

STEP 2
Town of Middleborough
Community Preservation Committee
Application for Community Preservation Funding

A. COVER SHEET

1. PROJECT NAME _____ Historic Pipe Organ Preservation Project _____

2. APPLICANT INFORMATION

Project Organization: First Unitarian Universalist Society of Middleborough

Contact Person: _____ Jeffrey Stevens _____

Address: _____ 25 North Main Street _____

City: State: Zip: _____ Middleboro, Ma, 02346 _____

Daytime Phone: Fax: _____ 508-947-1935 _____

E-mail: Website: _____ stevens7981@comcast.net _____

Property Owner (if different from Applicant) _____

Contact Name: _____

Address: _____

City: State: Zip: _____

E-mail: _____

3. PROJECT INFORMATION

CPA Category (Please check all that apply):

_____ Open Space # of acres _____ Historic Preservation

_____ Recreation # of acres _____ Affordable Housing # of units _____

Project Location/Address: _____ 25 North Main St. _____

Middleborough Assessors Map: _____ Block: _____ Lot: _____

Brief Project Description:

The beautiful instrument at 25 South Main St. is an original Woodberry and Harris tracker organ with 61 notes and five stops each on two keyboards (great and swell), and 27 notes in a flat pedal-board. This Boston made instrument was built and installed in the back wall of the chancel in 1890. After electricity became available, the manual pump action for the bellows was replaced by an electric motor. There were some renovations in 1962 by Roche Organ Company, including replacing a consistently out-of-tune trumpet stop with an oboe stop.

This historic organ is basically in its original mechanical condition and needs refurbishing in order to keep it running. The key action is noisy because the bushings all need to be replaced. The bellows have ripped twice in the last 3 years, and are currently held together with tape. There are many tiny leather parts such as key-tails and couplers that are starting to give way. The brass trackers and pull-down wires all need to be replaced. Because of the layout of this intricate assembly, it is far easier and cheaper to replace all these worn parts at the same time.

4. AMOUNT OF CPA FUNDING REQUESTED: \$ 6,000 _____

TOTAL PROJECT COST: \$10,000 _____

CPA AS PERCENTAGE OF TOTAL PROJECT COST: 60% _____

For CPC Use

Date Received _____ Funding Recommendation _____

Date Application Deemed Complete _____

Public Hearing _____

9B. PROJECT NARRATIVE

To assist the CPC in reviewing your application in a fair, equitable, and efficient manner, please provide a thorough project description, addressing each of the following points in the order indicated. Use separate sheets as needed and number each point to correspond with the section headings below.

1. Goals and Description: Provide a detailed project description, including but not limited to:

a. Project goals;

The goal of this project is to refurbish the 1890 Woodbury and Harris tracker pipe organ in the Middleboro Unitarian Church.

b. Description of project activities and outcomes and the property involved and its proposed use;

The activities involved in this project will replace worn and damaged internal structures and components of this musical instrument. This will be done by a professional company that has extensive experience with historic pipe organs. The outcome of this process will be a fully restored instrument that will function as it did originally, with all of its components in working order.

c. Indication of how the project is eligible for CPA funding;

This project is eligible under Goal 1, the historic preservation goal, of the Community Preservation Act. Without this intervention, this 120 year old instrument is likely to become non functioning in the near future.

d. Description of the project applicant and any project partners.

The applicant for this project is the First Unitarian Universalist Society of Middleborough. This group was formed in 1885 and continues as an active congregation in the Town of Middleborough.

2. Community Need: Indicate what community need(s) the project will address and how these are consistent with Town policy and plans. Refer specifically to the Community

Preservation Plan, existing Town plans, and/or other publicly vetted priority-setting planning documents. Describe the ways that the project will benefit the Town.

This project will continue the availability of this historic instrument to both the Town of Middleborough and the First Unitarian Universalist Society. Recently, the fire at the Central Congregational Church destroyed another historically significant pipe organ. Another organ in Town has had its inner workings removed and replaced by an electronic system. The instrument at the Unitarian Church is also one of a very few organs made by the Woodberry and Harris Company of Boston. In the five years of their partnership, they made only about 25 organs according to the archivist of the Organ Historical Society. Of those, he estimates that only eight or nine remain in unaltered condition and he states that our organ is a "quality product". This instrument is used for community concerts as well as Sunday services. The public is welcome at all services as well as the musical concerts that occur periodically during each year. The Unitarian Church and this instrument are in our "historic district" and are a part of our community's history in many, many ways.

3. Community Support and Outreach: Describe the nature and level of support for this project. Show how the project will foster long-term stewardship and generate a community ethic through citizen involvement. Provide information on the methods that will be used to disseminate information on the project and how it will endeavor to encourage and/or serve as a model for other local projects. Submit at least 3 letters, petitions, or other documentations of support.

In step 1 of this application process, pages of signatures were provided to the CPA Committee to indicate the strong support of the citizens of Middleborough for this project. As a congregation, the Unitarian Church has a well deserved reputation as a local center for musical excellence, with an outstanding choir and numerous past musical events open to the public. In addition to using the Middleboro Gazette to advertise these special events, the Church is using "social media" extensively, with connections to Facebook and Twitter. We also broadcast our services on the local TV channel each week, bringing the sound of this instrument into any home that selects our program for viewing. All of these sources will be used to inform the community of the support this grant provides to refurbish this instrument

4. Credentials: Identify the members of the project team and their roles, qualifications, and technical expertise. Explain how the project applicant and any partners are qualified to conduct the scope and scale of the proposed project and indicate prior experience with similar projects. Identify the professional standards that will be followed if construction, restoration, or rehabilitation is proposed. Note that historic preservation proposals must include the services of a qualified credentialed preservation professional to oversee all preservation and restoration activity and ensure compliance with Massachusetts Historic Commission standards.

The work of refurbishing this instrument will be done by the Andover Organ Company of Methuen Mass that has extensive experience with historic pipe organs.

5. Maintenance and Ongoing Costs: If ongoing maintenance or other ongoing costs are required for the project, indicate how it will be funded. If no costs are anticipated, the application should include this information.

This instrument has been maintained by the First Unitarian Universalist Society of Middleborough for over 120 years. The annual budget of the Society (over \$130,000.00) has historically included funding for general maintenance. The Society will continue its support for this historic musical instrument.

6. Success Factors: Describe how the project's success will be measured. Indicate the specific method(s) that will be used to evaluate each project outcome. Identify any significant barriers to complete the projected outcomes and specify how these would be addressed.

Success in this project will be the refurbishing of the historic instrument

7. Project Permits & Approvals: Provide documentation as required:
- a. Control of Site: Provide documentation that the applicant has 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. If the applicant is not, or will not be, the owner of record, submit a certification of project approval by the owner.
 - b. Deed Restrictions: Identify the present owner and attach a copy of the deed up to present owner. In addition, identify the entity that will be holding rights to enforce the restriction. In order for a project's funding to be distributed fully, an applicant must have filed with the CPC a copy of the appropriate deed restriction
 - c. Hazardous Materials: Provide evidence that the proposed project site is free of known hazardous materials, or if there are known hazardous materials please indicate the proposed plan for remediation.
 - d. Environmental Concerns: Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the project boundaries.
 - e. Evidence of Historic Significance [for historic preservation projects]: An applicant must provide evidence that the historic resource is listed or eligible for listing on the Massachusetts State Register of Historic Places or obtain a letter from the Middleborough Historic Commission ["MHC"] that the historic resource is locally significant. The applicant must also obtain a letter from the MHC indicating the MHC has reviewed and endorsed the proposal. The applicant should submit a draft project proposal to the MHC in order to be reviewed at a monthly MHC meeting prior to submission to CPC.

This project has been presented to the Middleborough Historical Commission. We have a follow up appointment with the Historical Commission on November 20th.

f. Permitting: Indicate any further actions that will be required to complete the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, and any other known barriers to moving forward. Present evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations and that the project will expeditiously meet environmental and other permitting requirements, so that on-the-ground activities will begin within the first 12 months after the project's start date. Evidence of consultation with the Conservation Commission, DPW, Park

Dept., Planning Board, Historical Commission, Select Board, etc. where applicable, is strongly recommended.

List below any permits needed for the project. Provide copies of permits already acquired. (Applicants are responsible for all costs associated with permitting, including, but not limited to abutter mailings and advertising.)

Name of Permit	Filed (Y/N)	Date Filed	Date Obtained

11

C. PROJECT BUDGET, FUNDING, & TIMELINE

1. Project Budget: State the total budget for this project, and how CPA funds will be spent. Applicants are reminded that they must adhere to the Commonwealth of Massachusetts's Procurement Policy. All non government applicants should review the draft Grant Agreement to ensure that all potential project costs are eligible for CPA funding, e.g. CPA funds may not be used for maintenance.

Provide a detailed itemization of all project expenses, such as personnel, consultants, contracted services, equipment, and supplies. For each item, specify in parentheses how the expense was calculated, e.g. (# of hrs. x cost/hr.) Applicants should obtain quotes for project costs when possible; if not, indicate where cost estimates have been used. For each item, identify whether CPA funds or other funding will be used, and note where applicant and/or partner in-kind contributions will cover non-CPA fundable expenses such as administration.

Use table below or include as a separate attachment.

Expense Item	Total	CPA	Other
Refurbish the organ	\$10,000	\$6,000	\$4,000

Activity	Date Completed	Total Funding	CPA	Other
Refurbish organ	2013	\$10,000	\$6,000	\$4,000

D. SUPPORTING DOCUMENTS & APPLICANT CERTIFICATION

1. Supporting Documents: Check off all attachments included:

A. Minimum Submission Requirements

All Projects

- Support letters [three or more]
- Names and addresses of project architects, contractors, and/or consultants
- For projects on Town property: Letter of approval from Town Manager and/or appropriate department head
- Non-CPA funding commitment letters

Historic Preservation Projects

For Historic Preservation Projects:

- Evidence property/site is on State Register of Historic Places or is eligible for the State Register, OR
- Middleborough Historic Commission (MHC) letter of certification of significant historical, archeological, architectural, and/or cultural value.
- Letter from the MHC indicating the project proposal has been reviewed and endorsed by the MHC.

Projects that include acquisition and/or rehabilitation of land, buildings, and other real property

- Evidence of Site Control [Purchase and Sales Agreement, Option, Deed, License, Lease, etc.]
- Appraisal [for acquisitions]
- Assessor's map showing location of the project
- Permits already obtained

B. Additional Supporting Documents

- Photographs, renderings, or design plans, if applicable
- Preliminary architectural plans and specifications for new construction or rehabilitation, if applicable
- Historic structure report or existing condition reports
- Other information or documents. Please list.

2. Applicant Certification

I hereby certify that the foregoing and attached information is true and accurate to the best of my knowledge. I further certify that I have reviewed the attached Community Preservation Fund Appropriation Payment, Accounting & Procurement Policy and for non-government applicants, the attached draft Grant Agreement and hereby affirm that if the foregoing application is funded, the applicant is prepared to execute and abide by the terms of these documents.

Applicant's Name First Unitarian Universalist Society of Middleborough

By Authorized Representative Jeffrey C. Stevens

Date: October 31, 2012

**E. CERTIFICATE OF AUTHORITY & LIST OF OFFICERS AND DIRECTORS
GRANT AGREEMENT #: APPLICANT:**

I hereby certify that I am the Clerk/Secretary of: 1st UU Soc. of Middleborough
(Print Name of Corporation)

and that Jeffrey C. Stevens is the
(Print name of Officer who signs the Grant Agreement)

duly elected Vice-President of said corporation; Jeffrey C. Stevens
(Print title of Officer who signs the Grant Agreement)

and that Oct. 17, 2012 on at a duly authorized meeting of the Board of Directors
(date of Meeting)

of said Corporation, at which a duly authorized quorum of the Directors were present and acting, or waived notice, that Jeffrey C. Stevens
(Print name and title of Officer signing Grant Agreement)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix it Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

Attest: _____
(Signature of Clerk/Secretary)

Name: Kelly Lownds
(Printed or typed name of Clerk/Secretary)

Date: _____

NOTE: THE DATE OF THE VOTE AUTHORIZING OFFICER TO SIGN GRANT AGREEMENT MUST BE BEFORE THE DATE THE OFFICER ACTUALLY SIGNS THE GRANT AGREEMENT. THIS CERTIFICATE MUST ALSO BE EXECUTED BEFORE THE OFFICER SIGNS THE GRANT AGREEMENT. PLEASE ATTACH A LIST OF OFFICER AND DIRECTORS OF THE CORPORATION

• This Form is to be used by corporations, trusts and associations who are applying for CPA Funds.

F. STATE TAX CERTIFICATION

GRANT AGREEMENT #:
 APPLICANT:

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that, First Unitarian Universalist Society of Middleboro
 (name of Recipient receiving the Grant)

to the best of my knowledge and belief, has filed all Massachusetts tax returns and paid all Massachusetts and Town of Middleborough Taxes and Fees as required under law.

Signature: _____

Name of Recipient: _____

Federal Tax ID # or Social Security #: _____

Date: _____

G. AFFIDAVIT

GRANT AGREEMENT #: APPLICANT:

I, _____, under the penalties of perjury do hereby state and affirm that:

1. On _____, I signed the attached Project Submission & Application For Funding (hereinafter "the Application") seeking funding from the Town of Middleborough's Community Preservation Fund as the Authorized Representative of _____ (hereinafter "the Applicant");
 and

2. Neither I, nor the Applicant, nor any person or entity who would receive funding as a result of the Application has ever been convicted of:

(a) a crime involving the willful and malicious setting of a fire, or (b) a crime involving the aiding, counseling, or procuring of a willful and malicious setting of a fire, or (c) a crime involving the fraudulent filing of a claim for fire insurance;
 and

3. Neither I, nor the Applicant, as of this date, owe the Town of Middleborough any monies in the form of previously incurred real estate taxes, water/sewer charges, motor vehicle excise taxes, personal property taxes, parking tickets or any other indebtedness,
 or

4. I owe \$ _____, (please state dollar amount and source of indebtedness - if nothing owed insert \$0.00), and if delinquent, _____ I have filed in good faith, an application for an abatement of such amount which is pending, or _____ a petition before the Appellate Tax Board is pending, or _____ an Installment Payment Agreement with the treasurer of the Town which is current and not in default; and
5. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding of the project described in the Application, has ever been convicted of violating any code, statute or bylaw regarding conditions of human habitation within the last three (3) years; and
6. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application, has ever been the owner of any property in the Town of Middleborough for which the Town has foreclosed the right of redemption as a result of failure to pay real estate taxes, water/sewer charges or any other indebtedness
7. Neither I, nor the Applicant, nor any person who would gain equity as a result of funding the project described in the Application nor any person who would gain equity in the project described in the Application, is employed by the Town, or a member of a Board or Commission of the Town of Middleborough or if so:
- (a) In what capacity? (b) In what department?

I understand that in the event any of the foregoing statements are untrue, all CPA funding of the project described in the attached Project Submission & Funding Request will be forfeited and if any monies have been distributed pursuant to Town Meeting approval of this Funding request, then all such sums shall be immediately due and payable to the Town of Middleborough.

The undersigned swears under the penalties of perjuries that this Affidavit is complete and accurate in all respects.

SIGNATURE _____

PRINT OR TYPE NAME Jeffrey C. Stevens

ADDRESS 25 North Main St. Middleboro, Ma 02346

TELEPHONE # 508-947-1935

WITNESS _____

- This Affidavit must be signed by the individual(s) or organizations(s) applying for Community Preservation Funding. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized representative of that corporation or legal entity.

H. MEMORANDUM OF UNDERSTANDING

GRANT AGREEMENT #: APPLICANT:

I understand that there are certain conditions and responsibilities involved in receiving CPA funding.

My signature below indicates that I have read the following conditions and agree to follow them if my application is recommended to and approved by Town Meeting:

1. I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this places certain restrictions on how payments may be made.

2. In order to acknowledge the Community Preservation Act, and thus the contributions of the Middleborough taxpayers, I will:

- Order, pay for and place a temporary "Community Preservation Works" sign or banner in front of the project. The Community Preservation Committee will provide the approved design. Approximate cost for the banner is generally \$250 - \$300.
- Acknowledge the contributions of the Community Preservation Act in all press releases, newsletters, and other publicity.
- Include recognition of the Community Preservation Act if a permanent plaque or sign is placed on the project.

3. If requested, I will supply the Community Preservation Committee with quarterly financial up-dates on the project.

4. I acknowledge that a deed restriction may be required. If needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.

Jeffrey C. Stevens
Print Name

Signature

Date