

**Community Preservation Committee  
Town of Belmont**

**CPA Funding – Final Application**

**RECEIVED  
TOWN  
ADMINISTRATION  
BELMONT, MA**

DATE: December 4, 2023  
TIME: 11:37 AM

**Ten copies of the completed Final Application must be submitted to the following address by no later than 7:00 pm on Monday, November 29, 2021:**

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:**\_\_ Chenery Park Complex Funding\_\_

**Project Location**\_\_ Chenery School\_\_

**Applicant/Contact Person**\_\_ Brandon Fitts CTRS, CPRP, Director of Recreation\_\_

**Organization**\_\_ Town of Belmont (Partners - Chenery PTO)

**Mailing Address**\_\_ 19 Moore St. Belmont, MA 02478\_\_

**Telephone**\_\_ 617.993.2760\_\_ **E-mail**\_\_ bfitts@belmont-ma.gov\_\_

**Signature**\_\_ **Date**\_\_ 11/29/2021\_\_

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 checked="" type="checkbox"/> Recreation |

**Amount Requested**\_\_ \$1,000,000\_\_

**Total Project Cost**\_\_ \$3,300,000 (estimated)\_\_

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?
  - This project will set aside funding for the Chenery Park Complex Construction phase. This project is estimated to cost around \$3,000,000 so we are setting aside funding in preparation for the project.
- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
  - The Chenery School Parks Complex is a unique site. It serves the neighborhood and the school. The playground, fields, and courts, themselves are worn and in need of replacement. In addition with the grade changes taking place at the Chenery, there should be consideration for a more age appropriate play area. The town needs more tennis courts so rehabilitating the courts that are on site will be an important aspect of this project.
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
  - This project has the support of the Recreation Commission and has had initial conversations with the Chenery PTO and School administration who are also very supportive of this project.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.
  - None as of now.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
  - **FY25** – Design
  - **FY26/FY27** - Construction
- **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 and the Recreation Department have lots of experience and resources regarding town projects. In partnership with the Recreation Commission, DPW, other appropriate entities, Brandon Fitts as the head mentor, will see that this project is completed appropriately.

- **Success Factors:** How will the success of this project be measured?
  - By the competition of the design and engineering within budget and an agreed upon construction plan.
- **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.)
  - This application is for phase one of the project; the design work. We are requesting \$300,000. We are estimating this project to be \$3,000,000 and based on the standard rate of design and engineering, this would be 10% of that overall fee.
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- **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.
  - This project will be primarily funded by CPA funds but will also be fundraised with PTO contributions.
- **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.
  - This is a town sponsored project on town land
- **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.
  - This is a town sponsored project on town land
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
  - Chenery will continue to be maintained by the town of Belmont's Parks Division of DPW. Additional maintenance may be covered by the Recreation Department's Fields Revolving Account.
- **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?
  - There are no additional projects planned outside at Chenery that will impact the town's budget. We will work with the facilities Department to make sure we compliment and building construction.

**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.
  1. Chenery is a Town managed Field.
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.
  1. None related to this project
3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
  1. N/A
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.
  1. For this design phase, we will secure an appropriate vendor/design firm. For the study, there wont be additional feasibly considerations. For construction, we will o out to bid and coordinate with all appropriate entities to ensure the project is facilitated well.
5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
  1. There aren't any known hazardous materials at Chenery. For this design phase, the general areas being evaluated are not anticipated to be disturbed beyond normal impact.
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.
  1. This design phase will inform the town of what permits will be needed for the construction phase in FY26/FY27.
7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
  1. This project does not directly abutt any wetlands resources areas. For the design work, there are no environment concerns.
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.
  1. The recreation department in partnership with other relevant town departments will ensure that this project is conducted professionally from start to finish. The department has qualified staff who are prepared to ensure to project is conducted with integrity and honesty.

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**9. Fundraising:** Private persons who wish to contribute to a particular CPA projects 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.

1. Fundraising will be coordinated with the Chenery PTO and other stakeholders.

**10. Further Attachments:** Assessor's map showing location of the project.