



# TOWN OF PLAINVILLE

## MASSACHUSETTS

### COMMUNITY PRESERVATION

#### PLAN FY 2023

(JULY 1, 2022 – JUNE 30, 2023)

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Board of Health

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Select Board Designee

John Wegiel  
Historical Commission

Greg Wehmeyer  
Housing Authority



TELFORD PARK



HUMPHREY HOUSE

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## **Introduction**

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The Town of Plainville Community Preservation Committee (“CPC” or the “Committee”) is pleased to present the FY 2023 Town of Plainville Community Preservation Plan (“the Plan”). This Plan describes the process for administering the Community Preservation Act (CPA) in the Town of Plainville. The Plan presents a description of the CPA as it applies to the Town, a definition of CPA goals, and procedures by which the CPA is administered. It represents an informational document for the citizens of the Town, a guideline for applicants seeking project funding through the CPA, and a blueprint for this and future CPA Committees in making recommendations to Town Meeting for project funding. The Committee recognizes and encourages that the Plan be modified by future CPA Committees in response to changing goals and experience with the CPA over time.

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](http://www.communitypreservation.org).

For additional information on Plainville’s Community Preservation activity, visit the Town website at <https://www.plainville.ma.us/planning-development/community-preservation-committee>.

## **The Community Preservation Act in Plainville**

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The Community Preservation Act, M.G.L. c. 44B, (“the CPA”) allows Massachusetts cities and towns to raise monies through a surcharge, of up to 3% of the real estate tax levy, on real property. These funds may then be used to acquire, create and preserve open space; acquire, rehabilitate and preserve historic resources; acquire, create, preserve and support community housing; and acquire, create, rehabilitate and preserve land for recreational use. The Act also provides significant State matching funds. State matches come from fees charged on documents filed at the Registry of Deeds. These fees were increased to \$50 or \$25 per document as of 12/31/2019.

Plainville voters approved the Community Preservation Act, M.G.L. c. 44B, at the June 4, 2018 Town Meeting, and at the November 6, 2018 State election. Plainville elected to fund the CPA account through a 1% surcharge on all real estate property tax bills with the following exemptions permitted under Section 3(e) of the Community Preservation Act:

- a. Property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act;
- b. \$100,000 of the value of each taxable parcel of residential real property;
- c. \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in M.G.L. c.59, §2A.

### *State Match*

According to the statewide Community Preservation Coalition’s website, “the formula used by the Massachusetts Department of Revenue (DOR) to distribute revenue from the statewide CPA Trust Fund contains up to three rounds of funding. After doing the calculations for all three rounds each fall, DOR then distributes the funding to communities by November 15th. Here is a summary of how the funding works: eighty percent (80%) of the total revenue in the Trust Fund at the end of August each year will be paid out in round one, and each of the CPA communities will receive the same percentage match to funds raised locally with their CPA surcharges. If a community’s CPA surcharge is less than 3%, it is not eligible to advance to the second and third round. The funds remaining in the CPA Trust Fund after the first round distribution (20% of the total funds in the Trust Fund) are available for distribution in rounds two and three. Only communities that have adopted the maximum 3% surcharge are eligible to receive additional funding in rounds two and three. The second and third rounds are weighted so that smaller and less affluent communities receive higher funding. The state’s Commissioner of Revenue is charged with ranking CPA communities based on population and property valuation per capita. Based on this ranking, communities are divided into deciles, which determine the degree of additional funds distributed. Communities with the lowest equalized property valuations and smallest populations are placed in the most favorable deciles, which provide higher matches in the second and third rounds. Decile 1 provides the highest level of funding in rounds two and three (and decile 10 the lowest). As a result of this weighting, it is possible that some smaller CPA communities will still end up receiving a 100% match by the end of the second round. The third round distribution is optional, at the discretion of the Commissioner of Revenue.”

### Community Preservation Committee: Formation and Responsibilities

Consistent with the terms of the CPA and with the Community Preservation Committee Bylaw adopted in 2018, the Community Preservation Committee has been formed to administer the CPA. It consists of nine members, including two at-large members to represent the community appointed by the Select Board, and seven others selected to represent the Board of Health, Conservation Commission, Historical Commission, Housing Authority, Planning Board, Open Space and Recreation Committee, and Recreation Commission.

This Plan was created after extensive outreach and work by Committee members and other Town staff. It incorporates sections of the Master Plan, Open Space and Recreation Plan, and other relevant planning materials for reference and guidance. The Committee makes an ongoing effort to meet with many interest groups, including Town department heads and staff, Town committees, environmental and land trust organizations, and the general citizenry. This Community Preservation Plan captures Plainville's current community preservation needs and goals in the CPA target areas. This Plan also outlines the processes by which the Committee solicits, reviews, and recommends proposals for CPA funding, including the application process. It will be updated every year to reflect changes in goals or emphasis.

### CPA Funding Requirements

The CPA mandates that each fiscal year Plainville must spend, or set aside for later spending, at least 10% of the annual Community Preservation Fund revenues that were collected from the local surcharge and State match for each of three CPA target areas: open space, historic resources, and community housing. Beyond these required allocations, Town Meeting decides how much of the remaining 70% of the funds to spend on the three purposes identified above, or for recreation, based on the recommendations of the Committee. The spending mix for the remaining 70% of the Fund can be modified each year, and any monies not appropriated remain in the Fund for future distribution. A maximum of 5% of the annual revenues can be allocated for administrative purposes, which also roll over at the end of the year if unused.

A recommendation by the Committee and an appropriation by Town Meeting are both required to spend any funds for particular community preservation purposes. Appropriations from the Fund, except in the cases of bonding and eminent domain proceedings under CPA (the latter of which is very rare), are made by a simple majority vote. Borrowing monies and eminent domain proceedings for CPA purposes require a two-thirds majority vote. Bonding can only be based on the local surcharge income, not the state match.

Town Meeting may approve, reduce, or reject any amount of spending appropriation recommended by the Committee. At the Committee's recommendation, Town Meeting may also decide to set aside all or part of the annual Fund revenues for later spending by allocating revenues to a reserve, for one or more community preservation purpose categories. Town Meeting may not, however, increase any recommended appropriation or

reservation. In addition, Town Meeting may not appropriate or reserve any fund monies on its own initiative, without a prior favorable recommendation by the Committee.

All citizens are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at Town Hall and on the Town website, [www.plainville.ma.us](http://www.plainville.ma.us). Written comments or questions are welcome and may be submitted via email to Chris Yarworth, the Administrative Contact, at [cyarworth@plainville.ma.us](mailto:cyarworth@plainville.ma.us) or mailed to the Community Preservation Committee, c/o Dept. of Planning & Development, Room 255, Town Hall, 190 South Street, Plainville, MA 02762.

#### *Gifts to Community Preservation Fund*

The Town of Plainville can accept monetary gifts to the Community Preservation Fund. Gifts can be designated for specific purposes consistent with the four statutory categories – open space, community housing, historic preservation, and recreation. Gifts may be made in a variety of forms, including cash and securities. Gifts to the Town of Plainville are tax-deductible to the full extent allowed under the Internal Revenue Code. For more information, please contact the Committee Chair or Administrative Contact.

#### *Allowable Uses*

Community Preservation Act funds must be used for public community preservation purposes. The following guidelines summarize these public purposes.

As detailed by the CPA, funds 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 and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, . . . lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.”
- The acquisition, 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 term “support” includes expenditures such as development of a Housing Needs Assessment for the town, hiring a Housing Coordinator, or creating a rental assistance program for income-eligible residents.
- The acquisition, preservation, rehabilitation, and restoration 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 Plainville 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 purposes:

- The “rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created” using CPA monies.
- Revenues “set aside” for “later spending.”
- Annual “administrative and operating expenses” of the Committee, not to exceed 5% of the Fund’s estimated annual revenues.
- 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:

- As a replacement or substitute for operating funds. The CPA is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Payment 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.

The following helpful Table was provided by the Community Preservation Coalition:

|  | <b>Open Space</b>  | <b>Historic</b> | <b>Recreation</b> | <b>Housing</b>   |
|--|--|-----------------|-------------------|--|
| <b>Acquire</b>                             | <b>Yes</b>   | <b>Yes</b>      | <b>Yes</b>        | <b>Yes</b>   |
| <b>Create</b>                              | <b>Yes</b>   | <b>No</b>       | <b>Yes</b>        | <b>Yes</b>   |
| <b>Preserve</b>                            | <b>Yes</b>   | <b>Yes</b>      | <b>Yes</b>        | <b>Yes</b>   |
| <b>Support</b>                             | <b>No</b>  | <b>No</b>       | <b>No</b>         | <b>Yes</b>   |
| <b>Rehabilitate<br/>and/or<br/>Restore</b> | <b>No</b><br><small>(unless acquired or<br/>created with CPA \$\$)</small> | <b>Yes</b>      | <b>Yes</b>        | <b>No</b><br><small>(unless acquired or<br/>created with CPA \$\$)</small> |

## Open Space and Recreation

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Plainville has received provisional approval from the Massachusetts Executive Office of Environmental Affairs (EEA), Division of Conservation Services (DCS) for its 2019 Open Space and Recreation Plan. The plan was prepared with assistance from Bill Napolitano of the Southeast Regional Planning and Economic Development District (SRPEDD). The plan is briefly summarized below. Open Space and Recreation Plans cover a seven-year span of time.

### *A. Open Space Resources and Needs*

Plainville has 32.7% (2,431 acres) of its total area under either Town ownership or Chapter 61 or other protections. Not all of this land is permanently protected, and portions are under municipal usage. In addition, the Massachusetts Wetlands Protection Act and the Plainville Conservation Commission regulations effectively protect wetlands and a small buffer area around them. The future of the Heather Hill Golf Course is one of the major open space issues that the town will face in coming years, as well as development pressures for housing throughout the town.

The CPA allows and encourages the acquisition, creation, and preservation of open space. CPA funds may be used to protect open space by outright purchase, through bonding, through purchases made in conjunction with other private and/or public funds, and/or by extinguishing or limiting development rights through the purchase of permanent land conservation or agricultural preservation easements or restrictions. In identifying multiple land preservation and funding methods, the CPA essentially recognizes the prohibitive costs of land in communities such as Plainville, and similarly recognizes that CPA funds alone will likely not be sufficient for the protection of significant tracts of land.

The Town of Plainville is rich in natural resources providing protection of water supplies and wildlife habitat, as well as scenic beauty. The most important water natural resources have been identified as Lake Mirimichi and Turnpike Lake, as well as their tributary streams, ponds, and associated wetlands. Other areas to be protected include the large vacant woodlots and fields adjacent to the town owned Hawkins Woods at the western end of town, as well as other remaining large patches of natural vegetation in town. Chapter 61 protected lands, many kept in agricultural use at present, may also come up for future acquisition.

Currently, public access to many of Plainville's ponds is difficult or limited. It is important to the town to continue to protect and enhance the quality of water, flood protection and wetland resources, as well as improve wildlife habitat and provide recreational amenities.

Despite the increasing fragmentation of the Town's natural areas, the existence of large patches gives Plainville the opportunity to plan now to create open space linkages. Specifically, CPA funding for the following goals shall be given priority wherever possible.

### Open Space & Recreation Committee Goals

- Preserve small tracts of undeveloped land that would provide public access to waterways such as the Lake Mirimichi and Turnpike Lake, and other brooks and ponds.
- Preserve large tracts of undeveloped land that link or abut other conservation lands, protected land, or publicly owned land.
- Preserve lands that protect the quality and quantity of Plainville's water supply, wetland resources, wildlife habitats, threatened or endangered flora and fauna, watershed and aquifer protection, and scenic vistas.
- Support projects to create trails, hiking and biking, and improve access on existing conservation land and open space.
- Obtain open space through outright purchase of potentially developable land as well as through methods such as conservation restrictions or open space housing developments.
- Construct a rail trail on the town owned rail bed between Fuller Street and East Bacon Street. Extend to the Wrentham and North Attleborough town lines if possible.
- Create additional wayfinding signage at all trails, open space and recreational areas. Add parking where needed. Add kiosks with maps to trails.
- Provide more outdoor opportunities for families such as bike trails, walking trails, a dog park and other outdoor activities.
- Encourage the preservation of the Park Terrace swim and tennis recreation complex on Berry Street for use by town residents as part of a possible acquisition by the Hockomock YMCA. This would include a public access exercise trail around the perimeter of the site, and connection to abutting hiking trails.

### B. Park & Recreational Resources and Needs:

Each year, the Park & Recreation Department offers a variety of opportunities for residents of all ages to participate in recreation and leisure activities which contribute to a healthy lifestyle. Playgrounds, athletic fields, programming, and special events present something for everyone to enjoy. The Committee will work with the Park Commission to support quality facilities and programming to continue to meet the needs of the growing community.

The Park & Recreation Department currently manages Telford Park (142 South Street), which includes the town pool, playground, basketball and tennis courts, open field space and the gazebo and pavilion space. These areas provide space for the community to enjoy at their own leisure, rent for private use, event space for larger public events, as well as provide areas for programming such as the summer recreation program, swimming lessons, preschool activities and more. Additionally, the Park & Recreation Department manages the ballfields/athletic fields at the Field of Dreams (80 School Street). These facilities service Plainville's youth sports programs including baseball, softball and soccer, as well as other rental groups throughout the year.

The Plainville Park & Recreation Department is dedicated to providing all-inclusive, quality, and safe recreation and park programs, facilities and services that enhance the quality of life for the residents of Plainville. The Plainville Park & Recreation Department strives to develop, provide, and maintain quality programs for all ages (children and adults) that meet the growing needs of our community. Their goal is to provide the highest quality recreation experience possible for the residents of Plainville and create new recreation programs for all ages.

#### Park & Recreation Department Goals

- Update and improve current facilities, especially at the Field of Dreams. Provide a bathroom and cleanup area to replace the existing portable potties.
- Continue to develop Field of Dreams as originally designed to add more athletic fields (Baseball diamond, full size soccer field 11v11 and multi-purpose practice field for other sports).
- Add parking lot light poles for safety and snack shack for Field of Dreams.
- Improve handicap accessibility and activities at all sites.
- Create a recreation building, upgrade sports facilities and add parking spaces at Telford Park.
- Update Telford Park to include family friendly activities such as established nature walking trails, designated workout area to promote active lifestyle, splash pad for growing young family community, and more.
- Improve the Town Pool (Everett W. Skinner) bathhouse and changing areas.
- Fix up the Gazebo (new handicap accessible ramp) and replace the rotted wood.

## **Community Housing**

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A 1969 State law, called the Comprehensive Permit Law, created a standard for communities to provide a minimum of 10% of their housing inventory as affordable units. The CPA statute defines community housing as housing for low- and moderate-income individuals and families, including senior housing. Low-income housing is for households whose annual income is less than 80% of the area-wide median income. Moderate income housing is for households whose annual income is less than 100% of the area-wide median income. The area-wide median income is determined annually by the United States Department of Housing and Urban Development (HUD).

For housing units created with CPA funds to be counted toward Plainville's 10% affordable housing goal, the units must serve those households whose annual income is less than 80% of the area-wide median income. CPA funds can be used for housing units serving households of 80% - 100% of the Area Median Income even though they will not count toward Plainville's 10% affordable housing goal.

In Massachusetts, the term affordable housing applies to housing units made affordable to low and moderate income households by a recorded deed rider that restricts sale prices and rents in perpetuity to income eligible households.

CPA funds may be expended "for the acquisition, creation, preservation and support of community housing and for the rehabilitation or restoration of community housing acquired with CPA funds," but not including maintenance. The Plainville Housing Authority is the local agency primarily responsible for implementation of community housing projects.

### Community Housing Resources and Needs

During the development of Plainville's Master Plan (2009), residents of the Town reaffirmed their commitment to provide affordable housing. It states "The town must also plan to maintain its aging housing stock, and perhaps find opportunities to assist residents who are having difficulty keeping their homes in good repair, such as the elderly and lower income residents." The town needs to address the housing needs for a diversity of residents, including those of different social-economic levels and those at different points in the life cycle. These include municipal and school employees, people who work locally, elderly residents, the adult children of Plainville residents, and other first time home buyers.

The high cost of housing continues to be a major concern of Massachusetts residents. This concern causes residents to seriously consider moving out of Massachusetts, and prevents elderly residents from staying in their town and young families from moving in, hurts the local economy because businesses have a harder time finding and keeping workers, and prevents municipal workers from living in the town they serve. The national definition of housing affordability assumes that a home is affordable to its owners if their monthly housing costs (rent or mortgage payment, property taxes, and house insurance) do not exceed 30% of their monthly gross income. When households pay more than 30% of their gross income for housing costs, they are classified as "housing cost burdened."

Affordable housing opportunities help Plainville attract and retain talented employees upon whom the Town depends to provide high quality public services. The average price of homes and rental units in Plainville has risen far beyond what many Town employees, first-time homebuyers, and renters are able to afford.

The Plainville Housing Authority and Council on Aging have identified these housing needs:

- To address, but not be limited to, a mix of housing, such as rental and home ownership opportunities for families, individuals, persons with special needs, and the elderly that are consistent with our local and regional needs and feasible within our housing market;
- To develop use restrictions that will ensure that each affordable housing development shall be affordable long term and occupied by low and moderate income families and individuals;
- To recognize existing and previously officially unacknowledged housing, such as accessory apartments that contribute to the stock of units affordable for low and moderate income households; and
- To increase the supply of affordable housing units in areas where services, shopping, and job opportunities are more plentiful; and
- To increase the number of housing units at Hilltop Terrace off Messenger Street, where there is a Housing Authority owned parcel with adequate land, sewer and water to add additional units. The Housing Authority management office is also located on this parcel.

#### Community Housing Goals

The Town of Plainville is one of the municipalities in the Commonwealth of Massachusetts that has met the requirements of Mass General Laws c40B that mandate a minimum of ten percent of housing stock be in the affordable category in order to avoid the imposition of housing developments that do not conform to the Town's zoning bylaws. As of December 2022, according to the DHCD Subsidized Housing Inventory, Plainville is has 16.54% of its housing stock designated as affordable. The Town must be vigilant to ensure this level of affordable housing stays above the minimum level. In order to achieve this, the following goals are established:

- Preserve and support affordable housing in the Town
- Support the Plainville Housing Authority in developing additional affordable housing for low-income families, the elderly and persons with disabilities.
- Work with community groups such as the HOME Consortium to provide resources to maintain properties owned by low income residents.

## Historic Resources

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Historic Resources are defined by the CPA as buildings, structures, vessels, documents, artifacts or real properties that are listed on the State Register of Historic Places or are significant in the history, archeology, architecture, or culture of Plainville as determined by the Plainville Historical Commission. CPA funds may be used for the acquisition, preservation, restoration or rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Unless such historic resources are in public ownership, the public purpose of investments in historic resources must be apparent, and/or must be protected by a preservation restriction that ensures a public benefit. All projects funded in the Historic Resources category must meet the Secretary of the Interior's Standards for Rehabilitation.

Currently, Plainville has a number of historic assets, including cemeteries, the Humphrey House (142 South Street, built circa 1715), and the Bliss Chapel (78 Taunton Street). These resources offer residents and visitors opportunities to learn about their heritage and the history of the town and nation. 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. There is no complete inventory of the Town's historic resources, nor is there a town-wide Historic Preservation Plan.

### Historic Resources and Needs

Originally known as "Slackville", after its largest landowner, Mr. Benjamin Slack, the town was formerly part of neighboring Wrentham, which itself was part of the "Plantation of Wollomonuppoag" that was created by a 1635 grant for the town of Dedham. The name was later changed due to the abundance of geographical plains in the area. In April 4, 1905 the town of Plainville became the 28<sup>th</sup>, and final, town to be incorporated into Norfolk County. According to available records, the town was first settled by a Wampanoag brave named Matchinamook, who, in 1674, was given a few acres at the head of the Ten Mile River, the present day Fuller's dam. Mr. Slack purchased his land from the James Humphrey estate upon his death in 1729. The Humphrey mill was located near the center of town on the Ten Mile River. Early industries included a nail manufacturer, followed in 1843 by numerous jewelry companies that sprung up in association with the booming jewelry businesses in Attleboro. In 1856, Plainville obtained its first post office, and by the 1870's the center of town was booming, with 87 houses constructed to support the numerous businesses, two schools, the ice house, churches, and Falk's Market, the general store that was a social hub of the community. Most of these original houses and businesses have since been demolished, but the Humphrey House still remains. It is currently utilized as the headquarters of the Plainville Historical Society. Plainville has sent its quota of brave men and women to serve since the American revolution, and many are buried in the three local cemeteries, all of which are in need of care and restoration. Over time, Plainville has cycled from a simple farming community, to an industrial center, and now to a mostly suburban community with outlying horse farms at the western end of town, and commercial enterprises located along the major highways and downtown districts. Area attractions such as the Plainville Drive-In and Cowboy Town have long since disappeared. However new

attractions, such as the Plainridge Park Casino, have sprung up. This facility combines gambling and horse racing in the first venue of its kind in Massachusetts. Falk's Market has been replaced with the Unlikely Story bookstore, which has been painstakingly constructed to preserve the charm of the old downtown neighborhood, and helps preserve a central social hub for the town.

#### Historic Preservation Goals

- Support projects that expose Plainville's historical resources to the greatest possible audience - including schools and community groups.
- Fund projects that deal with tangible historic resources.
- Support the rehabilitation and acquisition of historic resources.
- Document conservation of our historical records, including the restoration and preservation of the 1858 Norfolk County Map that was gifted to the town with the promise that it would be made available for all residents to see and enjoy.
- Preserve and maintain the Angle Tree Stone, which is one of the two oldest boundary markers in the country. This landmark was accepted into the National Register of Historic Places in 1985. The Plainville and North Attleborough Historical Commissions share custody of the structure.
- Preserve and restore the Humphrey House and its associated documents and artifacts. The Historical Commission is continuing in its efforts to have the building placed on the National Register of Historic Places.
- Preserve and restore the Bliss Chapel to prevent on-going deterioration of the building.
- Preserve and restore the three local cemeteries where Plainville residents are buried. Many headstones, now stored at the Humphrey House, need repairing and restoring to their original location in the South Burial Grounds. Both that cemetery and the Taunton Street cemetery near the Bliss Chapel are in need of attention. The Gerould Cemetery, which lies in Wrentham, will require coordination with that town. It was the final resting place for many residents in the 1800's, before Plainville became a separate entity.

## **The CPA Funding and Application Process**

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The CPC looks forward to working with members of the community in the development of projects - small and large - to enhance our town with CPA funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting [www.communitypreservation.org](http://www.communitypreservation.org). On this website, the documents under the Technical Assistance tab are especially useful.

### *1. Pre-Application (located on the CPC web page under "links")*

This initial document will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. The CPC meets regularly to review project applications. All applications should be sent to Plainville Community Preservation Committee, Town Hall, Room 255, 190 South St, Plainville MA 02762, and a pdf of all information should be sent to [cyearworth@plainville.ma.us](mailto:cyearworth@plainville.ma.us).

**Deadline:** Submit any time, but as soon as possible prior to the Fall 2022 or June 2023 Town Meetings. If adequate time is not available to properly review a project, it may get continued to a later Town Meeting date.

### *2. Application for Funding*

If the Committee agrees that your proposal is eligible, complete the application for funding as soon as possible. The Committee will review both the pre -application and the application for funding according to the guidelines set forth by the CPA.

**Deadline:** Submit any time, but as soon as possible prior to the Fall 2022 or June 2023 Town Meetings. If adequate time is not available to properly review a project, it may get continued to a later Town Meeting date.

### *3. Review Process*

Projects will be evaluated and prioritized using the criteria attached to the application form. The Committee will review all applications and schedule hearings to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. The CPC must vote to recommend proposals before they can be placed on the warrant.

### *4. Town Meeting Approval*

Each project must be approved at a Town Meeting to receive CPA funds. The Town Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote.

### *5. Project Implementation*

Funds for approved projects will be available July 1, the start of next fiscal year, subject to the satisfaction of any conditions or procedures established by the CPC.

### *6. Requesting Payment*

Invoices for work completed or for funds allocated to grantees on approved projects should be submitted to the CPC.

## Guidelines for Submission

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An Approved Pre-Application Form is recommended prior to submittal

- 1) Each request must be submitted to the Plainville Community Preservation Committee (CPC) using the Application for Community Preservation Funding form as a cover sheet. Include additional pages as necessary. Applications should be submitted in one (1) unbound original and three (3) copies. In addition, an electronic pdf file of the application forms and all supporting material should be submitted to the Administrative Contact.
- 2) Requests must include a statement of need, documented with appropriate supporting information such as maps, plans, visual aids, and other supplemental information.
- 3) Each application must include a very brief summary of the project stating the funding category, project goals, key steps to be taken to reach this goal, and a budget summary.
- 4) Applicants must provide an accurate detailed estimate of project costs, including labor, materials, legal, and other implementation costs. Please note that upon recommendation by the CPC and approval of the project at Town Meeting, the CPC or a representative will meet with all applicants to establish a milestone and payment schedule consistent with the approved submitted budget.
- 5) If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations.
- 6) Proposed CPA projects shall demonstrate public benefit. The project must enhance an area or structure for a significant group of citizens and promote a balance between cost and public good.
- 7) Applications for historic preservation projects must include a copy of Addendum 2 — Supplemental Information for Historic Preservation Projects.
- 8) Letters of Support are welcome from the public or other appropriate organizations.
- 9) The CPC will identify for the applicant which Town Boards or Commissions need to review and make recommendations for the project.
- 10) Applications received too late for processing will be postponed to the next Town Meeting. Re-application may be required.
- 11) Project eligibility is determined by the CPC. Applicants with eligible projects must attend a CPC meeting to present and discuss their proposal. Applicants will be notified of the meeting date and time.

Please keep in mind there are legal limitations on the use of CPA funds. Refer to the chart included on page 8 in this packet to check your project's eligibility.

## **Conclusion**

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The Plainville Community Preservation Committee developed the Community Preservation Plan to provide guidance for the distribution of CPA funds. In the CPC's review of eligible projects, it intends to use the above stated goals as a guide when recommending projects to Town Meeting for funding. The CPC encourages Town Meeting participants, town boards and commissions, and future applicants to refer to this document when seeking CPA funding. This Plan is intended to be an active document and will be updated on a yearly basis to reflect the goals of the Town and Committee.

## **Appendix**

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### ***General By-laws Chapter 41. Community Preservation Committee***

#### **Chapter 41-1: Establishment**

A. There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointment authority and the term of office for the committee members shall be as follows:

- 1) One member of the Planning Board (created by Section 81a of Chapter 41) as designated by the Board for an initial term of one year and subsequent terms of three years.
- 2) One member of the Conservation Commission (created by Section 8C of Chapter 40) as designated by the Commission for an initial term of two years and subsequent terms of three years.
- 3) One member of the Historical Commission (created by Section 8D of Chapter 40) as designated by the Commission for a term of three years.
- 4) One member of the Park Commissioners (created by Section 2 of Chapter 45) as designated by the Board for an initial term of one year and subsequent terms of three years.
- 5) One member of the Housing Authority Board (created by Section 3 of Chapter 121B) as designated by its Board of Directors for an initial term of two years and subsequent terms of three years.
- 6) One member of the Open Space and Recreation Committee (created by the Board of Selectmen) for a term of three years.
- 7) One member of the Board of Health (created by Section 26 of Chapter 111) as designated by the Board for an initial term of one year and subsequent terms of three years.
- 8) One member of the general public who does not concurrently hold elected or appointed office, nor concurrently serve as a municipal employee, to be appointed by the Board of Selectmen for an initial term of two years and subsequent terms of three years.
- 9) One member of the general public who does not concurrently hold elected or appointed office, nor concurrently serve as a municipal employee, to be appointed by the Board of Selectmen for a term of three years.

B. Any vacancy on the Community Preservation Committee shall be filled by the commission, authority or board that designated the member who creates the vacancy by designating another member in accordance with the above for the unexpired term.

C. Should any of the Commissions, Boards, Councils or Committees who have appointment authority under this Chapter be no longer in existence for what ever reason, the appointment authority for that Commission, Board, Council, or Committee shall become the responsibility of the Board of Selectmen.

## **Chapter 41-2: Duties**

- A. 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 Board of Selectmen, the conservation commission, the historical commission, the planning board, the parks commissioners 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. The committee may, after proper appropriation, incur expenses as permitted by state law using funds from the community preservation fund to pay such expenses.
- B. The community preservation committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with Community Preservation Funds. 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.
- C. 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 recommended action to set aside for later spending funds for general purposes that are consistent with community preservation.

## **Chapter 41-3: Requirement for a quorum and cost estimates**

The community preservation committee shall not meet or conduct business without the presence of a quorum and shall keep a written record of its proceedings. A majority of the members of the community preservation committee shall constitute a quorum. The community preservation committee shall approve its actions by majority vote of the quorum. Recommendations to the Town Meeting shall include their anticipated costs.

## **Chapter 41-4: Amendments**

The Community Preservation Committee shall, from time to time, review the administration of this By-law, making recommendations, as needed, for changes in the By-law and in administrative practice to improve the operations of the Community Preservation Committee. This Bylaw may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not be in conflict with Chapter 44B of the Massachusetts General Laws.

### **Chapter 41-5: Severability**

In case any section, paragraph or part of this chapter be 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.

### **Chapter 41-6: Initial Appointments**

Each appointing authority shall have 30 days after approval by the Attorney General to make their initial appointments.

## *Pre-Application Form*

### **Plainville Community Preservation Committee FY2023 Pre-Application Form**

**Due date: Rolling – Forms received too late to process may be deferred  
to the next Town Meeting**

Project Sponsor or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_ When required: \_\_\_\_\_

**Is the Project Allowable?** Please use the chart below to determine if your project is eligible for CPA funding in one or more of the CPA project categories. If you are unsure about whether or not your project is allowable, please contact Chris Yarworth, the Administrative Contact at [cyarworth@plainville.ma.us](mailto:cyarworth@plainville.ma.us)

| Determining Project Eligibility   |  |          |            |  |
|-----------------------------------|--|----------|------------|--|
|                                   | Open Space   | Historic | Recreation | Housing  |
| Acquire                           | Yes  | Yes      | Yes        | Yes  |
| Create                            | Yes  | No       | Yes        | Yes  |
| Preserve                          | Yes  | Yes      | Yes        | Yes  |
| Support                           | No   | No       | No         | Yes  |
| Rehabilitate<br>and/or<br>Restore | No – unless<br>acquired or created<br>with CPA Funds | Yes      | Yes        | No – unless<br>acquired or created<br>with CPA Funds |

For a more detailed chart with definitions, please visit: <http://www.communitypreservation.org>

Request category (ies):

Open Space \_\_\_\_\_ Historical \_\_\_\_\_ Community Housing \_\_\_\_\_ Recreation \_\_\_\_\_

Number of acres in parcel: \_\_\_\_\_ Number of housing units proposed: \_\_\_\_\_

Brief Name of Project: \_\_\_\_\_

Brief Description of Project:

*Plainville CPC Pre-Application Form Page 1*

**Estimated Budget:**

|                                       |  |
|---------------------------------------|--|
| <i>Requested Amount from CPA Fund</i> |  |
| <i>Matching Funds (if applicable)</i> |  |
| <i>Total Project Cost</i>             |  |

**Estimated Timeline to complete work:**

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Summarize how this request benefits the Town of Plainville and meets the goals of the Community Preservation Act:

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**Other Comments**

Provide any other information you think the CPC should be aware of in evaluating your pre-application.

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Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date received by the CPC: \_\_\_\_\_

*Application Form*

**FY2023 APPLICATION FOR COMMUNITY PRESERVATION  
FUNDING**

**Submit one (1) unbound original and three (3) hard copies to:** *Plainville Community Preservation Committee, Room 255, Town Hall, 190 South St., Plainville, MA 02762*

**Submit one pdf electronic copy to:** [cyearworth@plainville.ma.us](mailto:cyearworth@plainville.ma.us)

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**Project Name**

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**Name of Applicant/Applicant Organization** (and co-applicant, if applicable)

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**Name of Property Owner, if different from applicant**  
(a signed affidavit from the Property Owner may be requested)

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**Contact Name / Authorized Representative**

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**Contact Mailing Street Address**

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**City, State, Zip**

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**Daytime Phone**

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**Email**

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**Signature of Authorized Representative of Applicant**

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**Address of Proposal (or Assessor's Parcel ID)**

**Category** (check all that apply):

**community housing**  **historic resources**  **open space**  **recreation**

**CPA funding requested:** \$ \_\_\_\_\_

**Total cost of proposed project:** \$ \_\_\_\_\_

**Project Description:** Answer the following questions in the order listed below. Refer to *Guidelines for CPA Funding Requests* while completing this application. Applications will be returned as incomplete if all information is not provided. Include supporting materials, as necessary.

- 1. Goals:** What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act (see Addendum #1 below for information on the CPC's goals). Second, explain how the project advances the goals of Plainville's most recent open space, land use, affordable housing and historic preservation planning documents.
- 2. Community Need and Public Benefit:** Why is this project needed? How does it benefit the public? Consider the following: people who will directly benefit from the completed project & resources that will be protected because of this project.
- 3. Timeline:** What is the schedule for project implementation? Include a timeline for all milestones.
- 4. Success Factors:** How will the success of this project be measured? Be as specific as possible.
- 5. Credentials:** How will the experience of the applicant(s) and any contractors contribute to the successful implementation of this project?
- 6. Other Funding:** What additional funding sources are available, committed, or under active consideration? Include copies of commitment letters or rejection letters and describe any other attempts to secure funding for this project.
- 7. Maintenance:** If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future?

**Attachments:**

**Budget:** Applicants must provide accurate and detailed estimates of the total budget for the project and how CPA funds will be spent. All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. Applicants must provide accurate and detailed estimates from potential suppliers. Projects that require deed restrictions or other legal oversight should include these estimated expenses in their proposed budget. The CPC reserves the right to augment or adjust projected budgets for estimates associated with legal or other professional fees.

**Community Support:** Include any relevant letters of support for the project including demonstration of other funding sources.

**Historic preservation projects:** Please provide additional detailed project information as required in Addendum #2 — Supplemental Information for Historic Preservation Projects.

**Digital Photography:** Please be prepared to submit digital images of the project to the CPC Administrator for use in the Town Meeting presentation. Images will be requested once project is recommended for funding.

## **ADDENDUM #1: COMMUNITY PRESERVATION ACT and TOWN of Plainville GOALS and SELECTION CRITERIA**

### **Plainville Community Preservation Act Goals**

CPA provides a special funding source that is dedicated to community preservation needs related to community housing, historic resources, open space, and recreation. The CPA goals are to:

- o Acquire, Create, and Preserve **Open Space**
- o Acquire, Create, and Preserve **Land for Recreational Use** (*plus* Rehabilitate or Restore **Land for Recreational Use**)
- o Acquire, Rehabilitate, Restore, and Preserve **Historic Resources**
- o Acquire, Create, Preserve, and Support **Community Housing** (*plus* Rehabilitate **Community Housing** if the **Community Housing** was acquired or created with CPA funds)

### **Town of Plainville Goals**

All applications will be evaluated according to the following criteria:

1. All proposed projects must be eligible for CPA funding according to the requirements described in Community Preservation Act (MGL Chapter 44B).
2. Proposal is both thorough and comprehensive.
3. Proposal is consistent with the goals outlined in the most recent Plainville Community Preservation Plan.
4. Proposal is feasible with the expectation that all federal, state, and municipal approvals and permits necessary for successful project implementation are reasonably attainable within the project timeframe.
5. CPA funding for the project is urgent; a delay in funding will result in the failure to address an important Town need.

6. Project serves multiple needs and populations.

*Plainville CPC Application Form Page 3*

7. Project serves a currently under-served population.
8. Project has strong community support.
9. Project is consistent with recent Town Meeting actions and does not seek to contradict or overturn any Town Meeting policy decision.
10. Project advances preservation of currently owned Town assets.
11. Historic preservation project has Plainville Historical Commission certification and project endorsement and is in compliance with the U.S. Secretary of Interior's Standards for Rehabilitation.
12. Project on Town property has certification from appropriate department head.
13. Project facilitates acquisition of threatened resources.
14. Project is cost effective.
15. Funding will leverage other sources of funding.
16. Proposal identifies resources to continue maintenance of project once completed.
17. Sponsor's past performance with managing CPA grants has been satisfactory.

**ADDENDUM #2: SUPPLEMENTAL INFORMATION FOR HISTORIC PRESERVATION PROJECTS (required for proposals submitted under the CPA Historic Resources category)**

**Project Evaluation**

Community Preservation Act (CPA) funds can be used for the acquisition, restoration, rehabilitation, and preservation of historic resources. The CPA defines an historic resource as a 'building, structure, vessel, real property, document or artifact that is listed on the state Register of Historic Places or determined by the local Historical Commission to be significant in the history, archeology, architecture or culture of the town'. Before consideration, the CPC will determine whether or not the proposal is eligible for CPA historic preservation funds.

Please check all that apply below; this information will assist the CPC in its evaluation.

- Property is individually listed on the State or National Register of Historic Places (applicant must provide documentation from the State or National Register)
- Property has been determined by the Plainville Historical Commission to be significant in the history, culture, architecture or archeology of the town of Plainville (applicant must provide documentation to this effect from the Plainville Historical Commission)
- Property is located within a National Register Historic District and is considered a 'contributing structure' (applicant must provide documentation supporting the 'contributing structure' status).
- Property is located within a Historic District

**Secretary of the Interior's Standards for the Treatment of Historic Properties**

Historic preservation projects are required to comply with the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'. The CPC will review project plans for compliance with the Secretary's Standards. Applicants must provide complete construction drawings and specifications to the CPC for review before construction funds will be disbursed. CPA funds may also be used for design costs; design plans produced with CPA funds shall also be consistent with the Secretary's Standards. The Secretary of the Interior's Standards are published by the National Park Service and may be accessed online at: <http://www.nps.gov/history/hps/tps/standguide/>.

I, the undersigned, understand that CPA funded historic preservation projects are required to comply with the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'

X \_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**Deed restrictions**

The CPA requires an historic preservation deed restriction as a condition of funding for historic preservation projects, if the historic resource is being acquired by the town.

**Supplemental Information required for Historic Resources funding proposals**

*Unless waived by the CPC, this information is required in addition to the information requested in the funding application. If you would like to request a waiver, please submit your request in writing with your application*

Please provide detailed project information, **as applicable:**

**Building preservation, restoration, or rehabilitation projects:**

- Provide a copy of construction plans including both existing conditions and proposed alterations, and specifications including description of existing and proposed materials. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
  
- Provide a statement explaining how the project will comply with the 'Standards for Rehabilitation' published in the 'Secretary of the Interior's Standards for the Treatment of Historic Properties'.

**Landscape preservation, restoration, or rehabilitation projects:**

- Provide a copy of project plans, including existing conditions and proposed alterations, and project specifications, including a description of existing and proposed materials, plus any additional supporting information demonstrating need for preservation, restoration, or rehabilitation. In certain circumstances, photographic documentation may satisfy the requirement for existing conditions documentation.
- Provide a statement explaining how the project will comply with the 'Standards for Rehabilitation' published in the 'Secretary of the Interior's Standards for the Treatment of Historic Properties' and the 'Guidelines for the Treatment of Cultural Landscapes'.

**Design services for the preservation, restoration, or rehabilitation of a landscape or building:**

- Provide a statement explaining the need for design services related to preservation, restoration, or rehabilitation.
- Provide credentials for architect/designer (specifically addressing historic preservation experience).