

TOWN OF HANOVER COMMUNITY PRESERVATION REPORT AND COMMUNITY GOALS



2015

TOWN OF HANOVER

COMMUNITY PRESERVATION COMMITTEE

ADOPTED FALL 2015

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INTRODUCTION

The Community Preservation Committee (CPC) is pleased to present the Town of Hanover's Community Preservation Report for 2015 documenting the community goals and outlook for the use of Community Preservation monies. This report is an informational document for the citizens of Hanover, a guideline and instructional document for applicants seeking project funding through the Community Preservation Act (CPA), and a guidance document for the current and future CPA Committees in making recommendations to Town Meeting for project funding. The Committee fully recognizes that this document may be modified in the future by the Committee in response to changing goals, town needs, and committee experience.

The Community Preservation Committee will update this report annually in response to the changing goals related to the community and Community Preservation Act. This document sets out the criteria the CPC will use for recommending funding of community preservation projects. The Town's Master Plan, along with the Open Space and Recreation, Historical Preservation, Affordable Housing and Parks and Recreation Facilities Master Plans were consulted in the development of this report.

As of FY2015 over 7,500 CPA projects have been approved statewide:

- 158 communities or 45% of the Commonwealth's cities and towns have adopted CPA
- Nearly 21,838 acres of open space have been protected
- Over 8,500 units of affordable housing has been developed
- Over 3,600 allocations for historic sites and resources have been made
- Over 1,250 appropriations for recreational facilities have been initiated

For additional information on the CPA statute and how it is being applied in municipalities across the State, visit the Community Preservation Coalition website at:

www.communitypreservation.org

For information on Hanover's Community Preservation activity, visit the Town website at:

www.hanover-ma.gov/cpc.shtml

THE COMMUNITY PRESERVATION ACT IN HANOVER

Massachusetts General Law, Chapter 44B, allows Massachusetts cities and towns to raise funds through a surcharge of up to 3% of the real estate tax levy on real property. These funds may then be used to address three core community concerns:

- Acquisition and preservation of open space
- Creation and support of community housing
- Acquisition and preservation of historic buildings and landscapes

A minimum of 10% of the annual revenues of the fund must be used for each of the three core community concerns. The remaining 70% can be allocated for any combination of the allowed uses, or for land for recreational use. This gives each community the opportunity to determine its priorities, plan for its future, and have the funds to bring projects into fruition.

UNDERSTANDING THE PROPERTY TAX SURCHARGE:

Property taxes traditionally fund the day-to-day operating needs of safety, health, schools, roads, maintenance - and more. But until the CPA, there was no steady funding source for preserving and improving a community's recreational infrastructure, historical fabric and the creation of affordable housing opportunities.

The CPA was approved by the Town of Hanover at the Annual Town Election on November, 2004 and the Community Preservation Committee was formed at the Town Meeting on May, 2005. Voters elected to fund the CPA account through a 3% surcharge on all real estate property tax bills beginning in fiscal year 2006 with two exemptions:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing
- \$100,000 of taxable value of residential real property

Since adoption, the Town of Hanover has raised over \$7.8 Million of CPA funds, including the annual distributions from the state's Community Preservation Trust Fund.

The following example illustrates the amount of this surcharge for an average priced home in Hanover fiscal year 2015:

Average Price of a House in Hanover*	\$379,100.00
Residential Tax Rate	\$16.21
Average Annual Tax	\$6145.21
Annual CPA Surcharge for Average Priced Home	\$135.73

***First \$100,000 of residential value is exempt from the Community Preservation Act (CPA) surcharge.**

THE COMMUNITY PRESERVATION COMMITTEE

The Hanover General Bylaws Section 4-19 establishes the Community Preservation Committee. The Committee is made up of nine members. Three at-large members are appointed by the Moderator and one member from each of the following Committees: Planning Board, Conservation Commission, Open Space Committee, Historical Commission, Affordable Housing Trust and Parks and Recreation Commission who are appointed by their respective Committees. Each year the Committee accepts applications and makes recommendations for the uses of Community Preservation funds.

The Committee is obliged by the Hanover CPA Bylaw to study the needs, possibilities, and resources of the town regarding community preservation. The committee consults with existing municipal boards as it formulates its recommendations. This document is the culmination of meetings and communication with the various boards, committees, and residents of Hanover over the past year. The Committee anticipates through time this report will evolve and incorporate lessons learned from annual project selections and funding appropriations. The Committee will make an ongoing effort to meet with the many interested groups and town departments, committees, and boards as it goes forward. This document outlines the processes by which the Committee will solicit, review, and recommend proposals for CPA funding.

The Community Preservation Committee depends upon input from residents on their ideas for future uses of CPA funds. The CPC can be reached by emailing the Community Preservation Coordinator, Peter Matchak (peter.matchak@hanover-ma.gov) or calling 781-826-5000 Ext: 1026. Applications are available at the Town Hall in the second floor Community Preservation/Planning Office, or online at the town's website. Applications for CPC funding shall be submitted prior to the Commission's annual November meeting in order to have articles ready for Town Meeting in May.

Copies of the state legislation are available on the state's web site:

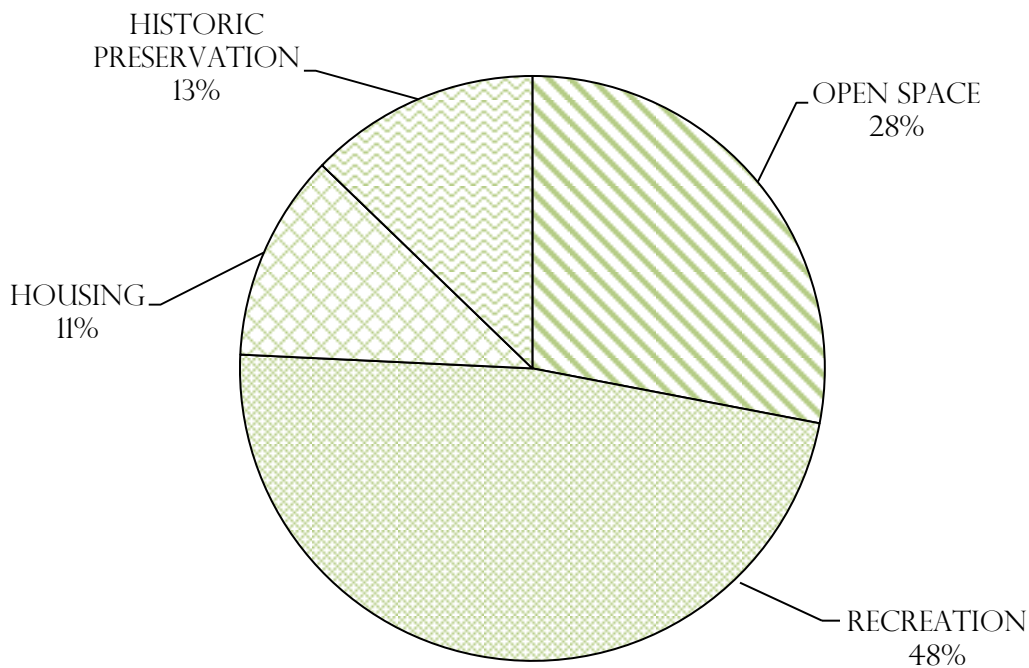
<http://www.mass.gov/legis/laws/mgl/gl-44b-toc.h>

<http://www.communitypreservation.org/>

CPA FUNDING REQUIREMENTS

The CPA mandates that each fiscal year Hanover must spend, or set aside for later spending, at least 10% of the annual revenues in the Town of Hanover Community Preservation Fund. The Fund is used for each of three CPA target areas: open space/recreation, historic resources, and community housing. The remaining 70% may be appropriated at the Town's discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the Fund for the administrative expenses of the Committee. Any CPA Fund not used in any given year, including the Administrative Fund, stay within the CPA Fund, and can be used for approved projects in the future. A recommendation by the Committee and an appropriation by Town Meeting are both required to spend any CPA Fund for particular community preservation purposes. Appropriations from the CPA Fund, except borrowing, are made by a simple majority vote of Town Meeting. Borrowing money for CPA purposes requires a two-thirds majority vote of Town Meeting. In its deliberations, Town Meeting may approve, reduce, or reject any amount of spending appropriation recommended by the Committee. Town Meeting may not, however, increase any recommended appropriation or reservation. In addition, Town Meeting may not appropriate any fund on its own initiative without a prior recommendation by the Committee and may not amend a recommended project so as to render it no longer the recommended project.

The chart below shows the percentage of CPA funds which have been allocated to each category from the beginning of the program through the 2014 Annual Town Meeting:



HOW COMMUNITY PRESERVATION ACT FUNDS CAN BE USED

Community Preservation Act funds must be used for public community preservation purposes. Community preservation is defined by the CPA as, "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes, and the creation and preservation of community housing." Preservation is defined as, "the protection of personal or real property from injury, harm or destruction, but not including maintenance." As detailed by the CPA, Fund may be spent to undertake the following primary community preservation purposes:

- The acquisition, creation and preservation of open space. Open space, as defined by the CPA, "shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh water marshes and other wetlands, river, stream, lake and pond frontage, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use."
- The creation, preservation and support of community housing. The CPA defines community housing as, "low and moderate income housing for individuals and families, including low or moderate income senior housing."
- The acquisition and preservation of historic resources. The CPA recognizes historic resources as, "historical structures and landscapes," including "a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." For CPA purposes, the local historic preservation commission is the Town of Hanover Historical Commission.
- The acquisition, creation, and preservation of land for recreational use. The CPA defines recreational use as, "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. 'Recreational use' shall not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure.

Community Preservation Act funds may also be used for the following (and possibly other) purposes:

- The "rehabilitation or restoration of open space, historic resources, land for recreational use and community housing that is acquired or created" using money from the Fund.
- A community may "set aside" revenues for "later spending."
- Annual "administrative and operating expenses" of the Committee.
- Annual principal and interest payments, preparation, issuance and marketing costs for bonds or notes for borrowings for community preservation purposes.
- Damages payable to property owners for real estate interests taken by the Town by eminent domain for community preservation purposes.
- "Local share for state and federal grants" for allowable community preservation purposes.
- Property acquisition-related expenses including appraisal costs, expenses for title searches, and closing fees.

Community Preservation Act funds may not be spent for the following purposes:

- "Replace existing operating funds, only augment them." The Fund is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Pay for routine maintenance, defined as, "the upkeep of any real or personal property."
- Gymnasiums, stadiums, or any similar structure.
- Projects without a public purpose or public benefit.

DEFINITIONS:

Open Space – Open space is defined to include, but is not limited to agricultural land, well fields, aquifers, recharge areas, and other watershed lands, grasslands, fields, or forest lands, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage beaches, dunes, and other coastal lands, scenic vistas, land for wildlife habitat or biodiversity or nature preserves.

Historic Resources – A historic resource is defined to include a building, a structure, vessel, or other real property that is either listed or eligible for listing on the State Register of Historic Places or determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town.

Recreational Land – Land for active or passive recreational use including but not limited to the use of land for community gardens, trails and non-commercial youth and adult sports and 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, gymnasium or similar structure.

Community Housing - Housing for low and moderate income individuals and families, including low or moderate income seniors. Moderate income is less than 100% and low income is less than 80% of U.S. HUD Area Wide Median Income.

Below is a chart outlining the allowable uses of CPA funds:

	Open Space	Historic Resources	Recreational Land	Community Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate/Restore	Yes*	Yes	Yes*	Yes*

*Yes, if acquired or created with CPA funds.

GENERAL REVIEW:

To be eligible for review, a project must meet the statutory requirements. It is the responsibility of the applicant to demonstrate to the Committee that a project meets the minimum statutory requirements. The Committee will, to the extent that it is prudent, assist the applicant in that determination. The purpose of the factors for consideration is to provide guidance to the applicant, to the Committee and to the town in evaluating funding eligibility, priorities, and timing. It is recognized that not every factor will apply to every project and the



Hanover Cemetery

failure to meet any specific factor, other than the minimum statutory requirements, does not require rejection of a project. The following factors for consideration are intentionally not weighted nor listed in order of preference or importance. The Committee reserves the discretion to reject or accept a project that does not meet or address any or all of the factors for consideration. The factors for consideration may be clarified, amended or replaced from time to time as experience dictates. Any proposal to change any factor will be placed on the Committee agenda for public discussion at a duly noticed meeting. Evaluation of projects submitted for consideration by the Committee will include consideration of several factors including but not limited to the following:

- The project is consistent with the goals of the Town of Hanover Community Preservation Plan.
- The project is economically or otherwise reasonably feasible to implement and operate on a long term basis.
- The project satisfies federal, state and local laws to the extent applicable.
- The project preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets.
- A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit.
- Awarding funds for the project is consistent with prudent long-term management of CPA funds.
- The applicant has site control, or the written consent by the property owner (or relevant Town agency or board) to submit an application.
- CPA funding will enable the project.

OPEN SPACE & RECREATION

The Town of Hanover is a community that resonates with character from its history, open spaces, scenic views and the people who live here. Maintaining the original character and ensuring that open space, natural resources and recreation continues to stay on the forefront of residents minds as the town continues to manage its growth is essential to those who live in Hanover. As a semi-rural suburban community in the metro Boston region, Hanover is an attractive community for both residential and commercial development. Land is a finite resource, so competing needs of the development community and the efforts of planning projects such as the Open Space and Recreation Plan (OSRP) update become evident. Continuing to manage and guide growth while protecting open space and natural resources and providing meaningful recreational opportunities will continue to be a challenge in the future. Although the town has continued to experience significant residential development over the last five years, Hanover retains certain natural and scenic resources, including wetlands, diverse wildlife, conservation areas, ponds, rivers and open space. These resources contribute to making the Town a desirable place to live, fueling its continued residential growth.



Forge Pond Park, opened in 2014

The Town of Hanover has numerous open space properties including, but not limited to; Forge Pond Park, the Colby Philips Property, Luddam's Ford Park and the Merry Property. Since 2006, Hanover has used CPA funding to purchase four open space properties, which amounts to an additional 374 acres of protected land in Hanover. Some of these properties were acquired in an effort to further the Hanover Greenway Project, which was initiated in 1999. The Hanover Greenway Project seeks to link numerous town, state and privately owned properties throughout Hanover to create a long, continuous walking trail. The following is a comprehensive list of existing trails in Hanover as of FY2015:

Legion Drive Trail
Cross Street Trail
Fireworks Loop Trail
French's Stream Trail
Whiton Court Trail
Willow Road Trail
Clark Bog Loop Trail

Tindale Bog Trail
Myrtle Street Trail
Pine Island Trails
Colby Philips Trail
Wildland's Trust Trail
King Street Trail
Forge Pond Trail

Morrill Allen Philip's Loop Trail
Luddam's Ford Railroad Bed Trail
Waterford Canoe Launch Trail
High School Connector Trail
Middle School Connector Trail
Power Line Connector Trail
Indian Head Canoe Launch Trail

The Community Preservation Committee has adopted the following open space and recreation goals and objectives (Goals as excerpted from the 2008-2012 Town of Hanover Open Space and Recreation Plan).

GOAL 1: Preserve and protect open space and natural areas in Hanover because they provide linkages between the history of the Town and the present conditions.

OBJECTIVES:

- Identify, preserve and protect those historic, cultural, and natural resources that contribute to the character of the Town.
- Continue to implement projects which heighten public awareness of Hanover's unique natural and cultural resources (such as designating additional Scenic Roads).
- Protect and enhance the quality of Hanover's surface and groundwater as a source of municipal drinking water and for wildlife and recreation use.
- Obtain open space through a variety of methods such as, but not limited to, acquiring development rights, outright purchasing potentially developable land, and encouraging property owners to protect and/or preserve their land as open space through conservation restrictions or other means.
- Enhance appropriate public access to and uses of existing conservation land and continue to work towards establishing a continuous greenbelt.

GOAL 2: Enhance, maintain and preserve passive and active recreational opportunities for Hanover residents and visitors of all ages, abilities and interests.

OBJECTIVES:

- Provide diverse, year-round recreational resources (active and passive) for all ages and capabilities.
- Focus on trail creation, maintenance and information outreach.
- Repair and maintain existing sports fields.
- Promote a healthy and livable community that encourages non-vehicular transportation and passive recreation opportunities.
- Better inform residents of the location of open space and recreation amenities are located, how they can be utilized and why they are important to the community.

The following are short and long-term goals identified by the Hanover Open Space Commission and the Hanover Park and Recreation Commission:

Open Space Short and Long-Term Goals:

- Preserve and protect natural areas that contribute to the public health and character of the Town. Special interests are: areas that abut other conservation properties; that are adjacent to critical habitats or watersheds; or that satisfy a local un-met need for passive recreation. A high priority is the conservation and protection of Cardinal Cushing property adjacent to the Third Herring Brook.
- Improve public access to conserve properties through trail improvement and extension projects:
 - Bridge over Torrey Brook to connect Senior Center trail system.
 - Trail and bog-bridge system on Shingle Mill (Webster Street) property.
- Secure complete “Rail Trail” transformation of abandon Hanover rail bed for the development and implantation of a passive recreational walking and biking paths.
 - First segment: West Hanover town line to Ellis Field

Park and Recreation Commission Short and Long-Term Goals:

- Create and improve recreational spaces and fields in the community.
- Improve existing playground facilities under Park and Reaction jurisdiction, while planning for new playground areas.
- Implementation of a splash pad (outdoor water facility) at the B. Everett Hall Field.
- Creation of a scenic community common at the entrance of the B. Everett Hall facility.

Evaluation of projects submitted for consideration by the Committee will include consideration of several factors, including but not limited to the following:

- Preservation of large tracts of undeveloped land
- Acquisition or control of additional open space and development of additional public open spaces and parklands
- Linkage and connection to preserved open space resources by providing or improving trail and wildlife corridors
- Protection of the quality and quantity of Hanover's water supply
- Protection of wildlife habitat and wildlife corridors

The requests for additional recreation facilities has increased as activities have grown to include younger participants and senior adults, both genders, longer or multiple seasons, and a greater number and variety of sports and activities. It is important to plan now for both short- and long-term solutions to this growth of demand. The Town's permanently protected open space includes a network of foot trails that provide opportunities for passive recreation, such as hiking, cross-country skiing, and access to ponds.

The following projects have been appropriated by the Hanover Community Preservation Committee under the area of Open Space and Recreation:

APPROVAL DATE	PROJECT NAME	AMOUNT
2006	King Street Property Purchase	\$1,430,000
2006	Open Space & Recreation Plan	\$35,000
2006	King Street Park & Ball Field Study/Plans	\$35,000
2007	645 Center Street Land Purchase	\$800,000
2008	Trail Improvements on Conservation Parcels	\$13,410
2008	553 Center Street Purchase	\$700,000
2008	King Street Engineering & Construction	\$2,500,000
2009	Open Space Administrative Funding	\$10,000
2010	Open Space Administrative Funding	\$20,000
2010	King Street Construction	\$1,600,000
2011	120 Circuit Street Property Purchase	\$580,000
2013	Webster Street Open Space Acquisition	\$325,000
2013	Open Space Walking Map	\$10,600
2013	King Street Recreation Fields	\$240,000
2014	Trail Feasibility Study	\$25,000

For more information on the Hanover Greenway Project visit:

<http://www.hanover-ma.gov/sites/hanoverma/files/file/file/greenway-project.pdf>

COMMUNITY HOUSING

The CPA provides that community preservation funds may be expended "for the creation, preservation and support of community housing and for the rehabilitation or restoration ... of community housing," but not including maintenance. Hanover's community housing resources and needs are currently detailed in the 2013 Hanover Affordable Housing Plan. The average price of homes and rental units in Hanover has risen far beyond what many moderate-income families, Town employees and people who work in Hanover are able to afford. Community housing opportunities help attract and retain, among others, low and moderate-income families, the elderly on fixed incomes, the disabled, young persons and public and private employees upon whom the Town depends to provide high quality services in and for the Town.



645 Center Street Habitat for Humanity House – September 2014

The Massachusetts Department of Housing and Community Development lists 532 affordable housing units in the current state-approved Subsidized Housing Inventory, 11.01% of the total year-round housing stock in Hanover. Build-out projections estimate that Hanover can support about 6,740 units of housing based on current zoning, 1,908 above the 4,832 existing households. Hanover has recently made significant progress on meeting the states mandated 10% affordable housing threshold which can be appreciated in the development 645 Center Street which created two (2) single family homes through a partnership with South Shore Habitat for Humanity.

The Affordable Housing Trust Fund since its adoption in 2009 has helped finance the creating of affordable housing units creating affordable options ranging from elderly housing units and single family homes. Soon after the adoption the Affordable Housing Trust granted \$275,000.00 dollars to the development of Barstow village a 66 unit, 62 years or older senior housing development. Recently, the Trust has invested in two more noteworthy projects. First, the Trust has voted to support at the amount of \$240,500.00 dollars the redevelopment of the historic Kennedy Building on the Cardinal Cushing campus creating 37 affordable units. Additionally, in 2015 the Trust granted \$35,000.00 dollars to the funding efforts championed by South Shore Habitat for Humility to develop two affordable single family homes. Since, adoption of the Affordable Housing Trust over a half of a million dollars has been allocated to support the creation of 105 affordable housing units.

The Community Preservation Committee along with the Affordable Housing Trust Fund has adopted the following community housing goals and objectives (Goals as excerpted from the 2013 Town of Hanover Master Plan).

GOAL 1: *To build local knowledge, capacity and public support for affordable housing initiatives.*

OBJECTIVES:

- Continue to engage the community in discussions on affordable housing to present information on the issue needed to dispel myths and negative stereotypes and to help galvanize local support for new production.
- Meet local housing needs along the full range of incomes, promoting social and economic diversity and the stability of individuals and families living in Hanover
- Leverage other public and private resources to the greatest extent possible
- Promote smart growth development

GOAL 2: *To meet or exceed the state mandate of 10% affordable housing stock pursuant to Massachusetts General Laws, Chapter 40B, in order to provide sufficient affordable housing to meet the Town's current and future needs.*

OBJECTIVES:

- Work with non-profit and for profit developers, as well as with abutters of vacant land, to develop new infill housing on available vacant sites scattered throughout town.
- Identify and redevelop abandoned, underutilized, or obsolete non-residential property for residential [affordable housing] use.
- Provide a wide range of housing alternatives to meet diverse housing needs
- Maintain the quantity and quality of existing affordable housing.
- Expand number of affordable housing units.

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including but not limited to the following:

- Contribute to the goal of achieving 10 percent affordable housing
- Promote a socioeconomic environment that encourages diversity
- Is consistent with and assures fair housing practices
- Provide housing that is harmonious in design and scale with the surrounding community
- Ensure long-term affordability
- Promote use of existing buildings or construction on previously-developed or Town-owned sites
- Give priority to local residents, Town employees, and employees of local businesses to the extent allowed by law

The following projects have been appropriated by the Hanover Community Preservation Committee under the area of Community Housing:

APPROVAL DATE	PROJECT	AMOUNT
2006	Affordable Housing Plan	\$35,000
2007	Legion Drive Feasibility & Site Study	\$32,000
2007	645 Center Street Property Purchase	\$800,000
2009	Affordable Housing Trust Funds Transfer	\$350,000
2010	Affordable Housing Trust Funds Transfer	\$180,000
2010	Walnut Street Habitat for Humanity Home	\$30,000
2011	Affordable Housing Trust Funds Transfer	\$100,000
2012	Affordable Housing Trust Funds Transfer	\$250,000
2013	Affordable Housing Trust Funds Transfer	\$100,000
2014	Affordable Housing Trust Funds Transfer	\$100,000

HISTORICAL PRESERVATION

The Town of Hanover, which was incorporated in 1727, takes great pride in its rich historical and cultural heritage. As represented by the Town Seal, Hanover's early economy revolved around agriculture and shipbuilding. Shipyards were located on the banks of the North River, and early mills that ground corn, sawed lumber, and forged iron were located on smaller streams around town. By the end of the 1800's, industries such as the Clapp Rubber Mill and the Goodrich Shoe Company, employed many of the former farmers. Hanover has a considerable number of historic assets, including municipal buildings, burial grounds, and historic monuments. These resources offer residents and visitors opportunities to learn about their heritage and the history of the town. There are numerous architectural styles represented in Hanover, including Colonial Cape Cod, Georgian, Federal, Greek Revival, Queen Anne, Italianate Second Empire and Shingle Style. Some of the oldest structures in town include the Daniel Turner House built c.1693, the Col. John Bailey House built in 1712 and the Stetson House built c.1716.



The Town of Hanover has one listing on the National Register of Historic Places and ten on the Massachusetts State Register of Historic Places. The Hanover Center Historic District, which encompasses the Town Hall, the John Curtis Free Library, the First Congregational Church, the Stetson House and the Hanover Cemetery, was listed on the National Register in 1996. The following are listed on the State Register of Historic Places:

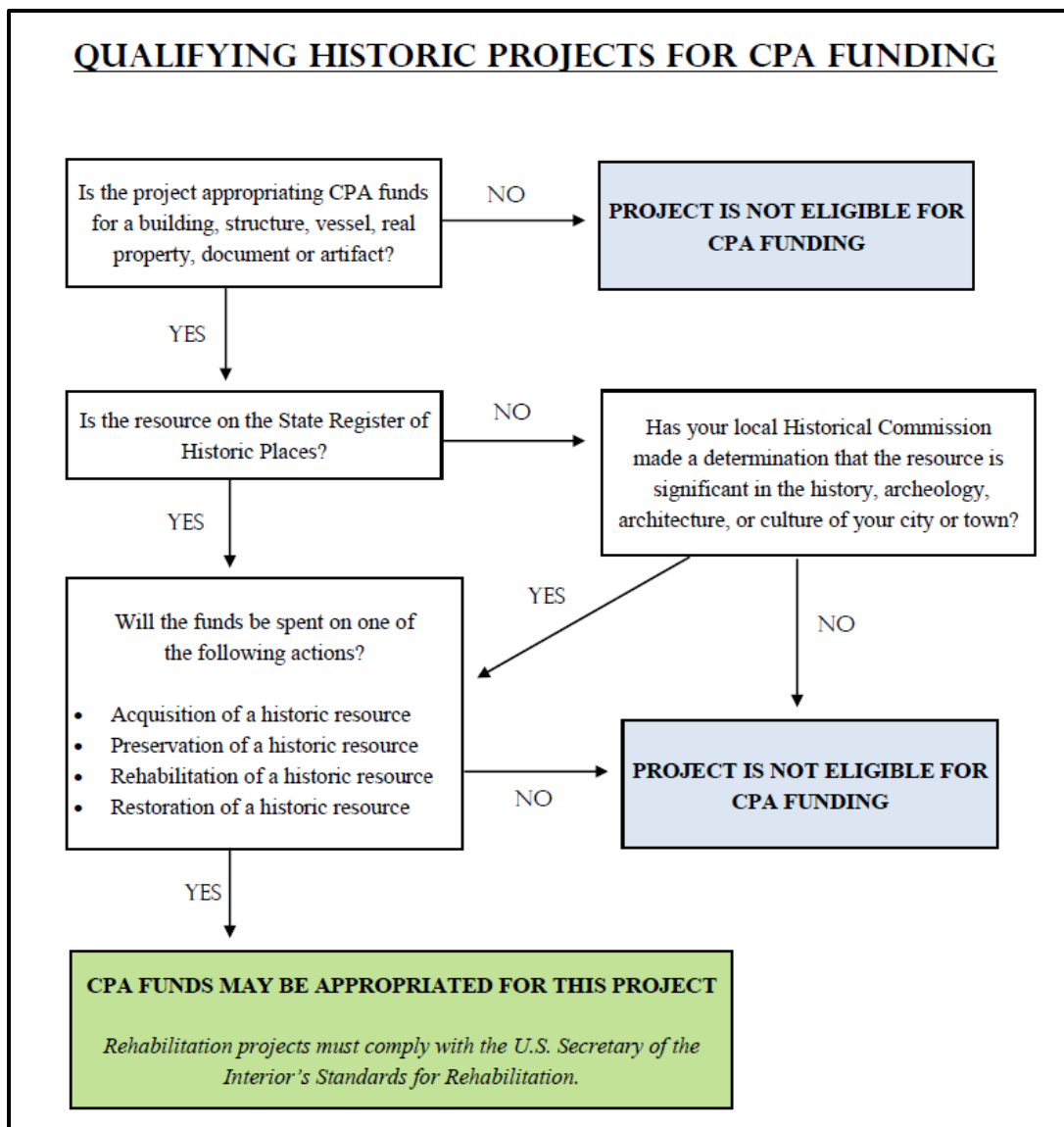
- Hanover Center Historic District
- Hanover Town Hall
- Town Hall Memorial Flagpole
- Hanover Cemetery
- Hanover Center Cannons/Cannonballs
- First Congregational Church
- John Curtis Free Library
- Soldier's and Sailor's Monument
- Stetson House
- Edmund Q. Sylvester School

As development pressures have dramatically increased in recent years, the Town has become increasingly aware of the need to actively preserve its historic resources. Section 2 of the CPA statute defines historic resources 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 local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." CPA funds are allowed to be used for the ". . . acquisition, preservation, rehabilitation, and restoration of

historic resources." Recognition and protection of the Town's historic resources can help preserve the character of the Town for future generations and serve as an educational resource.

Furthermore, within the definition of "rehabilitation," CPA is allowed to fund improvements to make historic resources functional for its intended use, including improvements to comply with the Americans with Disabilities Act and other building or access codes. All rehabilitation work with respect to historic resources is required to comply with the Standards for Rehabilitation stated in the US Secretary of the Interior's Standards for the Treatment of Historic Properties (codified in 36 C.F.R. Part 68).

The following flow chart details the steps to determine whether a historic preservation project qualifies for CPA funding:



The Community Preservation Committee has adopted the following historic preservation goals and objectives (Goals as excerpted from the 2007 Hanover Historic Preservation Plan).

GOAL 1: *Protecting historic buildings and landscapes to prevent the loss of important historic resources and preserve those resources for the future.*

OBJECTIVES:

- Preserve, restore, and rehabilitate significant historical structures, sites and artifacts.
- Support possible reuse of buildings slated to be demolished.
- Work with the Hanover Historical Commission to:
 - Review and endorse historical proposals.
 - Certify that a CPC application for a historic project is locally significant.
 - Ensure work on historic resources complies with the United States Secretary of the Interior's Standards for Rehabilitation.
 - Assist in the development of preservation restrictions for historic projects.

GOAL 2: *Improving, increasing and maintaining the community's knowledge of and access to Hanover's historic resources.*

OBJECTIVES:

- Work with the Hanover Historical Commission to support greater public access to information on historic properties using the Town's website and Geographic Information System (GIS).
- Support National Register nominations for significant historic properties and sites.

Short-Term and Long-Term Goals Identified by the Hanover Historical Commission:

- Update the Town's existing historic property inventory and prepare grant applications to the Massachusetts Historical Commission to assist with funding (50% match required).
- Develop an archival storage plan for the Hanover Historical Commission records that are currently located in the Stetson House. The Commission wishes to catalogue the existing collection, move its contents to an environmentally appropriate storage location, and implement a plan to make these records accessible to the public.
- Engage a historic landscape consultant to aide in the elaboration and implementation of the improvements recommended in the 2010 Hanover Cemeteries Preservation Plan, focusing on enhancing and conserving the historic landscapes, plantings, roadways.
- Conduct a full inventory of the location and condition of Town-owned historic artifacts and make recommendations for appropriate conservation and care that is in line with current archival standards.
- Conduct a feasibility study to determine the suitability, scope, and process for establishing one or several local historic districts within the residential areas of Town.

- Identify the most significant historic buildings and spaces in Hanover (based on the updated inventory and consultation with Town residents). Develop and implement plans to conserve these important pieces of Hanover’s historic character.

Evaluation of projects submitted for consideration by The Committee will include review of several factors, including but not limited to the following:

- The property or site is on a State or National Historic Register or is eligible for placement on such a register
- The property, site, document or artifact has been determined by the Hanover Historical Commission to be significant in the history, archaeology, architecture or culture of the Town.
- Preserves and protects historic and cultural properties and sites to the extent allowed under the CPA.
- Demonstrates a public benefit to preserve historic resources. Town owned facilities may be preferred in The Committee's evaluation process.
- Incorporates the remodeling, reconstruction and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.

The following projects have been appropriated by the Hanover Community Preservation Committee under the area of Historic Preservation:

APPROVAL DATE	PROJECT	AMOUNT
2006	Historic Preservation Plan & Inventory	\$20,000
2007	John Curtis Free Library Columns	\$10,260
2008	Stetson House Cobbler Shop Roof	\$1,250
2008	Historical Society Collection & Care	\$15,400
2008	Sylvester School Tiling / Asbestos Abatement	\$275,000
2009	Town Building Needs Study	\$60,000
2009	Historic Cemetery Assessment Study	\$40,000
2009	Town Document Preservation	\$45,000
2009	Historical Society Collection & Care	\$13,040
2010	Hackett’s Pond Preservation	\$50,000
2010	Stetson House Restoration	\$20,300
2010	Restoration of Monuments & Flagpoles	\$50,000
2010	Salmond School Boiler	\$120,000
2010	Salmond School ADA Bathroom	\$85,000
2010	Sylvester School Roof Repairs	\$15,000
2010	Sylvester School ADA Design	\$55,500
2011	Historic Cemetery Preservation	\$80,000
2012	Stetson House Roof Preservation	\$2,875
2012	Historical Society Collection & Care	\$16,500
2012	Historic Cemetery Preservation	\$80,000
2013	Historic Cemetery Preservation	\$160,000
2013	Stetson House Climate Control	\$18,000
2013	Hackett’s Pond Preservation	\$120,000
2014	Stetson House Archive/Preserve Collections	\$5,000

REVIEW OF APPROVED COMMUNITY PRESERVATION PROJECT

Since the publication of the previous Community Preservation Plan in 2010, the Hanover Community Preservation Committee has appropriated funding for eight of the fifteen recommendations that were made for future projects. These projects include:

- Affordable Housing Trust Funds Transfer
- Debt Service Payment on King Street Fields
- Restoration of Town Historic Cemeteries
- Preservation of Town Documents
- Hanover Historical Society Collection Care and Restoration
- Further Development of 645 Center Street
- Trail Improvements
- Open Space Acquisitions

Restoration of Town Historic Cemeteries – The CPC’s investment in Hanover’s Historic Burial Grounds began in 2009 with the appropriation of \$40,000 for the development of a comprehensive assessment of the Town’s historic cemeteries. The *Hanover Cemeteries Preservation Plan*, created by Martha Lyon Landscape Architecture, LLC was completed in 2010, and includes an extensive assessment of Hanover’s three historic cemeteries (Hanover Center Cemetery, Union Assinippi Cemetery and West Hanover Cemetery). Between the years 2011 and 2013, three more CPC appropriations were made for the restoration and preservation of the town’s historic cemeteries, totaling \$320,000. This funding was used for a multi-phase headstone conservation project that was completed in the fall of 2015 by Monument Conservation Collaborative LLC. The project included the re-setting of tilted headstones, structural repairs, cleaning and the filling, pinning and consolidation of 411 historic gravestones within the three town-owned cemeteries.

Further Development of 645 Center Street – In 2007, the Hanover Community Preservation Committee purchased the property at 645 Center Street with the intention of renovating the historic farmhouse and barn into two affordable housing units. However, after the project was found to be not economically feasible, the committee voted to allow the demolition of the house and the dismantling of the barn, so that two new Habitat for Humanity houses could be built on the property. The English style post and beam barn, built during the 1700’s, was carefully disassembled by students and staff of the North Bennett Street School, in September of 2010. Each piece of the structure was documented and labeled for storage so that the barn can be reconstructed when an appropriate site has been located. Construction on the two single-family Habitat for Humanity Houses began in February of 2014, and two families moved into the homes in June of 2015.

Trail Improvements & Open Space Acquisitions – Since the town adopted the Community Preservation Act in 2006, CPC funding has been used to purchase over 370 acres of open space and conservation land in Hanover. The CPC’s most recent appropriations towards open space funded the purchase of two properties in town, including 23 acres of land on Circuit Street in 2011 and 42 acres of open space on Webster Street in 2013. In that same year, \$10,600 was appropriated from CPC’s budget for the creation of a map of the town’s conservation areas, walking trails and historic sites. In 2014, CPC appropriated \$25,000 for a trail feasibility study, which will evaluate the viability of developing a recreational trail

along the former West Hanover Branch of the Old Colony Railroad, commonly known as a “Rails to Trails” project.

APPROVED COMMUNITY PRESERVATION COMMITTEE PROJECT

YEAR	PROJECT	AMOUNT	CATEGORY	STATUS
2006	King Street/Cervelli Purchase	\$1,430,000	Open Space & Recreation	Completed
2006	Affordable Housing Plan	\$35,000	Community Housing	Completed
2006	Open Space & Recreation Plan	\$35,000	Open Space & Recreation	Completed
2006	Historic Preservation Plan	\$20,000	Historic Preservation	Completed
2007	645 Center Street Purchase	\$800,000	Community Housing	Completed
2007	Housing Authority Legion Drive Feasibility Study	\$32,000	Community Housing	Completed
2007	John Curtis Free Library Column Repair	\$10,260	Historic Preservation	Completed
2008	King Street Recreation Fields Development	\$2,500,000	Open Space & Recreation	Completed
2008	553 Center Street Purchase	\$700,000	Open Space & Recreation	Completed
2008	Sylvester School Retiling and Asbestos Abatement	\$275,000	Historic Preservation	Completed
2008	Stetson House Collection Care and Restoration	\$15,400	Historic Preservation	Completed
2008	Conservation Parcels Trail Improvements	\$13,410	Open Space & Recreation	Completed
2008	Stetson House Cobbler Shop Roof Repair	\$1,250	Historic Preservation	Completed
2009	Affordable Housing Trust Funds Transfer	\$350,000	Community Housing	Completed
2009	Town Owned Historical Buildings Study	\$60,000	Historic Preservation	Completed
2009	Town Document Preservation	\$45,000	Historic Preservation	Completed
2009	Historic Cemetery Assessment	\$40,000	Historic Preservation	Completed
2009	Historical Society Collection Care & Restoration	\$13,040	Historic Preservation	Completed
2009	Open Space Appraisals, Surveys & Legal Assistance	\$10,000	Open Space & Recreation	Completed
2010	King Street Construction	\$1,600,000	Open Space & Recreation	Completed
2010	Affordable Housing Trust Funds Transfer	\$180,000	Community Housing	Completed
2010	Salmond School Boiler	\$120,000	Historic Preservation	Completed
2010	Salmond School ADA Bathroom	\$85,000	Historic Preservation	Completed
2010	Sylvester School ADA Design	\$55,500	Historic Preservation	Completed
2010	Hackett’s Pond Preservation	\$50,000	Historic Preservation	Completed
2010	Restoration of Monuments & Flagpoles	\$50,000	Historic Preservation	Completed
2010	Walnut Street Habitat for Humanity Home	\$30,000	Community Housing	Completed
2010	Stetson House Restoration	\$20,300	Historic Preservation	Completed
2010	Open Space Administrative Funding	\$20,000	Open Space & Recreation	Completed
2010	Sylvester School Roof Repairs	\$15,000	Historic Preservation	Completed
2011	120 Circuit Street Property Purchase	\$550,000	Open Space & Recreation	Completed
2011	Affordable Housing Trust Funds Transfer	\$100,000	Community Housing	Completed
2011	Historic Cemetery Preservation	\$80,000	Historic Preservation	Completed
2012	Affordable Housing Trust Funds Transfer	\$250,000	Community Housing	Completed
2012	Historic Cemetery Preservation	\$80,000	Historic Preservation	Completed
2012	Historical Society Collection & Care	\$16,500	Historic Preservation	Completed
2012	Stetson House Roof Preservation	\$2,875	Historic Preservation	Completed
2013	Webster Street Open Space Acquisition	\$325,000	Open Space & Recreation	Completed
2013	King Street Recreation Fields	\$240,000	Open Space & Recreation	Completed
2013	Historic Cemetery Preservation	\$160,000	Historic Preservation	Completed
2013	Hackett’s Pond Preservation	\$120,000	Historic Preservation	Completed
2013	Affordable Housing Trust Funds Transfer	\$100,000	Community Housing	Completed
2013	Stetson House Climate Control	\$18,000	Historic Preservation	Completed
2013	Open Space Walking Map	\$10,600	Open Space & Recreation	Completed
2014	Affordable Housing Trust Funds Transfer	\$100,000	Community Housing	Completed
2014	Trail Feasibility Study	\$25,000	Open Space & Recreation	In Progress

2014	Stetson House Archive/Preserve Collections	\$5,000	Historic Preservation	In Progress
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The following projects were approved by the Hanover Community Preservation Committee in January 2015, and approved at Town Meeting in May of 2015 for appropriation in FY2016:

YEAR	PROJECT	AMOUNT	CATEGORY	STATUS
2015	Affordable Housing Trust Funds Transfer	\$100,000	Community Housing	Completed
2015	Town Hall Restoration	\$1,085,500	Historic Preservation	In Progress
2015	First Congregational Church of Hanover	\$80,450	Historic Preservation	In Progress
2015	Hanover Fire Wagon	\$5,000	Historic Preservation	In Progress
2015	Hanover Veterans Oral History Project	\$1,000	Historic Preservation	In Progress

Recommendations for Future Projects:

PROJECT	YEAR	AMOUNT	CATEGORY
Creation of Historic Preservation Trust Fund			
Creation of Open Space Trust Fund			
Explore Support of Equity Conversion Homeownership Program or Affordable Deed Restriction Program			
Adaptive Re-use of Sylvester, Salmond or Curtis School			
Protection of Areas of Critical Environmental Concern			

THE INTERIOR'S STANDARDS FOR REHABILITATION

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

TOWN OF HANOVER GENERAL BYLAWS

4-19 COMMUNITY PRESERVATION COMMITTEE

Section 1. Established

There is hereby established a Community Preservation Committee, in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, consisting of nine (9) voting members pursuant to M.G.L. Chapter 44B.

Section 2. Membership

The composition of the Committee, the appointment authority and the term of office for the Committee members shall be as follows:

- A. One (1) member of the Conservation Commission as designated by the Commission for a term of three (3) years.
- B. One (1) member of the Historical Commission as designated by the Commission for an initial term of two (2) years, and thereafter for a term of three (3) years.
- C. One (1) member of the Affordable Housing Trust Fund as designated by the Authority for an initial term of two (2) years, and thereafter for a term of three (3) years.
- D. One (1) member of the Parks and Recreation Committee as designated by the Committee for an initial term of one (1) year and thereafter for a term of three (3) years.
- E. One (1) member of the Open Space Committee as designated by the Committee for a term of three (3) years.
- F. One (1) member of the Planning Board as designated by the Board for an initial term of one (1) year and thereafter for a term of three (3) years.
- G. Three (3) members of the general public to be appointed by the Town Moderator, subject to approval by a majority vote of the Board of Selectman, one member to be appointed for a term of one (1) year and thereafter for a term of three (3) years, one member to be appointed for a term of two (2) years and thereafter for a term of three (3) years, and one member to be appointed for a term of three (3) years.

The Commissions, Boards, or persons who have appointment authority under this Article shall appoint such Committee Members within 45 days of the effective date of this Bylaw.

Should there be a vacancy or resignation in any of the Community Preservation Committee positions, the Commissions, Boards, or persons who have appointment authority under this Article shall appoint a new Committee Member within 45 days of the first date of vacancy or resignation.

Should any of the Commissions, Boards, or persons who have appointment authority under this Article be no longer in existence for any reason, the appointment authority for that Commission, Board, or person

shall become the responsibility of the Town Moderator, subject to approval by a majority vote of the Board of Selectmen.

Section 3. Powers and Duties

A summary of powers and duties is as follows:

(1). The community preservation committee shall study the needs, possibilities, and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including the conservation commission, the historical commission, the planning board, the recreation council and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

(2). The community preservation committee shall make recommendations to the legislative body for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

(3). The Community Preservation Committee may include, in its recommendation to the Town Meeting, a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending for general purposes that are consistent with community preservation. The Community Preservation Committee may recommend the issuance of general obligation bonds or notes in anticipation of revenues to be raised pursuant to section 3 of the Act, the proceeds of which shall be deposited in the Community Preservation Fund. Bonds or notes so issued may be at such rates of interest as shall be necessary and shall be repaid as soon after such revenues are collected as is expedient. The Town shall make every effort to limit the administrative costs of issuing such bonds by cooperating with other cities and towns using methods including, but not limited to, common issuance of bonds or common retention of bond counsel. Except as otherwise provided in this chapter, bonds or notes issued pursuant to this section shall be subject to the applicable provisions of Chapter 44. The maturities of each issue of bonds or notes issued under this chapter may be arranged so that for each issue the amounts payable in the several years for principal and interest combined shall be as nearly equal as practicable in the opinion of the officers authorized to issue bonds or notes or, in the alternative, in accordance with a schedule providing for a more rapid amortization of principal.

(4). The Committee shall have at least one public meeting each year at which time any Town Department, public or private agency, business, non-profit organization, or member of the general public may submit

proposals for the use of Community Preservation Funds. The Committee shall also schedule a public hearing on its current and proposed activities, to be held at least 21 days prior to any Town Meeting in which it submits an article.

Notice of the time and place of such public hearing and the general purpose of such meeting shall be published in a newspaper of general circulation in the Town once in each of two successive weeks, the first publication to be not less than fourteen days before the date of said hearing, and by posting such notice in a conspicuous place in Town Hall for a period of not less than fourteen days before the date of said hearing.

The Committee shall establish submission requirements for the proper and consistent review of all project proposals. The Committee shall make recommendations to Town Meeting for the appropriate use of Community Preservation Funds for any such project proposals or initiatives undertaken by the Committee itself.

As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.

The Community Preservation Committee will submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval.

Section 5(b) of M.G.L. Chapter 44B, "Community Preservation" enumerates the powers and duties of the Community Preservation Committee and are incorporated herein by reference.

Section 4. Rules and Regulations

By majority vote of the members of the Committee, the Committee may adopt and promulgate rules and regulations for the conduct of its business on any matter within the Committee's jurisdiction under the Massachusetts Constitution, Massachusetts General or Special Laws, the Code of Massachusetts Regulations (CMR), Bylaw, or other legal right or authority granted to or conferred upon the Committee.

The proposed rule or regulation shall be submitted to all Committee members at least 48 hours prior to any vote to adopt the same; provided, however, the Committee may make such amendments to the proposed rules or regulations as it deems appropriate at the said meeting. Upon approval of any rule or regulation by the Committee, a copy of the same shall be filed with the Town Clerk and become effective as of the date of filing thereof unless the specific vote of the Committee establishes a later effective date.

Section 5. Amendments

This Chapter may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not cause a conflict to occur with M.G.L., Chapter 44B.

Section 6. Severability

In case any section, paragraph or part of this Article is for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

(Accepted May 2, 2005), (Approved by the Attorney General, July 14, 2005)

APPLICATION FOR FUNDING

Submission Requirements

Proposals for Community Preservation funding must be submitted using the attached application form. All information requested on the application form must be included with the proposal.

Applications must be typewritten and **twelve (12) copies** (including one unbound and reproducible copy) of the application and all supporting documentation must be submitted to the:
Community Preservation Committee, c/o Community Preservation Coordinator,
Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339.

Review by the Community Preservation Committee

Each application will be acknowledged as it is received. It will be reviewed for completeness and the applicant will be notified if additional information is required. Incomplete applications may not be eligible for the current funding round, at the discretion of the Committee.

All applicants submitting complete applications will be given an opportunity at a public hearing to present the scope and details of the project and respond to questions from the CPC, and the public (additional public hearings may be warranted, depending on the amount of applications received). To expedite the proposal review process CPC strongly recommends that all proposals be reviewed prior to submission by the appropriate Committee, Commission or Board including the Housing Authority, the Planning Board, the Historic Commission, the Open Space Committee, the Conservation Commission or the Park and Recreation Committee.

Funding Decisions and Process

The CPC will prepare and submit Town Warrant Articles for funding recommendations to the Town Meeting in May for a final decision.

Projects on Town–owned land will be administered by the Town department that is responsible for that land and are likely to require public bidding under applicable statutes (MGL c. 30, 30B, and 149).

Projects on private land will require a funding agreement between the Town and the applicant. All projects will require a Memorandum of Understanding between the Town and the applicant before funds can be released. In addition, the CPC will require that all projects submit a project timeline and quarterly status reports to the CPC until project completion.

Please keep in mind there are legal limitations on what CPA funds can be used for. A CPA Allowable Uses Chart can be found on the Community Preservation Committee’s home page.



Town of Hanover
Community Preservation Plan

Application for Funding

Submit to Community Preservation Committee
c/o Community Preservation Coordinator
Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339

Name of Applicant: _____

Name of Co-Applicant, if Applicable: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

Name of Proposal: _____

Address of Proposal (or assessor’s parcel ID): _____

CPA Category (circle all that apply):

Open space Historic preservation Affordable Housing Recreation

CPA Funding Requested: _____

Total Cost of Proposed Project: _____

If project is expected to continue over more than one year or if bonding the project is anticipated detail the cost of project on the following chart (explanation may be attached on a separate sheet.)

Fiscal Year	CPC Funds Requested	Total Cost	Other Funding Sources
2015			
2016			
2017			
Total			

¹ If the proposal is on Town-owned land, either the applicant or the co-applicant must be the Town Board, Commission, or Department in control of the land.

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans? (Note: Hanover Master Plan)
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project be measured?
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

10. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.
11. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
12. Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other laws or regulations. Or, if zoning relief is required, specify what relief is needed and when an application will be made to the town for zoning review.
13. Evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Parks and Recreation Committee)

14. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
15. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. All historic resources rehabilitation projects must comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.
16. Information indicating how this project can be used to achieve additional community benefits.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund. No funding decisions will be made without an independent appraisal.