



BOYLSTON COMMUNITY PRESERVATION PLAN

2023-2024

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Introduction

We, the members of the newly established Community Preservation Committee (CPC), are pleased to present the 2023-24 Boylston Community Preservation Plan.

The plan describes the process for administering the Community Preservation Act (CPA). It gives an introduction to the CPA, information about the CPA program areas as they apply to Boylston and contains detailed information about the project application and review process.

This Plan is a summary of our work in developing community preservation goals for Boylston. It incorporates sections of the Master Plan, Housing Production Plan, and Open Space and Recreation Plan for reference and guidance. The Committee met with Town Boards and Committees, and residents to solicit their input. We have reviewed Boylston's current resources and have outlined the needs and possibilities for community preservation activities enhancing open space, recreation, historic resources and community housing.

This Plan will serve as an informational document for residents, a guideline and instructional document for applicants seeking project funding through CPA and a guidance document for this and future Community Preservation Committees in making recommendation to Town Meeting. The Committee recognizes and encourages that the Plan be modified by future Committees in response to changing goals and experience with the CPA over time.

The Committee wishes to thank the Town citizens, Town officials, the Massachusetts Community Preservation Coalition, and Committee members, as well as other CPA Committees for their assistance and input in the development of this Plan.

Boylston Community Preservation Committee

Elaine Jones, Chair	At large member
Tricia May, Vice Chair	At large member
Michael Dubrule, Clerk	At large member
Mark Anttila	Affordable Housing Representative
Ron Aspero	Conservation Commission Representative
Amanda Baer	At-large member
Judy Haynes	Historical Commission Representative
Eric Hoffses	Parks & Recreation Commission Representative
Corinna Javier	Planning Board Representative

Overview CPA

The Community Preservation Act (CPA) is a Massachusetts state law (MGL Chapter 44B) passed by the Legislature and signed into law in September 2000. The CPA allows any city or town to implement a voter-approved property tax surcharge of up to 3% to establish a dedicated local fund for open space, outdoor recreation, historic preservation and affordable housing. Local adoption of the program triggers annual distributions of funds to the community from the statewide Community Preservation Trust Fund for CPA purposes. Revenues to the statewide Community Preservation Trust Fund are derived from fees charged at the state's Registries of Deeds, and from state budget surplus funds.

Accomplishments to date:

- 195 communities have adopted CPA (55% of the state's cities and towns)
- Over \$3.15 billion has been raised for community preservation funding statewide
 - 15,069 CPA projects have been approved by local legislative bodies
- 34,204 acres of open space have been preserved
- Over 3,300 outdoor recreation projects have been initiated
- Over 6,700 appropriations have been made for historic preservation projects
- More than 10,000 affordable housing units have been created with an additional 16,000 units supported

CPA in Boylston

Boylston voters approved the Community Preservation Act, M.G.L. c. 44B, at the May 2022 Town Meeting, and at the November 2022 State election. Residents voted to fund the CPA account through a 1% surcharge on all real estate property tax bills. Boylston elected to exempt from the surcharge the first \$100,000 of assessed value of each residential property, as well as low-income homeowners and low- to- moderate-income senior homeowners.

Community Preservation Committee

The CPA Statute requires that the Town establish a Community Preservation Committee (CPC) to administer the program. At the December 2022 Special Town meeting voters passed the bylaw establishing Boylston's Community Preservation Committee. The BCPC consists of nine members: one representative of each of the following Town entities: Affordable Housing Committee, Historical Commission, Conservation Commission, Parks and Recreation Commission, Planning Board, and four at-large members appointed by the Selectmen.

Roles & Responsibilities

- Develop and Update a Community Preservation Plan

The CPC is required to study “the needs, possibilities and resources” for community preservation in Boylston. In performing this research function, the CPC reviews existing town documents, meets with other municipal boards and committees to get their input, and holds at least one public hearing annually to get input from the community. This serves as the basis for a local CPA plan that identifies the resources, needs and goals of the town with respect to Community Housing, Historic Preservation, Open Space and Recreation. The Plan is updated annually to reflect changing needs and goals. It serves as the CPC’s guide for the evaluation of projects seeking funding in each of the resource areas.

- Review and Recommend CPA Projects.

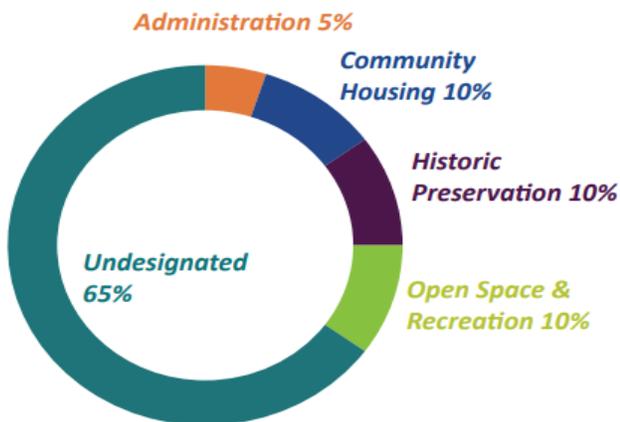
The CPC accepts project proposals from the community and reviews them with the aim of selecting projects for recommendation to Town Meeting. Once the CPC has voted on a slate of projects to recommend, along with the specific dollar amounts and CPA funding sources it recommends to complete them, it forwards these to Town Meeting for action. Typically, the CPC will make a presentation to Town Meeting to describe its project recommendations and the reasoning behind its choice of that particular group of projects.

- Keep records and report on the CPA Budget.

The CPC is required to keep records of all CPC meetings, proposals, and recommendations, and to submit a CPA budget annually to Town Meeting.

Minimum Funding Requirements

The CPA mandates that each fiscal year Boylston 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 (including recreation) historic resources, and community housing.



A maximum of 5% of the annual revenues can be allocated for administrative and operating expenses of the committee, such as administrative assistance, professional assistance (appraisals, consultants), due diligence on project requests, newspaper ads for public hearings and miscellaneous expenses. Unused funds also roll over at the end of the year if unused.

Beyond these required allocations, Town Meeting decides how much of the remaining 65% of the funds to spend on the three purposes identified above, based on the recommendations of the Committee. The spending mix for the remaining 65% of the Fund can be modified each year, and any monies not appropriated remain in the Fund for future distribution.

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.

Gifts to Community Preservation Fund

The Town of Boylston 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 Boylston are tax-deductible to the full extent allowed under the Internal Revenue Code. For more information, please contact the Committee Chair.

CPA Project Eligibility Guidelines

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.”

It is important to note that a permanent deed restriction is required for all real property interests acquired under CPA. This restriction must be filed as a separate instrument, such as a Conservation Restriction (CR) or Agricultural Preservation Restriction (APR), and until this step has been completed, the terms of the CPA acquisition have not been technically fulfilled.

- **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. Community Preservation Act recommends, wherever possible, the reuse of existing buildings or the construction of new buildings on previously developed sites.

- **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 Historical Commission to be significant in the history, archeology, architecture, or culture of a city or town.”

- **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, artificial turf field, gymnasium, or similar structure.” Recreational uses do however include open air structures and park-like amenities such as pergolas, walkways and playground equipment so long as those activities take place on land dedicated to recreation.

Community Preservation Act funds may also be used for the following purposes:

- The “rehabilitation or restoration of open space 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, 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.
- CPA funds may not be appropriated to pay for project costs that have already been appropriated from another source.
- Any CPA eligible costs for a project that are identified in a municipality's capital improvement program are eligible for funding under the Act, **if** the municipality has not made a prior funding commitment to pay for such costs.
- Gymnasiums, stadiums, or any similar structure, artificial turf.
- Projects without a public purpose or public benefit
- Payment for routine maintenance, defined as, incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keep the property in a condition of fitness, efficiency or readiness.

Eligibility Chart

Projects are only eligible for CPA funding if they fit in a box with a green "Yes" in the chart below (adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue).

	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 and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

Allowable Spending Purposes

The chart on the next page, **ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)** from the Department of Revenue gives applicants a detailed description of allowable uses.

This chart is critical for determining whether a proposed project is eligible for CPA funding

Allowable Spending Purposes (G.L. c. 44B, § 5)

Project Eligibility & Terms ¹	Community Housing	Historic Preservation	Open Space	Recreation
	<p><i>Housing for low & moderate income individuals and families, including low- or moderate income seniors age 60+</i></p> <p>+Moderate income is less than 100% of US HUD Area Wide Mean (AMI). +Low Income is less than 80% AMI.</p>	<p><i>Buildings, structures, vessels, real property, documents, or artifacts listed on the State Register of Historic Places or determined by the Historic Commission to be significant in the history, archeology, architecture, or culture of Milton</i></p>	<p>Land to Protect: -Existing and future well fields -aquifers and recharge areas-watershed land-agricultural land-grasslands-fields-forest land-fresh and salt marshes and other wetlands-oceans, rivers, streams, lakes, & pond frontage-beaches, dunes, and other coastal lands to protect scenic vistas-land for wildlife or nature preserve-land for recreation</p>	<p>Land for active or passive recreational use including but not limited to: -community gardens -trails-noncommercial youth and adult sports-use as a park-playground-or athletic field</p> <p>Shall not include horse or dog racing, artificial turf, or the use of land for a stadium, gymnasium, or similar structure</p>
<p>ACQUIRE <i>Obtain by gift, purchase, devise, grant, rental, lease or otherwise.²</i></p>	YES	YES	YES	YES
<p>CREATE <i>To bring into being or cause to exist.³</i></p>	YES	NO	YES	YES
<p>PRESERVE <i>Protection of personal or real property from injury, harm, or destruction.</i></p>	YES	YES	YES	YES
<p>REHABILITATE/RESTORE <i>Capital improvements, or the making of extraordinary repairs for the purpose of making (a resource) functional for its intended use including but not limited to improvements to comply with ADA, MAAB⁴, and other federal, state, local regulations, or access codes, or federal standards for historic properties.</i></p>	YES <i>If acquired or created using CPA funds</i>	YES	YES <i>If acquired or created using CPA funds</i>	YES
<p>SUPPORT <i>Provide grants, loans, rental assistance, security deposits, interest rate write downs or other forms of assistance directly to individuals & families who are eligible for community housing, or to an entity that owns, operates, or manages such housing for the purpose of making housing affordable.</i></p>	YES	NO	NO	NO

¹ This Chart is adapted from versions created by the Department of Revenue and the Community Preservation Coalition

² Specifications for eminent domain can be found in MGL c.44B§.5(e)

³ Seideman vs. City of Newton, 452 Mass. 472 (2008)

⁴ ADA - Americans with Disabilities Act; MAAB - Massachusetts Architectural Access Board

Needs Assessment

An important part of this plan is an assessment of community needs that fall into the categories outlined in the Community Preservation Act: open space, community housing, historic preservation, and recreation

The purpose of the needs assessment is to present a framework of community needs and identify projects that are consistent with these goals and the Act. It is not necessarily all-inclusive. It presents community preservation goals that have generally been identified as priorities in the Master Plan, Open Space and Recreation Plan and Housing Production Plan.

Open Space

Existing conditions and Resources

Open space is defined as public and privately-owned undeveloped lands which are important for a variety of reasons, including habitat for wildlife, water resource protection, passive recreation, agriculture, forestry, or scenic qualities.

Boylston residents value their community's natural areas and resources, citing the rural character, land conservation, and water and air quality as important characteristics of life in Boylston

The town's landscape is made up of large undisturbed tracts of forestland, water bodies, wildlife, farms, and scenic views. Over 9,695 acres or three-quarters of Boylston's land cover can be classified as non-developed (Aquatic Bed, Cultivated, Deciduous Forest, Developed Open Space, Evergreen Forest, Forested Wetland, Grassland, Non-forested Wetland, Pasture/Hay, Scrub/Shrub, Unconsolidated Shore and Water).

Water resources are a defining feature of Boylston, with surface water making up 19% (2,421 acres) of the town's total area, plus wetlands which make up 10% (1,312 acres) of the landscape. The town has a mix of ponds, streams, wetlands and aquifers. Three different watersheds divide the town. The community's dominant feature is the Wachusett Reservoir which provides 10 miles of waterfront along Boylston's northwestern border.

These water resources provide not only a public and private water supply for thousands of people, but they also function as flood control, recreational opportunities, wildlife habitat areas, groundwater supply, pollution prevention, and storm damage control sources.

Boylston has 5,930 acres of permanently protected open space and recreation lands amounting to 46.9% of the land area. These lands are owned by The Commonwealth of Massachusetts, the town of Boylston, land trusts, and private landowners.

The Boylston Conservation Commission's mission is to protect the land, water, and biological resources of their communities. They do this by serving as the advisory and enforcement agencies for state and local conservation regulations, including the Massachusetts Wetlands Protection Act, and the town's Stormwater Control By-law.

The Commission encourages land preservation in several ways, including:

- Encouraging the use of "Green" practices in development and construction;
- Encouraging the inclusion and protection of Open Space land in developments;
- Working with other towns, Private Land Trusts, and other preservation agencies;
- Encouraging the application of Conservation Restrictions and Agricultural Exemptions where possible;
- Working with other town agencies and private citizens to acquire land for conservation.

The Commission is constantly on the lookout for opportunities for land preservation and resource protection.

Needs

Boylston's primary environmental challenges are erosion, hazardous waste, pollution, stormwater management, invasive species, and impacts from climate change. Non-point source pollution, or contaminated water runoff, threatens the Town's water bodies.

The most significant factors to consider in Boylston's landscape include

- the protection of regional or local drinking water sources, natural resources and scenic views,
- the creation of regional and local networks or corridors of open spaces and trails (and identifying the barriers to do so), and
- maintaining the rural character of the Town.

Given the nature of the three watersheds and potential non-point pollution sources, open space acquisitions affecting water quality and within local watersheds should be considered for a high level of priority.

An additional high priority should be the creation or extension of regional open space and trail networks that connect with those in other watershed towns. Acquisition of smaller, undeveloped pieces of land and trail easements would help connect larger preserved areas. Conservation easements can be a cost-effective method of resource protection and preventing forest fragmentation.

Open Space Goals

- Be proactive about continuing to enhance and preserve Boylston's town character and small, New England town feel.
- Preserve and protect Boylston's open spaces, including water bodies, woodlands, farms and parks. Identify and prioritize parcels most important to protect for their wildlife and habitat resources.
- Protect and provide public access to priority parcels through the purchase of land, acceptance of donated land, or implementation of conservation restrictions.
- Increase accessibility to the town's forests, water bodies, and open spaces. Communicate the community benefits of trail easements to landowners
- Protect natural resource areas from environmental degradation, disturbances, and over development.
- Address the quality of all Boylston water resources. Provide protection for all ponds by developing a Lake Phosphorous Control Plan and fully implementing all control measures.

Community Housing

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).

Background

Boylston's residential areas are primarily large-lot subdivisions and established neighborhoods. Although single-family, owner-occupied homes dominate the housing stock, there are also a growing number of multi-family developments and rental units.

Despite the development of several housing projects in the last decade, Boylston's housing stock has not kept pace with its population growth.

Constraints to housing development in the Town include soils, watershed protection areas, limited land availability, and restrictive zoning. Boylston has no public sewer and currently has no plans to provide sewer in the future. The entire town is served by private septic systems.

The Town of Boylston's water supply consists of five gravel packed groundwater wells, all of which are 90 feet deep and draw water from deposits of gravel and sand. The Boylston Water

District services 3,100 customers, approximately 64% of residents. The remainder of the town, particularly the area north of the Town Center, is served by private wells

Various individual housing projects are hooked up to the public water supply and/or common septic systems. However, the lack of adequate sewer and water infrastructure poses severe challenges to future developers interested in creating single-family housing (cluster/open space residential development) or multi-family housing.

In addition to these constraints, Boylston residents have historically been hesitant to support multi-family and affordable housing due to concerns that new development will negatively impact the Town's image, services, schools, property tax rates, and open spaces.

Needs

Boylston is well-below the State's 10% affordable housing goal and threshold for safe harbor from M.G.L. Chapter 40B Comprehensive Permits. According to the 6/29/2023 Massachusetts Subsidized Housing Inventory (SHI), Boylston has 100 affordable housing units or 5.15% of its 1,943 year-round housing units. To reach the state's affordable housing goal of 10%, Boylston would need an additional 94 SHI units.

Seniors are a growing sector of Boylston's population. Most seniors require smaller, affordable, and accessible housing, which the town is currently lacking. There is also an insufficient supply of housing options for first-time homebuyers, such as rental units, starter homes, condos, apartments or accessory dwelling units. Housing for seniors, middle-income workers, and single people as well as small households is very limited.

The Town currently lacks adequate staffing to prioritize affordable housing efforts. A dedicated Affordable Housing Coordinator is needed to address affordable housing initiatives, but the town has limited resources to fund the position. There is an Affordable Housing Committee that was inactive, but has recently been revived with interested volunteers.

Many communities in Massachusetts are accessing CPA funding to support these positions, which could be a source of funding for a part-time affordable housing staff person or consultant. Depending on Boylston's needs, the Housing Coordinator could provide services such as: public education and outreach, grant writing, maintaining the Subsidized Housing Inventory (SHI), and outreach to establish relationships with developers, lenders, funders, service providers, etc. to promote community housing efforts.

There are many ways that the Town could utilize CPA funding to enhance affordable housing efforts in Boylston, including the following:

- Acquire land for the purpose of creating affordable housing
- Adaptive re-use of existing buildings through the conversion of nonresidential properties into affordable housing

- Purchase of existing market-rate homes and conversion to affordable homes to create permanent deed-restricted affordable rental housing
- Buy-down the cost of homes to create affordable mortgage costs for first-time homebuyers with qualifying incomes
- Support the development of affordable housing on publicly-owned land
- Support the construction of new housing on small, non-complying lots in existing neighborhoods
- Support the costs of improvements necessary to develop accessory dwelling units, with the provision that the units be permanently deed-restricted to preserve affordability
- Finance predevelopment activities (soft costs) to promote better project planning
- Provide financial support to help cover down-payment and closing costs for first-time homebuyers
- Offer direct assistance in the form of rental vouchers that subsidize the difference between market rents and what a household can afford to pay

Community Housing Goals

- Create more community housing particularly for the elderly and disabled, as well as for young families.
- Strive to meet the affordable housing thresholds established by M.G.L. Chapter 40B.
- Ensure that new affordable housing meets the community's needs, prioritizes preservation of open space and preserves Boylston's small-town character.
- Strive to keep the current SHI units in perpetuity rather than see those units expire.
- Promote use of existing buildings or construction on previously developed or town-owned sites.

Historic Preservation

Resources

Boylston is rich in historic and cultural resources that provide residents and visitors with a connection to its past. The Town's heritage includes buildings, artifacts and significant natural features that link its citizens across time and enrich the community.

The Town contains two properties listed on the National Register of Historic Places and one designated as a National Historic Landmark. The Town's local historic district, Boylston Center Historic District, hosts 21 historic properties.

Culturally and historically significant locations include the historic Town Hall, the Sawyer Memorial Library, the John B. Gough House, the Flagg Estate and the Town Common.

The Historical Commission has responsibility for historic preservation in the Town under state law (Massachusetts General Law Chapter 40, Section 8D). The three-to-seven-member Commission, appointed by the Selectmen, works to promote, preserve and develop the town's historical assets for present and future use. In addition, the Commission oversees the operations of our Historic Town Hall.

Needs

In past years, Boylston has had tight capital budgets and has had to defer long-term maintenance on the town's historical structures. Historic preservation needs have not been a high priority. Though residents have expressed favorability regarding historic resource preservation, they are concerned about municipal financial resources that would be dedicated to these efforts.

The Community Preservation Plan recognizes that stewardship of historic and cultural resources serves everyone and improves the quality of life for Boylston citizens. CPA funds will help the Town preserve its historic resources and safeguard its history for the future.

Historic Preservation Goals:

The goals for historic preservation include, but are not limited to the following:

- Preserve, restore and rehabilitate significant historical structures, sites (including cemeteries), records, documents and artifacts.
 - restoration of the Old Burial Ground
 - restoration of Sawyer Memorial Library
 - restoration of Gough House / Flagg Estate
- Support reuse and rehabilitation of historic buildings

Historic Preservation Requirement

The CPA statute MGL c. 44B, allows for the use of CPA funds for the acquisition, preservation, rehabilitation, and restoration of historic resources that are listed on the State and National Registers of Historic Places or determined to be locally significant by the Boylston Historical Commission. All rehabilitation work must comply with the Standards for Rehabilitation stated in the US Secretary of the Interior's Standards for the Treatment of Historic Properties.

If a resource is not on the State or National registry, applicants must obtain a finding of local historical significance from the Boylston Historical Commission. In making its assessment, the Commission will likely consider whether the resource is

- Potentially important as a source of archaeological information.

- Associated with one or more historic events or with the broad architectural, cultural, aesthetic, political, economic or social history of Boylston, Massachusetts, or the nation; and/or
- Historically or architecturally significant in terms of period, style, methods of construction, or association with a famous architect or builder

Recreation

The Boylston Parks and Recreation Department manages the town's parks, and athletic facilities, and offers athletic and recreational programs for residents of all ages and abilities. The Mission of the Boylston Parks & Recreation Department is to offer residents programs, services and facilities that will enrich their lives through a balance of recreational activities (active, passive, structured and unstructured).

Playgrounds

Playgrounds are located at Boylston Elementary School, Morningdale Manor Park, Hillside Complex, and Town Center.

Fields and Courts

Baseball and softball fields are located at Morningdale Manor Park, Tahanto Regional Middle/High School and Boylston Elementary School.

There are soccer fields at Hillside Complex, a football field at the corner of Routes 140 & 70, a basketball court at Town Center and one in disrepair at Morningdale Manor Park.

Tennis courts (in disrepair) can be found at Morningdale Manor Park

Open space destinations that offer passive recreation opportunities

The Wachusett Reservoir and the surrounding watershed provide breathtaking scenery and miles of forested fire roads available for walking, picnicking, cross-country skiing, and snowshoeing. Shore fishing is allowed at various points along the reservoir shoreline.

The New England Botanic Garden at Tower Hill is a 171-acre site of formal gardens, woodland trails, meadows, and educational facilities. Free general admission is offered to residents.

Hillside, a 300-acre town-owned property, is an important section of Boylston that hosts town offices, public safety, athletic fields, a picnic pavilion, playground, disc golf course, trails, historic landmarks, and open space. A gymnasium is located inside the Town Hall.

Summer Star Wildlife Sanctuary is a 45-acre wildlife sanctuary on Linden Street that features an award-winning, energy-efficient Trailhead House, a rooftop garden and 1.75 miles of marked trails. Summer Star is open to the public, free of charge, and encourages visitors to enjoy the beauty of nature while being respectful to all wildlife.

The East Woods conservation property is a 237-acre parcel owned by the Town of Boylston. The property is open to the public for passive recreation. A three mile out-and-back trail runs through the property.

Harrington Park, an 18-acre town-owned property that borders Sewall Pond, offers passive recreation opportunities of bird watching, walking and fishing.

Needs

In determining recreation needs, it is important to examine population change and age distribution within a community. Since 2010 Boylston's population has increased 11 %. While many small communities have fewer young families moving into town, Boylston is a popular community to raise children. That is evident in the increased number of children participating in organized sports in town. The need for safe, readily available recreational fields remains a priority for athletes, parents and coaches.

Boylston is also experiencing an aging population, 28.5% of the town's residents are 60 years old or over. These demographic trends indicate that additional recreational facilities and activities for seniors will be needed with an emphasis on passive forms of recreation, such as bird-watching, walking trails, community gardens or picnic areas. We will need to balance the recreational needs of seniors with the needs of youth and families as both age groups are prominent parts of the Boylston community.

Recreation Goals and Specific Needs

Rehabilitate, enhance and expand recreational facilities in town.

- Town recreational facilities are in need of updates to accommodate residents of all abilities.
- Manor Park's playground, fields, basketball court, and tennis courts require major restoration
- Improve the safety of Hillside by adding railings to the stairs. Add tree shade or canopy at the playground to prevent surface materials from getting too hot so the playground is usable during summer months.
- Tahanto fields would benefit from the installation of lights to accommodate more practice times.
- Improve safety and access at Center Playground by installing a stroller path and fencing in or moving the toddlers play equipment further from the road.
- Plan and complete the next phase for Harrington Park.
- Provide additional athletic fields to meet the needs of the Town's growing demand, possibly through land acquisition.

Improve accessibility at town owned recreational facilities to comply with American with Disabilities Act.

- Hillside Field has handicapped parking spaces however it needs a handicapped accessible path from the parking lot to the field and to the playground.
- Center Court Playground lacks designated accessible parking spaces, line striping, compliant signage and an accessible path from the parking area to the equipment.
- ❖ Rebuild the Morningdale Manor Playground with accessible equipment. Assess siting alternatives to make the playground less isolated and include a path accessible by strollers.

Provide a safe network of connections between open space areas, recreational facilities, and neighborhoods through the development of bike lanes, trails, and crosswalks.

- Analyze the trail systems in town to identify key linkage points that could be acquired by trail easements, fee acquisition or other land protection tools.

Consider recreational desires identified in town survey and public forum, assessing needs of all ages and abilities in Boylston.

- Survey respondents said Boylston needs more hiking / walking / running trails, public access to water bodies, bike trails
- Priorities identified: acquiring conservation land for passive recreation use, expanding connections for walking and improving passive recreation opportunities on existing conservation land.
- Suggestions from the community survey included lacrosse fields to accommodate the growing programs, outdoor swimming facility, splash park, dog park, snowmobile trails, ice skating rink, Skate Park, passive recreation sites for seniors.

The Funding and Application Process

The CPC's role is to inform members of the community of the opportunities that exist and the availability of funds. The CPC acts as a catalyst and information resource to those wishing to submit proposals. The CPC is a funder, not a developer. **It is the responsibility of each applicant to initiate, oversee and sustain projects funded through CPA.**

Town entities (including Boards and Commissions), community organizations, non-profits and residents may bring proposals for funding to the CPC. However, if the project proposed is on town-owned land, the Town department with jurisdiction over the site must be the co-applicant.

The CPC will review all projects and funding requests for completion, for conformance with State funding requirements in MGL Chapter 44B, and to confirm that they are needed in the Town of Boylston. The CPC will not automatically forward every legal project to Town Meeting; it will recommend projects that will have a positive, significant impact on the town.

Before beginning the application process, applicants are advised to read the entire CPC Plan, paying particular attention to the Allowable Spending Purposes Chart and the CPA section relevant to the project.

Also consider viewing Town documents relevant to your project such as the Master Plan, Open Space and Recreation Plan and Housing Production Plan.

The instructions that follow explain the two-step application process that project proponents must follow in order to have their proposal considered by the Boylston Community Preservation Committee (CPC) as well as the additional steps that go into reviewing, recommending and funding CPA projects.

1. Determination of Eligibility

The first step asks potential applicants to submit a brief project description to allow the CPC to determine if the project is eligible for CPA funding and to offer guidance. This avoids applicants having to prepare a detailed submission for a project that can't be funded. The applicant submits a Funding application only after a project is determined to be eligible.

- Review The Allowable Uses Chart on page 9 of the Boylston Community Preservation Plan to make you're your project is potentially eligible.
- Get a general estimate of work to be completed. An official quote is not needed yet.
- Complete the **Determination of Eligibility** as soon as possible. The CPC will review Eligibility Forms at their next regular meeting.
- Eligibility forms should be submitted by email to cpc@boylston-ma.gov or submitted to Town Clerk's Office.

Deadline: 2:00 pm on Thursday, November 9, 2023 for consideration at the May 2024 Town Meeting.

2. Application for Funding

- Once you have been notified that your project is approved as eligible, complete the “**Application for Funding**” with all required documentation as soon as possible.
- If the project is on town-owned real estate, either the applicant or co-applicant must be the Town Board or Department in control of the land.
- The Application must include 3 official quotes from businesses that typically perform that type of work.
- To accommodate for potential increases in costs, it is suggested that a 10% contingency be added to your requested amount. This contingency would come back to the CPA fund if it’s not needed.
- The Application narrative must be provided as a word processing document. Please send one copy of the application form and narrative electronically to cpc@boylston-ma.gov and deliver nine (9) hard copies of the complete application with narrative and all supporting documentation to the Town Clerk’s Office.
- **Deadline: 2:00 pm on Monday, January 29, 2024 for consideration at the May 2024 Town Meeting.**

3. Project Review

- Applicants will be invited to attend the February CPC meeting to discuss their project and to answer questions. The Committee will review all applications and discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. Members of the public may attend and speak at all meetings. Applicants are especially encouraged to invite their supporters to attend this session and speak on behalf of their applications.
- Projects will be evaluated and prioritized using the Project Scoring Form which rates how each project meets the Selection and category specific criteria.
- The CPC will evaluate each project carefully, balancing a number of factors, including available funding, priority, public benefit and category needs.
- The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project.
- If approved, the Committee will make its final recommendations for funding as a warrant article to be presented and voted on at Town Meeting
- The CPC may also choose to recommend to Town Meeting that some or all of CPA funds be “banked” or reserved for significant projects and opportunities in the future.
- The CPC may receive a variety of projects annually and depending on the volume and category, not all projects can be approved every year.

4. Town Meeting

- Each project must be approved at 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.
- Most grants will require that a Community Preservation Act Grant Agreement be signed before funds are released
- CPA monies are public funds raised from dedicated Boylston tax revenues and from State subsidies to the Town. Projects financed with CPA funds and carried out on public property or by a public entity must comply with all applicable State and municipal requirements, including the State Procurement law, which requires special procedures for the selection of products, vendors, services and consultants. For questions about procurements and other financial requirements and procedures applicants should contact the Town Administrator.
- Status reports (e.g. percent completion, schedule or cost issues, budget vs. actual) must be submitted by November 1 and April 1 and every six (6) months thereafter. This is required for every approved project.
- Applicants must note the CPA as funding source for their project. This notation must appear on any materials involving this project (i.e. press releases, brochures etc.). In order for Boylston citizens to see the result of their surcharge funding, a CPA banner or sign may be required by the CPC.

6. Requesting Payment

- Funding will not be provided in advance of work nor provided as a reimbursement. Awardees must submit invoices, in a timely matter, for work, materials and/or services related to the approved project to the Community Preservation Committee for review. The CPC will submit approved invoices to the town for direct payment to vendor(s).
- Because CPC approval is needed for all invoices, payment can take anywhere from two weeks to two months to be processed. It is best to inform vendors of this prior to work beginning.
- If the project is not complete within two years, applicants will need to return to the CPC to request an extension. The CPC has the right to return the funds into the CPA fund after the allotted time if there is no progress or response.

Decision Guidelines / Selection Criteria

To provide a strong and consistent rationale for its recommendations, the CPC has articulated a set of criteria that apply to all projects, regardless of the categories under which they fall. The CPC will use these guidelines and the category specific criteria in its review and decision-making process. They are intended to provide additional guidance to those preparing applications for funding. Not all guidelines will be appropriate for every project. Preference will be given to proposals which meet as many of the following general criteria as possible.

Proposal Requirements

1. Application was received by the deadline date
2. Application is complete
3. The applicant has the endorsement of a Town Board, Committee or Commission.
4. In compliance with legal, zoning and other applicable Town board / committee requirements
5. Provides a community benefit
6. Meets one or more category specific criteria
7. Projected completion is within a reasonable timeframe

CPC will prioritize projects that are consistent with the community's needs and values:

1. Are consistent with the needs, goals and priorities in current town wide planning documents and the goals in the Community Preservation Plan;
2. Preserve the essential character of the town as described in the Master Plan;
3. Are endorsed by other Town Boards/Committees and community organizations and have strong community support;
4. Are publicly visible, accessible and generates broad benefits for our community;

The CPC will prioritize projects that use CPA funding strategically:

5. Preserve, protect or enhance an existing Town-owned open space, recreation, historic or housing asset;
6. Serve multiple needs and populations, especially a currently underserved population;
7. Address long-standing or urgent needs, or time sensitive opportunities;
8. Leverage additional public or private funds, in-kind contributions, labor, materials or other cost-saving measures;
9. Demonstrate project feasibility with expertise, a reasonable and informed budget, and a realistic project schedule with milestones.
10. Provide for a dedicated source of funding for on-going maintenance if needed and/or a potential source of revenue;

Criteria for Open Space projects:

- Permanently protects important wildlife habitats, including areas that are of local significance for biodiversity;
- Protects or preserves water supply/aquifers, wetlands, ponds, streams, vernal pools;
- Preserves and/or restores threatened or deteriorating public lands;
- Creates linkages with existing conservation lands or trails;
- Protects or enhances wildlife corridors, promotes connectivity of habitat or prevents fragmentation of habitats.
- Preserves or enhances the town's rural and agricultural character;
- Provides opportunities for passive recreation and environmental education;

Criteria for Historic Preservation projects:

- Preserves, rehabilitates, or restores town-owned properties, features, or resources of historical significance;
- Demonstrates a public benefit and is open to the public;
- Has Historical Commission certification and endorsement and is in compliance with the US Secretary of the Interior's Standards for Rehabilitation;
- Supports the adaptive reuse of historic properties.

Criteria for Community Housing project:

- Promotes intermingling of affordable and market-rate housing;
- Contributes to the State-mandated 10% subsidized housing inventory;
- Converts units from market rate to affordable;
- Provides housing that is harmonious in design, scale, setting and materials with the surrounding community;
- Increases the affordable housing options for individuals and families, including low- and moderate-income senior housing.
- Promotes long-term sustainability of affordable housing.
- Uses existing buildings or construction on previously developed or town-owned sites.
- Uses CPA funds to leverage other funding for the development of affordable rental and owner-occupied housing for local residents

Criteria for Recreation projects

- Supports multiple recreation uses for residents of all ages and abilities;
- Expands the range of recreational facilities, especially on town-owned land;
- Rehabilitates existing recreational facilities, ensuring facilities are ADA accessible;
- Promotes passive recreation, such as hiking, biking, and cross-country skiing;
- Acquires land for new or expanded recreational use



Town of Boylston

CPA Determination of Eligibility

The purpose of this form is to ensure that projects submitted to the Community Preservation Committee for the Town of Boylston are eligible for Community Preservation funding. Please submit one copy by email to: cpc@boylston-ma.gov or deliver to: Boylston CPC, 221 Main Street, Boylston, MA 01505.

Deadline: 2:00pm on Thursday, Nov 9, 2023

Project Title: _____

Sponsor/Organization _____

Contact person: _____ Address: _____

Email: _____ Phone: _____

CPA Funds requested: _____ Total Project Cost: _____

Please indicate (X) the single category that best applies to this project. For more detailed information on these categories, refer to the "Allowable Spending Purposes" Chart on pg 9 of the Community Preservation Plan.

	Open Space	Recreation	Historic Resources	Community Housing
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration				

PROJECT SUMMARY

COMMUNITY BENEFIT: Indicate how this project will benefit the community.

Date: _____ Applicant Signature: _____

For CPC Use: Eligible _____ Not Eligible _____ Date _____ Reviewer _____

Application for Funding Instructions
Application deadline: Monday, January 29, 2024.

Please read the Boylston Community Preservation Plan, in particular, the Allowable Purposes, the Funding Process, the Selection Criteria and the Application Instructions before and while completing this application.

Proposals for Community Preservation funding must be submitted by downloading the attached application form. All information requested on the application form must be completed and all relevant questions in the project description section answered. Applications will be returned as incomplete if all relevant requested information is not provided. Be sure to sign the acknowledgment block on the bottom of the first page of the application.

The detailed narrative and project description must be provided as a word processing document. Please send one copy of the completed application form and the narrative document electronically to cpc@boylston-ma.gov and submit nine (9) hard copies of the complete application and all supporting documentation to Community Preservation Committee, c/o Town Clerk, 221 Main St., Boylston, MA 01505

The Application for Funding requires detailed information. Gathering the required information can be time-consuming. Applicants should plan accordingly to meet the January deadline.

Approval process:

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, Applications for Funding will not be accepted after the **January 29, 2024** closing date.

Applications will be reviewed for completeness. The Committee may request additional or more detailed information, and further clarifications to the submitted proposals. The Committee may request a legal opinion to help it assess project eligibility and to provide answers to any other questions that the Committee may have. The CPC may also request input or recommendations from other town committees or boards.

The committee will discuss all applications at their February meeting. Applicants are advised to attend this public meeting to answer question concerning their proposal.

All proposals will be posted on the Town's website and at the Town Clerk's office prior to the meeting with the CPC.

Members of the public may attend and speak at all meetings. Applicants are especially encouraged to invite their supporters to attend this session and speak on behalf of their applications. Application approval may not occur at this initial public meeting.

The CPC will review each proposal according to the stated CPC goals and criteria. Committee members will use the Project Scoring Form (included in the packet) to evaluate projects.

The CPC will then vote on which applications to recommend for funding at Town Meeting and what conditions, if any, will be placed on that recommendation. The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. Applicants should understand that satisfying all the foregoing criteria does not guarantee that the CPC will recommend a proposal to Town Meeting.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING (part 1)

Submit to: Boylston Community Preservation Committee, c/o Town Clerk

221 Main St, Boylston, Massachusetts 01505

Email: cpc@boylston-ma.gov

Project Title: _____ Application Date _____

Sponsoring Organization/Town Department _____

Name of Primary Contact Person: _____

Mailing Address: _____

Phone: _____ Email _____

Project Location: (Street Address) _____

CPA Category (YOU MUST CHECK OFF A MINIMUM OF ONE CATEGORY)

Open Space Historic Preservation Recreation Community Housing

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$	%

	CPA Funds	Other Funds Cost Share	Source*	Total
Personnel	\$			
Equipment **	\$			
Supplies	\$			
Contractual	\$			
Construction	\$			
Other	\$			
Total				

* Note: "Other Funds Cost Share Source": (P) Private, (F) Federal, (S) State, (L) Local or (O) Other.

The cost share is very important in giving the application a competitive advantage.

** **Equipment** is generally defined as an item with a useful life expectancy of more than one year. **Supplies** are defined as an item with a useful life of less than one year. **Construction** means all types of work done on a particular property or building including erecting, altering or remodeling

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Signature of Authorized Representative

Contact Telephone Number

Date

DETAILED NARRATIVE AND PROJECT DESCRIPTION (part 2)

This narrative and project description must be provided as a word processing document. Each of the following items MUST be answered. (Even if "N/A") Please include the number and heading of each section. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

Please refer to the Boylston CPC Plan, and the Funding Application Packet, which includes Instructions, Selection Criteria, Category Specific Criteria, and the Project Scoring form, before completing this application.

1. Describe the project in detail.

2. Responsible Parties:

Who will implement the project? Is there a project manager? Please list the name and contact information of these persons and any additional responsible parties – i.e. property owner, consultant (if applicable).

3. Timeline:

When will the project begin? When will it be completed? Are there multiple stages for the project?

4. Project Purpose:

State the purpose of the project and indicate how the project meets the general and specific criteria for funding CPA projects. How will the project benefit the Town of Boylston? Describe its impact on Boylston's citizens.

5. Community Need:

Does this project address current and/or future community needs identified in existing Town plans? Does it preserve Boylston's character? Why should this project be funded this year?

6. Community Support:

What is the nature and level of support? In particular, which Town Boards/Committees/Departments have you consulted/collaborated with? Are they willing to assist in overseeing the project, making decisions, and assuring that the final project is as described? Does the project have the support of the majority of immediate abutters? (Please provide signed letters of support)

7. Budget: What is the total budget for the project and how will CPA funds be spent? Provide (3) professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used, provided the basis of the estimates is fully explained. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget.

8. Funding:

Identify organizations providing a cost share contribution listed in the table on pg 1 as "Other Funds Cost Share" Attach commitment letters from them.

Are any of these Other Funds 'In-Kind'? How is the value of this contribution derived?

Describe any other attempts (including unsuccessful) to secure funding for this project.

9. Feasibility: List and explain all further actions or steps that will be required for completion of the project such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability or historic preservation agreement, subordination agreements, and any known or potential barriers or impediments to project implementation. If applicable, specifically detail how ADA accessibility will be achieved and maintained.

10. Maintenance: CPA funds cannot be used for maintenance. If ongoing maintenance is required, who will be responsible and how will it be funded?

11. Project/Site Documentation (If applicable) (Submit 1 hard copy and 1 electronic copy):

a) Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed.

If the project is in town-owned real estate, either the applicant or co-applicant must be the Town Board or Department in control of the land.

b) Submit photographs of the “before” status of your project via email to cpc@boylston-ma.gov with your electronic submission. If your application is approved, additional photographs of the completed project will be required. These photographs are needed for documentation of the use of Town funds and for use on the web site.

c) Attach any applicable engineering plans, architectural drawings, site plans, as well as any other renderings, relevant studies, historical background summaries, or material.

12. Other Information: Any additional information that might benefit the CPC evaluation.

13. Applicants with multiple requests: Please prioritize your proposals

14. Page numbers: Please number all of the pages in the application.

15. Include the following attachments, if applicable and available:

Letters of support sufficient to document clear endorsement by community members and groups, and, where appropriate, by municipal boards and departments.

Names and addresses of project architects, contractors, and consultants

Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.

ADDITIONAL INFORMATION REQUIRED FOR HISTORIC PRESERVATION PROJECTS

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.

- o Property is individually listed on the State or National Register of Historic Places (applicant must provide documentation from the State or National Register)
- o Property has been determined by the Boylston Historical Commission to be significant in the history, culture, architecture or archeology of the town of Boylston (applicant must provide documentation to this effect from the Boylston Historical Commission)
- o 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)

BOYLSTON COMMUNITY PRESERVATION ACT PROJECT SCORING

This form is used by each CPC member during the evaluation of the Application for Funding to assist in the application decision process.

Date _____ Reviewer _____ Application #2024 - _____

Section 1: Proposal Requirements

- ___ 1. Application was received by the deadline date
- ___ 2. Application is complete
- ___ 3. The applicant has endorsement of a Town Board, Committee or Commission.
- ___ 4. In compliance with legal, zoning, and other applicable Town board or committee requirements
- ___ 5. Provides a community benefit
- ___ 6. Meets one or more category specific criteria
- ___ 7. Projected completion is within a reasonable timeframe

Section 2: Project Scoring

Each major criterion will be rated on a scale of 1-5 (1=lowest and 5=highest)

___ 1. Is consistent with needs, goals and priorities in current town wide planning documents:

- 1= Project not included in a town plan and has many questions to be answered.
- 3= Project not included in a town plan, but has some creative solutions to a community problem that is mentioned in a town plan, but is not a priority
- 5= Project explicitly called for in a town plan as a priority.

___ 2. Preserves the essential character of the town as described in the Master Plan: “small New England town where the natural landscapes, open spaces, and the rich history of Boylston's community is proactively preserved and protected”

- 1=Does not enhance the essential character of the town
- 3=Somewhat preserves or enhances the essential character of the town
- 5=Greatly enhances or preserves the essential character of the town

___ 3. Community support:

- 1= minimal
- 3= only individuals or organizations directly related to the project
- 5= Broad and strong community support as demonstrated by support letters or funding.

___ 4. Benefit to the community:

- 1= a small project benefiting primarily a particular part or population of the community
- 3 = small-moderate project that has limited benefits, but for a significantly underserved population or area
- 5=visible, accessible project of any size that will be of benefit to the entire community

_____ **5. Preserves, protects or enhances existing town-owned open space, recreation, or historic assets:**

1=Project does not enhance a town-owned asset

3=Project has small impact on one of these areas for a small section of the community

5=Project would greatly enhance one of these areas for a significant segment of the town

_____ **6. Addresses long standing or urgent need:**

1= no rush- can do it at any time, not a high priority in Boylston plans

3= the sooner the better, a recognized need

5= Once-in a generation opportunity to meet a recognized need in a significant/innovative way

_____ **7. Leverages other funding sources:**

1= No non-Boylston CPA funding or any alternative funding or in-kind contributions

3= 25% non-Boylston CPA funding, alternative funding or in-kind contributions

5= 50 % or more non-Boylston CPA funding, alternative funding or in-kind contributions.

_____ **8. Thoroughness of planning: feasibility and practicality**

1= High cost, unrealistic timeline; many issues still to be resolved

3= is possible, but needs to show how the work is going to be done expeditiously

5= ready to go; reasonable budget and realistic timeline

_____ **9. Level of risk:**

1= Complicated; has not yet explored solutions to issues related to potential risks, e.g., geology, legal situation, susceptible to scope creep or environmental issues or the like

3= appears to have average risk, possibly needs more documentation,

5= Research Report, engineering study, or other paperwork available demonstrating project feasibility.

_____ **10. Innovation and creativity:**

1= Good idea that has been considered previously but has not been a priority

3= Previously considered and supported response to concern but has not been approved

5= Innovative response to a concern, could enhance community in new ways

_____ **11. Maintenance...if needed.**

1=No provision for maintenance

3=No provision for maintenance but a possible source of revenue suggested

5=Provides long-term, feasible strategy for ongoing maintenance

_____ **12. Applicant's active participation in application process:**

1= missed appointments, unresponsive to CPC concerns

3= attended at least one or more meetings, and / or responded to expressed concerns and suggestions from the CPA

5= proactive, communicative, quick response to issues, effective

Total Score = _____