

STEP 2

Town of Middleborough Community Preservation Committee

Application for Community Preservation Funding

A. COVER SHEET

1.PROJECT NAME Oliver House Assessment & Documentation

2.APPLICANT INFORMATION

Project Sponsor or Organization: Middleborough Historical Commission

Contact Person: Jane Lopes, Chair

Address: Middleborough Town Hall, Nickerson Avenue

City: State: Zip: Middleborough, MA, 02346

Daytime Phone: Fax: 508-947-1760/ FAX 508-947-9426

E-mail: Website: mgaetteeditor@yahoo.com

Property Owner (if different from Applicant) Lawrence, Starr, Oliver *et. al.*

Contact Name: Prudence Harper

Address: 45 East 85th Street

City: State: Zip: New York, NY, 10028

E-mail: _____

3.PROJECT INFORMATION

CPA Category (Please check all that apply):

Open Space # of acres 40

Historic Preservation

Recreation # of acres

Affordable Housing # of units _____

Project Location/Address: 445 Plymouth Street, Middleborough, MA 02346
Middleborough Assessors Map: 041 Block: _____ Lot: 2867

Brief Project Description:

The Middleborough Historical Commission (Middleborough HC) is seeking funding for an historic preservation consultant to assist with planning and preservation for the Oliver Estate, 445 Plymouth Street in Middleborough, MA. The project scope is to update and expand existing information about the historic and archaeological resources on the 40-acre property through an updated inventory form and an archaeological sensitivity assessment, along with preservation and conservation recommendations. This Baseline Documentation information will be used to determine the scope of preservation and conservation restrictions in order to protect the property in the future as it transitions to new ownership.

4. AMOUNT OF CPA FUNDING REQUESTED: \$9,651.00

TOTAL PROJECT COST: \$9,651.00

CPA AS PERCENTAGE OF TOTAL PROJECT COST: **100%**

For CPC Use

Date Received _____ Funding Recommendation _____

Date Application Deemed Complete _____

Public Hearing _____

B. PROJECT NARRATIVE

The Middleborough Historical Commission (Middleborough HC) is seeking funding for an historic preservation consultant to assist with planning and preservation for the Oliver Estate, 445 Plymouth Street in Middleborough, MA. The project scope is to update and expand existing information about the historic and archaeological resources on the 40-acre property through an updated inventory form and an archaeological sensitivity assessment, along with preservation and conservation recommendations. This Baseline Documentation information will be used to determine the scope of preservation and conservation restrictions in order to protect the property in the future as it transitions to new ownership. Preservation of the historically and architecturally significant Oliver House is consistent with the community's preservation goals as set forth in its Historic Preservation and Community Preservation Plans.

A portion of the Oliver Estate, consisting of the buildings and a wetland on approximately five acres of land, is listed in the National Register of Historic Places (National Register) as a contributing element in the Muttock Historic and Archaeological District. The property is also included in the Massachusetts Historical Commission's (MHC) Historic and Archaeological Assets of the Commonwealth and Massachusetts Cultural Resource Information System (MACRIS) Inventory as the Peter Oliver, Jr. – Sproat House (MID.140), built in 1769, and recorded on an inventory form completed in 1975 and updated in 1985.

The Middleborough HC proposes to engage as consultant the Public Archaeology Laboratory, New England's largest cultural resource management firm which specializes in historic preservation, archaeology and other fields. PAL has worked previously with the Commission in regard to the Oliver House having prepared the nomination for the Muttock Historic and Archaeological District which was successfully listed on May 18, 2000

The Middleborough Historical Commission and its consultant PAL anticipate the following tasks will be required to prepare the Baseline Documentation.

Task List

Task 1. Coordination and Meetings

The PAL project manager will be responsible for meetings and coordination with the client, and for ensuring the timeliness and quality of submittals. PAL assumes there will be one start up meeting and one meeting to review results and recommendations in Middleborough, as well as phone coordination.

Task 2. Research

PAL will review the MHC's inventory and site files, the National Register files, PAL files, and any new reports or other information that has been generated about the property in the last 13 years. PAL will also conduct targeted historical research in repositories and on-line sources such as ancestry.com to identify any new information that would augment the historical section of the form. A review of local geography, geology, ecology, soils, prehistory, and history will be conducted. The background research will examine primary and secondary documentary sources (town histories, maps, etc) to establish contexts for the interpretation of fieldwork results. In addition, consultation with professional and avocational archaeologists, local informants, and tribal authorities will establish the presence of sites important in Native American history, oral history, and religion.

Task 3. Fieldwork

PAL architectural historians will visit the property to view the exterior and interior of the house and two outbuildings and record observations. Data collected will include a description of the buildings and the cultural landscape, in notes and photographs. PAL archaeologists will conduct a walkover of the land to complete a sensitivity assessment of the 40-acre property. The archeological team will examine the existing physical condition of and surrounding the improvement areas to enable

assessment of the integrity of the ground surface and collect data on current environmental settings. During the walkover survey, PAL staff will also look for any surface indications of archaeological sites. PAL will coordinate through the Middleborough HC for owner permission to access the property.

Task 4. Historic Inventory Form Update

The MACRIS inventory form update will include a discussion of the historic resources and cultural landscape of the property, along with current photographs and a sketch map locating the property boundaries and historic and cultural landscape resources.

Task 5. Archaeological Assessment Memorandum

PAL will prepare an archaeological sensitivity memorandum report with information on any known sites and/or sensitive areas. Results of the background research and walkover survey will be used to develop a sensitivity ranking and predictive statements concerning the potential for the presence of Native American and EuroAmerican cultural resources. Native American archaeological sensitivity will be determined by assessing key environmental attributes, the presence of documented cultural resources in and adjacent to the project area, and the degree of disturbance. Key environmental attributes are proximity to fresh or salt water, well-drained soils, and level topography. EuroAmerican archaeological sensitivity will be determined by assessing background research information collected and the walkover observations.

Task 6. Preservation and Conservation Restrictions Recommendations

PAL will provide recommendations regarding protection of the key resources to assist the owner and the Middleborough HC in pursuing preservation and conservation restrictions for the historic buildings, cultural landscape and archaeological sites or sensitive areas on the property. The recommendations will be presented in a memorandum format.

2. Community Need:

Preservation of the Oliver House is consistent with the Middleborough Historic Preservation Plan as well as with the vision of the Middleborough Community Preservation Plan which seeks to recognize, restore, preserve and enhance the historic character and heritage of Middleborough in its entirety; to optimize the use, enjoyment and accessibility of the town's historic resources by residents and visitors alike; and to protect the contribution such resources make to the town's character, history and future. Further, the proposed project supports the Community Preservation Plan's goal to preserve and provide permanent protection for historic and architectural resources of significance, especially those that are threatened. Among the priorities for preservation are those resources lying within the Muttok National Register Historic and Archaeological District that includes the Oliver House. Protection of the parcel on which the house sits as open space is also consistent with the Community Preservation Plan which places a high priority on parcels located within the Nemasket River corridor.

3. Community Support and Outreach:

Submit at least 3 letters, petitions, or other documentations of support.

4. Credentials

Virginia H. Adams, PAL senior architectural historian will serve as the project manager and oversee the inventory form update and the data collection and will develop the recommendations regarding a preservation restriction. She will be assisted by a PAL architectural historian. Dianna Doucette, senior archaeologist/principal investigator will be responsible for the archaeological sensitivity assessment and recommendations regarding a conservation restriction. Ms. Adams and Ms. Doucette were involved in past PAL surveys in Middleborough and they are familiar with the property and the area. All PAL project lead personnel meet the professional qualifications set by the NPS (36 CFR Part 61) for architectural history projects or (36 CFR Part 66) for archaeology projects. Project

Archaeologists have at least two years of supervisory experience and two years of field experience in New England.

5. Maintenance and Ongoing Costs:

There are no maintenance or ongoing costs associated with this project.

6. Success Factors:

There are no anticipated barriers to the successful completion of this project. The success of this project will be measured by pre-determined milestones including the delivery of a draft inventory form update, archaeological memorandum, and preservation restriction and conservation easement recommendations memorandum to the Middleborough Historical Commission seven weeks following the notice to proceed and the final delivery of products to the Commission two weeks following the receipt of comments on the draft materials by PAL.

7. Project Permits & Approvals: Provide documentation as required:

a. Control of Site:

The property is currently owned by the heirs of Peter Oliver (see Plymouth County Registry of Probate Docket 79746) who are desirous of seeing the property preserved for future generations and who have worked cooperatively with the Middleborough Historical Commission in the past to find an appropriate owner for the house. The purpose of the project is to determine the scope of restrictions necessary to secure preservation of the Oliver House and protection of the property on which it sits for the benefit of Middleborough's residents 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:

For current title to the property, see Plymouth County Registry of Probate Docket 79746

c. Hazardous Materials:

No documentation is required.

d. Environmental Concerns:

The proposed project has no environmental impact.

e. Evidence of Historic Significance [for historic preservation projects]:

The Oliver House is listed as a contributing resource in the Muttok National Register Historic and Archaeological District.

f. Permitting:

No permitting is required for this proposal.

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
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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
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See attached budget

TOTAL	\$9,651.00
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- 2. Other Funding:** Describe efforts to secure other funding. Indicate what additional funding sources are available, committed or pending. Include commitment letters, if available. Complete the table below and include applicant and/or partner in-kind contributions.

Source of other funds	Amount	Funding requested (Y/N)	Funding secured (Y/N)
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3. Total Project Funding:

If the proposal is part of a multi-phase project, please indicate below the projected project costs and funding sources for the additional phases to completion.

Fiscal Year	Total Project Cost	CPA Funds to be Requested	Other Funding
2014	\$9,651.00	\$9,651.00	
2015	0	0	
2016	0	0	
TOTAL	\$9,651.00	\$9,651.00	


4. Timeline and Grant Disbursement Schedule: Provide a detailed schedule for project implementation, including all activities and key milestones. Indicate the total funding as well as CPA and other funding that will be required to complete each activity or milestone.

Project start date: _____

Use table below or include as a separate attachment.

Schedule

PAL is prepared to begin work on the Project immediately upon receipt of a written notice to proceed (NTP). The research and fieldwork will be completed within four (4) weeks of the NTP. A draft inventory form update, archaeological memorandum, and preservation restriction and conservation easement recommendations memorandum will be submitted to the client for review within three (3) weeks of completing the fieldwork. Within two (2) weeks of the receipt of comments on the draft materials, PAL will prepare and submit the final products to the client.

	PUBLIC ARCHAEOLOGY LABORATORY - COST PROPOSAL -				
	PREPARED FOR	Middleborough Historical Commission			
	DATE	September 17, 2013			
	PROJECT SERVICES	Oliver Estate Historic and Archaeological Assessment			
PERSONNEL	TASK	HOURS	RATE	COST	
Senior Architectural Historian	Coordination/Meetings	4	100.28	401	
	Survey	6	100.28	602	
	Inv Form Update/Recomm.	6	100.28	602	
Architectural Historian	Research	8	73.12	585	
	Survey	6	73.12	439	

	Inventory Form Update	24	73.12	1,755
Architectural Assistant	Research	4	45.96	184
	Inventory Form Update	4	45.96	184
Principal Investigator	Coordination Meetings	2	100.28	201
	Field Survey	6	100.28	602
	Archaeology Memo/Recomm.	6	100.28	602
Project Archaeologist	Research	2	68.94	138
	Field Survey	6	68.94	414
	Archaeology Memo	24	68.94	1,655
Technical Editor	Editing	4	73.12	292
Production Coordinator	Typing/Formatting	2	66.85	134
GIS Specialist	Technical Graphics/Maps	4	66.85	267
TOTAL PERSONNEL COSTS		118		9,054
OTHER EXPENSES				
	DESCRIPTION			COST
Reproduction	Report Preparation, Copying & Graphics			300
Photographs	Processing & Prints			50
Communication	Postage			35
Expendable Supplies	Archival Paper, Bags etc.			10
Mileage	200 Miles @ \$	0.51		102
Curation	1 Boxes @ \$	100.00		100
TOTAL OTHER EXPENSES				597
TOTAL PAL COST PROPOSAL				9,651

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 _____

By Authorized Representative _____

Date: _____

E. CERTIFICATE OF AUTHORITY & LIST OF OFFICERS AND DIRECTORS

GRANT AGREEMENT #:

APPLICANT:

I hereby certify that I am the Clerk/Secretary of: _____

and that _____ *(Print Name of Corporation)* is the
(Print name of Officer who signs the Grant Agreement)

duly elected of said corporation; _____
(Print title of Officer who signs the Grant Agreement)

and that _____ 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 _____
(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: _____
(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, _____
(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. AFFADAVIT

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 _____

ADDRESS _____

TELEPHONE # _____

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.

Print Name

Signature

Date