

March 5, 2003

Dear Community Members:

As you may know, the Town of Norwell adopted the provisions of the Community Preservation Act (CPA), M.G.L. c. 40B, by virtue of public referendum and by adoption of a Town Bylaw provision in 2002. In accordance with the CPA, members have been appointed to a nine-member committee called the Community Preservation Committee (CPC) with the task of administering the CPA in the Town of Norwell.

In connection with revenues generated this fiscal year through the CPA surcharge on local property taxes, the CPC is now soliciting proposals for projects that qualify for funding. Proposals that are submitted under the four topic areas of: 1) acquisition, creation and preservation of open space; 2) acquisition and preservation of historic resources; 3) acquisition, creation and preservation of land for recreational use; and 4) creation, preservation and support of community housing will be heard before the CPC in three meetings scheduled in November, 2003:

Sept. 18: Open Space and Recreation (7:30 p.m. at Town Hall)
Sept. 25: Historic and Community Housing (7:30 p.m. at Town Hall)
Oct. 9: Final Review and Time-sensitive Submissions (7:30 p.m. at Town Hall)

Please see the attached Project Submission Form and Selection Criteria. Applications should be submitted to the CPC as soon as possible, but no later than June 30, 2002.

The CPC plans to propose funding for approved projects via the Town Warrant for the Town Meeting in November 2003.

For further information please contact the Community Preservation Committee at www.norwellma.com or 781-659-4711.

Thank you.

Community Preservation Committee

Enclosures (Project Submission Form and Selection Criteria)

**Town of Norwell Community Preservation
Committee Guidelines for Project Submission**

- 1) Each project must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in eleven (11) multiple copies.
- 2) Requests must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged. Endorsement letters from toe boards or departments are encouraged,
- 3) Obtain quotes for project costs whenever possible. If not available, estimates may be used, provided the basis of the estimate is fully explained.
- 4) If the request is part of a multi-year project, included the total project costs and allocations.
- 5) For applicants that have multiple project requests, please prioritize projects.
- 6) Requests must be received by June 30, 2003 to be considered for recommendation at the November 2003 Town Meeting.
- 7) Applicants must be present at a CPC meeting to answer questions. The CPC meeting schedule to review project proposals is as follows:

Sept. 18, 2003: Open Space and Recreation (7:30 P.M. Town Hall)

Sept. 25, 2003: Historic & Community Housing (7:30 P.M. Town Hall)

Oct. 9, 2003: Final Review and Time-sensitive applications (7:30 P. M. Town Hall)

Please keep in mind that there are legal limitations to the use of CPA funds. Additional information in the CPA and the Community Preservation Committee can be found on the Town's website at www.townofnorwell.net. The committee can be reached by e-mail at bzfreed@attbi.com or telephone 781-659-4711. If you are in doubt about your project's eligibility, after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the Project Submission form and accompanying documentation to:

Community Preservation Committee
345 Main Street, Town Hall
Norwell, MA 02061

TOWN OF NORWELL COMMUNITY PRESERVATION COMMITTEE
PROJECT SUBMISSION FORM

Submitter: _____ **Submission Date:** _____

Submitter's address, phone number and email: _____

Purpose (please select all that apply):

- Open Space
- Community Housing
- Historic
- Recreation
- Town Committee Affiliation (if any):

Project Name: _____

Funding Amount Requested: _____

Please address the following questions.

1. Project description and goals

2. How does this project help preserve Norwell's character?

3. Please provide a full budget and project timeline, including the following information, as applicable:

Fiscal Year	Total Cost	CPC Funds Requested	Other Sources of Funding
2003			
2004			
2005			
2006			
2007			
Total:			

4. How does this project meet the General Criteria and Category Specific Criteria for CPC projects (see attached)?

5. Attach cost estimates for construction projects.

6. For Acquisition projects attach appraisals and agreements if available. Please set forth name of present owner and attach copy of deed into present owner. In addition to property address please provide Norwell assessors office identification Map, Block and Lot Number.

Additional information may be provided.

For Community Preservation Committee Use

Received on:	Associated Town Committee:
Reviewed on:	Determination:

TOWN OF NORWELL COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Norwell Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the CPA legislation.

Projects will be evaluated according to the following criteria:

- Are consistent with the Master Plan, Open Space and Recreation Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

Category Specific Criteria

Open space proposals that address many if the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that
 - are of local significance for biodiversity;
 - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - contain a habitat type that is in danger of vanishing from Norwell; or
 - preserve habitat for threatened or endangered species of

- Preserve Norwell's rural, agricultural or wooded character.
- Provide opportunities for passive recreation and environmental education.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical Proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened;

- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Project is within a Norwell Historical District, on a State or National Historical Register, or eligible for placement on such registers, or on the Norwell Historical Properties Survey;
- Project demonstrates a public benefit; or
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource.

Community Housing proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Promote a socioeconomic environment that encourages a diversity of income. Ethnicity, religion and age;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; or
- Give priority to local residents or town employees

Recreation proposals that address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;

- Expand the range of recreational opportunities available to Norwell residents of all ages;
- Jointly benefit Conservation Commission and Park and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Norwell (e.g. school property); or
- Promote the creative uses of public corridors or pathways to create safe and healthful non-motorized transportation opportunities.

Community Preservation Committee

Town of Norwell