

Town of Northborough Community Preservation Plan 2016



Housing

Open Space

Recreation

History

TOWN OF NORTHBOROUGH COMMUNITY PRESERVATION PLAN
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1. Executive Summary

1.1 Community Preservation Goals

Massachusetts is a Commonwealth of 351 cities and towns. When adopted by a municipality, the Community Preservation Act (CPA) is a powerful tool for communities to set aside matching funds that will allow a community to preserve and develop those qualities that make each community unique to its own residents. While the CPA established certain allowable spending purposes for the CPA funds, the Town of Northborough has established the following goals and priorities as they relate to the three (categories):

The Northborough Housing Production Plan stated several goals of which four are particularly relevant and focus the Northborough CPC housing funds. Generally, that will include funding the following:

- Physical development of affordable housing.
- Public and private capacity to do affordable housing development.
- Public and private capacity to monitor and maintain existing affordable units.
- Public and private capacity to build community awareness related to affordable housing.

Northborough CPC open space and recreation funds are targeted to the four goals outlined in its open space and recreation plan.

- Preserve open space for the town's overall benefit.
- Improve community appreciation, understanding, active involvement and commitment to conservation.
- Improve, expand, and manage open space related recreational opportunities.
- Improve, expand, and manage recreation opportunities, facilities and programs.

Northborough historic preservation funds are targeted to the following activities:

- Archive town, church and other historic documents
- Appraisals, rehab and restoration of town identified historic sites
- Cemetery mapping and restoration.
- General and site specific education related to historic sites and events.
- Acquisition of property or development rights for preservation purposes.

In addition, this plan suggests that the Community Preservation Committee (CPC) work closely with applicants and town agencies to foster improved coordination and effective use of CPA funds.

1.2 Plan Purpose

The Northborough Community Preservation Committee (CPC) is responsible for the expenditures authorized by the adoption of the Community Preservation Act (CPA). The Committee evaluates community preservation needs, develops a long range community preservation plan, and makes recommendations for the CPA Fund expenditures at Town Meeting.

After adopting the Community Preservation Act (CPA), a community must develop a Community Preservation Plan to facilitate implementation of the Act, according to Section 5 (b) of the CPA. The Town of Northborough adopted the CPA in November 2004 with a 1.5% surcharge rate. This Plan is meant to guide Community Preservation Committee (CPC).



Figure 1- Howard Street Cemetery

The Massachusetts Community Preservation Act is Massachusetts General Law (MGL) Chapter 44B.¹ MGL Chapter §B Section 5. (b)(1) states “The Community Preservation Committee (CPC) shall study the needs, possibilities and resources of the city or town regarding community preservation, including the consideration of regional projects for community preservation. The committee shall consult with existing municipal boards, including the conservation commission, the historical commission, the planning board, the park 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 city or 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 city or town.”

¹ [The Community Preservation Coalition](#) maintains a comprehensive and user-friendly website that includes the text of the [CPA](#), success stories, updates and more.

1.3 Planning Process

Central Massachusetts Regional Planning Commission was contracted to work with the Northborough CPC to develop the required Community Preservation Plan. This process was launched in the fall of 2014 and included multiple meetings and discussions with a variety of town boards, committees, community leaders, staff and other stakeholders. The meetings and discussions provided information on past decision-making practices, general principles and goals. A list of stakeholder meeting is included in Appendix A. At each meeting information from the meetings was summarized and incorporated in the plan. A draft set of overarching principles and goals was developed as well as topical principles and goals for each funding area. Draft goals were presented to the CPC for review and discussion. Comments and suggestions for revisions were incorporated in a final draft. A public meeting was held in November 2015 to hear community comment on the draft goals. Appendix B contains the Materials for the November 2015 public meeting and Appendix C contains a summary of the comments received at that meeting.

2. Community Preservation Act Overview

2.1 Guiding Principles for Overall CPA Expenditures

The CPA requires that communities spend, or set aside for future spending, a minimum of 10% of their annual CPA revenues for each of the three following categories: open space/recreation, historic preservation, and community housing. The remaining 70% of the funds are undesignated, and can be used for any allowable project in any of the CPA categories. This gives each community tremendous flexibility to determine its own priorities. A decision on the funding of specific projects in each community is determined locally by municipal counsel.

Table 1 summarizes the allowed spending for each of the four general categories.

Table 1 - Community Preservation Fund Allowable Spending Purposes (G.L. c. 44 §5) <http://www.communitypreservation.org/DOR-Allowable-Uses-2012.pdf>

	Open Space	Historic Resources	Recreation Land	Community Housing
Definitions (G.L. c. 44B, sec. 2)	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, ocean, river, stream, lake and pond frontage, beaches, dunes, and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.	Building, structure, vessel, real property, document, or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town.	Land for active or passive recreation 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. Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80% of US HUD Area Wide Median Income.
Acquisition: Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease, or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B.	Yes	Yes	Yes	Yes
Creation: To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass 472 (2008)	Yes	NO	Yes	Yes
Preservation: Protect personal or real property from injury, harm, or destruction	Yes	Yes	Yes	Yes
Support: Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to entity that owns, operates or manages such housing for the purpose of making housing affordable.	NO	NO	NO	Yes, includes funding for community's affordable housing trust
Rehabilitation and Restoration: Make capital improvement or extraordinary repairs to make asset functional for intended uses, including improvements to comply with federal state or local building or access codes or federal standards for rehabilitation of historic properties.	Yes, if acquired or created with CP funds	Yes	Yes	Yes, if acquired or created with CP funds

2.2 Role & Composition of the CPC

The Community Preservation Committee (CPC) consists of nine (9) members, one (1) each from the Open Space Committee, the Conservation Committee, the Planning Board, the Parks and Recreation Commission, the Historic District Commission, the Housing Authority, and three (3) members appointed by the Board of Selectmen for three-year terms. The CPC provides the local autonomy in deciding where and how CPA funds will be spent. It is the responsibility of the CPC to consult with Town departments and boards and community organizations; evaluate community preservation needs, develop a long range community preservation plan; and make recommendations for CPA fund expenditures at Town Meeting.

In the September 2015, the Northborough CPC consisted of the following:

- John Campbell (Chair, Open Space Committee)
- Peter Martin
- Christopher Kellogg
- Andrew Clark
- Sean Durkin (Associate, Parks and Recreation Commission)
- Michelle Gillespie (Associate, Planning Board)
- Todd Helwig (Associate, Conservation Commission)
- Norm Corbin (Associate, Historic District Commission)
- Kathleen Polanowicz (Associate, Housing Authority)

2.3 Application & Funding Process

The application process begins with CPC application development and refinement in the spring of a given calendar and culminates the following spring with votes during Annual Town Meeting (ATM). The application demands that applicants thoroughly develop and articulate their proposal. Appendix D contains the FY2016 CPC Application Package.

Applicants are asked to provide the following:

1. General applicant information;
2. General project information in summary format;
3. A description of project goals; an assessment of who will benefit and why; and how success will be measured;
4. A description of how the project is eligible for CPA funds and which category it seeks to be reviewed under;
5. A description of community support; including support/approval from a related board or commission;
6. A budget describing the total project budget and how the CPA funds will be used;
7. A list of other funding sources available, committed and being sought;
8. A project timeline;

9. A description of who will be responsible for implementing the project, and who will manage the project; and
10. A description of how the project will be maintained, including funding and responsible party.

Timeline

1. The CPC develops the application for funding and releases the application for funding in the spring of the year prior to the Annual Town Meeting (ATM) for which funding is sought.
2. If pre-bid documents, engineering plans, Request for Proposals (RFP) or similar are required for a proposed project, these should be discussed with the Town Administrator and the Town Planner, prior to filing the application.
3. Applicants are asked to submit their application by July 31 of the year prior to the ATM for which funding is sought.
4. Prior to the hearing all applicants must meet with the respective town board or commission (Open Space Committee, Housing Partnership, Parks and Recreation Commission, or Historic District Commission) seeking their approval.
5. Once an application is determined to be complete, a hearing before the CPC is scheduled in the fall of the year prior to the ATM for which funding is sought.
6. The CPC will make funding recommendations for the Spring Annual Town Meeting.
7. All funding is subject to approval of Town Meeting.

The Committee allows for special requests outside of this process only if the applicant can demonstrate that a significant opportunity would be lost.

2.4 Availability of Northborough CPA Funds

Northborough adopted the CPA by means of a ballot question on November 2, 2004. The Act was adopted with a surcharge of 1.5% and a low income exemption for the first \$100,000 of residential value. 62% voted for and 38% voted against. Revenue from the local surcharge and the CPC distribution began in 2006.

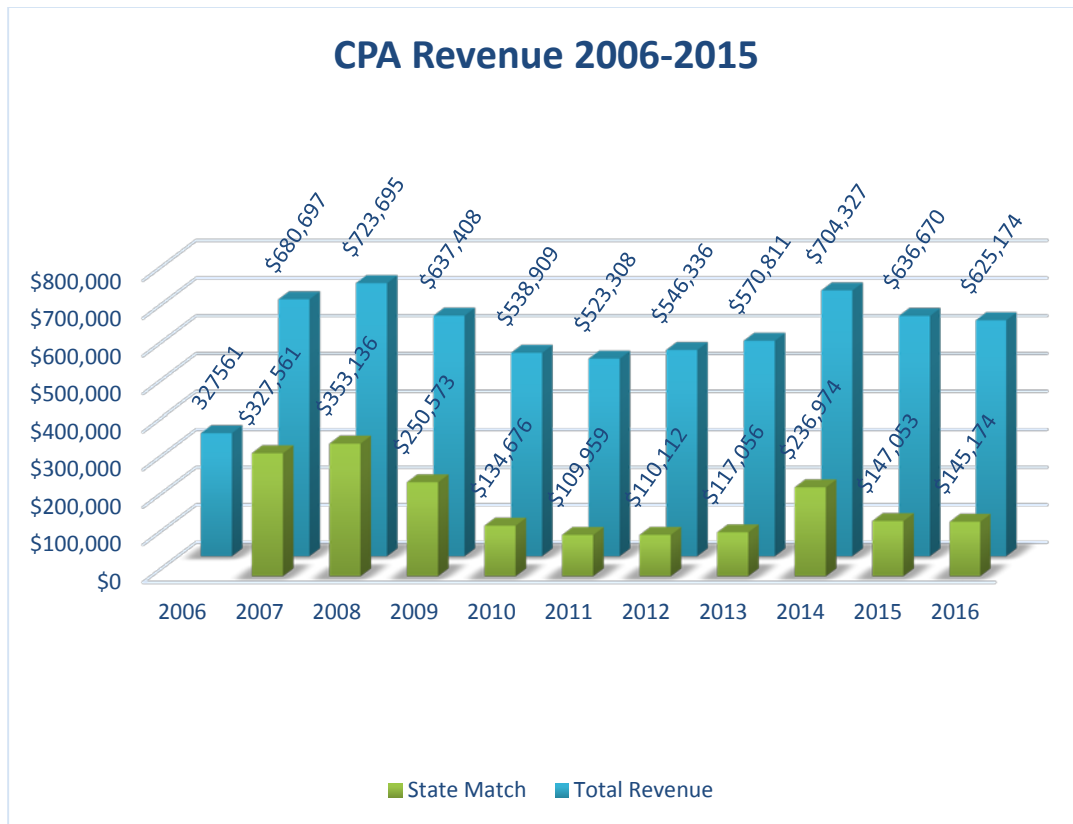


Figure 1 – CPA revenue 2006-2015

Appendix E summarizes the history of local surcharges and fund distributions and total revenue received by Northborough for CPC. ² Northborough CPC made its first allocation of CPC funds in 2006. Appendix F summarizes the allocation of funds for approved projects at its Annual Town Meetings from 2006 through 2015. Map 1 shows the geographic distribution of the CPC funded projects from 2006 to 2015.

² Community Preservation Coalition, Information on Individual Communities, viewed October 6, 2015 - <http://www.communitypreservation.org/content/info-individual-cpa-communities?town=323>

3. Community Housing

3.1 Goals for Community Housing Expenditures

Northborough CPC targets funding to the following goals that are consistent with the 2012 Housing Plan:

- Fund efforts to increase/develop the Northborough's housing stock with a variety of units and in order to build a more socially inclusive community. Developed units should be harmonious with existing neighborhoods.
- Fund efforts to encourage, require, or create affordable housing in developments that seek a special permit so that Northborough can remain comfortably ahead of 10 percent in the future.
- Fund efforts that provide ongoing public education about affordable housing needs in Northborough in order to build and maintain support for local initiatives.
- Fund efforts that increase public and private capacity to develop affordable housing.
- Fund efforts to ensure that Chapter 40B developments remain in compliance with the affordability requirements of their Regulatory Agreements.
- Fund efforts that target creation of housing for the populations that are on the waiting list of the NHA.

3.2 Profile of Northborough's Community Housing

In 2005, Northborough prepared a housing plan³ and the Department of Housing and Community Development (DHCD) subsequently approved it. At the time, Northborough's Chapter 40B Subsidized Housing Inventory (SHI) included 173 low-or moderate income housing units, or 3.5 percent of the town's Census 2000 year-round housing stock.

The most recent overview of Northborough's housing is presented in "Looking Beyond 10 Percent: Housing Needs in Northborough, Massachusetts"⁴. This review of Northborough's Housing Production Strategies was released by Community Opportunities in May 2012. The plan was not submitted to DHCD since the town was over the minimum 10% 40B requirement in 2015.

As of December 5, 2014, Northborough had 5,297 2010 Census Year Round Housing, including 605 SHI units, giving the town a SHI unit inventory of 11.4%.⁵ Today, Northborough is one of less than 50 communities that meet the 10 % statutory minimum required under Chapter 40B. Unlike several towns that have met the statutory minimum, Northborough did not fall below 10% when DHCD updated the SHI with housing counts from Census 2010. A new rental development, Avalon Bay Northborough, added enough affordable units to the SHI that Northborough will remain above 10% at least until Census 2020. As a result, while Northborough may choose to grant additional comprehensive permits, it has no

3 Northborough Community Housing Plan, Community Opportunities Group, Inc. (2005)

4 Looking Beyond 10 Percent: Housing Needs in Northborough, Massachusetts, By Community Opportunities Group, Boston, Massachusetts, May, 2012.

5 DHCD, <http://www.mass.gov/hed/docs/dhcd/hd/shi/shiinventory.pdf>

legal obligation to do so and any decisions made by its Zoning Board of Appeals cannot be appealed to the state Housing Appeals Committee (HAC).

Northborough opted to prepare new housing needs analysis. Since the last plan was completed, Northborough has taken major steps to address needs for a wide variety of housing at all market levels.

Notably, since the previous housing plan, the Northborough Board of Appeals has issued comprehensive permits or zoning approvals for the following developments:

- Avalon Bay Northborough, a 382-unit apartment community near the Route 20/Route 9 interchange, on land adjacent to a large new regional shopping center;
- Dunia Gardens, a mixed-income homeownership development that will have seven moderate-income units by the time it is completed. (Three units are already on the SHI.)
- 59 Hudson Street, with four (4) moderate-income family units.
- Church Street Village, with nine (9) townhouses on the SHI.

In 2009, Northborough Town Meeting adopted Zoning Bylaws that provides for a wider range of housing choices than the Town previously allowed. For example:

- "Cottage homes," similar to those constructed at 59 Hudson Street, for young families and senior citizens. The Cottage Dwelling provision goes hand-in-hand with a new zoning district, the Downtown Neighborhood District, where moderately-dense housing and a variety of housing types can be built within walking distance of Northborough's town center.
- Multi-family housing by special permit in the town center and nearby suburban commercial areas on Route 20.
- Upper-story housing in mixed-use buildings by right and in the town center and other commercial districts on Route 20 ("vertical mixed-use development").
- Multiple buildings on one lot in the commercial districts, including buildings with multifamily units ("horizontal mixed-use development").
- Artist live/work units in four districts.
- Accessory dwelling unit bylaw.

Northborough has done more than most Massachusetts towns to create housing opportunities for young citizens, working families, and seniors. Still, there are unmet housing needs here and throughout Central Massachusetts.

3.3 Community Housing Needs

The Northborough Housing Authority (NHA) and the Northborough Affordable Housing Corporation (NAHC) have developed a productive partnership. The NHA has 104 elderly units in 2 bedroom (BR)

units, and 26 “705” units⁶ and 8 Bedrooms of “689” housing units.⁷ NHA has a waiting list for their housing units. Analysis of that waiting list suggests there are needs for specific categories of individuals and families. In 2014, the NHA and the NAHC completed a four (4) unit project in the former senior center, funded by the CPC. CPC funds were used to demolish the old building. The new units will be added to the SHI. NAHC contracted with the NHA to manage the units. A ground lease is present to insure affordability.

Generally, the NAHC can create new units more economically because it is not a town board and is not held to the procurement, wage rates requirements of a municipal entity. There are a few of models that the NAHC can consider with regard to housing development corporations. Community Development Corporations (CDC), Community Land Trusts (CLTs) or similar non-profit can receive government funding through contractual agreements. There is a desire to develop a process acceptable to all parties (NAHC, NHA, and CPC) to effectively fund the activities of the NAHC with an allocation from the CPC in a way that provides a reserve of funds to accomplish predevelopment and other affordable housing planning activities in a timely manner.

The CPC wants to support the NAHC housing efforts in an appropriate way (suitable and transparent to the committee and town residents in general). The NAHC wants a mechanism to have funding to do predevelopment, and to possibly work with Neighborhood for Affordable Housing (NOAH), Habitat for Humanity or other non –profit developers on appropriately scaled projects.

CPC communities direct funds to affordable housing activities through a variety of mechanisms. In Yarmouth, the CPC directly funds the local Habitat for Humanity organization to do affordable housing projects. The Town of Stow funds some projects such as buy down directly and other projects through it Municipal Affordable Housing Trust (AHT)⁸ that then funds the Stow Community Affordable Housing Corporation, a local non-profit, to develop housing units.

The CPC committee seeks more clarity in understanding the uses and types of projects for which the funds would be used. A memorandum of understanding (MOU) outlining the working relationship, roles, activities, of the CPC and the NAHC should clearly state how the NAHC will make decisions about the use of CPC funds. In many respects the NAHC would be operating similarly, and with the same

6 The family housing program (Chapter 200 and Chapter 705) is a state-funded program that aims to provide housing for low-income families in neighborhoods throughout the state. Local housing authorities (LHAs) create housing developments for low-income families by constructing new units and/or acquiring existing homes or condominium units. <http://www.mass.gov/hed/housing/ph-manage/flih.html>

7 The Special Needs Housing programs (Chapters 689, 167) are designed to provide housing with specialized services for persons with mental illness, mental retardation or physical disabilities. The purpose of these programs is to provide onsite services so tenants can maintain a maximum level of independence.

8 MGL Chapter 44 Section 55C describes the purpose of a Municipal Affordable Housing Trust (MAHT). The purpose of a trust, if adopted by the Town, is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households. The trust is a board of the city or town.

public transparency as a municipal AHT. With this MOU, the CPC could vote for the requested allocations by the NAHC on an as needed but more general basis.

The NAHC and the CPC are in general agreement that the goals of the housing production plan present a good blue print. Particular needs highlighted include:

- Town-wide need for education and awareness with regard to the reality of affordable housing and the town's need to provide affordable housing. There has been a case made in Northborough for providing needed affordable housing. It helps that there is a success story of four (4) completed housing units.
- The NAHC bases its goals on the NAH's waiting list. NHA has a long waiting list for families. Priority is new or renovated 2BR family units.
- Their goals are to provide housing to the 30%-50% Area median income (AMI). The NAHC also wants to provide handicapped units for elderly.
- One strategy discussed would be to pursue foreclosed properties, renovate, deed restrict and resale. However, this strategy is more challenging in an active and the rising housing market.
- Explore and assess town owned land for possible housing development.



Figure 2 - NAHC Senior Housing Development

3.4 Eligibility for CPA Funding and Minimum Spending Requirements

Community Housing

Section 2 of CPA defines community housing. The United States Department of Housing and Urban Development (HUD) income guidelines are used to determine who is eligible to live in the affordable housing units developed by communities with their CPA funds. Housing developed with CPA funds may be offered to those persons and families whose annual income is less than 100 percent of the area wide median income, as determined by HUD. For Northborough, (Worcester MSA, Worcester HMFA) the 2015 CPA Affordable Housing Moderate Income Limits are Area wide Median Income for a Family of Four is \$83,500, and ranges between \$58,450 for a household size of one (1) and \$110,220 for a household size of eight (8). Moderate income is 100% of area wide median income.

Communities may choose to limit certain housing units created with CPA funds to those persons and families earning less than 80 percent of the area wide median income annually, as determined by HUD. This allows communities to include these units on their Subsidized Housing Inventory (SHI) with the State. CPA funds may be spent on the acquisition, creation, preservation and support of community housing, and for the rehabilitation or restoration of community housing that has been acquired or

created using CPA funds. The CPA requires that whenever possible, preference be given to the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

For community housing, which is defined as housing for individuals with low (below 80% of the area median income (AMI) as defined by the US Department of Housing and Urban Development (HUD)) and moderate (below 100% of AMI as defined by HUD) incomes, including housing for seniors. CPA funding is allowed for acquisition, creation and preservation of community housing units. CPA funding is also allowed for support including funds for an affordable housing trust. Rehabilitation, restoration including remodeling, reconstruction, extraordinary repairs for the purpose of making community housing functional (including improvements to comply with Americans with Disabilities Act (ADA) and other federal, state, and local building or access codes) is allowed if the unit was acquired or created with CPA funds.

4. Open Space

4.1 Goals for Open Space Expenditures

The CPC will continue to fund applications that support the goals as described in the Northborough Open Space and Recreation Plan adopted in 2010. Each goal has a set of associated objectives. Highlighted objectives represent types of projects that might be funded by the CPC.

Goal 1. Preserve open space for the Town's overall benefit. Residents place a high value on the quality and location of open space for many purposes and, overwhelmingly, support land preservation.

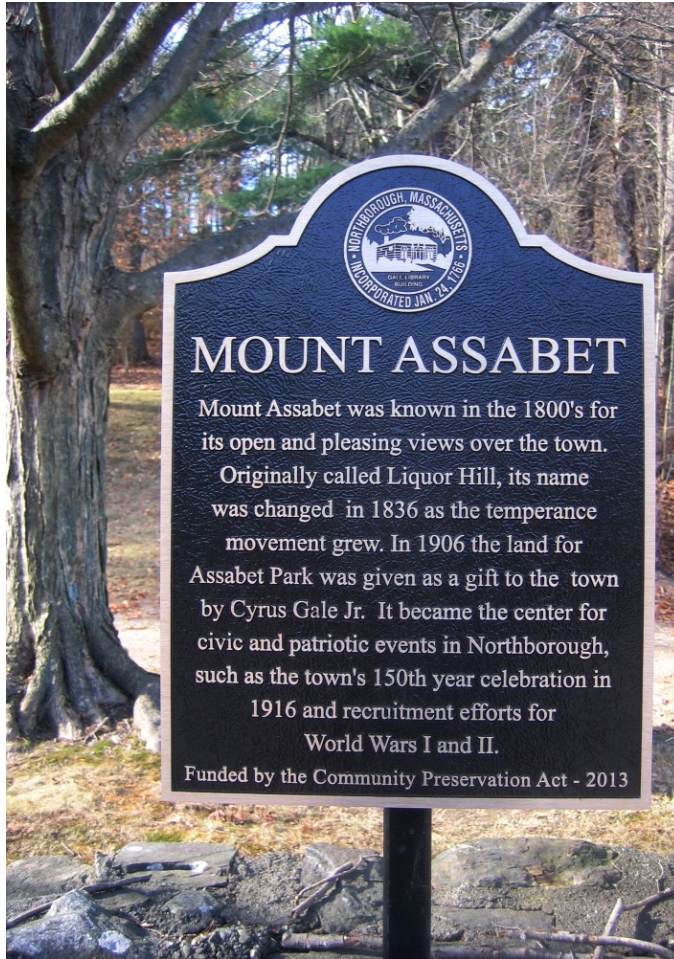
Objectives

- A. Acquire through fee acquisition or conservation restriction additional open space permanently protected by the Town, State or non-profits**
- B. Develop a schedule and process to regularly review land use changes, identify and prioritize areas for protection and acquisition based on open space value.
- C. Increase public awareness of opportunities to preserve open space.**
- D. Maintain rural character.
- E. Explore adding permanent protections to all Town-owned open space not currently protected.**

Goal 2. Improve community appreciation, understanding, active involvement and commitment to conservation. Despite the general support for open space preservation, on-going education and awareness building efforts among young people, new residents, and others will ensure that the first goal remains a primary focus for years to come.

Objectives

- A. Develop message and material about benefits of open space preservation.**
- B. Spread the message. Educate residents about the need and benefits of open space preservation.
- C. Increase the number and level of involvement of persons who support financially, volunteer, or otherwise contribute to, open space for conservation purposes.



4.2 Profile of Northborough's Open Space

The goal of the Northborough Open Space and Recreation Plan (OSRP)⁹ is to protect, preserve and enhance the resources that provide the high quality living and working environment valued by the Northborough residents.

Northborough is host to many unique and prominent landscapes that are a defining characteristic of the Town. At least 13 hills dot the landscape. A wealth of water resources includes rivers, brooks, and ponds as well as infrastructure that protects flood plains and aqueducts that direct water from nearby reservoirs to eastern metropolitan areas. Rare and endangered species have been noted in town, including but not limited to the blue spotted salamander seen as recently as 2006. Biohabitats mapped in Northborough include three core habitats identified by the natural Heritage endangered

Species Program (NHESP). They provide habitat for Marbled Salamander, Spotted Turtle, American Bittern, Blue-spotted Salamander, and the Four-toed Salamander.

The Shrewsbury Ridge designated as a “distinctive” scenic feature as part of the Massachusetts Landscape Inventory reaches from Littleton to Southern Worcester County and includes the Mt. Pisgah Conservation Area. The town also has significant acreage in the Chapter 61 Tax Category – including the forest, agricultural and recreational categories. Owners of private parcels enrolled in Chapter 61 programs, (Chapters 61, 61A and 61B) are granted tax abatement and provide the Town with the right of first refusal should the owner decide to sell the land for development or engage in non-chapter land eligible uses. Additionally, several large farms, such as Berberian's Farm, are not protected through any means other than difficulty of development and the Wetlands Protection Act. Additional large parcels of land under private ownership are only protected by the owner's desire to do so. The Chapter lands and these unprotected parcels represent opportunity for open space preservation. The Open Space Map from the OSRP, an updated map of Northborough's major Trails, and the Open Space Action Plan Map are included following the appendices.

9 Northborough Open Space and Recreation Plan, Central Massachusetts Regional Planning Commission, 2010

4.3 Open Space Needs

The Northborough Conservation Commission provided input and perspective on the Commissions role and priorities with regard to the use of CPC funds. Typically, the Conservation Commission (the ConCom) provides input to the CPC on funding requests related to land and water conservation and preservation. Much of the work of the Conservation Commission is development related, wetlands protection and advising the Town boards with regard to the protection of the Town's natural resources. The Open Space Committee and its subcommittee, the Trails Committee, are active in putting forth funding requests to the CPC for land acquisition and trail creation among other projects. The Open Space and Recreation Plan (OSRP) puts forth a well thought out and comprehensive set of goals and action steps, of which many can be funded or supported by CPC funding.

The Town has teamed up with Berlin and Boylston on projects to protect part of Mt. Pisgah, a State Priority Preservation Area (PPA). Additionally, there are partnerships with Northborough and Westborough on the Boston Worcester Airline Trail and with Northborough, Westborough, Southborough, and Marlborough on the Boroughs trail and efforts related to the aqueduct trail access.

Acquisition is an allowable expenditure for open space under the CPA. The committee wants to continue to build a reserve to have ready as a resource to acquire desirable Chapter 61 land if opportunities arise as a result of the town's right of first refusal. The Town has purchased Silver, Schunder, Matraia, and Rawstron properties with CPC funds. A total of 125.19 acres of open space have been protected of which 80.6 acres were purchased by the Town.

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Town.

The Trails Committee has been effective at requesting and using CPC funds for trail **creation** and development. CMRPC met with the Northborough Trail Committee, a subcommittee of the Northborough Open Space Committee. The Trails Committee wants to seek funding for improvements to the Hudson Street Bridge. A pressure treated board walk would be installed roughly 325 feet long by 10 feet wide the length and width of the bridge, similar to the Wabin Arch in Newton Lower Falls. The fence can be installed by the MWRA, similar to the Echo Bridge in Newton Upper Falls. Issues of accessibility would need to be addressed. The Bridge of Flowers in Shelburne Falls is another model. This would require partnering with the MWRA for a future application.

They would like to similarly use CPC funds to **create** improved public access to Little Lake Chauncy. This would require clearing access areas, maintenance to create a public access area to this water bodies. The Conservation Commission performs weed control treatments on Bartlett Pond every three (3) years,

but there was a desire to use CPC funds to more effectively address and control weeds and other invasive species in forests and water bodies thus **preserving** the town's access and usage of these natural resources.

Priority Preservation Areas identified in the 495/Metrowest Compact Prioritization Project of 2011¹⁰ included Schunder's Field. The 56-acre property was acquired with CPC funds and is identified on the CPC Projects Funded to Date Map as the Green Street Open Space. Another identified PPA is located off of West Main Street/Route 20 (the Borgatti parcel) and has potential to be preserved as a part of a future residential development.



Figure 3 - Northborough Aqueduct Bridge

Priority projects in various stages of planning by the Open Space Committee or the Trails Committee include:

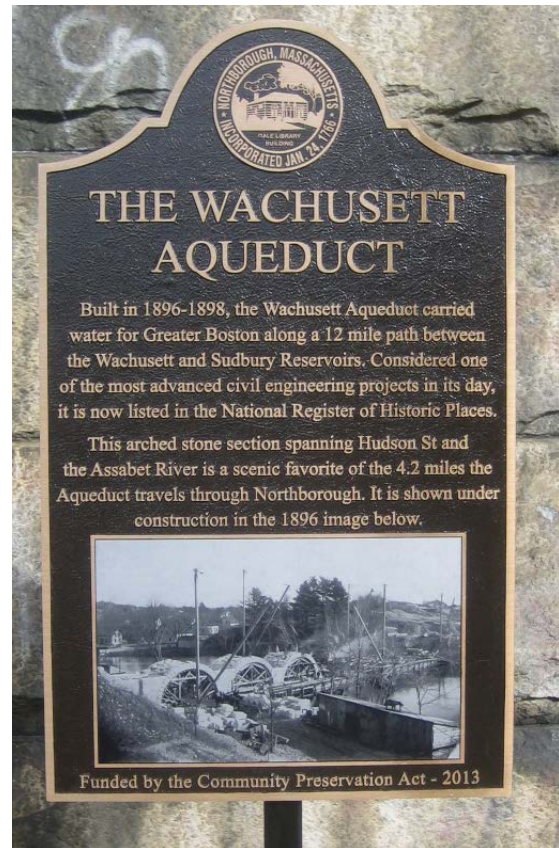
- The Aqueduct Bridge represents a tremendous opportunity to improve a high profile section of an aqueduct trail with attractive landscaping and historic and other educational information
- Hop Brook Flood Control would connect to Shrewsbury near the Northborough Crossing area, potentially using the Borgatti property as a possible connection. Hop Brook Flood Control Project received \$15,000 from DCR.
- The recently opened aqueduct provides trail access along the aqueduct itself as well as additional connections to Marlborough, Westborough, Southborough, Berlin, and to the middle of town.
- Berlin, Northborough, and Boylston are partnering to preserve a large collection of adjacent Priority Preservation areas around Mt. Pisgah.

10 The 495/MetroWest Development Compact is a shared framework for state, regional, and local strategies for priority development and land preservation as well as transportation and other infrastructure investments in the 37 municipalities in the region. <http://www.495partnership.org/compact>

- Boroughs Park Collaborative is a partnership with Northborough, Marlborough, Westborough, and Southborough to create a linked system of trails in the four (4) town area.
- The Boston Worcester Airline Trail is a proposed bike trail that connects Shrewsbury to Northborough, Westborough and Framingham.

Acquisition of easements and property to provide trails would promote connectivity were recurring themes in the stakeholder interviews. All parties interviewed felt that it was a priority to develop projects that benefit the breadth and diversity of Northborough residents including the following:

- Connection of neighborhoods to parks and open space but also neighborhoods to neighborhoods and to shopping districts and employment centers
- Promote town-wide walkability “walkable communities” with sidewalks and trails
- Improve non motor vehicle commuting
- Identify and create safe bike routes and fitness courses/loops
- Dog parks, and
- Tunnels for wildlife corridor



The Town’s Conservation Agent would like to promote projects on the Assabet River, preservation of bio habitat including old fields outside of wetland protection areas. Development of more community gardens would be a project supported by both the Recreation Director and Conservation Agent. Existing community gardens are located off of Fay Lane and serve numerous families with multiple garden plots. A watering/irrigation system would make the space more user friendly and sustainable. These would be great projects for Boy Scouts and similar coordinated volunteer efforts.

River, lake, and pond access was repeated as a priority by many interviewees. This would require a coordinated strategy to treat invasive weeds, clean up shorelines and create accessible and user friendly boat launches, and fishable and swimmable areas and platforms. Bartlett Pond could be developed more as more boatable pond (Kayak Park). Sporadic negative activity and loitering should be discouraged by more active use.

Activities that support conservation which may or may not be allowable for funding through CPA include the following:

- Planning by the Town Planner, the Conservation Agent, the Department of Public Works or other municipal staff
- Planning with partner organizations
- Maintenance and improvements/rehabilitation and restoration to recreation areas or open spaces previously acquired with CPA funds
- Removal of and control of nuisance vegetation, such as invasive plants in open spaces and water bodies
- Planning and development of green parking lots, and other green and sustainable infrastructure
- Incorporation of low impact design (LID) water management practices, such as gray water or recycled water systems, and rain gardens
- General open space education and awareness building through events and broad community outreach
- Information kiosks and signage could be installed to educate the public on low impact development projects, energy efficient systems, storm water management systems, green landscaping, sensitive habitats, and resource conservation techniques.



Figure 4 - Cold Harbor Trail Sign

The Conservation Commission, Trails Committee, Parks and Recreation Commission, and Parks Department have productive relationships with Historic District Commission, Historical Society, Department of Public Works (DPW) the Sudbury Valley Trustees (SVT), New England Forestry Foundation (NEFF), Boy Scouts, MWRA, Mass Department of Conservation and Recreation (DCR) and Mass Department of Agricultural Resources (DAR), and surrounding towns. While the Open Space Committee, Trails Committee and Conservation Commission currently collaborate with the Historical Commission, DPW and the Planning Board, these relationships could be improved, particularly as Open Space Residential Design and other large scale development applications are considered. Many partners also willing and able to put forth funding requests. Other possible partners include the high school teams and clubs and the Garden Club. With effective partnerships and collaborations, the CPC funds can be used to leverage other resources that assist with CPC projects and non-CPC-fundable projects. The DPW should receive increased funding/resources to do green sustainable landscaping in town properties, parks, cemeteries, rights of way, and other town controlled areas.

4.4 Eligibility for CPA Funding and Minimum Spending Requirements.

The following presents a general overview of the open space category:

Open Space

Section 2 of the CPA legislation defines open space. It includes, but is not limited to, the following:

- Land to protect existing and future well fields
- Aquifers, recharge areas, and watershed land
- Agricultural land
- Grasslands, fields and forest land
- Fresh and salt water marshes and other wetlands
- Ocean, river, stream, lake and pond frontage
- Beaches, dunes, and other coastal lands
- Lands to protect scenic vistas
- Land for wildlife or nature preserve
- Land for recreational use (see separate category information, below)

CPA funds may be spent on the acquisition, creation, and preservation of open space, and for the rehabilitation or restoration of any open space that has been acquired or created using CPA funds. 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.

5. Recreation

5.1 Goals for Recreation Expenditures

The CPC will continue to fund applications that support the goals as described in the Northborough Open Space and Recreation Plan adopted in 2010. Each goal has a set of associated objectives. Highlighted objectives represent types of projects that might be funded by the CPC. (These goals are numbered 3 and 4 as a continuation of the numbering referenced in the Open Space and Recreation Plan.)

Goal 3. Improve, expand, and manage open space-related recreational opportunities. Abundant and varied open space within the town of Northborough provides tremendous outdoor activities such as hiking, mountain biking, cross country skiing, fishing, birding, and horseback riding. Appropriate actions should be taken to foster the continued enjoyment of these areas.

Objectives

- A. Educate residents regarding the existence and availability of open space-related recreation areas.
- B. Improve condition of Town's open space-related recreation areas.**
- C. Work with State agencies to incorporate use of state-owned land adjacent to Town-owned land for open space-related recreational opportunities such as hiking and other natural resource related activities.
- D. Cooperate and collaborate with nearby /adjacent towns to formalize agreements regarding Mt. Pisgah, Lake Chauncy, and former Westborough State Hospital.**

Goal 4. Improve, expand, and manage recreation opportunities, facilities and programs. A healthy population relies on engaging and varied types of play. This requires maintained facilities and well run programs continually serving many different needs.

Objectives

- A. Continue to raise awareness of Town recreation opportunities, facilities and programs.
- B. Continue to evaluate Town recreation opportunities, facilities and programs.
- C. Develop a resource development strategy or business plan to support the recreation department staff, activities (including program scholarships), recreation area maintenance and improvements.
- D. Improve condition of Town's recreation properties.**
- E. Work with State agencies to incorporate use of state-owned land adjacent to Town-owned land for active recreation.
- F. Increase access and use of recreation facilities and programs to more users.**

5.2 Profile of Northborough's Recreation Resources

Northborough has abundant recreational spaces. For the location of recreation resources refer to Historic, Scenic, and Cultural Resources Map included with this plan). School facilities are principal locations for recreational facilities in many municipalities. They are however seldom permanently protected. The schools in Northborough have a total of 278.53 acres with buildings and grounds. The Algonquin Regional High School serves both Southborough and Northborough residents and the four (4) elementary schools and one (1) middle school serve just Northborough residents. They include the following:

- Algonquin Regional High School, at 79 Bartlett Street, has four (4) baseball/softball diamonds of various sizes, several multipurpose fields, and a football field with quarter mile track and field facilities.
- Lincoln Street School, located at 76 Lincoln Street, serves K-5th grades and has a small baseball/softball diamond, basketball courts, and a gymnasium.
- Melican Middle School, located at 145 Lincoln Street, has two (2) baseball/softball fields, 6 tennis courts, and a multi-purpose field.
- Peaslee Elementary School, at 31 Maple Street, has a baseball/softball field, basketball court, and one additional multi-purpose field.
- Proctor Elementary School, located at 26 Jefferson Road, has a relatively new playground, basketball courts, and soccer fields.
- Zeh Elementary School, located at 33 Howard Street, has an outdoor basketball court, and a baseball/softball diamond.

The Parks and Recreation Commission has jurisdiction over six public parks in Town. These are Ellsworth/MacAfee Sports Field, Assabet Park, both on South Street, Howard Street Recreation Area, and Memorial Field, 119 Colburn Street, an undeveloped area on Valentine Road and one off Carriage Hill Road.

- Ellsworth/McAfee Park is the largest and provides many types of activities, including, multi-purpose fields, a jogging track, a fitness trail, a playground, volleyball and basketball courts, a bocce court, picnic tables, a gazebo, a running track, a skateboard park, and a pavilion.
- Assabet Park has a splash pad, playground, basketball court and picnic tables with off street parking.
- Howard Street Recreation Area has a small softball diamond and a tot lot.
- Memorial Field and Casey Field, at 211 East Main Street, includes three (3) baseball/softball fields with a concession stand and parking. In 2008, Memorial Field re-landscaping was completed by the Town DPW.
- The Valentine Road parcel is a community garden.
- A new Senior Center was built on 119 Colburn Street (re-addressed to Bearfoot Road).

The Parks Division of the DPW is responsible for the maintenance and upkeep of a considerable amount of park land and buildings in Northborough. This list includes the following: Ellsworth-McAfee Park,

Assabet Park, Memorial Field, the Civil War Monument, World War I Monument, Three War Monument, Howard Street Play Area and Field, and the Grounds of the municipal buildings.

In addition to the 4.65 acres of the old landfill, approximately 400 acres are listed as owned by the Town of Northborough. These properties could be further assessed for their potential use as open space or recreation purposes.

5.3 Recreation Needs

While the Town of Northborough has many multi-use parks, playgrounds, playing fields, both the open space and recreation plan and the director of parks and recreation, consistently indicate that increasing capacity town-wide is extremely important. Recreational facilities generate significant income for the town through usage fees.

- Improvements to the recreational space in Town Hall, particularly the gymnasium floor, are a high priority for this heavily used recreation space. The facility is heavily used by all ages and fills a need by many diverse ages for a wide variety of activities. In addition to the gym floor, bathroom facilities and bleachers are in need of rehabilitation and restoration.
- In the next five (5) years the Assabet Park and Splash pad will need to be upgraded, and several features of the playground replaced. The facility is 15 years old. The cost will be substantial. Parents have indicated that a shaded space or pavilion is needed to make the park more fully utilized in the hot summer months. There is a desire to include improved designs that incorporate the use of recycled water and or other water conservation technologies.
- Youth and other athletic user groups such as soccer, football, baseball, and lacrosse leagues heavily use the town's fields and facilities. The heavy usage takes a toll on the condition of the fields. More fields are needed to accommodate the growing demand.
- At Peaselee, installation of a maintained irrigation system would minimize the wear on the field during busy seasons and extend the life of the maintenance. Upper Peaselee needs lights which would extend the usage of the fields. Most, if not all, outdoor recreation projects will likely require some level of DPW maintenance and support.
- A dog park connected to walking or hiking trails would be well received.
- The development of a re-use plan for the former Westborough State Hospital provides additional opportunity for the planning of additional outdoor recreational capacity such as soccer and lacrosse fields as well as walking trails.

The Town has tackled most of the smaller projects and a longer ranger plan coordinated with the Town's overall capital expenditures plan is needed.

5.4 Eligibility for CPA Funding and Minimum Spending Requirements

Recreation

Section 2 also defines recreational use. The focus for CPA recreational projects is on outdoor passive or active recreation, such as (but not limited to) the use of land for:

- Community gardens
- Trails
- Noncommercial youth and adult sports
- Parks, playgrounds or athletic fields

CPA funds may not be spent on ordinary maintenance or annual operating expenses; only capital improvements are allowed. In addition, CPA funds may not be used for horse or dog racing facilities, or for a stadium, gymnasium, or similar structure. This prohibition has generally been interpreted to mean that CPA funds may be used only for outdoor, land-based recreational uses and facilities.



Figure 5 - Northborough Splash Park

CPA funds may be used for the acquisition of land to be used for recreation, or for the creation of new recreational facilities on land a community already owns. A 2012 amendment to CPA broadened the law to also allow for the rehabilitation of existing, outdoor recreational facilities. The amendment made it clear that with respect to land for recreational use, "rehabilitation" could include the replacement of playground equipment and other capital improvements to the land or the facilities thereon to make them more functional for their intended recreational use.

Another change ushered in by the 2012 amendment was a prohibition on the use of CPA funds for the acquisition of artificial turf for athletic fields. Communities may still use their CPA funds for other aspects of a field project, but must appropriate non-CPA funds to acquire the artificial turf surface.

6. Historic Preservation

6.1 Goals for Historic Preservation Expenditures

While much attention is being given to the preservation of White Cliffs, a historic building in the Town of Northborough, the Historic District Commission will continue its focus on local historic districts; cemeteries; historical documents; general historic educational projects. However, the Town will be well served to seek jointly sponsored projects as well.

Northborough historic preservation funds should be targeted to the following activities:



Goal 1. Archive historic documents. Documents such as town records, maps, pictures as well as historic documents from private organizations such as businesses, churches, institutions and families should be preserved and archived.

Goal 2. Historic site appraisals, rehab and restoration. Historic properties and buildings require special appraisals because comparable sites are often hard to find locally. Their rehab and restoration are important to preserving the town's connection to its past.

Goal 3. Cemetery mapping and restoration. Mapping of the town's historic cemeteries, while seemingly simple, is a complicated and costly process. Historic headstones and other cemetery features should be sensitively restored before the detail is lost.

Goal 4. Education. Preservation is important, but fostering a greater community understanding of the importance of the items and places is paramount. This can be done with plaques, tours, signage, and other similar tools.

Goal 5. Acquisition. Property owners do not always have the means or drive to adequately preserve and protect historic assets. In those cases, acquisition of the property or rights to certain aspects of a property may be appropriate.

6.2 Profile of Northborough's Historic Resources

A Community-wide Historic Resources Survey, Northborough Massachusetts was conducted in two phases. The first was completed by Boston Affiliates Inc. on January 2008.¹¹ The second phase was

¹¹ A Community-wide Historic Resources Survey, Northborough Massachusetts, Boston Affiliates Inc., prepared for the Northborough Historical Commission (January 2008)

completed by Public Archeology Survey Team (PAST) in October 2009.¹² A primary recommendation from the Boston Affiliates study included the continued identification and evaluation of historic resources. Recommendations pertaining to future National Register nominations, local historic district(s), and additional cultural resources survey efforts are offered below.

Historic Resources (examples)

- Brigham Street Cemetery
- Cold Harbor Brook Dam
- Mary Goodnow Gravesite
Commemorative Plaque
- General Henry Knox Trail
Commemorative Plaque
- First Congregational Unitarian Church
- Garrison House of Samuel Goodenow
Commemorative Plaque
- Hop Brook Dam
- Howard Street Cemetery
- Local Historic District 4/23/1973
- Milestone, 1767
- Dr. Gregory Pincus Homestead
- Paul Revere Bell
- Wachusett Aqueduct Linear District
- Westborough Wildlife Management Area
- The Cliffs/Wesson Estate (now called The White Cliffs)

National Register of Historic Places

Nominations

Listing on the National Register affords a property a high level of recognition of its significance, and may make it eligible for preservation-related grant funds, investment tax credits, and/or preservation easements. In addition, under provisions of the National Historic Preservation Act, undertakings involving federal funds or approval must “take into account” their effects on such properties, usually resulting in avoidance of impacts or programs to mitigate adverse effects; and Chapter 254 of the General Laws of Massachusetts provides similar review for state funded or approved projects.

Potential National Register of Historic Places Nominations and Local Historic Districts, lists 16 properties that are individually eligible for National Register listing. Three (3) locations on Chapin Court, the Davis Mill Workers’ Houses,

and a section of Main Street/the Boston Post Road are potential historic districts, as is the Meeting House Common Local Historic District. In addition, the four historic schoolhouses, each individually eligible would also constitute a thematic district. There is also a possibility that a non-continuous district themed on agriculture is a possibility worth considering, but additional study would be required to determine the feasibility.

Non-contiguous Local Historic District

National Register nomination need not be the only means of designation or basis of local efforts to protect the community’s historic resources, however; local historic districts, such as the Meeting House Common Local Historic District, offer communities considerable flexibility. While such districts have not traditionally designated non-contiguous resources in a single district, designation of a non-contiguous Local Historic District, designed on the model successfully practiced in Somerville, could include individual buildings and small clusters of properties (districts) throughout the town whose “particular

12 Phase II Historic Properties Survey – Town of Northborough, PAST Inc. (October 2009)

qualities are evocative of the great variety in landscape character and siting patterns observable across the [town].” This approach could be particularly useful in Northborough, where there are many fine early properties interspersed with modern “infill” houses.

Further Survey

The Commission has plans for further survey, of mostly younger properties, to round out the inventory of historic properties in Northborough. Additional study of the town’s remaining farms, to evaluate the feasibility of a thematic agricultural district, either National Register or local, or both, is recommended.

The 2010 Open Space and Recreation plan included a brief overview of historic resources. MACRIS identified 322 individual buildings, 19 historic areas, 2 burial grounds, 6 objects and 18 structures.

6.3 Historic Preservation Needs

The Northborough Historic District Commission (NHDC) has developed an inventory map of historic resources. With the map is a spread sheet that had a list of NHC priorities/projects. The Massachusetts Historical Commission (MHC) would like the NHDC to develop a more thorough Historic Preservation Plan. They have discussed developing one in house with the resources and information they have. While not a big priority to the NHC, it might create a document that would be useful for CPC funding.

Timing issues loom large in determining historical preservation priorities. Documents, artifacts and buildings may deteriorate past the point of preservation if not acted on in a timely manner. For instance, White Cliffs, a historic site formerly owned by the Wesson family of Smith and Wesson was put up for sale in 2015. The property in 2016 would cost an estimated \$2 million to purchase and in excess of \$2 million more to renovate. The Town is interested in investing in its preservation in a thoughtful manner.

The Historic District Commission has successfully scanned and digitized town documents, but many more documents that could be preserved/archived by scanning, especially old photos, genealogy records and other documents at the historical society.

Mapping and inventorying cemeteries are priorities. While doing Ground Penetrating Radar (GPR) is very expensive, it is straight forward with very little controversy. Timing again comes into play; fighting the clock against further degradation. Similarly, gravestone repair is as an easily describable and fundable task with concrete and visible results.



Figure 6 - Historic White Cliffs

Preservation opportunities have met with success such as the Peter Whitney Parsonage. That was made a single unit district. Historic District Commission feels it is easier to add single units than to add multi-unit areas, blocks or neighborhoods. The state wants NHDC to add more properties to the historic district; and the NHDC feels it is easier piece by piece.

Also the Town could provide more information and guidance to home owners about the resources for preserving their homes- deed restrictions, buy down, etc. Acquisition of property or deed restriction is a rare

opportunity and pretty expensive and as such has a lower priority (except for White Cliffs). Funds for appraisals are needed. It is hard to find comparative sales for unique or historic homes/buildings.

Educational projects would increase visibility of Northborough historic sites and Northborough history, memorialize history. Events like Applefest are utilized to promote their activities and educate the public. Plaques are important tools to this goal. Most of their projects can be tackled in discrete and understandable phases, which makes these preservation projects more palatable for passage at TM.

As with many groups the NHDC recognizes that other resources might be available to accomplish projects that CPC cannot fund. Identifying and working with individuals, families, partners, cultural organizations, churches, and others is very important to accomplishing the community preservation goals. NHDC will be more successful if they can work with other boards, and committees, such as the trails committee, the DPW, etc.

6.4 Eligibility for CPA Funding and Minimum Spending Requirements

Historic Preservation

Section 2 of the CPA legislation defines historic resources, preservation, **and** rehabilitation. Under CPA, a historic resource is defined as a building, structure, vessel, real property, document or artifact that is either:

- Listed on the State Register of Historic Places; or
- Determined by the local Historic District Commission to be significant in



the history, archeology, architecture, or culture of the city or town.

CPA funds may be spent on the acquisition, preservation, rehabilitation and restoration of historic resources. Communities using CPA funds on historic resources must adhere to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.

7. Committee Process

7.1 Overview and Challenges

The Northborough CPC requests applications for funding, reviews applications, recommends funding proposals as appropriate, prepares for Town Meeting approval, and oversee the disbursement of funds in accordance with the provisions of the CPA. While the Northborough CPC advertises the availability of funds, typically the proposals and applications submitted are developed by committees, agencies or organizations connected to the CPC. As the CPC has matured, others interacting with them have learned the cycles and processes.

The CPC asks each applicant where their request stands with regard to the relevant committee's priorities. They also take into account urgency and time sensitive nature of requests. They try to measure requests against goals where possible. Many requests are sequential or phased, such as the historic inventory which has been methodically funded and carried out over several years. They have funded planning as necessary or needed. When evaluating projects, the CPC checks for

1. Fundability. Is the project fundable under the guidelines of the CPA?
2. Time Sensitivity. Is there a time sensitive nature to the funding request such as land acquisition, or appraisal, needed for Chapter 60 rights?
3. Community Support. Does the project have broad community support?

With regard to outreach, the CPC has a website where they promote the availability of funds and the application process. Notices are sent directly to related committees and outreach is done at town events such as Applefest. The Town has not adopted a social media policy and there is no provision for a Facebook page yet.

The CPC has received request from many of the same people or committees on a regular basis. Many applications are submitted from Town boards and commissions. Broader outreach to the Northborough community might attract a wider diversity of applicants. They would like to entertain private citizens seeking a Conservation Restriction(CR) on their property or a buy down project for affordable housing. Many applicants come to CPC first and they feel they should be last, providing needed gap funding when other options are exhausted. They could host workshops or open houses to provide info on CPC but also other resources and opportunities.

The CPC wants a better sense of how comparable towns support applicants and how they process applications. Most projects are capital projects that do not rise to the level of capital expenditures committee. CPC coordination with CPC Town Capital Planning is desired but unclear at what level. Many projects funded by CPC needed to identify funds to implement next steps or to fund upkeep and maintenance.

7.2 Process Improvements

Overall recommendations and strategies include a few modifications to the current implementation including the following:

- Addition of applicant workshops and coaching,
- Slight changes to the application process, and
- Improve inter-municipal communications.

Various referenced throughout the development of this plan, the application process could be improved to dovetail better with the Town's overall capital planning process and still provide the desired independence and autonomy within the CPC. This could in part be accomplished by facilitation of a series of workshops that provide guidance for potential and would be applicants on a regular basis. The workshops could provide information on, not only the Northborough CPC funding process, but also additional funding alternatives for the three focus areas. A variety of resources could be brought together in such a way that allows related projects to develop synergistic partnerships.

Workshops

Applicants should be provided some technical assistance/ coaching with the application process to prevent the vetting of underprepared applications prior to readiness. Topical workshops could be facilitated periodically as part of a regular or in addition to a regular CPC meeting. Housing advocates and stakeholders might attend a workshop that discusses the CPC priorities, the latest challenges and opportunities, additional resources and which applications are best put forward. Similarly, workshops with open space and recreation advocates, stakeholders should be facilitated as well as resources and workshops with historic advocates, stakeholders and resources.

Application process

A more fluid pipeline of projects will allow the CPC more predictability in its funding allocation. A process to "traffic light" ideas for further consideration would be a part of the pre-application or two-step process. The Community Preservation Coalition describes a two-step application process that has been instituted in the towns of West Tisbury, Hamilton and Easton. The first step (application for eligibility/readiness) requires potential applicants to submit a brief project description to allow the CPC to determine if the project is eligible and ready for CPA funding. This avoids applicants having to prepare a detailed submission for a project that cannot be funded or that might be more appropriately funded otherwise and provides feedback and opportunity for applicants to fully develop their proposal. It would also allow time for the CPC to make recommendations to the applicant regarding some of the following:

- How to make the application stronger by addressing items related to procurement and contractual requirements,
- Suggestions for alternate funding sources,
- Additional project partners,
- Timing,
- Related projects,

- Communication with related town boards and departments, and
- Town capital planning process.

The applicant submits a full application only after a project is determined to be eligible and ready. But in addition to eligibility, the committee can review the application for its readiness and its ability to meet a set of criteria. The application for eligibility/readiness could have a deadline three months ahead of the application for funding to allow for time for CPC review and comment. Commentary on an application for eligibility might suggest greater planning with other Town projects and with Town administration. The actual application for funding might be the immediate cycle or delayed by a year or more until the application for eligibility is approved.

Lastly improved communication and coordination with the Town Administrator and the Financial Planning Committee during the capital planning process is strongly encouraged. Applications for Eligibility and Readiness could be presented to the Town Administrator and the Financial Planning Committee for comment and review. While still allowing for the desired flexibility, an additional planning year for capital projects exceeding a certain threshold (\$100,000) and that require multiple town departments should be encouraged. Similarly, while there is an existing requirement to meet with related and relevant town boards and departments, this requirement should be strengthened.

Coordination of projects with regard to scale, complexity, and long range town planning is needed. These functions are, roughly coordinated by Town Administration and the Department of Public Works. While, not fundable by CPC, a town-wide facilities manager, would add much needed capacity and overall management, coordination and planning support.

The capacity to develop an application is limited, whether by municipal employees, or committee or athletic league volunteers. Much more planning needs to be provided to even seemingly simply projects. Engineering drawings are often needed. Multiple price quotes are useful. Full coordination with other town capital projects and long range resource management is challenging. Bidding and procurement procedures are demanding and complicated. The coordination of these tasks requires a well thought out plan.

8. Summary

The Town of Northborough will direct its Community Preservation funds to projects that achieve the goals and objectives of the existing Town plans, the Open Space and Recreation Plan, the Housing Production Plan, and the Historic Preservation Plan. Additionally, the Committee will consider new projects as they evolve with recent town developments. Processes will be amended to be flexible, predictable and sustainable. The Town of Northborough will promote projects that preserve the history, enhance the character of the town for its residents.

9. List of Sources/References

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Community-wide Historic Resources Survey, Northborough Massachusetts, Boston Affiliates Inc. (2008)

Phase II Historic Properties Survey – Town of Northborough, PAST Inc. (2009)

10. List of Acronyms

ADA	Americans with Disabilities Act
APR	Agricultural Preservation Restriction
ATM	Annual Town Meeting
BOS	Board of Selectmen
CMRPC	Central Massachusetts Regional Planning Commission
CPA	Community Preservation Act
CPC	Northborough Community Preservation Committee
CPCoalition	Community Preservation Coalition
DCR	Massachusetts Department of Conservation and Recreation
DHCD	Massachusetts Department of Housing and Community Development
DOR	Massachusetts Department of Revenue
DPW	Northborough Department of Public Works
MGL	Massachusetts General Law
MWRA	Massachusetts Water Resources Authority
NAHC	Northborough Affordable Housing Corporation
NHA	Northborough Housing Authority
NHC	Northborough Historic Commission
NHDC	Northborough Historic District Commission
OSRP	Open Space and Recreation Plan
RFP	Request for Proposals
SHI	Subsidized Housing Inventory
STM	Special Town Meeting

11. Appendices

Appendix A – Summary of Stakeholder Meetings

Appendix B - Presentation and Materials for the November 2015 public meeting

Appendix C - A summary of the comments received at the November 2015 public meeting

Appendix D – FY 2017 CPC Application Package

Appendix E - Summary of Local Surcharge & Trust Fund Distribution

Appendix F - Allocation of funds for approved projects

Appendix G – Sample projects and recommended application process

Appendix A - Summary of Stakeholder Meetings

October 2014	Northborough CPC Project kickoff
November 6, 2014	Northborough Housing Authority and Northborough Affordable Housing Corporation
November 19, 2014	Northborough Historic District Commission
December 15, 2014	Northborough Conservation Commission
February 24, 2014	Northborough Conservation Agent and Recreation Director
May 6, 2015	Northborough Town Administrator, DPW Director, and Town Planner
July 16, 2015	Northborough CPC
October 8, 2015	Northborough CPC Review Plan Draft
November 5, 2015	Northborough CPC public hearing to present and solicit comment on the Draft CPC plan

Appendix B - Materials for the November 2015 public meeting

In addition to the map of representative projects, the following handout was distributed at the public meeting on November 5, 2015.

Northborough Community Preservation Plan

Goals For Community Housing Expenditures

The Northborough Housing Production Plan stated several goals of which several are particularly relevant and should be the targets of CPC housing funds.

1. Physical development of affordable housing and the public and private planning capacity to create affordable housing development.
 - Efforts to increase/develop the Northborough's housing stock with a variety of units and in order to build a more socially inclusive community. Developed units should be harmonious with existing neighborhoods.
 - Efforts to create affordable housing in developments that seek a special permit so that Northborough can remain comfortably ahead of 10% in the future.
 - Efforts that target creation of housing for the populations that are on the waiting list of the NHA.
2. Public and private capacity to build community awareness related to affordable housing.
 - Efforts that provide ongoing public education about affordable housing needs in Northborough in order to build and maintain support for local initiatives.
3. Public and private capacity to monitor and maintain existing affordable units.
 - Efforts to ensure that Chapter 40B developments remain in compliance with the affordability requirements of their Regulatory Agreements
 - Capacity to monitor existing housing deed restrictions.

Goals For Historic Preservation Expenditures

Northborough historic preservation funds should be targeted to the following activities:

- Archiving historic documents. Documents such as town records, maps, pictures as well as historic documents from private organizations such as businesses, churches, institutions and families should be preserved and archived.
- Historic site appraisals, rehab and restoration. Historic properties and buildings require special appraisals because comparable sites are often hard to find locally. Their rehab and restoration are important to preserving the town's connection to its past.
- Cemetery mapping and restoration. Mapping of the town's historic cemeteries, while seemingly simple, is a complicated and costly process. Historic headstones and other cemetery features should be sensitively restored before the detail is lost.
- Education. Preservation is important, but fostering a greater community understanding of the importance of the items and places is paramount. This can be done with plaques, tours, signage, and other similar tools.
- Acquisition. Property owners do not always have the means or drive to adequately preserve and protect historic assets. In those cases, acquisition of the property or rights to certain aspects of Dr. Paul Feldon in Wellsley or access to a property may be appropriate.

Process and Implementation Goals:

Overall recommendations and strategies include a few modifications

- Addition of applicant workshops and coaching



- Slight changes to the application process
- Improved inter-municipal communications



Northborough Community Preservation Plan

Goals For Open Space & Recreation Expenditures

The CPC will continue to fund applications that support the goals as described in the Northborough Open Space and Recreation Plan adopted in 2010. Each goal has a set of associated objectives. Highlighted objectives represent types of projects that can be funded by the CPC..

Goal 1. Preserve open space for the Town's overall benefit. Residents place a high value on the quality and location of open space for many purposes and, overwhelmingly, support land preservation.

- Acquire through fee acquisition or conservation restriction additional open space permanently protected by the Town, State or non-profits
- Develop a schedule and process to regularly review land use changes, identify and prioritize areas for protection and acquisition based on open space value.
- Increase public awareness of opportunities to preserve open space.
- Maintain rural character.
- Explore adding permanent protections to all Town-owned open space not currently protected.

Goal 2. Improve community appreciation, understanding, active involvement and commitment to conservation. Despite the general support for open space preservation, on-going education and awareness building efforts among young people, new residents, and others will ensure that the land conservation remains a primary focus for years to come.

- Develop message and material about benefits of open space preservation.
- Spread the message. Educate residents about the need and benefits of open space preservation.
- Increase the number and level of involvement of persons who support financially, volunteer, or otherwise contribute to, open space for conservation purposes..

Goal 3. Improve, expand, and manage open space-related recreational opportunities. Abundant and varied open space within the town of Northborough provides tremendous outdoor activities such as hiking, mountain biking, cross country skiing, fishing, birding, and horseback riding. Appropriate actions should be taken to foster the continued enjoyment of these areas.

- Educate residents regarding the existence and availability of open space-related recreation areas.
- Improve condition of Town's open space-related recreation areas.
- Work with State agencies to incorporate use of state-owned land adjacent to Town-owned land for open space-related recreational opportunities such as hiking and other natural resource related activities.
- Cooperate and collaborate with nearby /adjacent towns to formalize agreements regarding Mt. Pisgah, Lake Chauncy, and Westborough State Hospital.

Goal 4. Improve, expand, and manage recreation opportunities, facilities and programs. A healthy population relies on engaging and varied types of play. This requires maintained facilities and well run programs continually serving many different needs.

- Continue to raise awareness of Town recreation opportunities, facilities and programs.
- Continue to evaluate Town recreation opportunities, facilities and programs.
- Develop a resource development strategy or business plan to support the recreation department staff, activities (including program scholarships), recreation area maintenance and improvements.
- Improve condition of Town's recreation properties.
- Work with State agencies to incorporate use of state-owned land adjacent to Town-owned land for active recreation.
- Increase access and use of recreation facilities and programs to more users.

Appendix C - A summary of the comments received at the November 5, 2015 public meeting or regarding the draft plan as presented on-line from November 16 through November 30.

No specific comments were received aside from noted typographical corrections and suggestions for the addition of photographs.

The following is the Town of Northborough Community Preservation Committee Application for FY2017 (Procedural Sheet) and Application.



TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5019 • 508-393-6996 Fax

FY17 APPLICATION

The Community Preservation Act provides funding for three core community concerns:

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

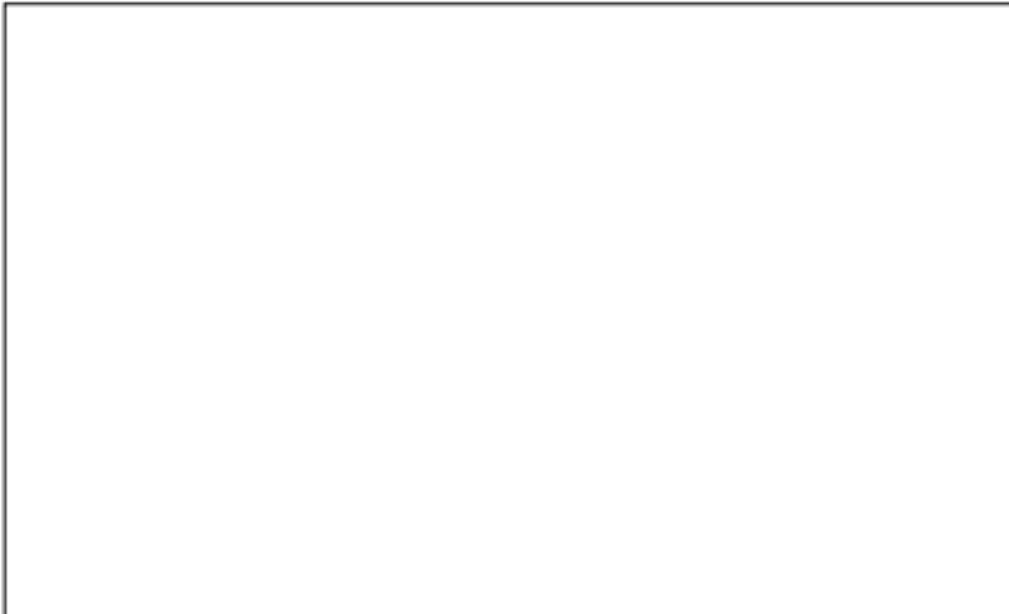
DATE SUBMITTED:
NAME OF PROJECT:
NAME OF APPLICANT:
CONTACT ADDRESS:
CONTACT TELEPHONE:
CONTACT EMAIL ADDRESS:
SPONSORING ORGANIZATION:
CPA CATEGORY: <input type="checkbox"/> OPEN SPACE/RECREATION <input type="checkbox"/> HOUSING <input type="checkbox"/> HISTORIC
LOCATION: <input type="checkbox"/> TOWN LAND <input type="checkbox"/> SCHOOL LAND <input type="checkbox"/> PRIVATE LAND
AMOUNT OF CPA FUNDS REQUESTED:
OTHER FUNDING SOURCES:
TOTAL COST OF PROJECT:
BRIEF DESCRIPTION OF PROJECT, INCLUDING ANY CONSTRUCTION REQUIRED:

PROJECT DESCRIPTION: Please answer the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include additional pages of supporting materials and exhibits if necessary.

1. **GOALS:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?



2. **ELIGIBILITY FOR CPA FUNDS:** From your review of the procedural sheet, describe how your project is eligible for the CPA category you have chosen.



3. **COMMUNITY SUPPORT:** What is the nature and level of support and/or opposition for this project? Include either a letter of support from the town board (Housing Partnership, Historical Commission, Open Space Committee or Parks & Recreation Commission) or a letter from the particular board stating why they do not support this application.

4. **BUDGET:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. If the project involves construction on Town or school land, it may need to meet procurement and prevailing wage requirements.

5. **FUNDING:** What additional funding sources are available, committed or under consideration? Include commitment letters and describe any other attempts to secure funding for this project.

6. **TIMELINE:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

7. **IMPLEMENTATION:** Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

8. **MAINTENANCE:** If on-going maintenance is required, who will be responsible and how will it be funded?

ADDITIONAL INFORMATION: If applicable:

9. **FURTHER DOCUMENTATION:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed; any feasibility reports, renderings or other relevant studies and material; and any additional information that might benefit the CPC in their consideration of this project.



Appendix E - Summary of Local Surcharge & Trust Fund Distribution

Fiscal Year	Local Surcharge	State Match	Percentage	Total Revenue (Local Surcharge +State Match)
2006	\$327,561			\$327,561
2007	\$353,136	\$327,561	100%	\$680,697
2008	\$370,559	\$353,136	100%	\$723,695
2009	\$386,835	\$250,573	67.62%	\$637,408
2010	\$404,233	\$134,676	34.81%	\$538,909
2011	\$413,349	\$109,959	27.20%	\$523,308
2012	\$436,224	\$110,112	26.64%	\$546,336
2013	\$453,755	\$117,056	26.83%	\$570,811
2014	\$467,353	\$236,974	52.23%	\$704,327
2015	Estimated \$ 450,000	\$147,053	31.50%	\$147,053
Total	\$3,613,005 (without 2015)	\$1,787,100		\$5,400,105

Appendix F- Allocation of funds for approved projects

Historical

- 2006** **Historical Appropriation:** \$50,000 to the Northborough Free Library ([34 Main St.](#)) for the renovation of the 1894 library building including foundation and exterior walls; thermal and moisture protection; windows and doors; finishes to walls, floors, and ceilings; upgrades to the mechanical, electrical, and fire protection systems; and new fittings in the children's program room
- 2006** **Historical Appropriation:** \$30,000 to the Northborough Historical Commission for a comprehensive survey of the Town's historical resources
- 2007** **Historical Commission Appropriation:** \$30,000 to the Northborough Historical Commission for phase two of a comprehensive survey of the Town's historical resources
- 2007** **Historic Resources Reserve Appropriation:** \$80,000 to the Community Preservation Historic Resources Reserve for the purpose of future historical property acquisitions
- 2008** **Town Clerk Appropriation:** \$35,000 to the Northborough Town Clerk for the preservation of town records, dating from 1766 to the present
- 2008** **Historical Commission:** \$2000 to the Northborough Historical Commission for the purchase of signs to identify the Meeting House Common Historic District at the junctions of [Church, Howard, Pleasant and Whitney Streets](#)
- 2008** **Historical Appropriation:** \$20,000 to the Northborough Historical Society for renovations to Northborough Historical Society building at [Main Street](#) including the installation of a handicap-accessible ramp and bathroom
- 2008** **Community Preservation Historic Resources Reserve:** \$70,000 into the Community Preservation Historic Resources Reserve for the purpose of future historical property preservation or acquisitions
- 2009** **Town Clerk Appropriation:** \$35,000 to the Northborough Town Clerk for the preservation of town records, dating from 1766 to the present
- 2009** **Town Administrator's Office:** \$15,000 to the Northborough Town Administrator's Office for the creation of a capital improvement plan for the preservation, rehabilitation, and restoration of the Town Office building ([63 Main St.](#))
- 2009** **Community Preservation Historic Resources Reserve:** \$20,000 into the Community Preservation Historic Resources Reserve for the purpose of future historical property preservation or acquisitions
- 2010** **Town Administrator:** \$190,000 to the Northborough Town Administrator for capital improvements, including repairs to the roof, entryway canopies, and front and side entry stairs, railings and landings, to the Town offices building at [63 Main Street](#)
- 2010** **Town Clerk Appropriation:** \$52,000 to the Northborough Town Clerk for the purchase of services, products and equipment to be used in the preservation of Town records and maps
- 2010** **Historical Society:** \$30,000 to the Northborough Historical Society for the renovation of the kitchen, including wheelchair accessibility, at the Historical Society building located at [52 Main Street](#)
- 2010** **Community Preservation Historic Resources Reserve:** \$100,000 into the Community Preservation Historic Resources Reserve for the purpose of future historical property preservation or acquisitions

- 2011** **Historical Commission:** \$1500 for the purchase of signage to identify the John Brigham Mill Site on [Whitney Street](#).
- 2011** **Department of Public Works:** \$50,000 for [Church Street bridge](#) design and stone wall repair evaluation.
- 2011** **Community Preservation Historic Resources Reserve:** \$52,000 into the Community Preservation Historic Resources Reserve for the purpose of future historical property preservation or acquisitions.
- 2012** **Town Administrator:** \$250,000 from Community Preservation Fund revenues and \$100,000 from Community Preservation Unreserved Fund for renovations and restorations to upgrade the heating system of the Town Offices at [63 Main Street](#).
- 2012** **Northborough Historical Society:** \$7,200 from Community Preservation Fund revenues to the Historical Society for the repair and restoration of the 1874 George Stevens Pipe Organ located in the Historical Society building at [52 Main Street](#).
- 2012** **Historical Commission:** \$5,000 from the Community Preservation Fund revenues for the inventory and assessment of colonial era gravestones at the [Howard Street Cemetery](#) and the [Brigham Street Burial Ground](#).
- 2012** **Community Preservation Historic Resources Reserve:** \$6,600 from Community Preservation Fund revenues and \$43,400 from Community Preservation Unreserved Fund for future historical property preservation or acquisitions.
- 2013** **Northborough Historical Commission:** \$4,000 from Community Preservation Fund revenues for the purchase of plaques to assist in the identification of, and education about, historical sites in Town.
- 2013** **Northborough Town Clerk:** \$30,000 from Community Preservation Fund revenues for Phase IV of a Town Records Preservation Project for purchase of services, products and equipment for the preservation of Town records and maps dating from 1766 to the present.
- 2013** **Community Preservation Historic Resources Reserve Fund:** \$50,000 from Community Preservation Fund revenues for future historical property preservation or acquisition.
- 2014** **Northborough Historical Commission** - \$5,000 from Community Preservation Fund revenues for the purchase of two signs identifying the historical burial grounds at [Old Howard Street Burial Ground](#) and [Brigham Street Burial Ground](#).
- 2014** **Northborough Historical Commission** - \$52,500 from Community Preservation Fund revenues and \$25,500 from Community Preservation Historic Resources Reserve for headstone and footstone restoration at the [Howard Street Cemetery](#).
- 2014** **Community Preservation Historic Resources Reserve Fund** - \$75,000 from Community Preservation Fund revenues for future historical property preservation or acquisition.
- 2015** **Northborough Historical Commission** - \$12,500 for the purchase of four signs to identify the significant historical sites as Chapinville, Assabetville, Woodside and Peter Whitney Parsonage Historic District.

2015 **Northborough Historical Commission - \$20,000** for use in identifying burials at the [Old Brigham Street Burial Ground](#).

2015 **Community Preservation Historic Resources Reserve Fund** - \$22,500 from Community Preservation Fund revenues for future historical property preservation or acquisition.

Housing

2006 **Housing Reserve:** \$35,000 into Community Preservation Affordable Housing Reserve

2007 **Affordable Housing Reserve Appropriation:** \$68,000 to the Community Preservation Affordable Housing Reserve

2008 **Northborough Affordable Housing Corporation:** \$3,000 to the Northborough Affordable Housing Corporation for the reorganization and amending of its By-laws and Articles of Organization

2008 **Northborough Affordable Housing Corporation:** \$103,000 from the Community Preservation Housing Reserve Fund, and \$197,000 to the Northborough Affordable Housing Corporation for the acquisition of affordable housing units and costs associated with the purchase of said units

2009 **Housing Partnership:** \$20,000 to the Northborough Housing Partnership for the creation of an affordable housing needs analysis

2009 **Northborough Affordable Housing Corporation:** \$150,000 for the acquisition and/or preservation of affordable housing units and costs associated with the purchase of said units

2010 **Northborough Affordable Housing Corporation:** \$150,000 to the Northborough Affordable Housing Corporation for the acquisition and/or preservation of affordable housing units and costs associated with the purchase of said units

2011 **Northborough Affordable Housing Corporation:** \$52,000 to the Northborough Affordable Housing Corporation for the redevelopment of the former senior center ([1 Centre Drive](#)) for affordable housing purposes.

2012 **Northborough Housing Authority:** \$100,000 for the demolition of the former senior center.

2013 **Northborough Affordable Housing Corporation:** \$52,000 from Community Preservation Fund revenues for costs associated with the construction of four affordable senior apartments at [1 Centre Drive](#).

2014 **Community Preservation Affordable Housing Reserve Fund:** \$52,500 from Community Preservation Fund revenues for future creation of affordable housing.

2015 **Affordable Housing Reserve Fund:** Moved funds allocated for use by NAHC totaling \$104,000 from prior years (2011 and 2013) back to housing reserve fund.

2015 **Northborough Affordable Housing Corporation:** \$500,000 for the purpose of the creation of affordable housing, with the disbursement and expenditure of said funds to be subject to a Community Preservation Act Funding Agreement between the Town and the Northborough Affordable Housing Corporation.

Open Space/Conservation

- 2006** **Open Space Appropriation:** \$3100 to the Northborough Trails Committee for equipment and supplies associated with trail development
- 2006** **Open Space Reserve:** \$175,000 into Community Preservation Open Space Reserve for the purpose of future open space acquisitions
- 2007** **Conservation Fund Appropriation:** \$175,000 from Community Preservation Open Space Reserve and \$372,500 from the Community Preservation Fund Revenues to the Conservation Fund
- 2007** **Trails Committee Appropriation:** \$2000 to the Northborough Trails Committee for equipment and supplies associated with trail development
- 2007** **Open Space Reserve Appropriation:** \$372,500 to the Community Preservation Open Space Reserve for the purpose of future open space acquisitions
- 2008** **Fire Department:** \$21,450 for the purchase of a Trails, Fire, and Rescue Vehicle to aid with the preservation of the Northborough Trails network
- 2008** **Open Space Committee:** \$5000 to the Northborough Trails Committee for construction materials for new trails
- 2008** **Community Preservation Open Space Reserve:** \$225,000 for the purpose of future open space preservation or acquisitions.
- 2009** **Open Space Committee:** \$5,000 to the Northborough Trails Committee, for construction materials for new trails
- 2009** **Community Preservation Open Space Reserve:** \$150,000 into the Community Preservation Open Space Reserve for the purpose of future open space preservation and/or acquisitions
- 2010** **Community Preservation Open Space Reserve:** \$150,000 into the Community Preservation Open Space Reserve for the purpose of future open space preservation and/or acquisitions
- 2011** **Open Space Committee:** \$250,000 from the Community Preservation Fund revenues; \$557,000 from the Community Preservation Open Space Reserve; and \$240,000 raised by borrowing for the purchase of 52 acres of open space on Green Street.
- 2012** **Community Preservation Committee:** \$11,015 for debt service and expenses associated with open space land acquisition of Green Street parcel.
- 2012** **Conservation Commission Fund:** \$50,000 from Community Preservation Fund revenues to the Conservation Fund for future open space preservation and/or acquisitions.
- 2013** **Northborough Trails Committee:** \$7,000 from Community Preservation Fund revenues for construction materials for the creation of new trails and repair of existing trails.
- 2013** **Conservation Commission:** \$16,000 from Community Preservation Fund revenues to perform weed control measures on problem vegetation within Bartlett Pond.

- 2013 Northborough Community Preservation Committee:** \$59,408 from Community Preservation Fund revenues to pay for debt service associated with Open Space land acquisition for the Fiscal Year 2014.
- 2013 Conservation Fund:** \$150,000 from Community Preservation Fund revenues for the purpose of future open space preservation or acquisitions.
- 2014 Conservation Fund** - \$91,400 from Community Preservation Fund revenues and \$308,600 from Community Preservation Unreserved Fund for the purpose of future open space preservation or acquisitions.
- 2014 Northborough Trails Committee** - \$15,000 from Community Preservation Fund revenues for construction materials for the creation of new trails; creation of parking area off of Davis Street for new Hop Brook Trail; and repair of existing trails.
- 2014 Northborough Community Preservation Committee** - \$48,600 from Community Preservation Fund revenues for FY15 debt service associated with Green Street open space acquisition.
- 2015 Northborough Community Preservation Committee** - \$48,600 from Community Preservation Fund revenues for FY16 debt service and expenses associated with open space acquisition.

Recreation

- 2006 Open Space Appropriation:** \$1322 to the Northborough Recreation Commission for the illumination of the Ellsworth-MacAfee Park flagpole (South St.)
- 2007 Northborough Baseball Association Appropriation:** \$35,000 to the Northborough Baseball Association for the installation of an irrigation system and improvements to the Melican Middle School athletic fields (145 Lincoln Street)
- 2007 Northborough Recreation Department Appropriation:** \$52,500 to the Northborough Recreation Department for the replacement of the Town Hall gym floor **(On Hold)**
- 2013 Northborough Parks and Recreation Commission:** \$15,000 for Phase 1 replacement of the observation deck at Memorial Field (43 E. Main Street between Warren and Memorial Drives) and the addition of a handicap-access ramp.
- 2013 Northborough Parks and Recreation Commission:** \$15,000 from Community Preservation Fund revenues for Phase 1 costs associated with the construction of a structure to shade visitors using the splash pad at Assabet Park (South Street)
- 2014 Northborough Department of Public Works** - \$50,000 from Community Preservation Fund revenues and \$50,000 from Community Preservation Unreserved Fund for cost associated with the renovation of the observation platform at Memorial Field and the addition of a handicap ramp.
- 2015 Northborough Youth Basketball Association** - \$60,000 for costs associated with the repair and update of the basketball courts at the Peaslee Elementary School and the Zeh Elementary School, subject to the condition that procurement and expenditure of funds for the project shall be managed by the

Northborough School Department in cooperation with and on behalf of the Northborough Youth Basketball Association.

- 2015 Peaslee School PTO** - \$70,000 for costs associated with the repair and update of the basketball courts at the Peaslee Elementary School and the Zeh Elementary School, subject to the condition that procurement and expenditure of funds for the project shall be managed by the Northborough School Department in cooperation with and on behalf of the Northborough Youth Basketball Association.

Administration

Community Preservation Committee:

\$8,000	Fiscal Year 2007
\$16,000	Fiscal Year 2008
\$20,000	Fiscal Year 2009
\$24,500	Fiscal Year 2010
\$24,000	Fiscal Year 2011
\$24,000	Fiscal Year 2012
\$24,000	Fiscal Year 2013
\$25,000	Fiscal Year 2014
\$24,000	Fiscal Year 2015
<u>\$25,000</u>	<u>Fiscal Year 2016</u>

\$214,500 Total Fiscal Years 2007 to 2016

Appendix G - Project Examples

Below are a few examples of housing, open space, recreation, and historic projects performed with funding by the CPCs in other towns.

Examples of Housing Projects

The Town of Yarmouth used \$30,000 to determine the suitability of town-owned land for community housing. The Town of Yarmouth and several other towns have worked with Habitat for Humanity. Yarmouth CPC funding enables Habitat for Humanity to create affordable home and sell them to households earning at or below 65% of the area median income.

The Town of Acton CPC has worked closely with the Town's Housing Authority over many years. In 2004, CPC funds were used to purchase units that were permanently restricted. A CPC-funded study by the Acton Housing Authority explored how they could apply new rules concerning how they leverage resources to maintain and expand rental housing inventory. In 2009 The Town of Acton used CPC \$152,000 for a feasibility study, engineering and architectural design and related work for new affordable rental housing at the Acton Housing Authority on Sachem Way. \$20,000 funding was leverage from other sources. Similarly, the Town of Bedford also works closely with it housing authority.

Several Town CPCs work with nonprofit housing corporations to achieve their housing goals including the Acton Community Housing Corporation, the Stow Community Housing Corporation, Harborlight Community Partners Inc. (Rockport), Valley Community Development corporations (CDC), and CDC of Groton. Again in Acton the CPC funds were used to help the Acton Community Housing Corporation (ACHC) acquire property at 28 Willow St. and 214 Central St. to develop up to three (3) units of community housing on rehabilitated brownfield site; to cover administrative and housing support expenses of the Acton Community Housing Corporation; to fund projects recommended by the Acton Community Housing Corporation and approved by the Board of Selectmen for the creation, preservation, and support of community housing.

Several towns including Chelmsford, Plymouth, Sudbury, and Yarmouth have used CPC funding to take advantage of the housing downturn and purchase or "Buy-Down" market rate units and resell them at affordable levels to income eligible families.

Examples of Open Space Projects

Many Towns use CPC funding for the control of heavily invasive and non-invasive weeds in ponds, lakes, and other water bodies as well as roadside areas. These programs were touted as promoting healthy habitats. Some programs include long term weed control plans.

Northampton used CPC funding for the creation of a new boating park along the Connecticut River. Dartmouth acquired and demolished buildings and structure along the Paskamansett River for the creation of a canoe launch.

Carver created a community garden with \$14,000 of CPC funding. Chelmsford created a parking lot for use by the community garden, and a bike path. Nahant completed a study and established guidelines for the community garden program in the Town.

Provincetown used CPC funding to perform water quality and habitat assessment, delineation of storm water collection areas and remediation activities.

Middleton used CPC funding over several years to develop a town common. Funding was used to purchase land, demolish buildings, and landscape the area.

Examples of Recreation Projects

The Town of Randolph approved a project that would assist in the development of Town-owned land into a dog park. The project used \$75,000 in CPC and \$25,000 in private funds. The Conservation Commission supported use of a parcel for passive recreation and the creation of walking trails and fenced in area for off-leash use by dog owners. Development would include consideration for parking, water access, trails, fencing, etc. A committee was developed and initiated fund-raising to support this development. The park supports multiple recreation uses of land currently owned by the Town and it will expand the range of recreational opportunities available to residents of all ages, providing scenic views that are not easily accessible for most residents. Subsequently the Friends of the Randolph Dog Park were given \$6,000 to enhance the foliage and create a natural buffer between the Dog Park and the neighbors on Ledge Hill Road. The funding purchased 20 full-grown, white pines that were planted and maintained by the Friends of the Dog Park.

The Town of Weymouth constructed a pavilion to enhance the Town's summer recreation program. – The shelter will be used as shade during hot days and shelter on rainy days, making the summer program more able to deal with weather conditions. The project received \$66,000 in CPC funding.

The Town of Bedford updated and refurbished the irrigation systems at Town fields by the DPW, including new clocks with software at 17 locations. This is expected to decrease water usage by approximately 20% and reduce staff time needed. The cost of this project was an estimated \$76,470.

The Town of Cohasset used \$72,000 from the Recreation fund to restore the court and equipment at the Deer Hill School. And the Town of Westport used \$69,000 from historic funds to restore and preserve the floors, walls, ceiling and stage of an existing historic gymnasium; lead abatement was included as part of the project.

Examples of Historic Projects

In Amherst, the Amherst Historical Commission determined a house and large barn to be (historically) significant structures according to Section 13 of the Zoning Bylaw, and therefore issued a 12-month delay on any demolition of the structures. Conducting the analysis and structural study of only the house and large barn will help determine their future, whether they can be renovated into affordable housing, or if existing historic structural timbers could be adaptively reused in new construction. The comparative analysis provided by the study is a necessary first step to determine how affordable housing will be constructed on site. The analysis is typical with such projects and can be completed in a reasonable timeframe. The cost of this proposal will be allocated 50% for Historical purpose and 50% for Affordable Housing purposes.

The Town of Westport used \$69,000 targeted Historic funds for the restoration and preservation of floors, walls, ceiling and stage of an existing historic gymnasium; lead abatement was included. Braintree has similarly funded planning, design, engineering for restoration of a historic gymnasium. This might be a similar project to the Town Hall Gym floor project.

The Town of Amherst also uses historic funds to fund appraisals and surveys associated with acquiring historic preservation restrictions.

Possible Application Process

Below is a possible usage of a more expanded application process for more complicated projects. Smaller projects, that require less Town resources such as plaques will follow a much shorter time table.

March 2020

Community Member Ruggles proposes to build a community garden with a playground on a vacant town-owned lot in her neighborhood. She has identified some town owned land and has friends who can help clear the land and want to garden. She finds like-minded folks equally enthusiastic to help her

April 2020

She learns of CPC funding opportunity and completes an application for eligibility and readiness describing her project with as much detail as possible.

May – June 2020

The application is reviewed by the CPC and professional staff. Copies of Application for Eligibility and Readiness are provided to the relevant stakeholder town departments and boards including the Town Administrator and the Financial Planning committee for review and comment. Town departments and boards are asked to provide comment regarding readiness and additional action steps in 30 days. If warranted based on the opinion of the CPC chair and the Town CPC staff, a joint meeting may be called to address complex issues.

Based on the board and department, the CPC recommends the following

- Ms. Ruggles contact the Planner, the Con Com, the Zoning Board, etc. regarding the condition, cost, disposition of the town land
- Ms. Ruggles contact the Farm Bureau, USDA, and others for alternate funding and guidance
- Ms. Ruggles contact the Parks and Recreation Director and Commission regarding the playground component,
- Ms. Ruggles develop a draft operations guide, and bylaws regarding gardener selection, responsibilities
- Ms. Ruggles contact the Water and Sewer Department regarding irrigation
- Ms. Ruggles contact a number of playground contractors for estimates design, materials, installation (based upon prevailing wages), and warranty.
- Ms. Ruggles contact a designer for quotes (based upon prevailing wages) on garden design and development
- Ms. Ruggles contact the DPW director regarding ongoing maintenance, the Police Dept. on security
- Ms. Ruggles should apply in July 2021.

July 2020 - December 2020

CPC Application for funding due. Ms. Ruggles has more work to do. She continues addressing the recommendations from the CPC. Ms. Ruggles gets bids (based on prevailing wages) on garden design and development, playground design and installation, operating costs including water sewer electric connections. She obtains control of the parcel of land.

She drafts gardener selection and garden rules and responsibilities after conversations with similar community gardens.

She finds some funding, technical assistance and garden resources from the local Garden Club, a local day care, and a local farm.

She facilitates a community meeting of the residents who live around the vacant lot to gather their comments and concerns.

April 2021

CPC meets with Ms. Ruggles to review project progress, challenges, and opportunities. The CPC finds that Ms. Ruggles project is eligible and ready to proceed in a request for CPC funding and encourage her to develop and submit her application for funding of select components.

July 2021

Ms. Ruggles drafts and submits a thorough and well considered application for funding of select components of the community garden and playground project.

Maps

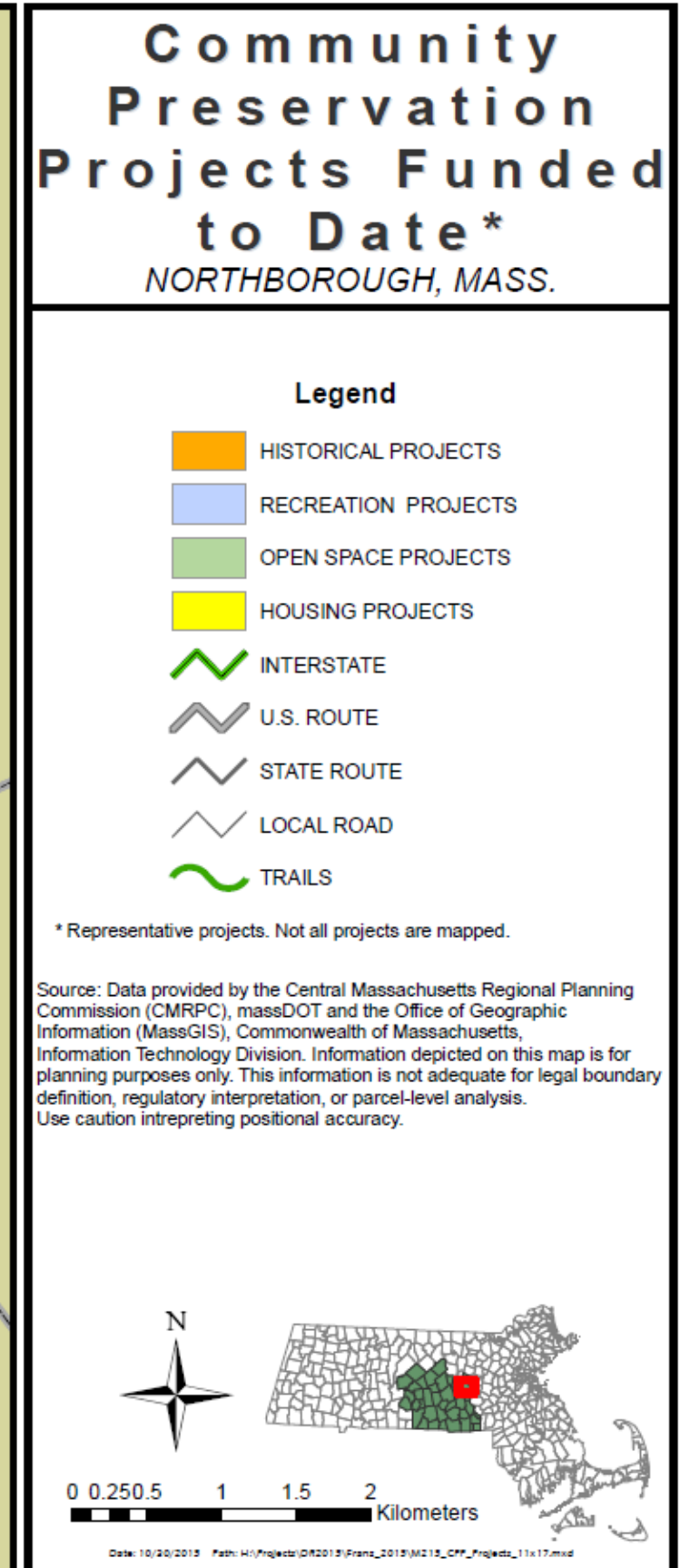
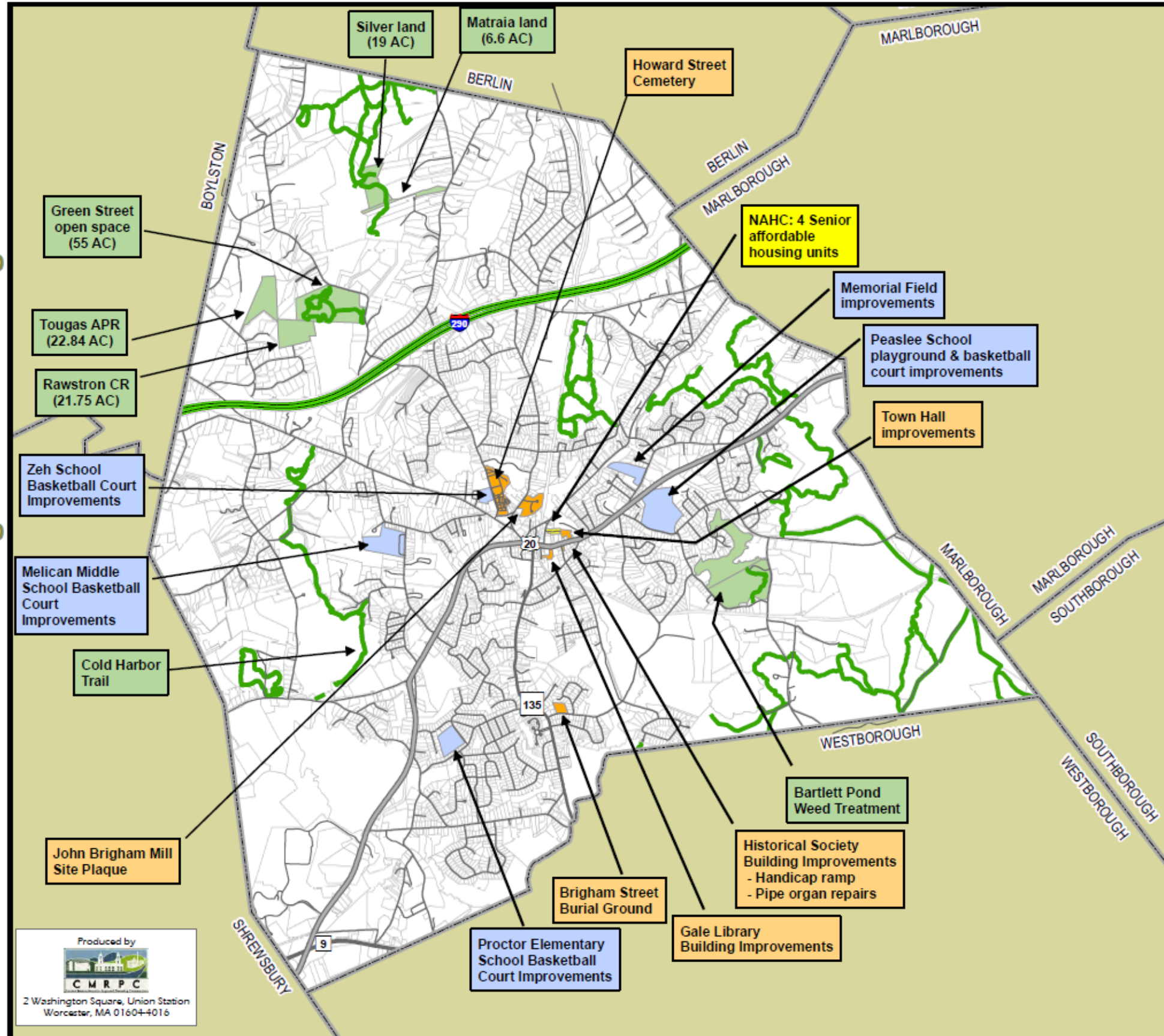
Community Preservation Projects Funded To Date

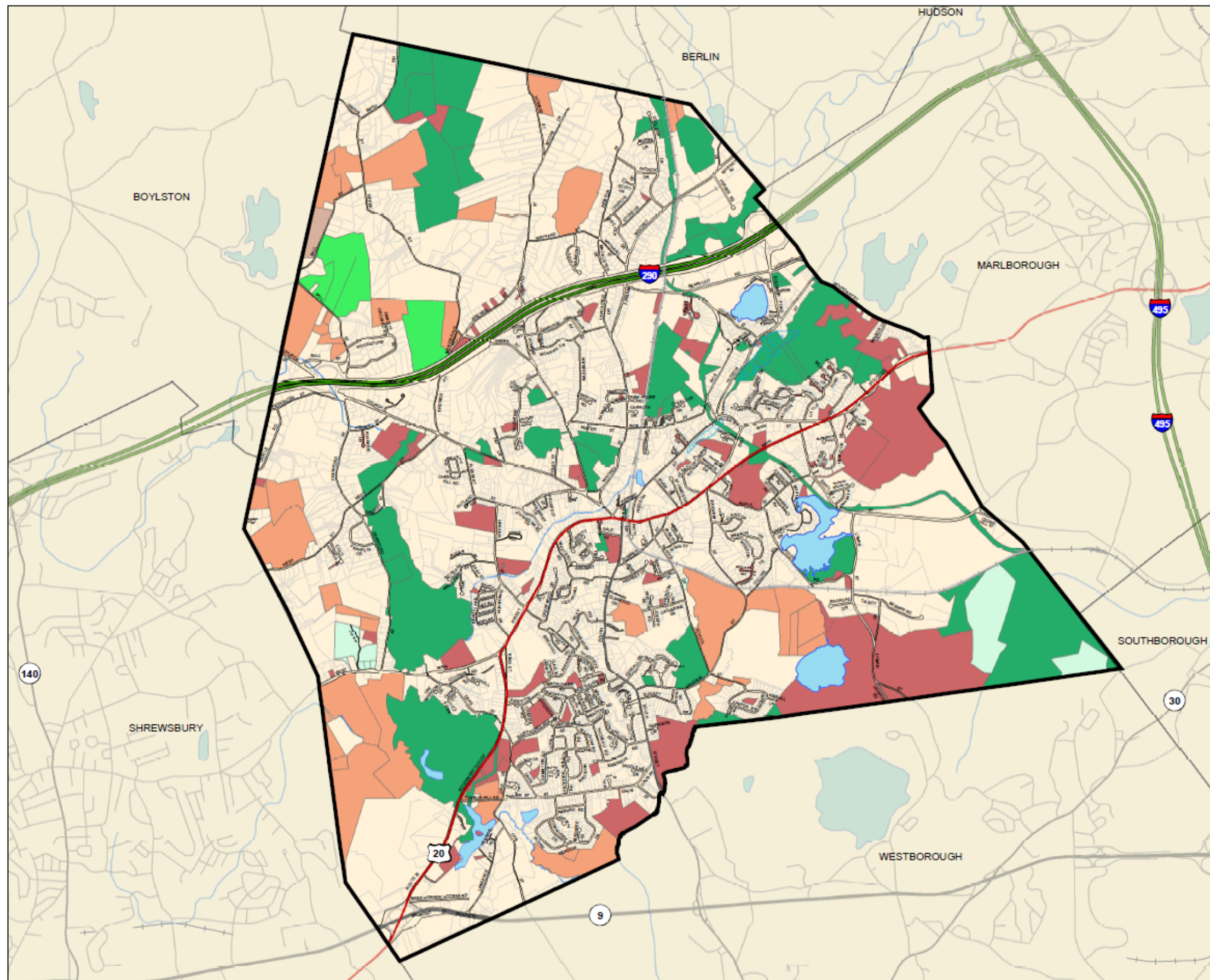
Open Space Map (2010)

Major Trails (2009)

Open Space Plan Action Plan Map (2010)

Historic Cultural and Scenic Resources Map (2010)





Town of Northborough Open Space Plan



Map 12
Open Space Map

Legend

Level of Protection/Ownership

- Limited, Non-Profit
- Limited, Private
- Limited, Public
- Permanent, Non-Profit
- Permanent, Private
- Permanent, Public



0 1,000 2,000 4,000 6,000 8,000 Feet

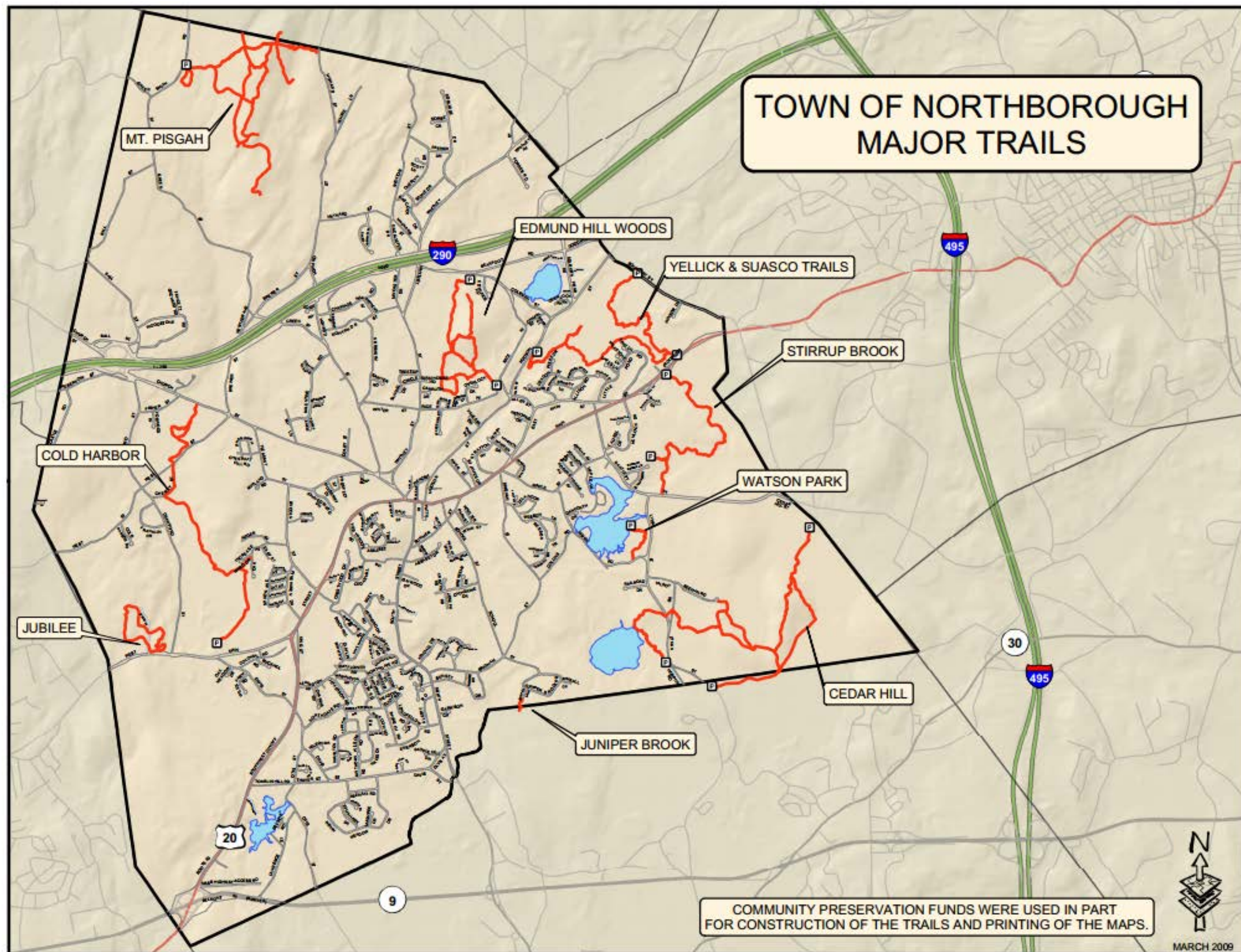
This map was produced by the Town of Northborough Geographic Information System (GIS) using data derived from aerial photography and/or digital mapping performed by the James W. Searall Company, Searall Map Company and data from MassGIS.

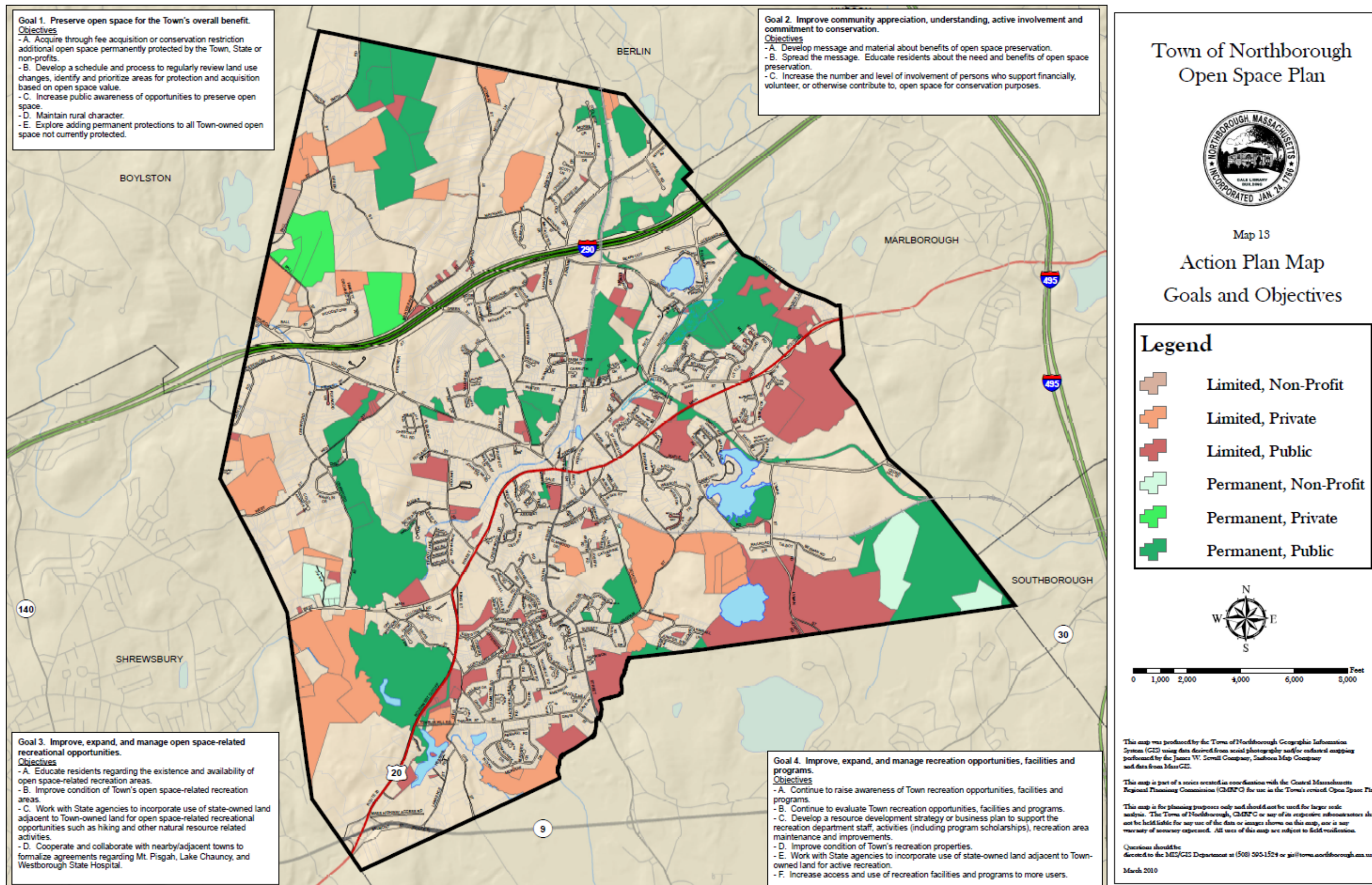
This map is part of a series created in coordination with the Central Massachusetts Regional Planning Commission (CMRPC) for use in the Town's revised Open Space Plan.

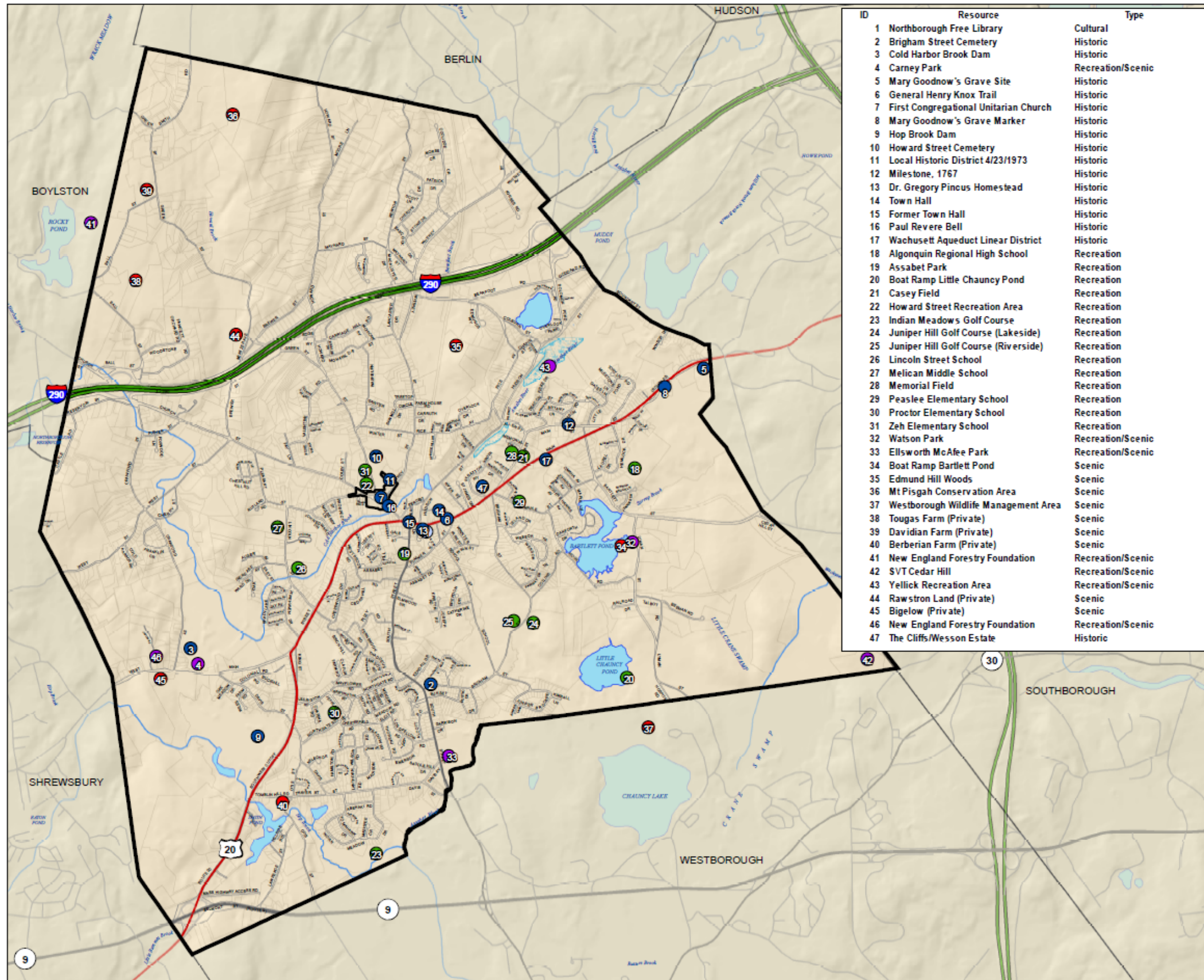
This map is for planning purposes only and should not be used for larger scale analysis. The Town of Northborough, CMRPC or any of its respective subcontractors shall not be held liable for any use of the data or images shown on this map, nor is any warranty of accuracy expressed. All uses of this map are subject to field verification.

Questions should be directed to the M&GIS Department at (508) 595-1524 or gis@town.northborough.ma.us.

March 2010







Town of Northborough Open Space Plan



Map 11

Historic, Cultural and Scenic Resources Map

Legend

Historic & Cultural Resources

Resource Type

- Cultural
- Historic
- Recreation
- Recreation/Scenic
- Scenic
- Historic District



0 1,000 2,000 4,000 6,000 8,000 Feet

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This map is part of a series created in coordination with the Central Massachusetts Regional Planning Commission (CMRPC) for use in the Town's revised Open Space Plan.

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Questions should be directed to the GIS/GIS Department at (508) 395-1524 or gis@town.northborough.ma.us.

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