

Community Preservation Fund Application



TOWN OF BILLERICA
COMMUNITY PRESERVATION COMMITTEE
365 BOSTON ROAD, BILLERICA MA 01821
Application for CPA Funding

RECEIVED
2022 DEC 29 P 12:42
TOWN MANAGER
TOWN OF BILLERICA

Applicant: Town of Billerica Planning & Community Development

Co-Applicant (if applicable): _____

Project Name: MHC Survey & Planning Grant Match

Project Location/Address: Town Wide

Purpose: (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Open Space | <input checked="" type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Recreation |

Total Project Budget: \$ 20,000 Amount of CPA Funds Requested: \$ 10,000

Amount from Other Funding Sources: \$ 10,000

Please check which of the following is included with this Application:

- One Paragraph Project Summary *
- Map (if applicable)
- Narrative *
- Letter of Support from a Municipal Department, Commission, or Board*

Selection Criteria and Needs Assessment

- | | |
|--|--|
| <input checked="" type="checkbox"/> Detailed Project Budget * | <input type="checkbox"/> Architectural plans, site plans, photographs (if appropriate) |
| <input type="checkbox"/> Feasibility Assessment | <input type="checkbox"/> Copy of Audit or most recent Financial |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | <input type="checkbox"/> Information (Non Profit Organizations Only)* |
| <input type="checkbox"/> Other Letters of Support (if any) | |
| <input checked="" type="checkbox"/> Timeline * | |

* Required Documentation

The Contact Person for this Project is: Erika Oliver Jerram, Director of Planning and Community Dev.

All Correspondence should be mailed to: Billerica Town Hall, 365 Boston Road, Billerica, MA 01821

The Contact Person can be reached by phone at: (978) 671-0962

or by email at: ejerram@town.billerica.ma.us

Signature of Applicant: 



BILLERICA PLANNING AND COMMUNITY DEVELOPMENT
Room 105 ▪ 365 Boston Road Billerica, MA 01821 ▪ 978-671-0962

Community Preservation Application Narrative

**Billerica Historic Resources Audit and Survey Updates Project – Massachusetts
Historical Commission Grant Match**

Contact: Erika Oliver Jerram, Director of Planning and Community Development
Phone: (978) 671-0962 / **Email:** ejerram@town.billerica.ma.us

Attachments:

- Community Preservation Application Form
- Budget and Timeline

Summary

The Town of Billerica is seeking \$10,000 from CPA as a match to potential grant funding from the Mass Historic Commission (MHC). If awarded, MHC requires a 50% match which will result in a \$20,000 project that would commence next summer. The purpose of the grant is to hire a consultant to audit the current Historic District and Cultural Resources documentation and establish a plan for filling gaps and updating as needed. Building on the excellent work that preceded it, primarily undertaken by dedicated volunteers, this project will identify and fill gaps in our knowledge to inform good decision making in the near term and help us plan out our preservation activities in the future. The results of this survey audit and updated information will be added to the information on file at the library for the public to access. It will also be available for staff and commissions to utilize to make sound decisions and for realtors and homeowners to understand the historic structures in private hands.

Narrative

In November, PCD staff submitted a Letter of Intent to Apply for this grant and received notification in mid-December that we would advance to the next round and were invited to apply for the grant formally. Applications are due on February 26th with notification by mid-March. The Historical Commission voted its support for the project on December 5th, 2022.

The Letter of Intent included the following:

The Town of Billerica is seeking funds to audit its current Historic District and Cultural Resources documentation and establish a plan for filling gaps and updating as needed. Building on the excellent work that preceded it, primarily undertaken by dedicated volunteers, this project will identify and fill gaps in our knowledge to inform good decision making in the near term and help us plan out our preservation activities in the future. The results of this survey audit and updated information will be added to the information on file at the library for the public to access. It will also be available for staff and commissions to utilize to make sound decisions and for realtors and homeowners to understand the historic structures in private hands.

Billerica was founded in 1655 and contains four separate historic districts, including the Town Center District, that include 395 properties. In addition, the Town's historic resources inventory also includes some monuments and other additional resources. Located just south of Lowell, this fast-growing community has a strong manufacturing sector and new homes are in demand. Historic properties are threatened, and their only tools are the Local Historic Districts, and a 6-month demo delay bylaw. The Historic Districts Commission, Historical

Commission, and Historical Society, as well as town decision-makers such as the Town Manager, Planning Board, Selectboard, and Building Commissioner, all rely on this information to make sound decisions about growth in the community. There is a strong volunteer base for historic preservation initiatives, but they are underfunded and could use a systematic review of existing survey information in order to inform future preservation efforts.

This project will unite the various entities undertaking preservation in the town and provide critical information to inform future projects. This project addresses the five Selection Criteria as follows:

1. Demonstration that the proposed project will represent a public benefit.
This effort will leverage the Town's existing preservation efforts to date and help put Billerica into the context of the region with better historical information. Billerica includes a number of first period properties as identified by MHC that could benefit from better documentation.
2. Identification of the funding match source. *We seek CPA funds but are ready to ask for funds at Annual Town Meeting in Spring 2023 if necessary. We will appropriate funds and seek reimbursement at project completion.*
3. Demonstration of financial need.
The Town has no preservation staff and no dedicated preservation budget. Until recently, they did not even collect any fees for applications. Most historic preservation funds have come from special appropriations for specific projects and are focused on capital projects.
4. Demonstration that the proposed activity can realistically be completed within the budget and time frame of the project.
The Town staff understand that this project will commence in the fall and need to be completed within one year. We are prepared to undertake a competitive procurement process to ensure compliance with state and federal procurement laws.
5. Geographic Distribution and previous applications.
To my knowledge, the Town has not applied for MHC Survey and Planning Grant funds before. Billerica is located just south of Lowell along Concord and Shawsheen Rivers. It is the center of the historic Middlesex Canal, which is designated on the National Register and has a rich history mills and dams.

Town of Billerica Planning and Community Development Department
HISTORIC SURVEY DOCUMENT REVIEW AND UPDATE FY23

Proposed Budget	
Historic Preservation Consultant	
MHC Grant	\$10,000
Town Match	\$10,000
TOTAL PROJECT COST	\$20,000

Timeline	
- Applications Due:	February 26, 2023
- Award Notification:	mid-March 2023
- Distribute RFP for Consultant:	July 1, 2023
- Begin Project:	September 1, 2023
- Periodic Project Check-ins with Local Commissions and Mass Historic Commission	Oct 2023-May 2024
- Project Completion	June 30, 2024

Final Deliverable:

Report on existing documentation available for properties listed in the Town's Historic Inventory and Historic Districts and estimation of effort required to fill gaps and update forms. If