



Town of Orleans

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

FY25 COMMUNITY PRESERVATION PROJECT APPLICATION

SECTION A

Project Title: Comprehensive Historic Properties Documentation

Submission Date: November 7, 2023

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

Mailing Address: 19 School Street, Orleans MA 02635

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

Mailing Address:

Project Contact Person: Ron Petersen

Telephone: 774-722-3862

E-mail: ronpete50@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: \$125,000

Brief Project Summary, including justification of project category checked above: The “heart and soul” 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 B’s 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 and photographic documentation.

Two hundred and fifty Historic Inventory forms have been identified as being in need of revision and upgrade in order to carry our preservation efforts into the future. One hundred and fifty buildings have been identified as needing to be added to the Inventory by creating new forms. Three cottage colonies have been identified to be added to the Inventory.

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

Requested funds are based on the estimate of \$300 per revised or new inventory form.

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) Complete Section A, and submit to the CPC via email, between July 1 and Oct. 31
 - You will be contacted by the CPC regarding detailed information to complete the application
 - B) Fully completed applications need to be submitted by Nov. 20. 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 20 to be considered for recommendation at the Annual Town Meeting.**
 2. Funds for approved projects will be available on July 1st following the Annual Town Meeting upon submission of appropriate invoices and accounting.
 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 to 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:

Section B

Detailed Narrative

The Orleans Historic Properties Inventory provides the basis for historic preservation activities in our town. It documents historic homes and buildings, areas, landscapes, objects (such as monuments, and cemeteries. The Inventory is documented by the Massachusetts Historical Commission and is publicly available on the Massachusetts Cultural Resources Information System (MACRIS). The Inventory is not a static document, but one that has evolved over a more than 50-year period, beginning in the early 1970s. This project focuses on the documentation of houses and buildings on what are known in the inventory as “Form B’s). Many of the Form Bs completed in the 1970’s, 80’s and 90’s are incomplete and in need of updating and revision. They lack suitable photographic documentation, as well as historical and architectural narratives. There are a number of resources available today that were not available when the forms were completed.

Two hundred and fifty existing Form B’s have been identified in a previous CPC funded historical survey to be in need of revision and upgrade. One hundred and fifty buildings have been identified as needing to be added to the Inventory by creating new forms. This totals 403 new Form B’s.

We are also proposing that the project include 3 new Area Forms (MHC Form A’s) to document three cottage colonies not previously included in the inventory.

Action Plan and Timeline

If awarded funding, we propose the following initial schedule:

July 2024- Begin procurement process to engage a qualified Historic Preservation Consultant to perform the work.

Sept 2024-Select Consultant

Nov 2024- Begin field work

May 2025- File first batch of new Form Bs with the Massachusetts Historical Commission

Financial Data

Re-do 250 Form Bs @ \$300.00 per form.....\$75,000.00

- 1700’s- 34 properties
- 1800’s- 203 properties
- 1900’s- 26 properties

Create 150 new Form Bs @ \$300.00 per form.....\$45,000.00

- 1700’s- 0 properties
- 1800’s- 28 properties
- 1900’s- 122 properties

3 Cottage colony area forms\$3000.00

Supplies/printing..... \$2000.00

Total..... \$125,000.00