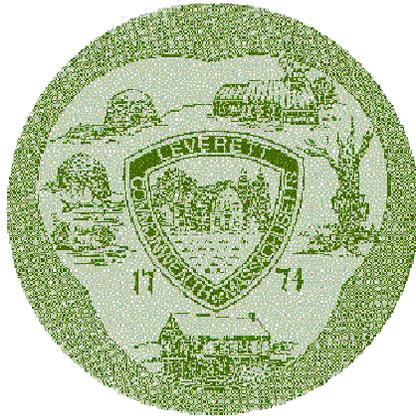


# COMMUNITY PRESERVATION

## REPORT AND PLAN

(Draft)



LEVERETT, MASSACHUSETTS

2016

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Approved by the Leverett Community Preservation Committee 3/ /2016

**COMMUNITY PRESERVATION REPORT AND PLAN  
Leverett, Massachusetts  
2016**

**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 earmarked 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, 155 of the state's communities, or approximately 44% 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, or real property 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 towns and cities.

### **Leverett Community Profile**

Leverett is located in Franklin County, just north of Amherst. The population is about 1800, of whom over 1200 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 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 beginning of May. The town has an annual budget of about \$5.6 million with about 2/3 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. The tax rate is \$20.41 per thousand dollars assessed valuation.

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 April 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 initiating projects. The CPC reviews proposals and recommends to Town Meeting those it feels are worthy of CPA funding and in line with the annual Plan.

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 December 1 but the CPC may accept late applications after the deadline, for emergency or other appropriate reasons, according to the committee's discretion. It has often done so because, thus far, all decisions have gone to the Annual Town Meeting in May, and a delay means waiting an entire additional year.

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 proposed projects at a legally advertised public hearing scheduled in late February or early March. After hearing public comment, CPC members vote to approve the Annual Plan and on 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 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 and proponents are given a chance to speak for them and answer questions. There is the opportunity for CPC members to present a minority opinion if they oppose a project. Town meeting requires a two thirds 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
- Demonstrate 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
- Will provide biodiversity, wildlife habitat, or resource reclamation
- Will preserve wetlands
- Will mitigate flooding
- Will protect scenic views
- Will support multiple recreation uses
- Will serve large number of residents
- Will provide passive as well as active uses
- Will preserve sight lines and access consistent with open space
- Will 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 almost 2 million dollars, half from tax payers and half from the state match. So far Leverett has received a 100% match each and every year, although in recent years many communities have not.

Thus far Leverett Town Meeting has spent about \$1,058,668 on completed projects and to fund the Affordable Housing Trust and has appropriated \$8,620 for projects in

progress or still in the planning stages (see below,) for a total of \$1,067,288. Including money spent on completed projects and money appropriated for projects in progress or in the planning stages, allocations thus far total 34% for historic preservation, 39% for open space, 22% for community housing (in trust), and 4% for recreation. The amount currently available for future projects is about \$750,000. Of that, certain amounts are reserved for open space, historic preservation, or community housing, but about \$600,000 is undesignated.

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

<u>Project</u>	<u>Expended</u>	<u>Category</u>
Town Hall Windows	\$ 24,542	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 Hill 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
<u>Rattlesnake Hill</u>	<u>24,000</u>	<u>open space</u>

TOTAL \$1,058,668

CPA Projects in Progress or Planning Stage. The following projects have had CPA funds appropriated by Town Meeting and are in progress or in the planning stage:

<u>Project</u>	<u>Appropriated</u>	<u>Category</u>
LCA Master Plan/Historic Structures Report	8,620	historic preservation

## **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., and on Cave Hill Road. 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. Leverett was first settled in the early 1700s. Leverett was incorporated as a town in 1774 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

latter 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 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. 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.

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 is unavailable in most of the town.

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.

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, some of them with CPA funds. A recently created Trails Committee has been improving and extending trails and planning events to introduce the community to the opportunities available. 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

### **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.

#### LEVERETT COMMUNITY PRESERVATION COMMITTEE

Stephen Ball  
 Danielle Barshak, Chair  
 Laurie Brown  
 Michael DeRosa  
 Betsy Douglas  
 Jeff McQueen  
 Ann Tweedy

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.

## Attachment B

### **Town of Leverett Community Preservation Committee Application for Community Preservation Funding Due December 1**

The Community Preservation Committee is pleased to be able to offer to citizens of Leverett the opportunity to apply for Community Preservation funds. Under the Community Preservation Act, the Town may use these funds for the following purposes:

#### **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 restriction.

#### **ACQUISITION, PRESERVATION, REHABILITATION AND RESTORATION OF “HISTORIC RESOURCES”**

“Historic resources” are defined 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 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.

#### **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.

#### **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.

A project may use funding from more than one category. Projects that incorporate funding from other sources are encouraged.

If you have any questions about the application form or the information required for your project, please call Danielle Barshak at 413-548-8139 or email [Daniellebarshak@verizon.net](mailto:Daniellebarshak@verizon.net).

## APPLICATION PROCESS

### Step 1: Complete Application Form by December 1

If possible, submit electronically to [daniellebarshak@verizon.net](mailto:daniellebarshak@verizon.net) and submit two print copies of completed application form and supporting materials to:

Leverett Community Preservation Committee  
Town Hall  
Leverett, MA 01054

If not able to submit electronically, please submit eight print copies of completed application form and supporting materials.

The Community Preservation Committee may accept late applications after the deadline, for emergency or other appropriate reasons, according to the committee's discretion. Please inquire. Incomplete applications will not be voted upon by the committee.

### Step 2: Community Preservation Review and Public Comment

**A. Application Review:** The Leverett Community Preservation Committee (LCPC) will review submitted applications to determine whether:

- proposed projects are eligible for Community Preservation funding; and
- proposed projects are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration

After reviewing the applications, the LCPC may ask applicants to provide additional information.

**B. Public Comment:** The LCPC will seek public comment on proposed projects at a public hearing to be scheduled in February or March.

**C. LCPC Recommendations:** The LCPC will make its final recommendations for funding in the form of warrant articles to be voted on at the spring Annual Town Meeting.

### Step 3: Town Meeting Approval

Town Meeting has the final authority to award funds from Leverett's Community Preservation Fund. LCPC will recommend funding in the form of warrant articles. Town Meeting requires a two thirds vote for land acquisition and a majority vote for other funding.

<b>Step 4: Funding Award</b>
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Funding for approved projects will be available on a reimbursement basis following Town Meeting, subject to satisfaction of any conditions established by the committee. In order to receive funding the applicant must submit an invoice that includes receipts for expenditures.

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

**PROJECT NAME AND ADDRESS**

**Project Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**PROJECT PROPONENT**

**Project Proponent Organization, if any:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Requested CPA funds: \$** \_\_\_\_\_

**COMMUNITY PRESERVATION CATEGORY (Check All That Apply)**

- Open Space
- Historic Resource
- Community Housing
- Recreation

**1. Project Summary**

Include below or attach a description of the project. Include a description of the property involved and its proposed use. Include a work plan showing the anticipated steps or phases for completion of the project and their timing and estimated cost.

**2. Applications must include at least two estimates (three are preferred) from suppliers of work to be done.**

Requests for an exemption from the requirement of two estimates will be considered if a written request including reasons why two estimates cannot be obtained is included with this application. Applications without the estimates or an approved request for exemption will be considered incomplete and will not be voted upon by the committee. Applicants are encouraged to include estimates from Leverett residents or other local people.

**3. How Will the Project Benefit Leverett?**

**4. Precedent or Comparison to Other Similar Projects**

Please describe examples of similar projects funded with Community Preservation funds in other towns or cities, if any.

**5. Control of Site**

Indicate below whether the applicant owns or has a purchase agreement for the property in the project. If the property is under agreement, include below or attach a description of the agreement, including timing and conditions. If the applicant does not have site control please explain.

**6. Feasibility**

List below or attach all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other approvals, agreements on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.

**7. Project Timeline**

Estimated Date for Commencement of Project: \_\_\_\_\_

Estimated Date for Completion of Project: \_\_\_\_\_

If the proposed project is a phase of a larger project, please describe the overall project timeline as well as the proposed phase.

**8. Funding**

**Amount of Leverett Community Preservation Funding requested:** \$ \_\_\_\_\_

When Required: \_\_\_\_\_

**Other Sources of Funding Available:** If funding from other sources is available for the project, complete the following table:

Source of Funding	Amount Requested	Status	Timing Considerations	Contingent on CP Funding?
	\$			


## 9. Attachments

### **Include the following with ALL applications:**

- Assessors' map showing location of the project
- Photographs

### **Include the following, if applicable and available:**

- Deeds of property
- Plans and specifications for new construction or rehabilitation
- Maps, renderings, etc.
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors, and consultants
- Other information useful to the committee in considering the project

*Adapted from application form of the Hingham Community Preservation Committee, with permission.*

Application Revised September 2010 lsk