



**Town of Mashpee**  
**COMMUNITY PRESERVATION COMMITTEE**

Arden Russell, Chair

Dear Community Members:

At the May 2005 Annual Town Meeting, the Town of Mashpee adopted the provisions of the Community Preservation Act (CPA), M.G.L. c.40B, an action which was supported in a Town Election later that same month. In accordance with the CPA, a nine-member Community Preservation Committee (CPC) has been appointed and charged with the task of administering the CPA in the Town of Mashpee. The CPA also entitles the Town to receive state matching funds for all revenues generated from the local 2% surcharge. The CPA does nothing to alter the Town's commitment to existing Land Bank purchases.

The CPC is now soliciting proposals for projects that qualify for funding. Proposals that are submitted under the four topic areas of 1) acquisition, creation and preservation of open space; 2) acquisition and preservation of historic resources; 3) acquisition, creation and preservation of land for recreational use; and 4) creation, preservation and support of community housing.

Please see the attached Community Preservation Funding Application and the Selection Criteria. **Applications received by April 1st, 2024 will be considered for funding at the October, 2024 Town Meeting. Applications received by November 1, 2023 will be considered for funding at the May, 2024 Town Meeting.**

Guidelines for project submission:

- 1) Requests must include a complete application and appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.
- 2) Applicants should obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
- 3) If the request is part of a multi-year project, applications should include the total project cost, timeline, and allocations.
4. Applicants are expected to be present at a CPC meeting to answer questions upon request of the committee.
5. For specific real property appropriations, the three-year "sunset clause" shall be enforced.

Please keep in mind that there are legal limitations on the use of CPA funds. If you are in doubt about your project's eligibility submit an application so that the Committee can determine eligibility. Additional information can be found on the town's website at [www.mashpeema.gov](http://www.mashpeema.gov) or by contacting the CPC Staff [ksoares@mashpeema.gov](mailto:ksoares@mashpeema.gov)

Thank you.

The Community Preservation Committee

**RECEIPT OF APPLICATION  
(For Applicant's Records)**

**COMMUNITY PRESERVATION COMMITTEE  
Town of Mashpee**

Received from \_\_\_\_\_, an application entitled  
\_\_\_\_\_, on the \_ day of \_\_\_\_\_, 2023.

Received by \_\_\_\_\_.  
(signature)



**COMMUNITY PRESERVATION FUNDING APPLICATION**  
**Town of Mashpee**

Submit (**12**) copies And,  
And (1) electronic copy to: [scoleman@mashpeema.gov](mailto:scoleman@mashpeema.gov)

Town of Mashpee  
Community Preservation Committee  
c/o Office of the Select Board & Town Manager  
16 Great Neck Road North, Mashpee MA 02649  
508-539-1401

For application questions, email CPC Secretary Kathleen Soares at [ksoares@mashpeema.gov](mailto:ksoares@mashpeema.gov)

<b>Category (<i>check all that apply</i>)</b>
<b>Open Space</b> ____ <b>Recreation</b> ____ <b>Historic Preservation</b> ____ <b>Affordable Housing</b> ____

Name of Applicant: \_\_\_\_\_

Co-Applicant; if applicable: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

What is your authority to submit this application? Please document.

\_\_\_\_\_

Proposal Title: \_\_\_\_\_

Project Address (or Assessor's parcel ID) \_\_\_\_\_

Amount of CPA Funding request: \$ \_\_\_\_\_

Total Cost of Proposed Project: \$ \_\_\_\_\_

Date: \_\_\_\_\_

**A.** If the proposal is being submitted by a Town Department, Committee, Board or Commission, the application requires acknowledgment of awareness of submission by the Town Manager.

Town Manager signature: \_\_\_\_\_ Town Manager Approval Date: \_\_\_\_\_

**B.** If the proposal involves town-owned land, has the Town approved the use of said Tow-owned land?

Yes: \_\_\_\_\_ Please document.

No: \_\_\_\_\_ What are the plans to secure approval?

**C.** If this proposal has been permitted, reviewed or discussed at a Town Committee, Commission or Board meeting, include copies of the minutes of meeting where this proposal was discussed.

### **Project Description:**

Answer the following questions; be brief, but complete and include any supporting materials.

All questions must be answered.

#### **1. Control of Site:**

A. Indicate if applicant owns or has a purchase agreement for the property.

- Attach the current deed/title to the application.
- If under agreement, attach a copy of agreement.
- If applicant does not own the site, what is the relationship between applicant and owner?

B. If this is a land acquisition request, is the property currently listed for sale?

C. Are there any Deed Restrictions/other Restrictions on the land?

**2. Goals:** What are the goals of the proposed project?

#### **3. Community Need:**

A. Why is this project needed? How does it reflect the criteria as defined by the CPC Committee?  
(See attached criteria)

B. Describe and quantify the need: number of people who will directly benefit from the project once it is completed; and /or resources that will be protected as a result of this project.

C. Is this part of an approved Town Plan, for example the Local Comprehensive Plan.

#### **4. Community Support:**

A. What is the nature and level of support for this project? Please see Information Checklist re: letters of support and petitions.

B. Has there been any communication with project abutters? Yes: \_\_\_\_\_ No: \_\_\_\_\_

## 5. Timeline:

- A. What is the proposed schedule for project implementation, including a timeline for all milestones?
- B. Permitting Requirements: List permits needed for completion of project and anticipated timeline, including any special permit, variance or other approval required.

## 6. Community partners or sponsors:

Identify any partners or sponsors for this project. Provide letters of intent.

(For example, the Town does not develop affordable housing, therefore partners are necessary to complete the project.)

## 7. Success Factors: How will the success of this project be measured? Be specific.

## 8. Experience/Credentials:

- A. How will the experience of the applicants(s) contribute to the success of this project?

B. Information about the applicant - for applicants other than Town Departments, attach to only one copy of application.

1. Organizational goals and objectives of applicant.
2. Organizational history of applicant.
- 3 Names of members of governing board (e.g. directors or trustees)
4. Legal and tax status of applicant; IRS document identifying non-profit status
5. Letter of good standing from Town and State
6. Copy of most recent audit
7. Description of previously completed projects similar to proposed project
8. References
9. W-9

## 9. Budget: What is the total budget for the project and how will CPA funds be spent?

A. **Budget:** Itemize the project budget. Expenditures and estimated costs must be clearly identified and back-up documentation provided.

Item Description	Cost Estimate	CPA Funds	Other Funds
Total			

B. **Other Funding:** What additional funding sources are available, committed, or under consideration for this project? Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

C. Applicant's Previous CPA Project Funding: Has a previous phase of this project, or any previous project, received CPA funding? If yes, explain.

D. Please list any donated labor and/or materials and the value for each.

**10. Maintenance:** CPA funds may not be used for maintenance. If ongoing maintenance is required for this project, how will it be funded?

**11. Coordination with Town Departments:** If your project requires coordination with another Town Department or entity, complete the following:

A. Identify by name each department, committee, board, or commission that will play a role in the implementation of your project.

B. Define in detail the role to be played by each specific governmental body.

C. Obtain the signature of the director or department head of the identified department/board/committee/commission to assure acknowledgment of the details of the application and the department's role.

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Department Head Signature

**12. Coordination with Other Town(s):** If your project requires coordination with other Town(s), please explain.

**INFORMATION CHECKLIST:**

The application should contain the following supplemental information in order to be reviewed:

- ☐ Site plan
- ☐ Assessor's Field Card
- ☐ Title and/or Deed to the property; Purchase and Sale; Exclusive Option Purchase
- ☐ Photographs or renderings of existing site and conditions
- ☐ Architectural plans and specifications if applicable
- ☐ Letters of support

FOR OPEN SPACE ACQUISITIONS: Due Diligence Checklists.

- ☐ Written report from the Conservation Agent on the environmental quality of the site.
- ☐ Good Standing Statement from Town and State
- ☐ Appraisal(s) on the property.
- ☐ Possible letters of support from Conservation Commission

FOR RECREATION PROJECTS:

- ☐ letter of recommendation from the Recreation Director

FOR AFFORDABLE HOUSING PROJECTS:

- ☐ letter of recommendation from the Affordable Housing Committee

FOR HISTORIC RESOURCES:

- ☐ Documentation of historical significance from one or more of the following sources:
  - a. the Massachusetts Historical Commission
  - b. the National Register of Historic Places
  - c. the Mashpee Historical Commission
- ☐ Letter of recommendation from Mashpee Historical Commission

# **TOWN OF MASHPEE COMMUNITY PRESERVATION COMMITTEE**

## **General Criteria**

The Mashpee Community Preservation Committee encourages proposals that address as many of the following general criteria as possible:

- 1) Contribute to the preservation of Mashpee's unique character, boost the vitality of the community and enhance the quality of life for its residents.
- 2) Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically,
  - a) The acquisition, creation, and preservation of open space.
  - b) The acquisition, preservation, rehabilitation, and restoration of historic resources.
  - c) The acquisition, creation, and preservation of land for recreational use.
  - d) The creation, preservation, and support of community housing.
  - e) The rehabilitation and restoration of resources that have been acquired or created using monies from the fund.
- 3) Are consistent with the current Local Comprehensive Plan (LCP) and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- 4) Preserve the essential character of the town as described in the LCP;
- 5) Save resources that would otherwise be threatened and/or serve a currently underserved population;
- 6) serve more than one CPA purpose;
- 7) provide a detailed line item budget for the proposed project;
- 8) demonstrate a positive relationship of cost to benefit;
- 9) leverage additional public and/or private funds;
- 10) Preserve or utilize currently owned town assets; and
- 11) Receive endorsement by other municipal boards or departments.

## **Category Specific Criteria**

**Open Space** Proposals should address as many of the following specific criteria as possible:

- 1) Permanently protect important wildlife habitat, including areas that
  - a) are of local significance for biodiversity;
  - b) Contain a variety of habitats, with a diversity of geological features and types of vegetation;
  - c) Contain a habitat type that is in danger of vanishing from Mashpee; or
  - d) Preserve habitat for threatened or endangered species of plants or animals.
- 2) Provide opportunities for passive recreation and environmental education.
- 3) Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- 4) Provide connections with existing trails or potential trail linkages.
- 5) Preserve scenic views.
- 6) Border a scenic road.
- 7) Protect drinking water quantity and quality.
- 8) Provide flood control/storage.
- 9) Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- 10) Preserve a primary or secondary priority parcel in the Open Space Plan.

**Historic Preservation** Proposals should address as many of the following criteria as possible:

- 1) Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;
- 2) Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- 3) Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- 4) Be within the Local Historic District, on a State or National Historic Register, or eligible for placement on such registers;
- 5) Demonstrate a public benefit; or
- 6) Demonstrate the ability to provide permanent protection for maintaining the historic resource.

**Recreation Proposals** should address as many of the following criteria as possible:

- 1) Support multiple active and passive recreation uses;
- 2) Serve a significant number of residents and visitors;
- 3) Expand the range of recreational opportunities available to Mashpee residents and visitors of all ages;
- 4) Maximize the utility of land already owned by Mashpee.

**Affordable Housing Proposals** should address as many of the following criteria as possible:

- 1) Contribute to the goal of achieving 10 percent affordable housing;
- 2) Promote a socioeconomic environment that encourages diversity;
- 3) Provide housing that is harmonious in design and scale with the surrounding community;
- 4) Ensure long-term affordability;
- 5) Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- 6) Convert market rate to affordable units; or
- 7) Give priority to local residents, Town employees, and employees of local businesses to the extent allowed by law.