housing on Cave Hill Road. Habitat withdrew this application before Town Meeting.

After discussion and public hearing, the CPC voted to advance the applications of RGT for the purchase of land, and of the Moore's Cemetery Volunteers for the restoration of gravestones. The CPC voted not to recommend the application of the LCA, recommending to the LCA that it address unresolved questions about whether and how the proposed work could be done in an historically accurate way, as required by law.

5/ 2014 Town Meeting passed the two presented proposals and reserved all other CPC funds as required.

Fall 2014 Applications:
1) From the Leverett Affordable Housing Trust, an application for \$160,000 to fund a "Buy Down" program, in which income-qualified buyers would receive a subsidy toward the purchase of an affordable home in Leverett. Any house purchased with such funds would remain permanently restricted to remain an affordable home.
2) From the Historic Society, an application for \$2,378 to pay for the professional restoration of the portrait of Governor John Leverett.

5/2015 Both projects were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2015 Applications:
1) From the Selectboard, an application for \$125,000 to rehabilitate the 1948 Town Highway Garage building.
2) From the Moore's Corner Cemetery Volunteers, an application for \$11,250 to continue the professional restoration of gravestones at the cemetery.

- 3) From the North Cemetery Volunteers, an application for \$24,275 to repair 100 gravestones and pay for tree work at the Jackson Hill cemetery.

5/2016 All three projects were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2016 Applications:

- 1) From the Leverett Affordable Housing Trust, an application for \$150,000, for the Leverett Home Ownership Assistance Program, to help income-qualified buyers to purchase an affordable home in Leverett.
- 2) From the Leverett Affordable Housing Trust, an application for \$100,000, for the Leverett Down-Payment Assistance Program, to help income-qualified buyers to purchase an affordable home in Leverett.
- 3) From Leverett Historic Commission, an application for \$2,542 to pay for the construction of signs identifying three Leverett villages as designated to be “National Register Historic Districts.”
- 4) From the Conservation Commission, an application for \$10,000 to be used for the construction of bog bridges, benches and signs to be placed on town-owned trails.

April 2017 All four projects were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2017 Applications:

- 1) From the Conservation Commission, an application for \$21,000 to hire a land use planner to assist in the preparation of the Town’s Open Space and
- 2) From the Cemetery Volunteers, an application for \$28,400 for professional restoration of 55 gravestones at the Mt. Hope (Chestnut Hill) cemetery.
- 3) From the Cemetery Volunteers, an application for \$24,275 to repair 100 gravestones and pay for tree work at the Jackson Hill cemetery.
- 4) From the Leverett Crafts and Arts, an application for \$25,000 to be used as matching funds to pay for replacement of the east side roof of the LCA building.
- 5) From the Historic Commission, an application for \$5,000 to help pay for the completion of a report on a survey of Town residents’ knowledge and support for Leverett historical assets.

The Leverett Community Preservation Committee voted to send all the above applications for CPA funding, except #3, to Town Meeting for a vote.

April 2018 All four projects that progressed from the CPC to Town Meeting were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2018 Applications:
1) From the Friends of Leverett Pond, an application for \$130,000 to assist in the restoration of the Leverett Pond dam; and
2) From the Historic Commission, an application for \$12,500 to help pay for Phase 2 of the Historic Assets Plan.

The Leverett Community Preservation Committee voted to send all the above applications for CPA funding to Town Meeting for a vote.

April 2019 Both projects that progressed from the CPC to Town Meeting were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2019 Applications:
1) From the Historic Commission, an application for \$12,500 to help pay for Project: "A Sense of Where You Are;"
2) From The Amherst Regional School System Recreation Working Group, an application for \$17,120 for Leverett's portion of a feasibility study for a new track at Amherst Regional High School; and
3) From The Leverett Cemetery Association, an application for \$46,200 to complete restoration work begun at the Chestnut Hill cemetery.

The Leverett Community Preservation Committee voted to send the Historical Commission application (#1, above) and the Recreation Working Group application (#2 above) for CPA funding to Town Meeting for a vote. The CPC decided that the application from the Cemetery Association (#3 above) was incomplete, and not ready to be voted upon.

Spring 2020 Due to the Coronavirus pandemic, Town Meeting was shortened to include only the most time-sensitive articles, and the CPC articles were postponed to Fall Town Meeting.

Fall 2020 Town Meeting voted to approve the Historical Commission application. The proponent for the Recreation Working Group application was not present at Town Meeting, so that application was not voted upon.

Fall 2020 Applications:

- 1) From the Historic Commission, an application for \$12,500 to continue its Project: “A Sense of Where You Are;” and
- 2) From the Leverett Historic Commission and the Leverett Historical Society, an application for \$28,491 for its “Leverett History Inventory and Archive Project.” That project proposed to pay for equipment and workers to scan, digitize and preserve the paper collections of the Field and Moore’s Corner Museums.

The Leverett Community Preservation Committee voted to send both the above applications for CPA funding to Town Meeting for a vote.

April 2021 Both projects that progressed from the CPC to Town Meeting were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2021 Applications:

- 1) From the Historic Commission, an application for \$12,500 to continue its Project: “A Sense of Where You Are;”
- 2) From the Leverett Historic Commission and the Leverett Historical Society, an application for \$237,500 to “restore, renovate and preserve Leverett’s two historical museums” (the Moore’s Corner Schoolhouse and Field Library buildings);
- 3) From the Recreation Commission, an application for \$280,550 to build a pavilion on the community field between the elementary school and the library.

The Leverett Community Preservation Committee voted to send the Historic Commission application (#1, above) to Town Meeting for a vote.

The CPC advised the applicants for the 2d application (#2 above) that in order to comply with the Community Preservation Act, the application was required by law to be split into 2 separate applications, (one for the town-owned Field building, and one for the privately-owned Moore’s Corner Schoolhouse). After the applicants decided not to separate the application into 2 parts, the CPC decided that it could not advance the single application to Town Meeting. The CPC voted to recommend that the Town approve the expenditure of \$30,000 to obtain an expert report on the physical condition of the town-owned Field building, (Assessment of Conditions and Recommendations) in order to assist the Town in its consideration of future treatment of the Field building.

After the projected cost of the pavilion (Application #3 above) was increased by over \$100,000, the Recreation Commission withdrew the application.

April 2022 At Town Meeting, residents voted to fund the application from the Historic Commission to continue the Historic Preservation project, “A Sense of Where You Are.”
Town Meeting members also voted to approve the expenditure of \$30,000 to obtain a Conditions report on the Field building.

Fall 2022 Applications:

1. From the Friends of North Leverett Sawmill, an application for \$87,082 to develop a “Heritage Nature Trail” with pavilion, parking and signage on properties owned by the Town of Leverett and FONLS, adjacent to the Slarrow Sawmill,
2. From the Kestrel Trust, an application for \$81,000, representing one half the purchase price of 91 acres of open space, “The Heronemus Forest Conservation Project.”

The Leverett Community Preservation Committee voted to send both the above applications for CPA funding to Town Meeting for a vote.

April 2023 Both projects that progressed from the CPC to Town Meeting were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Fall 2023 Applications:

1. From the Friends of North Leverett Sawmill, an application for \$24,500 to develop a Design Plan for restoration of the Sawmill;
2. From the Leverett Historic Society, an application for \$24,500 for rehabilitation of the exterior of the Moore’s Corner Schoolhouse;
3. From the Leverett Selectboard, an application for \$25,000 for rehabilitation of the exterior of the Field Memorial Building, (formerly the Library);
4. From the Leverett Selectboard, an application for \$15,000 to further fund the Field Building ad hoc committee.

The Leverett Community Preservation Committee voted to send only the Sawmill proposal for CPA funding to Town Meeting for a vote.

April 2024

Residents at Town Meeting voted to approve funding for the development of a design plan for the North Leverett Sawmill. The Town further reserved all other CPC funds as required.

Fall 2024

Applications:

1. From the Affordable Housing Trust, an application for the transfer of \$114,900, said amount being all of the funds reserved for Community Housing to the AHT;
2. From the Leverett Library, an application for \$374,529 to construct an accessible “pocket park” on the library grounds;
3. From the Friends of the North Leverett Sawmill, and application for \$230,000 to construct a patio and restrooms at the Sawmill;
4. From the Leverett Selectboard, an application for \$6,160 to repaint the town map hanging outside Town Hall;
5. From the Leverett Selectboard, an application for \$8,000 to rehabilitate the wooden cabinet containing the historic set of Weights and Measures;
6. From the Rattlesnake Gutter Trust, an application for \$265,000 to restore and improve the town-owned section of the Rattlesnake Gutter Road located within the Rattlesnake Gutter Conservation Area;
7. From the Leverett Historical Commission, \$24,500 to map the historic Graves Iron Works located on North Leverett Road;
8. From the Leverett Historic Society, \$287,078 to rehabilitate the Moore’s Corner Schoolhouse;
9. From the Amherst Regional School District, \$176,000 to contribute to the 4-town renovation of the Amherst Regional High School Track and Fields.

The CPC allowed the application from the Affordable Housing Trust seeking an immediate transfer of the balance of the funds reserved for community housing to the AHT (#1, above) to proceed to Fall Town Meeting as an exception to the general rule that approved applications would be presented at the Annual Town Meeting held in the Spring. The reason sought and approved for this exception was that the Affordable Housing Trust needed to be able to act quickly if an affordable housing opportunity was presented, and required access Affordable Housing Trust funds without delay. Voters at the Fall Town Meeting approved this transfer of \$114,900 to the Affordable Housing Trust.

The CPC voted to send to Town Meeting applications #2, (Pocket Park); #5 (Weights and Measures); #6, (Rattlesnake Gutter Trail); #7, (Graves Iron Works mapping); and #9 (ARHS Track).

May 2025

All five (5) of the projects that progressed from the CPC to Town Meeting were approved by Town Meeting. The Town further reserved all other CPC funds as required.

Attachment B



**Town of Leverett
Community Preservation Committee
Submission Guidelines For Applications**

Welcome to the Town of Leverett Community Preservation Committee (CPC) funding application process. Since the adoption of the Community Preservation Act (CPA) by the Town of Leverett in 2002, Community Preservation Funds have been committed to each of the following CPA eligible uses:

- Acquisition and preservation of open and agricultural space;
- Acquisition and development of new recreational spaces;
- Acquisition and preservation of historic buildings, structures, sites, and artifacts+
- Development and support of affordable housing.

The application packet consists of the following:

Guidelines

A. Definitions and Allowable Purposes	ii
B. Project Evaluation Criteria	iii
C. Use of Funds and Leveraging Other Support	iv
D. Application Process	v

Application for Community Preservation Eligibility
separate form

Short Form Application for Projects Under \$25,000
separate form

Full Application for Community Preservation Funding for Projects Over \$25,000

- Cover Sheet
- Project Narrative
- Project Budget, Funding, & Timeline
- Supporting Documents and Applicant Certification

Please read through all of the Guidelines and Application instructions. Applications must be complete including supporting documents. Note the emphasis on community need, the importance of broad community support, and the significance of securing other funding commitments in addition to the requested CPA funds. The CPC appreciates your participation and looks forward to reviewing your project application for Community Preservation Funding.

**Application for Community Preservation Funding GUIDELINES A.
Community Preservation Act Definitions and Allowable Purposes**

Community Preservation Funds	Open Space	Recreational Land	Historic Resources	Affordable Housing
Definition:	Land to protect existing & future well fields, aquifers & recharge areas, watershed or agricultural land, grasslands, fields, forest, fresh & salt water marshes & other wetlands, ocean, river, stream, lake & pond frontage, coastal lands, lands to protect scenic vistas, wildlife, nature preserve, & for recreational use.	Land for active or passive recreation including, but not limited to, the use of land for community gardens, trails, & noncommercial youth & adult sports, & the use of land as a park, playground or athletic field. Does not include horse or dog racing or the use of land for a stadium, gym, or similar structure.	Building, structure, vessel, document, artifact, or real property listed or eligible for listing on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture, or culture of the city or town.	Housing for low & moderate income individuals & families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80% of US HUD Area Wide Median Income.
Purpose:				
ACQUIRE	Yes	Yes	Yes	Yes
CREATE	Yes	No	Yes	Yes
PRESERVE Protect from injury, harm or destruction [not maintenance].	Yes	Yes	Yes	Yes
SUPPORT	No	No	No	Yes
REHABILITATE/RESTORE Remodel, reconstruct, or repair [not maintenance] to make property functional for intended use, including improvements to comply with federal, state, or local building or access codes or with federal standards for rehab of historic properties.	Yes, if acquired or created with Community Preservation funds	Yes	Yes	Yes, if acquired or created with Community Preservation funds

Source: Chart adapted "Recent Developments in Municipal Law" by the Massachusetts Department of Revenue, October 2012.



Town of Leverett
Community Preservation Committee
Application for Community Preservation Funding
GUIDELINES

B. Project Evaluation Criteria

All applications will be evaluated according to the following criteria:

1. All proposed projects must be eligible for CPA funding according to the requirements described in Community Preservation Act (MGL Chapter 44B);
2. Proposal is both thorough and comprehensive;
3. Proposal is consistent with any and all of Leverett's planning and preservation objectives.
4. Proposal is feasible with the expectation that all federal, state, and municipal approvals and permits necessary for successful project implementation are reasonably attainable within the project timeframe;
5. CPA funding for the project is urgent; a delay in funding will result in the failure to address an important Town need;
6. Project serves multiple needs and populations;
7. Project serves a currently under-served population;
8. Project has strong community support;
9. Project is consistent with recent Town Meeting actions and does not seek to contradict or overturn any Town Meeting policy decision;
10. Project advances preservation of currently owned Town assets;
11. Historic preservation project has Leverett Historical Commission certification and project endorsement and is in compliance with the U.S. Secretary of Interior's Standards for Rehabilitation;
12. Project on Town property has certification from appropriate department head;
13. Project facilitates acquisition of threatened resources;
14. Project includes a thoughtful, reasonable budget
15. Funding will leverage other sources of funding (in-kind would not be considered a source of funding)
16. Proposal identifies resources to continue maintenance of project once completed.
17. When applicable, sponsor's past performance with managing CPA grants has been satisfactory.

If you would like more information about the CPA, the following websites may be useful:

Community Preservation Coalition	www.communitypreservation.org
MA Executive Office of Environmental Affairs	www.mass.gov/envir
MA Department of Revenue	www.dls.state.ma.us/dor2.htm
MA Historical Commission	www.sec.state.ma.us/mhc
U.S. Secretary of the Interior's Standards for Rehabilitation	www.nps.gov/hps/tps/tax/rhb/stand



**Town of Leverett
Community Preservation Committee
Application for Community Preservation Funding
GUIDELINES**

C. Use of Funds and Leveraging Other Support

1. The Community Preservation Act is state law that allows cities and towns to exercise control over local planning decisions. CPA monies are public funds raised from dedicated Leverett tax revenues and State subsidies to the Town.
2. Municipal Projects on town property financed with CPA funds must comply with all applicable State and Town requirements, including the Commonwealth's procurement laws, which require special procedures for the selection of products, vendors, services, and consultants. Contracts for goods and services must be awarded to the lowest qualified bidder. Project purchases cannot be split to avoid State procurement laws.
3. CPA funds may not be used to cover ongoing applicant costs of operations and salaries that are typically supported by the applicant's annual operating revenue. Such costs for activities directly associated with the proposed project may be listed in the budget as in-kind services.
4. CPA funds may not be used for maintenance.
5. Funds may be spent only on items listed in the submitted proposal budget. All changes to budgets must first be approved by the CPC. CPA funds may not be used to supplant current spending or previously approved funding commitments, including but not limited to municipal capital improvement funds, general operating funds, bonds, grants, and loans.
6. Based on the availability of funds, proposals that may otherwise merit full funding may be recommended for lesser amounts. Under such circumstances, the CPC will give higher priority to funding fully those proposals that include significant funds from other public and private sources. Proposals identified for lesser funding will be considered for recommendation to Town Meeting if the project sponsors demonstrate a willingness and ability to raise the additional funds from other sources within a reasonable period.



**Town of Leverett
Community Preservation Committee
Application for Community Preservation
Funding GUIDELINES**

D. Application Process

We're happy to help and welcome inquiries before you start filling out the application. Please read through the checklist provided.

STEP 1: APPLICATION PREPARATION

- There are two funding applications. The short-form application is a one page form that can be submitted for requests under \$25,000. The full application is required for all other requests.
- Applicants should use the application form. Typed responses are preferred. Copies are available on-line at www.leverett.ma.us under the CPC, at the Leverett Public Library, and at the Town Clerk's office.
- If you are in doubt about your project's eligibility or have other questions, you may submit a letter or e-mail well in advance of the due date describing the project and the proposed use of funds. Please address your inquiry to:

Danielle Barshak, Chair

daniellebarshak@verizon.net

413-548-8139

All responses will be sent via regular mail and/or e-mail.

- Only complete applications will be considered for funding. Please answer all questions and furnish all requested information, supporting documents, and certifications.

STEP 2: APPLICATION SUBMISSION

Send electronic copy to Danielle Barshak and 3 paper copies of entire application and all supporting documents to:

Electronic: Daniellebarshak@verizon.net

**Mail: CPC
Town Hall
9 Montague Road
Leverett, MA 01054**

- **Applications are due October 1st**
- The CPC may accept late applications after this deadline for emergency or other appropriate reasons, solely at the Committee's discretion.
- If Town Hall is closed on the application deadline due to uncontrolled events related to weather or building evacuation, the submission deadline will be postponed until 12:00 p.m. on the next business day.
- Applicants will be notified of receipt of application by email.
- The CPC will not be responsible for any expenses incurred in preparing and submitting applications. All submittals shall become the property of the Town of Leverett. Unless specifically exempt under Massachusetts public records law, the Town has the right to disclose information contained in proposals.

STEP 3: CPC REVIEW, PUBLIC HEARING, & RECOMMENDATION

a. Application Review:

The CPC will review the submitted application to determine whether:

- ◊ Application is complete;
- ◊ Proposed project is eligible for CPA funding;
- ◊ Proposed project meets the Evaluation Criteria requirements; and
- ◊ Proposed project is sufficiently developed in terms of the work plan and merits further consideration.

The applicant will be notified if additional information is required. Failure to respond will eliminate the proposal from consideration. The CPC will ask to meet with the applicant or its authorized representative at a CPC meeting. It also may request a site visit.

The CPC may recommend funding of a project, in full or in part, and may impose specific conditions and restrictions. The CPC may reject any proposal if it believes that such rejection is in the best interests of the Town of Leverett.

b. Changes or Withdrawal:

A submission may be modified, corrected, or withdrawn only by written notice and received by the CPC at least 7 days prior to the public hearing held before the upcoming Town Meeting. The notice must reference the original proposal.

c. Public Hearing:

Applicants will be required to present their proposal at a public hearing and respond to questions from the CPC and the public.

d. Final Step:

Following the public hearing, CPC will notify the applicant in writing if its project is to be advanced to the next Town Meeting.

STEP 4: TOWN MEETING APPROVAL

Town Meeting has the final authority to award funds from Leverett's Community Preservation Fund. A majority vote is required to approve funding; a two-thirds vote is required if the proposal requires that the town borrows funds. An applicant or its authorized representative of a project will be required to attend Town Meeting to respond to questions and/or present information

STEP 5: FUNDING AWARD

CPA funds may not be used to reimburse a successful applicant for any expenses incurred before Town Meeting vote. Any expenses incurred after Town Meeting vote won't be reimbursed until the start of the new Fiscal Year. Funds are awarded on a disbursement basis that involves CPC sign off. All plans, specifications, and other documents resulting from this contract shall become the property of the Town of Leverett.

A final report will be required to be submitted and approved by CPC prior to the final disbursement of grant funds.



**Application for Community
Preservation Funding
For Projects Requesting \$25,000 or more**

1. PROJECT NAME _____

2. APPLICANT INFORMATION

Project Sponsor or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

E-mail: _____ Website: _____

Property Owner (if different from Applicant)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

3. PROJECT INFORMATION

CPA Category (Please check all that apply):

Open Space # of acres _____

Historic Preservation

Recreation # of acres _____

Affordable Housing # of units _____

Project Location/Address: _____

Leverett Assessors Map: _____ Lot: _____

Brief Project Description:

4. AMOUNT OF CPA FUNDING REQUESTED: _____

For CPC Use

Date Received	Funding Recommendation
Date Application Deemed Complete	
Public Hearing	

B. PROJECT NARRATIVE

To assist the CPC in reviewing your application in a fair, equitable, and efficient manner, please provide a thorough project description, addressing each of the following points in the order indicated. Use separate sheets as needed and number each point to correspond with the section headings below. Please limit your submission to 5 additional pages.

1. **Goals and Description:** Provide a detailed project description, including but not limited to:
 - a. Project goals;
 - b. Description of project activities and outcomes and the property involved and its proposed use;
 - c. Indication of how the project is eligible for CPA funding;
 - d. Description of the project applicant and any project partners.
2. **Community Need:** Indicate what community need(s) the project will address and how these are consistent with Town policy and plans. Describe the ways that the project will benefit the Town.
3. **Community Support and Outreach:** Demonstrate community support for this project. Submit at least 3 letters, petitions, or other documentations of support.
4. **Maintenance:** If ongoing maintenance is required for the project, indicate how it will be funded.
5. **Success Factors:** Describe how the project's success will be measured. Indicate the specific method(s) that will be used to evaluate each project outcome. Identify any significant barriers to complete the projected outcomes and specify how these would be addressed.
6. **Project Permits & Approvals:** Provide documentation as required:
 - a. **Control of Site:** Provide documentation that the applicant has control over the site, such as a Purchase and Sales Agreement, option, or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity. If the applicant is not, or will not be, the owner of record, submit a certification of project approval by the owner.
 - b. **Deed Restrictions:** Identify the present owner and attach a copy of the deed up to present owner. In addition, identify the entity that will be holding rights to enforce the restriction. In order for a project's funding to be distributed fully, an applicant must have filed with the CPC a copy of the appropriate deed restriction.
 - c. **Hazardous Materials:** If there is any reason to believe that hazardous materials, or if there are hazardous materials present at the proposed site, please indicate the proposed plan for remediation.

- d. Environmental Concerns: Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the project boundaries.
- e. Evidence of Historic Significance [for historic preservation projects]: An applicant must provide evidence that the historic resource is listed or eligible for listing on the Massachusetts State Register of Historic Places or obtain a letter from the Leverett Historic Commission ["LHC"] that the historic resource is locally significant. Consult with the LHC for its approval process.
- f. Under CPA, all work on historic resources must comply with the United States Secretary of the Interior's Standards for Rehabilitation. The Leverett CPC requires historic preservation projects to obtain a Preservation Restriction, in order to protect the Town's investment should the property change hands or become subject to additional development pressures. The Massachusetts Historical Commission must grant final approval of Preservation Restrictions.
- g. Permitting: Indicate any further actions that will be required to complete the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, and any other known barriers to moving forward. Present evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations and that the project will expeditiously meet environmental and other permitting requirements, so that on-the-ground activities will begin within the first 12 months after the project's start date. Evidence of consultation with the Conservation Commission, DPW, Planning Board, Historical Commission, Select Board, etc. where applicable, is strongly recommended.

List below any permits needed for the project. Provide copies of permits already acquired.
 (Applicants are responsible for all costs associated with permitting, including, but not limited to abutter mailings and advertising.)

Name of Permit	Filed (Y/N)	Date Filed	Date Obtained

C. PROJECT BUDGET, FUNDING, & TIMELINE

1. **Project Budget:** State the total budget for this project, and how CPA funds will be spent. Provide a detailed itemization of all project expenses, such as personnel, consultants, contracted services, equipment, and supplies. For each item, specify in parentheses how the expense was calculated, e.g. (# of hrs. x cost/hr.) Applicants should obtain at least 2 quotes for project costs when possible; if not, indicate where cost estimates have been used. For each item, identify whether CPA funds or other funding will be used, and note where applicant and/or partner in-kind contributions will cover non-CPA fundable expenses such as administration.

Use table below or include as a separate attachment.

Expense Item	Total	CPA	Other
TOTAL			

2. **Other Funding:** Describe efforts to secure other funding. Indicate what additional funding sources are available, committed, or pending. Include commitment letters, if available. Use table below or include as a separate attachment.

Sources of Funds Other than CPA	Amount	Funding Requested (Y/N)	Funding Secured (Y/N)

3. Total Project Funding:

If the proposal is part of a multi-phase project, please indicate below the projected project costs and funding sources for the additional phases to completion.

Fiscal Year	Total Project Cost	CPA Funds to be Requested	Other Funding
2023			
2024			
2025			
2026			



TOWN OF LEVERETT
COMMUNITY PRESERVATION COMMITTEE
 (Short Form)
Project Application for Community Preservation Funding
 (For \$25,000 and Under Only)

Project Name: _____

Project Location/Address: _____

Applicant/Project Sponsor or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

CPA Category/Purpose: (Please check all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget:

Amount of CPA Funds Requested: \$

Amount from Other Funding Sources: \$

Project Budget: \$

Please check which of the following is included with this application:

- | | |
|--|---|
| <input type="checkbox"/> One Paragraph Project Description* | <input type="checkbox"/> Detailed Project Budget* |
| <input type="checkbox"/> Map/Site plans, Architectural plans | <input type="checkbox"/> Timeline/Project Schedule* |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Letters of Support |

*Required Documentation

Contact Person/Authorized Representative for this Project:

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone: _____

Signature of Applicant: _____ Date: _____