

Community Preservation Committee Town of Belmont

CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 7:00 pm on Monday, December 5, 2022:

Community Preservation Committee
Matthew Haskell, CPA Administrator
Office of the Select Board
Belmont Town Hall
455 Concord Avenue
Belmont, MA 02478

*Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, final applications will not be accepted after the submission deadline. In order for the CPC to consider a project proposal that cannot adhere to the deadlines as outlined in the **Standard Application Process**, the project must meet the additional selection criteria as outlined in the **Special Application Process**.*

Project Title _____

Project Location _____

Applicant/Contact Person _____

Organization _____

Mailing Address _____

Telephone _____ **E-mail** _____

Signature _____ **Date** _____

CPA Category (*check only one, in consultation with the CPC*):

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

Amount Requested _____

Total Project Cost _____

The CPC will review the Final Applications. Applicants will be contacted if additional information or an interview is required. The CPC may also request to visit the site of the proposed project. Applicants will be notified by mid-January whether the CPC plans to recommend their project at the next Annual Town Meeting.

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project? What prior municipal procurement experience does the applicant have? If the applicant has no prior procurement experience, what member of the project's working team or Town of Belmont Department Head mentor will be responsible for ensuring the project adheres to the necessary procurement laws?
- **Success Factors:** How will the success of this project be measured?
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for ongoing maintenance expenses.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- **Town Properties:** All CPA applications filed by a private person or entity for a CPA project either located on, or which involves, public land, structures, personal property or amenities shall be co-sponsored by a committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity. The committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity may set guidelines, standards and rules for, or make revisions to a CPA project either located on, or which involves, public land, structures, personal property or amenities.
- **Private Entity as a Private Project Sponsor:** Private entities sponsoring CPA projects on private property, not town-owned, are required to be nonprofit 501(c) (3) organizations and provide a copy of their IRS determination letter as part of their application.

- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
- **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.
2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
4. **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
9. **Fundraising:** Private persons who wish to contribute to a particular CPA project have the following fundraising options: A) Establish a 501 (c) (3) organization and set up a separate bank account in its name. This requires IRS filings on the part of the entity that sets it up. Collect and deposit all funds into the bank account you set up. B) Work with the Treasurer's Office to set up an account in the name of the CPA Project. Define the purpose of the fund raising and what the money will be used for.
10. **Further Attachments:** Assessor's map showing location of the project.

Goals: What are the goals of the proposed project?

This project will address issues with the basketball court. This project will address the CPC goal of preserving the Town's precious assets. This court at PQ Park is a critical piece of infrastructure within the parks system in town. Replacing it in-kind and making it playable will allow many residents to enjoy the sport.

Community Need: Why is the project needed? Does it address needs identified in existing Town plans?

The PQ basketball court is in need of replacement. It was the only aspect of the original renovation of the park that wasn't included in the construction. Parts of the court are torn up and are dangerous to play on. This project will seek to replace the current basketball court in-kind. The hope is to combine the design and engineering and construction into one phase since the court will be replaced as is. This project is also identified as a need in the Inventory and Assessment document.

Community Support: What is the nature and level of support for this project? Include any letters of support and petitions.

N/A

Project Documentation: Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

Attached budget and photographs

Timeline: What is the schedule for project implementation, including a timeline for all critical milestones?

Combining phase 1 and phase 2 of the design process to replace the basketball court in-kind.

Credentials: How will the experience of the applicant contribute to the success of this project? What prior municipal procurement experience does the applicant have? If the applicant has no prior procurement experience, what member of the project's working team or Town of Belmont Department Head mentor will be responsible for ensuring the project adheres to the necessary procurement laws?

Brandon Fitts, CTRS, CPRP, Recreation Director and Jay Marcotte, DPW Director will work with Activitas to ensure the project is completed appropriately.

Success Factors: How will the success of this project be measured?

Safe and accessible basketball court for the public to use.

Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for ongoing maintenance expenses.)

Anticipated Budget – \$102,187.25

Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project

None

Town Properties: All CPA applications filed by a private person or entity for a CPA project either located on, or which involves, public land, structures, personal property or amenities shall be co-sponsored by a committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity. The committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity may set guidelines, standards and rules for, or make revisions to a CPA project either located on, or which involves, public land, structures, personal property or amenities

The project proposal is for a currently town owned property.

Private Entity as a Private Project Sponsor: Private entities sponsoring CPA projects on private property, not town-owned, are required to be nonprofit 501(c) (3) organizations and provide a copy of their IRS determination letter as part of their application.

N/A

Maintenance: If ongoing maintenance is required for your project, how will it be funded?

This project, as proposed, should require no additional maintenance other than routine maintenance already budgeted for through the DPW.

Impact on Town Budget

Secondary effects will be minimal. Routine maintenance is already budgeted for recreational purposes annually

Control of Site

Town owns and has control over the site.

Deed Restrictions

None required

Acquisitions

N/A

Feasibility

There are no barriers for moving forward with this project.

Hazardous Materials

Contractor and consultant will abide by all state regulations.

Permitting

Contractor will need town required permitting for any right of way street impacts.

Environmental Concerns

N/A

Professional Standards

The proposed budget includes funds for a Professional Landscape Architect to design and specify this project. A qualified, experienced contractor, using the appropriate state bid laws, will be awarded the construction contract for the lowest qualified bid. In addition, the Town has professional resources and expertise within its DPW and Community Development Departments to oversee and address any concerns.

Fundraising

No

Further Attachments

Attached photos and budget outline

Town of Belmont
Town Field Playground

Budget Estimate

Waterfield Design Group

December 21, 2022

Item	Unit	Quantity	Unit Price	Estimated Cost
Demolition / Site Preparation				
General Conditions / Mobilization	ls	1	\$8,000.00	\$8,000.00
Existing Pavement Removal	sy	690	\$25.00	\$17,250.00
Construction Entrance	ea	1	\$1,750.00	\$1,750.00
Temporary construction fence	lf	350	\$15.00	\$5,250.00
Tree Protection/Removal	ea	5	\$150.00	\$750.00
Loam and Seeding	sy	50	\$10.00	\$500.00
Reinstall existing benches	ea	2	\$500.00	\$1,000.00
Demolition & Site Preparation Subtotal				\$33,000.00
Basketball Court				
New 3" court surface	sf	6220	\$6.00	\$37,320.00
Regrade base material at existing paving	sy	690	\$8.00	\$5,520.00
Basketball Goals	ea	2	\$5,000.00	\$10,000.00
Courts Subtotal				\$52,840.00
CONSTRUCTION SUBTOTAL				\$85,840
Construction Contingency - 10%				\$8,584
Market Variance - 20%				\$17,168
Design Consultant Fees - Construction Documents, Bid and Construction Phase Services				\$13,000
TOTAL CONSTRUCTION COST				\$124,592



Town of Belmont

Department of Public Works

Highway • Parks & Cemetery • Water & Sewer

Jay Marcotte, MPA
Director

Michael A. Santoro
Assistant Director

January 19, 2023

To Brandon Fitts, Belmont Recreation Director,

Public works endorses the renovations of the baseball fields and the basketball court at the Grove Street Playground that is being submitted through the CPA application process. Once completed, Public Works is committed to the continued maintenance and upkeep of the Grove Street Playground. I look forward to working with you as we continue the CPA application process, thank you.

Best,

Jay Marcotte, MPA
Director of Public Works



Town of Belmont

Department of Public Works

Highway • Parks & Cemetery • Water & Sewer

Jay Marcotte, MPA
Director

Michael A. Santoro
Assistant Director

January 19, 2023

To Brandon Fitts, Belmont Recreation Director,

Public works endorses the renovations of the basketball court at the Pequossette Playground that is being submitted through the CPA application process. Once completed, Public Works is committed to the continued maintenance and upkeep of the Pequossette Playground. I look forward to working with you as we continue the CPA application process, thank you.

Best,

Jay Marcotte, MPA
Director of Public Works