TOWN OF MILLIS

Community Preservation Committee

Project Evaluation Criteria

and

Application Guidance

March 4, 2009

(Revised 1-6-2014)

I. Introduction

The Massachusetts Community Preservation Act ("CPA"), G.L.c.44B, was adopted by the Town of Millis in 2006. After a $100,000 deduction from the assessed value of a property, a one percent surcharge on the assessed balance has been adopted to be used in accordance with the CPA to promote the creation of recreation opportunities, community housing, preservation of historic buildings and landscapes, and open space preservation.

As required by the CPA, Town Meeting adopted a bylaw creating the Committee, known as the Community Preservation Committee (CPC). The members of the CPC, as provided in the Bylaw, include representatives of the Board of Selectmen, Conservation Commission, Historical Commission, Planning Board, Recreation Committee, Housing Authority, and citizens appointed by the Board of Selectmen. The CPC is required to carry out its duties and responsibilities under the CPA and the Bylaw including:

- Reviewing all project proposals;
- Voting to approve or reject projects for submittal to Town Meeting;
- Reviewing the needs, possibilities and resources of the Town regarding community preservation, and making recommendations to Town Meeting for the use of CPA funds.

The CPC is now soliciting project proposals, which may be submitted by any resident or group of citizens for projects in the Town of Millis. The purpose of this document is to provide guidance on the process to submit project proposals to the CPC. All project applicants shall meet with the CPC prior to submitting a formal proposal for CPA project funding.

II. Project Eligibility

All project proposals must fall within at least one of the following categories:

- The acquisition, creation, preservation, restoration and rehabilitation of land for recreational use;
- The acquisition, creation, preservation and support of community housing; and to rehabilitate and/or restore community housing if purchased with CPA funds;

- The acquisition, preservation, rehabilitation and restoration of historic resources;

- The acquisition, creation and preservation of open space; and to rehabilitate and/or restore open space if purchased with CPA funds;

The CPC requires that all project proposals be submitted in writing and such proposals shall meet the requirements contained in this guidance and the CPA. The CPC will evaluate all project proposals on a case by case basis.

III. Funding of CPA Projects

At least 10% of the Community Preservation Fund estimated annual revenues received in each fiscal year must be spent or reserved by Town Meeting for each of the following three purposes: open space, historic resources, and community housing. The remaining 70% of each year's funds may be allocated by Town Meeting to any one or a combination of the three main uses, or land for recreational use, or left unallocated.

In addition, subject to appropriation, up to 5% of the annual Community Preservation revenues may be spent on CPC administrative and operating expenses. Other then the required 10% that must be spent or set aside for each of the three purposes of the CPA (a total of 30% of the Community Preservation Fund estimated annual revenues), there is no minimum or maximum that must be spent each year, and all unused funds remain in the Community Preservation Budgeted Reserve at the close of the fiscal year.

CPA funds cannot be spent on maintenance or be used to supplement funding already appropriated for projects consistent with Community Preservation Act purposes. Further limitations exist on the use and availability of CPA funds. All projects must be approved by Town Meeting prior to the expenditure of any CPA funds. In addition, the CPC reserves the right to recommend approval or dismissal of any application in whole or in part based on the criteria in this document and for other reasons not specified in this document.

IV. Project Applications

General Requirements

All proposals must comply with the Community Preservation Act;

All proposals must be consistent with Town of Millis regulations, the Town master plan, zoning bylaws, the open space plan, and other applicable documents as identified by the CPC;

All proposals shall by submitted to the CPC using the project submission form in Appendix 1. An original and 12 copies of the application shall be submitted;

All proposals shall include quotes for project costs whenever possible. If quotes are unavailable, estimates may be used if the basis of the estimate is fully explained;

Applicants with multiple proposals shall submit one project submission form for each proposal requested. Applicants shall prioritize multiple proposals;

Where determined applicable by the CPC, proposals must be submitted for review to Town boards and committees with jurisdiction over the subject matter of the proposal;

Once proposal submissions are complete, reviewed, and acted on by the CPC, a recommendation will be made by the CPC to the Board of Selectmen;

Applicants shall be present at the CPC meeting at which their proposals are considered to answer questions.

Substantive Criteria Applicable to All CPA Proposals

The CPC has determined that proposals submitted under this guidance shall meet at least one of the following criteria to be eligible for funding, and further, that such criteria are essential to community preservation;

- Preserves the essential character of the Town as described in the currently adopted Master Plan;

- Serves more than one CPA purpose (especially in linking open space, recreation and community housing);

- Demonstrates practicality and feasibility, and can be implemented expeditiously and within budget;

- Produces an advantageous cost/benefit value;
- Leverages additional public and/or private funds;
- Preserves or utilizes currently owned town assets;
- Receives endorsement by other municipal boards or departments.

V. Category Specific Criteria

A. Open space and recreation: The CPC encourages submission of proposals that address as many of the following specific criteria as possible, which criteria the CPC has determined are essential to community preservation:

Protects wildlife habitat and Town biodiversity;

Preserves the character of the Town;

Provides opportunities for recreation and environmental education;

Protects or enhances wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;

Provides connections with existing trails or potential trail linkages;

Protects current and future drinking water quantity and quality;

Preserves important surface water bodies, including wetlands, streams, vernal pools or riparian zones;

Preserves a priority parcel in the open space and/or master plan;

Supports multiple recreation uses and expands the range of recreational opportunities available to Millis residents of all ages;

Serves a significant number of residents;

Promotes the creative, safe, environmentally friendly, and healthful use of railways and other corridors for non motorized transportation use.

B. Historical proposals: The CPC encourages submission of proposals that address as many of the following criteria as possible, which criteria the CPC has determined are essential to community preservation:

Listed on the State register of historic places; or a finding by the Millis Historical Commission that the subject building, structure, vessel, real property, document or artifact is significant in the history, archeology, architecture or culture of the Town;

Protect, preserve, enhance, restore and/or rehabilitate:

- Historic, cultural, architectural or archaeological resources of significance, especially those that are threatened, which preserves the historical heritage and culture of Millis;
- Town-owned properties, features or resources of historical significance;
- The historical function of a property or site;

Project is within a historic district, on the State or National Historic Register, or is eligible for placement on such Registers, or on the Millis Historic Properties list;

Project demonstrates the ability to provide permanent protection for maintaining the historic resource.

C. Community Housing: The CPC encourages submission of proposals that address as many of the following criteria as possible, which criteria the CPC has determined are essential to community preservation:

Contribute to the goal of 10% affordable housing as recommended by the State;

Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion, and/or age;

Provide housing that is harmonious in design and scale with the surrounding community;

Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units[1];

Ensure long-term affordability[1];

Promote use of existing buildings or construction on previously-developed or Town-owned sites;

Convert market rate to affordable units;

Give priority to Millis residents and Town employees[2].

Criteria For Privately-Owned Projects

All CPA funding for private projects shall be provided pursuant to a grant agreement between the applicant, or his or her designee, and the Town. To ensure that CPA funds are expended for a public purpose, applicants seeking CPA funding for private projects shall agree to provide the Town with an appropriate permanent deed restriction in the property that is the subject of the proposal that meets the requirements of G.L. c.184.

Criteria for Approval or Rejection

The provisions applicable to proposal submissions contained in this document and the requirements of the CPA constitute the minimum criteria necessary to make a proposal eligible for approval by the CPC. The CPC reserves the right, however, to recommend approval or dismissal of any proposal, in whole or in part, based upon the criteria in this document, the requirements of the CPA, or for any other reason.

In the case of a rejected application, applicants shall be notified of the CPC's decision, and shall be given an opportunity to reappear before the CPC and provide additional information, should the CPC deem the same to be appropriate.

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[1] Note that CPA funds may only be expended for the purpose of "community housing" as that term is defined in the statute, "low and moderate income housing for individuals and families, including low or moderate income senior housing." In term, "low income housing" is defined as, "housing for those persons and families whose annual income is less that 80 per cent of the areawide median income. The areawide median income shall be the areawide median income as determined by the United States Department of Housing and Urban Development." Further, "low or moderate income senior housing" is defined as, "housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing." Note that any real property acquired by the Town, including an interest in real estate such as a restriction, must be bound by a permanent deed restriction meeting the requirements of G.L. c.184.

[2] If a proposed project is using state funding, or the Town wishes to add the units to the Town's inventory of affordable housing, then, the project may only provide priority for local residents up to 70%.

Appendix 1 – Millis Community Preservation Funding Request

Date:

Project Title:

Full Name of Entity Submitting Application:

Contact Person:

Address:

Telephone:

Email:

Purpose: Please check all that apply:

_____ Open Space _____ Community Housing

_____ Historic Preservation _____ Open Space / Recreation

Amount of CPA Funding Requested: $ _____ (Provide summary below)

Estimated Costs:

Fiscal Year*	Total Project Cost	CPA Funds requested	Other Funding Sources and Amounts
2026			
2027			
2028			
2029			
2030			

* Fiscal year begins on July 1 of the previous calendar year

Please provide a full description of the project on a separate sheet stapled to this application. This could include available information such as:

- Property address including assessor's map;
- Lot and block number;
- Name of current owner;
- Copy of recorded deed of current owner;
- A statement of need, to be documented with appropriate support information;
- A brief narrative indicating
    - how this proposal meets the goals of the Community Preservation Act,
    - how it benefits the Town of Millis, and
    - any other information you feel the CPC should consider when reviewing your application.
- Additional or alternative sources of funding for this project;
- Description of natural features of the property, if applicable;
- Maps, visual aids and other supplemental information;
- Surveys;
- Appraisals and agreements.

For CPC Use:

Application received on and by: _____ (Name) _____ (Date)

Project presented to CPC on: _____ (Date)

Initial review by: _____

Recommendation: (please write addition comments on the back or on another sheet)

APPROVE: ☐

DISMISS: ☐

DATE: _____