



Town of Orleans

Community Preservation Committee
9 School Road Orleans MA 02653-3699
Telephone (508) 240-3700 – Fax (508) 240-3388

FY27 COMMUNITY PRESERVATION PROJECT APPLICATION

(for consideration at Annual Town Meeting in **Spring 2026** or Special Town Meeting in **Fall 2026**)

SECTION A

Project Title: CHO Historic Collections Archive Project **Submission Date: 10/22/2025**

Applicant (note if Town, individual or non-profit): **The Centers for Culture and History in Orleans (CHO) (a.k.a. The Orleans Historical Society)**

Mailing Address: PO Box 353, Orleans, MA 02653

Co-Applicant, if any (note if Town, individual or non-profit):

Mailing Address:

Project Contact Person(s): Cris Harter

Telephone: 203-219-7913

E-mail: cmhcmhcmh@comcast.net

Federal Tax Identification Number (if non-profit): **04-6168175**

Project purpose (Check all that apply):

Open Space Historic Preservation Community Housing Recreation

Project Location/Address: Corner of School Street and River Road, Orleans, MA

Community Preservation Funding Request: \$ 50,000

Brief Project Summary, including justification of project category checked above:

Since the CHO's founding in 1958, it has been the main repository for Orleans' historical documents, photographs, recordings and objects. In the past ten years there has been significant restoration work completed on the Meetinghouse and the Hurd Chapel. During the restoration projects, the entire historical collection has been moved several times. The collection has now been safely relocated to the new Hurd Chapel Archive. The digital records of the items in the collection need to be updated to reflect their current condition and locations. In addition, many new items have been added to the collection which need to be catalogued and preserved. Many of these items also need to be re-housed with archival materials. It is planned that the work will be accomplished by skilled professional archivists augmented by the CHO's dedicated volunteers. This grant request will enable the CHO to build on the previous work of documenting and preserving this important collection of historic artifacts ensuring its availability for generations to come.

SECTION B

Please attach the following information with all applications:

- **Detailed Narrative:** A detailed but succinct description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Community Preservation Plan and the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.
- **Action Plan and Timeline:** Note the estimated dates for project commencement and completion and list (with an explanation) all action and steps that will be required for project completion, including any legal requirements or any impediments to implementation.
- **Financial Data:** Provide financial information for the project including detailed and total cost, additional revenue sources (public, private, in-kind, volunteer time and services), basis for the fiscal estimates and any other fiscal details currently available. Costs relating to historical rehabilitation/renovation should be clearly identified (if possible) compared to other costs, such as code compliance or accessibility improvements. Applicants are encouraged to submit more than one quotation from potential contractors.

GUIDELINES FOR PROJECT SUBMISSION

- A) **For early assistance**, complete Section A, and submit it to the CPC via email, **between July 1 and Oct. 31, 2025**. You will be contacted by the CPC regarding detailed information to fully complete the application by the November 17, 2024 deadline as described in Guideline B below.
 - B) Fully completed applications need to be submitted **by Nov. 17, 2025** for consideration at the Annual Town Meeting. **Applications should be received by July 1, 2026** for consideration at the Special Fall Town Meeting. Late applications may be accepted at the discretion of the CPC.
 - Submit **two (2) complete paper copies** of the application and other materials to the Community Preservation Committee, c/o Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653. Applications can be dropped off at the front desk.
 - **Applicants must also email complete applications in PDF** format to Jennifer Fountain, Administrative Assistant, at jfountain@town.orleans.ma.us A **single PDF file** which appends materials described in item 3 (below) to the application form is preferred.
1. **Complete Applications must be received by Monday, November 17, 2025 to be considered for recommendation at the Annual Town Meeting** in the Spring of 2026. Complete Applications must be received by July 1 2026 for consideration at the Special Town Meeting in the Fall of 2026.
 2. Funds for approved projects will be available on approximately July 15th following the Annual (Spring) Town Meeting 2026 and about six weeks after the Special Town Meeting in the Fall of 2026 upon submission of appropriate invoices and accounting and a signed grant agreement from the CPC.
 3. Applicants may be asked to include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted. Clear, concise presentation of materials is appreciated by the Committee.
 4. The Community Preservation Committee may require additional (or more detailed) information or further clarification for a submitted application including the advice of legal counsel or the Historic Commission.
 5. Prior to submission of funding applications, applicants should review the Community Preservation Act (MGL, Chapter 44B, through the Community Preservation Coalition website), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available on the Town Web site at <https://www.town.orleans.ma.us/community-preservation-committee>. Nonprofit organizations applying for historic preservation funds for historic structures should obtain an opinion from the Orleans Historic Commission about the suitability of their proposal under Orleans historic building guidelines. All historic preservation or rehabilitation must comply with the Secretary of the Interior's Standards for Historic Rehabilitation.
 6. Eligible projects must address one or more of the uses outlined in the Community Preservation Act, Sections 2 and 5 (2), as follows:

Open Space: Acquisition, creation, and preservation of land to protect existing water supply/aquifer areas, agricultural and forest land, coastal lands, frontage to inland water bodies, wildlife habitat, nature preserves and scenic vistas.

Community Housing: Acquisition, creation, preservation, and support of community housing defined as housing for low and moderate income individuals and families, including low and moderate income senior housing. The Community Preservation Committee is required to recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

Historic Preservation: Acquisition, preservation, rehabilitation and restoration of historic structures and landscapes that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture, or culture of the Town or that are listed on the State Register of Historic Places. Plans for restoration and rehabilitation must comply with Secretary of the Interiors' standards.

Recreation: Acquisition, creation, preservation, rehabilitation, and restoration of land for active and passive recreational uses, including land for community gardens, trails and noncommercial youth and adult sports and the use of land as a park, playground, or athletic field and for preservation and restoration of recreational facilities. (Community Preservation funds cannot be used for a stadium, gymnasium, or similar structures or for the acquisition of artificial turf for athletic fields.)