



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 2025 or Special Town Meeting in Fall 2025)

SECTION A

Project Title: Enhanced Historic Properties Research and Documentation

Submission Date:

Applicant (note if Town, individual or non-profit): **Orleans Historical Commission**

Mailing Address: 9 School Rd, Orleans MA 02653

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

Mailing Address:

Project Contact Person: Ed Marcarelli

Telephone: 616-794-5891

E-mail: ea.marcarelli@gmail.com

Federal Tax Identification Number (if non-profit):

Project purpose (Check all that apply):

Open Space Historic Preservation Community Housing Recreation

Project Location/Address: Townwide

Community Preservation Funding Request: \$ 25,000

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

Among the most important tools of historic preservation in our town is the Orleans Historic Properties Inventory, which documents historic buildings, areas, landscapes, cemeteries, and objects. This inventory is filed with the Massachusetts Historical Commission and is available on their MACRIS website. The Orleans Inventory has evolved over a period of over 50 years, with many of the Form Bs for buildings having been completed in the 1970's, 80's, and 90's. Many of these forms are incomplete by today's standards, and lack full historic, architectural, and photographic documentation.

Over the course of several years with help of Community Preservation Act funds provided through the endorsement of the CPC, the town of Orleans has made significant progress in updating these important documents. On present course with the level of funding requested this year, the town can complete the full inventory of Form Bs in three more years (including FY27).

Approximately 80 Historic Inventory forms can be completed with the funds requested for the next fiscal year including replacements and new forms. Requested funds are based on the estimate of \$300 per revised or new inventory form. That would leave approximately another 160 Form Bs to be completed.

We propose to engage a historic preservation consultant to continue the process of researching the identified buildings and to prepare new inventory forms with upgraded (or new) architectural significance narratives, historical significance narratives, and photographs.

Proposed Timeline:

Milestone	Completion
Prepare and publish Request for Proposal	August 1, 2026
Historic Preservationist engaged	September 15, 2026
First set (approximately half) of Form Bs delivered	February 28, 2027
Final Form Bs delivered	June 30, 2027

Fundin request details:

Task	Cost
Preservation consultant fees	\$24,000
Related expenses (digital media storage, etc.)	1,000
Total	\$25,000

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, 2024**. You will be contacted by the CPC regarding detailed information to fully complete the application by the November 18, 2024 deadline as described in Guideline B below.
- B) Fully completed applications need to be submitted **by Nov. 18, 2024**. 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** to Jennifer Fountain, Administrative Assistant, at jfountain@town.orleans.ma.us. A **single PDF file** which appends materials described in item 3 to the application form is preferred.

1. **Complete Applications must be received by Monday, November 18, 2024 to be considered for recommendation at the Annual Town Meeting** in the Spring of 2025. Complete Applications must be received by July 1 2025 for consideration at the Special Town Meeting in the Fall of 2024.
2. Funds for approved projects will be available on July 1st following the Annual Town Meeting upon submission of appropriate invoices and accounting and a signed grant agreement from the CPC, if applicable.
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.
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 a sample copy of an acceptable historic preservation deed restriction (available from the Town Administrator's office) since this type of document will be required. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all successful nonprofit applicants will be required to sign. Please contact the Administrative Assistant by email with any questions.
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.)

May 23, 2024