

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST
FY25 SPRING ANNUAL TOWN MEETING**

Department: Marine and Environmental Affairs	Priority #:	3
Project Title and Description: Town Brook Trail Improvements	Total Project Cost:	\$3,000,000

Department/Division Head: David Gould

Check if project is: New ☒ Resubmitted ☐ **Cost estimate was developed:** Internally ☐ Externally ☒

For project re-submittals, list prior year(s):

List any funding sources and amounts already granted: _____

Funding is being sought from multiple sources to supplement this project including NOAA, MA Department of Transportation +

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY26</i>		
<i>Labor and Materials</i>	\$3,000,000		<i>FY27</i>		
<i>Administration</i>			<i>FY28</i>		
<i>Land Acquisition</i>			<i>FY29</i>		
<i>Equipment</i>			<i>FY30</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$3,000,000				

Project Justification and Objective: _____

The project would reconstruct the walkways between the Grist Mill and Brewster Gardens and bring them up to ADA compliance. It would address the ongoing drainage problems that cause the path to be wet and freeze in the winter months. It would replace electrical wiring, conduit and lighting and fix the sections of broken wall along the brook. It would add new railings to the walks under both bridges and create safer approaches to both of them. The project would also replace the footbridge over Jenney Pond and add a new ADA compliant walkway to it thereby making Brewster Gardens to Holmes Park completely accessible.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes ☐ No ☒
Can this project be phased over more than one fiscal year? Yes ☐ No ☒

For Capital Equipment Requests:

☐ Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

What is the expected lifespan of this new/replacement equipment: _____

Attach backup information, estimates, or justification to support this request.

Plymouth Community Preservation Committee

FISCAL YEAR 2022-2023 APPLICATION



THANK YOU FOR YOUR INTEREST IN PLYMOUTH'S COMMUNITY PRESERVATION ACT (CPA)

Attached is the Fiscal Year 2022-2023 Application for CPA funding. Please check with the Clerk's office at Town Hall or the Town web site for Town Meeting dates. The deadline for submission of applications to the Community Preservation Committee (CPC) is the last Friday in January for Spring Town Meeting and last Friday in June for Fall Town Meeting.

These deadlines are designed to provide the CPC and Town Departments sufficient time to review and discuss applications and supporting documentation, and to vote on recommendations for Town Meeting prior to the deadlines required under the Town's warrant process. The CPC reserves the right to accept or refuse an application submitted after the above deadlines.

IN THIS PACKET YOU WILL FIND THE FOLLOWING:


1. The one-page application form with instructions.
2. A Memorandum of Understanding describing the funding process and the responsibilities of those who receive CPA funding. Please read this document carefully, sign, and return with your application to confirm that you understand the process, and what your responsibilities will be if your application is approved by Town Meeting.
3. Information on eligibility for CPA funding, the proposal review and award process, and the CPC's goals and criteria for each of the three application categories—Open Space, Community Housing, and Historic Preservation.
4. Flowcharts showing the steps involved for each application category are found starting on page 10.
5. The appraisal process. If application is for consideration of an interest in real estate, an appraisal is required. Please review appraisal process.

Applications are accepted throughout the year. The CPC carefully reviews all applications before voting on which projects to recommend to Town Meeting. Any application not recommended to or approved at Town Meeting may be re-filed by the applicant to be considered for a future funding cycle.

IT IS IMPORTANT TO NOTE THAT WHILE THE CPC IS AN INDEPENDENT FUNDING ENTITY, ALL FUNDING DECISIONS ARE ULTIMATELY DECIDED BY VOTE OF TOWN MEETING.

- Application materials are revised annually by the CPC and presented to the citizens of Plymouth for review at an open forum.
- The application provides all necessary information about the CPA and the application process.
- The CPC may or may not choose to interview applicants.
- Applicants may be notified if questions arise before the CPC can vote on whether or not to present a project to Town Meeting.
- Once an application has been submitted to the CPC for consideration, all communication from the applicant, including questions, status inquiries, and addenda must be made in writing to the CPC.
- The CPC attempts to clearly outline the scope of the project at Town Meeting in order to define the project and educate Town Meeting members about benefits to the Town.
- After the Town Meeting vote, the applicant will be required to adhere to the language of the Article, as well as the presentation and supporting documents presented to Town Meeting.
- CPC oversight thereafter is only to approve invoices to ensure that expenses for a project are disbursed in accordance with the vote of Town Meeting.
- Applicants for CPA funding should include a financial and operational budget, and a preventive maintenance plan to ensure that future burdens will not be placed upon the taxpayers for a CPA funded project.
- The CPC reserves the right to rescind funding for projects.




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- To ensure progress on CPA funded projects, the CPC requires a signed grant agreement prior to release of any CPA funds.
- The grant agreement may include provisions for a liaison to be added to the directors and/or management team for the project. The term of the liaison will end when the CPA appropriation has been expended.
- On certain projects the CPC may require the applicant to accept a designee appointed by the Town to the applicant's governing body. Third party oversight is beneficial for long term projects where changes in management can lead to shifting objectives and stalled progress.
- Applicants must demonstrate how the project will be fully funded prior to approval of the application, or demonstrate that other funding sources are immediately available to complete the project.
- The CPC strongly encourages applicants to seek other funding sources through grants from government agencies and private foundations, and as well as contributions from advocacy groups and public organizations.
- The CPA should be recognized in any property signs, media coverage, or interviews involving funded projects. Suggested acknowledgment may be as follows: *This project was made possible by the residents of the Town of Plymouth, through their contribution of CPA funds and vote of Town Meeting.*
- An application for a project that will require alterations to a building for adaptive reuse must include a report from a licensed architect regarding state and local building codes, ADA and safety issues, fire department inspection, and expected costs for any changes that must be made to the building.

In 2012 an addendum was attached to the Community Preservation Act legislation that allows towns to use CPA funds for renewal of existing town-owned parks and open spaces. The CPC is careful in its deliberations with this new potential use of funds to ensure that the Town does not depend upon CPA funding for projects that were previously in a Town budget. As the CPA changes and evolves at the state level, the Plymouth CPC works to respond to the changes. The CPC therefore is reaching out to residents to involve them in the decision making process. For example, the steering committees for village centers where the projects are located can provide valuable input into the design of a project.

In 2020 the Town of Plymouth celebrated the 400th Anniversary of the arrival of the Pilgrims. The CPC will continue to look favorably, as it has since its inception, on applications that enhance Plymouth's economic viability and historic significance. It is important to note that since 2002, CPA funds have generated more than \$10-million dollars for some of the most significant historic restoration projects in the Town.

Your questions are welcomed. The Plymouth Community Preservation Committee meets at 7 pm on the 2nd and 4th Thursday of each month at Plymouth Town Hall, 26 Court Street, Plymouth. If you prefer, you can reach the CPC at 508 789-5012.

COMMUNITY PRESERVATION COMMITTEE

Bill Keohan, *Chair* – Member at large
Joan Bartlett, *Vice Chair* – Member at large
Allen Hemberger, *Clerk* – Member at large
Russ Appleyard – Representative from Planning Board
Betty Cavacco – Representative from the Select Board
Frank Drollett – Representative from Conservation Commission
Russ Shirley – Representative from Housing Authority
Michael Tubin – Representative from Historic District Commission
Christine Pratt – Member at large





FISCAL YEAR 2022-2023 APPLICATION

Project Name: Town Brook Trail Improvements

CPA Funding requested: \$ 3,000,000 If the amount is unknown, will an appraisal be needed?

☐ Y ☒ N (If yes see page 14 of the appraisal process)

Total project cost: \$ 21,800,000

Category—check all that apply: ☒ Open Space/Recreation ☒ Historic ☐ Housing

Lot and Plot: 6 and 8A

Assessors Map #: 19C

Number of acres in parcel: 1.329 acres

Number of proposed housing units: N/A

Are there any existing deed restrictions on this property? ☐ No ☐ Don't know ☒ Yes/DESCRIBE

Describe restrictions below:

As park land there is Article 97 protection under state ensuring that the land remain as park land and not be developed.

Project Sponsor/Organization: Department of Marine and Environmental Affairs

Contact Name: David Gould

Address: 26 Court Street

Phone #: 508-747-1620 x10134 E-mail: dgould@plymouth-ma.gov

David Gould
Applicant Signature

10/31/23
Date submitted

APPLICATION REQUIREMENTS:

A complete application consists of this application page (the specific amount of CPA funding is required), along with the following:

- A detailed description of the project explaining how your proposal benefits the Town of Plymouth and how it meets CPA goals and selection criteria outlined at the end of this application packet.
- Are there any special permit, variance or other approvals required? Are there any legal ramifications or impediments to this project?
- A detailed project budget including any additional revenue sources. Will there be any annual costs to the town once the project is operational?
- A project timeline.
- Additional supporting information such as photographs, plot plans, and maps (if applicable).
- Applicant must provide all title information for the property.
- Applicant must initial each page in the space provided.



David Gould
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PLEASE SEND 11 COPIES (DOUBLE-SIDED) OF YOUR APPLICATION TO:

The Community Preservation Committee, Plymouth Town Hall
26 Court Street, Plymouth, MA 02360

Applications may also be dropped off at the Town Clerk's office.
or in the CPC mailbox at Plymouth Town Hall.

The deadline for submitting an application is last Friday in February for Spring Town Meeting,
and last Friday in June for Fall Town Meeting.

MEMORANDUM OF UNDERSTANDING

Project Name: Town Brook Trail Improvements

Applicant Name: David Gould

Address: 26 Court Street

Phone #: 508-747-1620 x10134 E-mail: dgould@plymouth-ma.gov

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 Plymouth 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 the project.
4. As needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.
5. The Applicant agrees to adhere to the intent and the spirit of the presentation made to Town Meeting.

David Gould

Print Name

Signature

A handwritten signature in blue ink, appearing to read "David Gould", written over a horizontal line.

10/31/23

Date



Handwritten initials in blue ink, possibly "DG", written over a horizontal line.

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ELIGIBILITY FOR FUNDING

The Town of Plymouth is pleased to be able to offer Community Preservation Act (CPA) funds to applicants who propose projects that will benefit the Town and include one or more of the following:

1. The acquisition, creation and preservation of open space/recreational use;
2. The acquisition and preservation of historic resources;
3. The creation, preservation and support of community housing.

The Community Preservation Committee (CPC) encourages applicants to propose projects that encompass more than one of the above categories. Use of Community Preservation Act funds may not include maintenance of real or personal property or use of land for a stadium, gymnasium or similar structures.

It is important to understand that a deed restriction on CPA funded projects is a mandatory requirement by State law. A grant agreement may be required prior to funding of certain projects.

All proposed projects must meet the requirements described in the Community Preservation Act M.G.L. 44 B, Chapter 267 of the Acts of 2000 and Chapter 165 of the Acts of 2002.

Copies are available at Clerks Office in Plymouth Town Hall, the main branch of the Plymouth Library Reference Desk, and on line at www.massachusettslaws.com.

PROPOSAL REVIEW PROCESS

The Community Preservation Act (CPA) proposal review process is described below:

1. Upon receipt of eleven copies of a proposal, copies are distributed to all Community Preservation Committee (CPC) members. A copy also will be sent to legal counsel for opinion on eligibility. The entire CPC reviews each application to determine if the application is qualified for funding under the Act.
2. If the application qualifies, it is forwarded to the appropriate subcommittee (Community Housing, Historic or Open Space) for further review. Recreation proposals are reviewed by the entire committee.
3. The subcommittee reviews each proposal according to stated goals and ranking criteria (see later sections of this application). The CPC subcommittee may request input or recommendations from other town committees or boards.
4. At the request of the applicant or of a CPC member, the subcommittee will schedule an interview and/or site visit with the applicant, which may be attended by any CPC member. Site visits are for information only. Due to open meeting laws, applications will not be discussed until the next scheduled CPC meeting.
5. The subcommittee presents a favorable or non-favorable recommendation to the entire CPC.
6. The CPC shall next evaluate all applications using the following General Selection Criteria:
 - Feasibility
 - Efficient use of funds (multiple bids are encouraged)
 - Serves multiple needs and populations
 - Consistent with recent planning documents or other identified needs
 - Multiple sources of funding
 - Assists an under-served population
 - Addresses multiple categories of the Act
 - Requires urgent attention
 - Has means of financial support for future maintenance
 - Enhances town assets
7. The CPC will then vote on which applications to recommend to Town Meeting. Please note that satisfying all criteria does not guarantee that the CPC will recommend a proposal to Town Meeting.
8. Town Meeting votes to approve or not approve a project for funding.




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9. Proposals approved by Town Meeting shall be funded by the CPC and implemented by the applicant.
10. At any stage in which an application is rejected, the committee will notify the applicant.

AWARD PROCESS

Before submitting your application please be aware of the following:

- Funds are paid out according to the guidelines of the Massachusetts Procurement Law (MGL 41). This means payment will be made for bills submitted for services rendered. In order to receive funds, the applicant must submit original invoices showing the organization's Tax ID number (no statements or copies) with a completed and signed W-9 Federal Tax Form for each invoice submitted.
- Also required is a memo from the applicant summarizing the services covered by each invoice. These documents are reviewed and approved by CPC and then submitted to the Town for payment.
- The CPC will provide successful applicants with a detailed memo describing the complete award process, which adheres to the guidelines of Massachusetts Procurement Law.
- Funds may be spent only on items listed on the budget submitted with the application. Any changes to budgets which involve use of CPA funds must be approved by the CPC. Funding from the CPC may not be used to replace, or free up for any other use, alternate funds or revenue sources.
- It is a requirement of the Community Preservation Act that projects have a deed restriction or confirmation that the Department of Revenue is satisfied with the status of the restriction.
- Applicants agree to note the CPA as a funding source for their project. This acknowledgment must appear on any materials involving the project (i.e. press releases, brochures, etc.). In order for Plymouth's citizens to see the result of their tax funding, a CPC designed banner or sign will be purchased by the applicant and displayed on the property for up to six months after receipt of the award and recognition of the Town of Plymouth's CPA contribution must be included in any signage on the property.
- Signature on the application indicates that the applicant has the right to enter into contracts for the organization seeking funding and has read and understands all regulations in this packet.

OPEN SPACE GOALS AND CRITERIA

Because of increased and ongoing development pressure in Plymouth, the preservation of Open Space is becoming increasingly important. With property values rising in recent years, the acquisition of Open Space has become increasingly difficult and urgent. The CPA is a proactive tool for the community to preserve our quality of life, the purity of our water, control property taxes and find a balance between economic development and preservation. Note that all Chapter 61 notifications to the Town are considered standing CPA applications.

Changes in the 2012 Massachusetts General Laws, Chapter 44 B, allow CPA funds to be used for certain restoration projects that were not originally purchased using CPA funds. The Community Preservation Committee reserves the right to carefully consider such projects to ensure that they are in compliance with the wishes of the Plymouth citizens who voted to adopt the original CPA in 2002, and who may not agree with the new provisions for such uses. Demonstration of 70% match is encouraged and expected for projects at sites that were not initially purchased using CPA funds.

The Community Preservation Committee solicits input from the Town's Open Space Committee, Conservation Commission, as well as other town boards, committees and the public, in identifying goals for open space protection, which include:

- Goal 1: Preserve Plymouth's rural character.
- Goal 2: Protect rare, unique and endangered plant and wildlife habitat.
- Goal 3: Protect aquifer and aquifer recharge areas to preserve quality and quantity of future water supply.




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- Goal 4: Ensure adequate size and connection of protected natural areas to maximize environmental and habitat benefits.
- Goal 5: Balance open space with development demand to reduce service demands and tax burden on town.
- Goal 6: Increase the town's ability to protect environmentally sensitive, historic and culturally significant properties.
- Goal 7: Improve public access and trail linkages to existing conservation, recreational and other land uses.
- Goal 8: Enhance the quality and variety of passive and active recreational opportunities for all age groups and for people with disabilities.
- Goal 9: Utilize open space protection strategies (purchasing development rights as an option to outright purchases of property) that maximize protection at the lowest public cost.

The following are examples of the types of Open Space (and Recreation) projects that the CPC might consider funding:

- Purchasing land or interest in land (development rights) to protect public drinking water supply, preserve natural resources, maintain scenic views, build greenbelts and trail systems, and enhance passive recreational opportunities.
- Purchasing community-enhancing green space outright or purchasing development rights through mechanisms such as permanent conservation restrictions or agricultural preservation restrictions.
- Matching or augmenting funds available under various land trust or conservation programs.
- Exercising rights of first refusal when lands are removed from agricultural, forest and recreational restrictions (e.g., Chapter 61, 61A, 61B).
- Purchasing land for public active recreation facilities such as community gardens, play grounds, trail networks and ball fields.
- Parcels of land that, when preserved, are deemed to have a significantly positive net fiscal impact on town finances.

HISTORIC PRESERVATION GOALS AND CRITERIA

The Town of Plymouth has a rich diversity of historic resources; the Community Preservation Act goals for preserving these historic resources include:

- Goal 1: Protect historic resources with preservation restrictions.
- Goal 2: Optimize the use and enjoyment of the Town's historic resources for residents and visitors
- Goal 3: Maximize the economic benefits of Plymouth's heritage and historic character for the town and region.
- Goal 4: Recognize, preserve and enhance the historic heritage and character of the Town of Plymouth for current and future generations.

In order for a historic resource to be eligible for CPA funding, it must first be determined to be not just "old" but of historic significance. The burden of proving historic significance is the responsibility of the applicant. In order to be of historic significance, a property must have retained its physical character and integrity and must:

1. be associated with historically significant persons
2. be architecturally significant or
3. have potential to yield important historic or archaeological information.

According to the CPA, there are 3 ways a resource can qualify as historically significant:

1. Listing on the Federal, State, or Local Register of Historic Places,





2. A written determination by the Massachusetts Historical Commission that a resource is eligible for listing on the State Register of Historic Places, or
3. A written determination by the Plymouth Historic District Commission that a resource is significant for its history, archeology, architecture, or cultural value.

If a property is not already listed on the State Register of Historic Places, and does not have written determination of eligibility by the Massachusetts Historical Commission, a request for written determination may be made through the Plymouth Historic District Commission. Application forms are available at the Plymouth Historic District Commission Office at Town Hall.

In deciding whether or not to recommend funding for specific historic resource projects, the CPC will consider:

- Level of historic significance
- Public benefit
- Public support
- Appropriateness & professionalism of proposed work (rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties)
- Level of additional financial or in-kind services, beyond CPA funds, committed to the project
- Administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner, and that the historic resource can be maintained with existing funds for continued public benefit.

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The Act does allow for the remodeling, reconstruction and making of extraordinary repairs to historic resources for the purpose of making such historic resources functional for their intended use, including but not limited to improvements to comply with Americans with Disabilities Act and other federal, state or local building or access codes.

COMMUNITY HOUSING GOALS AND CRITERIA

CPA funds may be used to create and preserve community housing defined as housing for low and moderate income individuals and families, including low or moderate income senior housing. The Act requires the CPC to recommend, wherever possible, the adaptive reuse of existing buildings or construction of new buildings on previously developed sites.

Individual and family incomes shall be based on the area wide median income as determined by the United States Department of Housing and Urban Development. Low income is defined as an annual income of less than 80% of the area wide median income. Moderate income is defined as less than 100% of the area wide median income. Low or moderate senior income is defined as low or moderate income for persons over 60.

At present, 4.5% of Plymouth's housing units are classified as affordable "subsidized housing" by the State's Department of Housing and Community Development (for the purposes of M.G.L. Chapter 40B). As long as Plymouth does not meet the State's standard of 10% of its available housing stock deemed affordable, the town will continue to be subject to the punitive impacts of Chapter 40B developments that, by state law, fall outside local zoning control.

The complexity of housing issues requires thoughtful consideration to the many options available to the Town of Plymouth. We acknowledge that funding of the housing needs of our town is a complex issue. The CPC will try to address these pressing needs with practical and fundable solutions that provide affordable housing alternatives. The Community Preservation Committee looks forward to working with developers in finding creative alternatives to conventional Chapter 40B housing.

The CPC's goals for community housing are as follows:

Goal 1: The Act requires the Committee to recommend, wherever possible, the adaptive reuse of existing buildings or construction of new building on previously developed sites.





- Goal 2: Meet local housing needs for eligible low and moderate-income individuals and families. The preservation and creation of community housing is a proven method for promoting diversity, allowing individuals and families with more limited means to afford to live in town. The town can utilize CPA funds to offer current and future residents a wide range of housing options in renovated, converted and existing residential building, mixed-use developments, and senior residential developments, supportive housing alternative and live-work spaces.
- Goal 3: Ensure the new community housing meets or exceeds surrounding community standards with regard to density, architectural character, landscaping, pedestrian and other amenities, while conserving, as much as possible, the natural landscape.
- Goal 4: Work toward meeting the 10% State standard for community housing. In order to ensure future community housing development is consistent with the needs and character of the town, Plymouth must work toward the state's 10% community housing standard. Until that milestone is achieved, the town will be considered deficient in this area and will continue to be vulnerable to Chapter 40B applications.
- Goal 5: Leverage other public and private resources to the greatest extent possible: Plymouth does not receive federal or state funding for community housing on an entitlement basis. We need to be creative in leveraging public and private resources to make community housing development possible. Combining CPA Funds with the various private, state, and federal resources that are available on a non-entitlement "competitive" basis will demonstrate creativity. This will include Federal Home Loan Bank Funds, State HOME funds, Housing Stabilization funds, and Housing Innovations funds, and Federal Low Income Housing Tax Credits.

The Community Preservation Committee will work with the Plymouth Affordable Housing Committee, Plymouth Housing Incorporated, Plymouth Housing Authority, Plymouth Bay Housing Corporation, Department of Planning & Development, Plymouth Community Development, Plymouth Redevelopment Authority and all interested organizations, groups and citizens to meet the above stated goals.

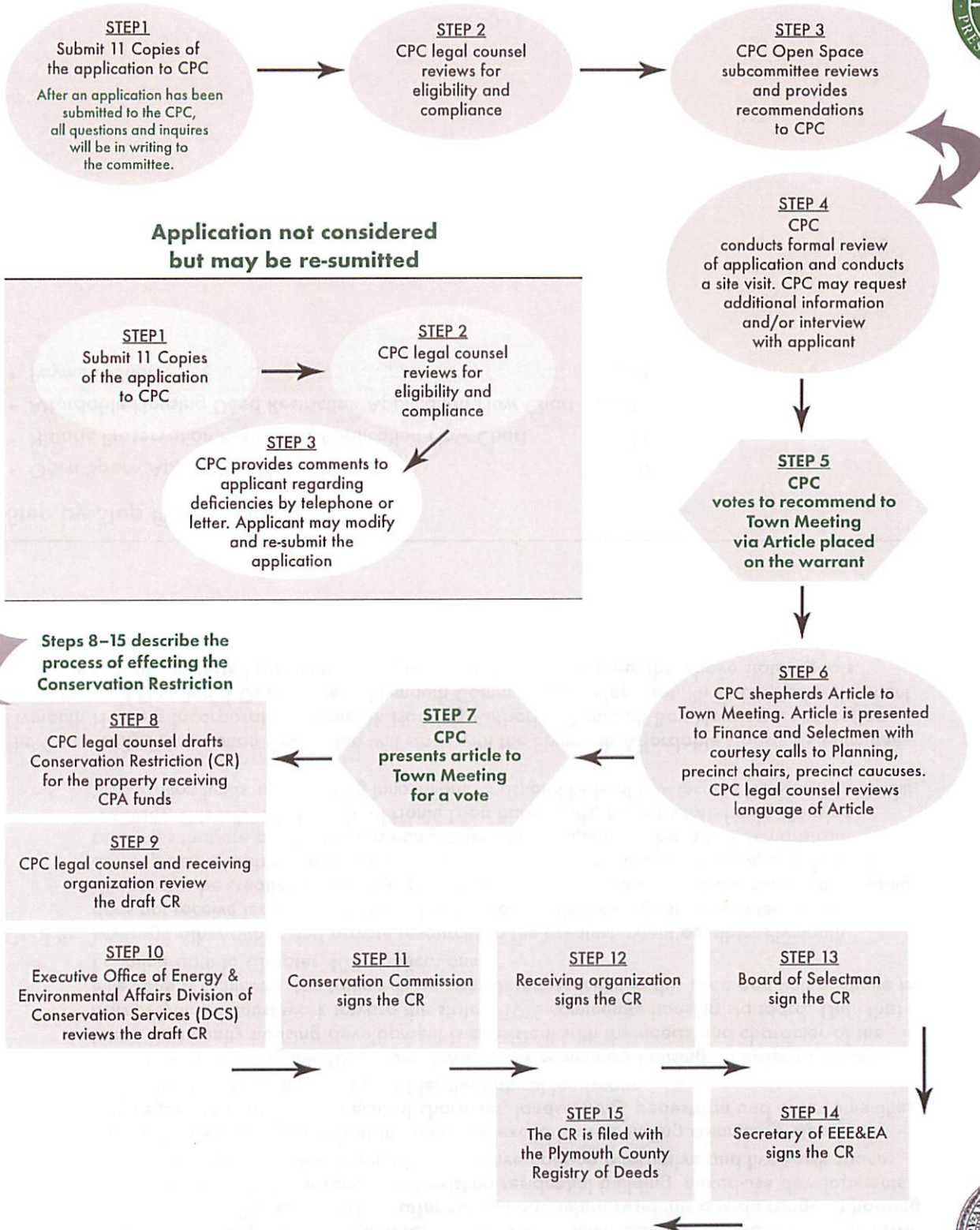
Step by Step Flow Charts:

- Open Space Application Flow Chart10
- Historic Preservation Restriction Application Flow Chart 11
- Affordable Housing Deed Restriction Application Flow Chart 12
- Payment Chart13




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OPEN SPACE APPLICATION FLOW CHART

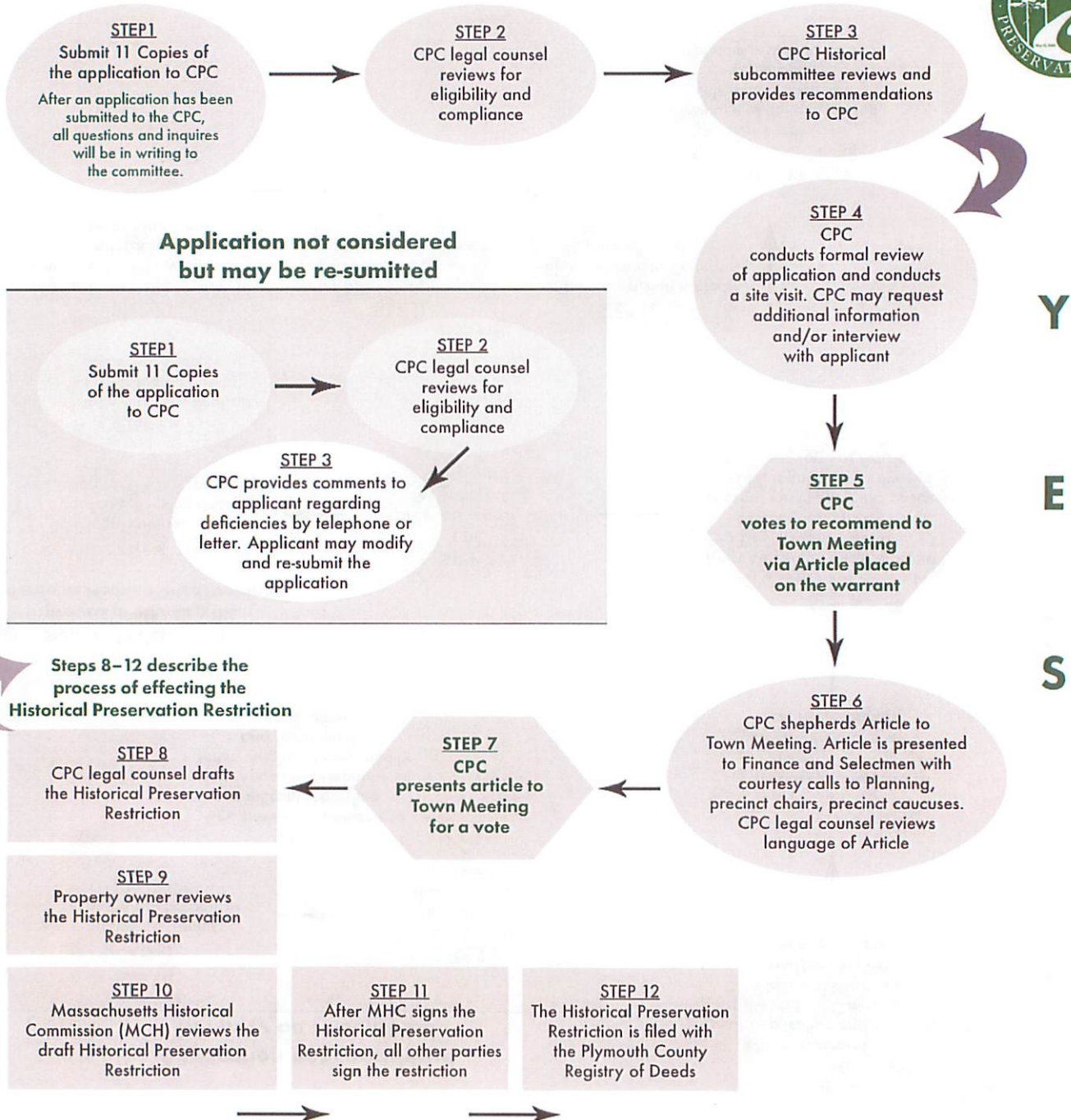


YES



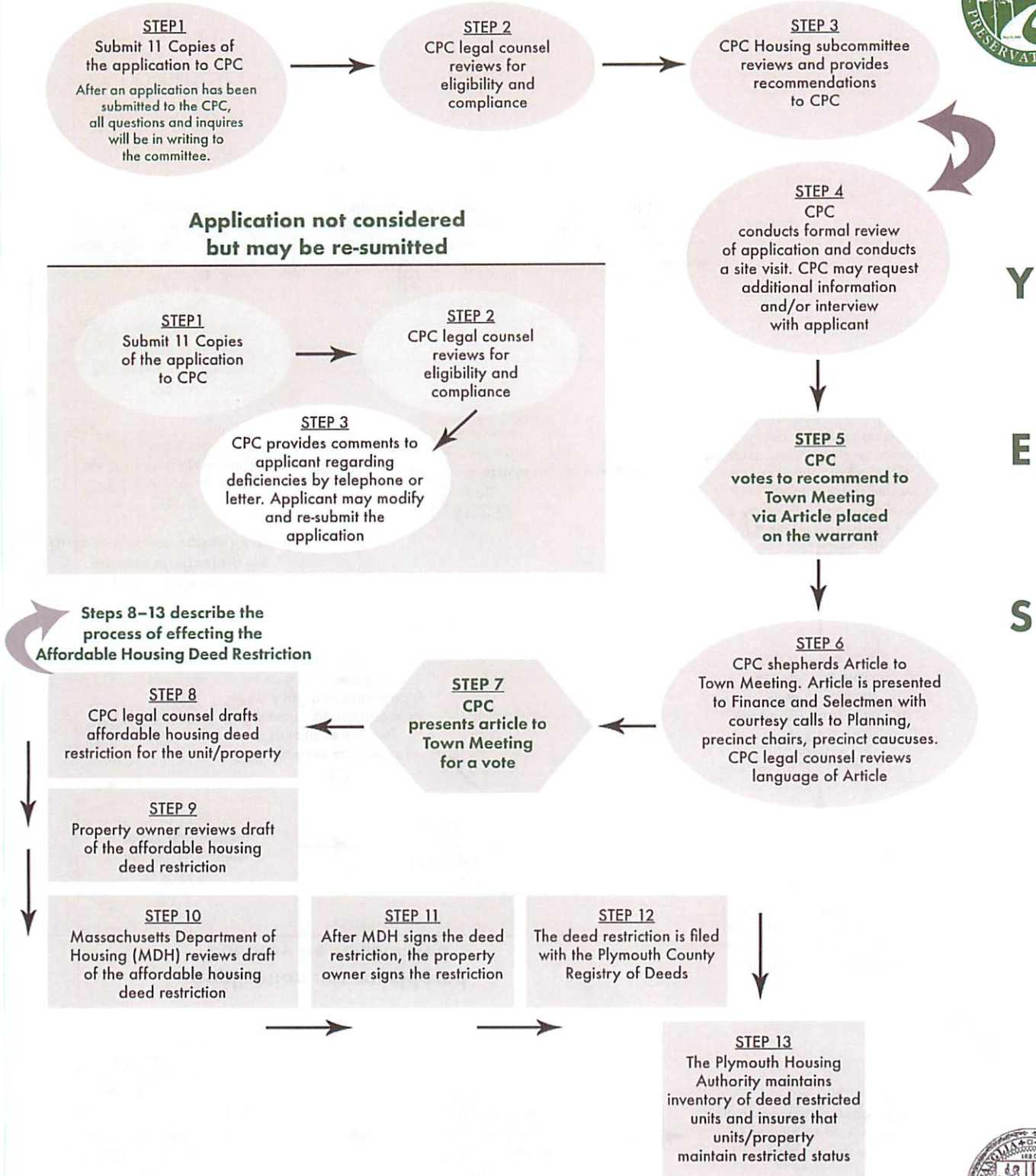
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HISTORICAL PRESERVATION RESTRICTION APPLICATION FLOW CHART



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AFFORDABLE HOUSING DEED RESTRICTION APPLICATION FLOW CHART



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PAYMENT CHART



STEP 1
Project Liaison submits invoice to CPC
at Town Hall on 26 Court Street
A signed original W-9 Form is re-
quired with the invoice for each new
vendor not on file with the Town
Submission must be at least
3 days before CPC meeting

STEP 2
CPC Chair prepares cover memo
for CPC to sign
5 of 9 signatures are required

STEP 3
CPC delivers approved invoice to
Finance Department mailbox

STEP 4
Finance Department date-stamps and
reviews the invoice and prepares a
draft warrant

STEP 5
Finance Department forwards the
invoice and draft warrant to
Accounts Payable

STEP 6
Accounts Payable writes the
final warrant
Final warrant is signed the Town
Manager and Finance Director
Payment requests are processed on
Thursdays and checks are mailed
within a week

STEP 7
Accounts Payable provides CPC with
monthly reports summarizing
payments from the previous month

NOTE:
Prior to distribution of CPC
funds, applicant meets with
CPC and Town Finance
Department to review
payment procedures and
designate a Project Liaison

Although every effort is
made to pay within 30 days,
there are a number of steps,
anyone of which can delay
the process. As a result
payments are not always
made within 30 days.



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APPRAISAL PROCESS

Applicants who are proposing a sale of interest in real estate must agree to follow the Community Preservation Committee's (CPC) appraisal process as outlined below:

1. Both the applicant and the CPC will suggest two appraisers each.
2. Each party (the applicant and the CPC) will call the other party's appraisers to get:
 - a) an estimate of cost
 - b) a description of the scope of work
 - c) the date when work will be complete.
3. After interviewing each other's choices, both parties will agree to hire one of the four appraisers.
4. The cost will be shared by both parties. If the application is approved and the sale goes through, the CPC will reimburse the seller for their share of the appraisal process.
5. The chosen appraiser will meet with the applicant, the CPC, and appropriate Town staff pertaining to housing, historical, or open space. The purpose of this meeting is in order that all will understand and be in agreement.
6. Any communication among the applicant, the CPC, and staff must be cc'd to all, so that there is confidence and agreement in the results of the work.

NOTE:

The CPC has found that the practice of appointing a mutually agreed upon appraiser is effective in defining a range of values to allow a discussion of possible sale.

Plymouth Town Hall
1820 Courthouse, 1st floor
26 Court Street
Plymouth, MA 02360

CPC office: 508 789-5012



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Project Context

The proposed Town Brook Trail Improvements is part of a larger project that involves the dredging of Jenney Pond, repairs to Jenney Pond Dam and the construction of a nature-like fishway at Town Brook. Engineering for this work is complete and all permits have been submitted and will be received by the fall of 2024. The project is shovel ready.

The dredging component of the project has been partially funded by the CPC in the amount of \$1,101,000. The other half of the project costs are being sought through a grant application to NOAA. The dam repair work in the amount of \$5,100,000 will be sought at Spring Town Meeting and through the MA Dam and Seawall Program. The nature-like fishway (which will also provide increased spillway capacity for the dam to comply with Dam Safety regulations) and all associated utility and landscaping improvements is being sought via a NOAA grant for fish passage restoration for diadromous fish. This component is estimated at \$10,000,000.

Project Request

The funds being requested (**\$3,000,00**) from CPC are intended to upgrade the existing paths, electrical wiring and conduit, lighting, landscaping, drainage, stone walls, and aesthetics of the Town Brook Trail from Main Street Extension Bridge to Brewster Gardens and replace the footbridge at Jenney Pond along with associated ADA sidewalks and lighting. The CPC previously provided funding in the amount of \$414,230 for the Jenney Pond Footbridge replacement. Portions of that funding were utilized to complete engineering and permitting. \$383,828 remains in the account. This project was one of the few projects negatively impacted by the Covid-19 pandemic. Due to delays in holding a Town Meeting we were unable to meet the deadline for the state grant and returned the \$400,000 in PARC grant funds that had been received for this project. We re-applied and received funding a second time and put the project out to bid and the costs had increased nearly 40% beyond the available budget. As a result, we once again returned the \$400,000 in PARC Grant funds. We are now requesting funds to complete this project.

The replacement of the Jenney Pond Footbridge and the other proposed trail improvements would ensure that all the paths associated with the larger project are ADA compliant and connect to similar proposed work from Main Street Extension to Jenney Park which will be undertaken as part of the Jenney Pond Dam and Nature-Like Fishway Project. Due to its location beyond the geographic extent and scope of the fishway and dam work these improvements are not eligible for the NOAA or state grant funds. However, it makes little sense to leave the portion of the park between Main Street Extension and Brewster Gardens in poor condition with unimproved paths, lighting, and drainage.

Currently, the existing asphalt paths are uneven and broken due to drainage problems and freeze and thaw issues during the winter months. After twenty years (the pavement was placed in 2004) that has resulted in the current poor condition of the walkways. The approaches at

both the Main Street Extension and Market Street bridges are uneven, broken and in the case of Market Street frequently inundated and without railings. Drainage improvements, new conduit and lighting, new paths and landscaping would serve to connect Jenney Park to Brewster Gardens. This would benefit residents of the community that use this greenway and park space but also enhance the experience for tourists along this busy path to the waterfront along the Town Brook National Historic District.

Plans, specifications, and permits are all in-hand. Overall, the nature like fishway and dam repair work is \$15,000,000. We are submitting this request because the geographic extent of the proposed work area that is the subject of this application cannot be covered by dam repair or fishway funding. This work is clearly the responsibility of the Town. To date all engineering, landscape design and permitting work has been covered by the Environmental Affairs Fund.

Open Space Goals

Goal 1: Preserve Plymouth's rural character. The Town Brook corridor is one of the most prominent remaining natural areas in downtown Plymouth. This greenway helps maintain the historic feel and character of the downtown, especially walking along the brook.

Goal 2: Protect rare, unique, and endangered plant and wildlife habitat. The improved drainage, native plantings and removal of accumulated stormwater sediment and placement of natural wood and boulder clusters in the brook improve water quality and habitat for local fish and wildlife that use Town Brook.

Goal 3: Protect aquifer and aquifer recharge areas to preserve quality and quantity of future water supply. The drainage improvements help to improve water quality and recharge the aquifer which in this location also helps to maintain the groundwater baseflow of the brook.

Goal 6: Increase the town's ability to protect environmentally sensitive, historic, and culturally significant properties. Proper maintenance and upgrades of public space and historic properties downtown help to ensure the longevity of these sites and reduce the impact of visitors.

Goal 7: Improve public access and trail linkages to existing conservation, recreational and other land uses. This project not only improves the existing trail but makes it ADA compliant and helps connect it with Jenney Park, Brewster Gardens and downtown businesses and restaurants and homes at Spring Lane, Summer Street and Market Street. Improvements to the Town Brook path help connect folks all the way from the harbor to Morton Park.

Historic Preservation Goals

The location of the proposed work falls within the local Historic District as well as the federal Town Brook Historic District. Like all previous projects the Town (DMEA) has been working with Public Archaeology Laboratory (PAL), NOAA (as the lead federal agency) in the Section 106 Historic and Archaeological process along with the Massachusetts Historical Commission and the local Historic District Commission. In addition, to the requirements for a local Certificate of

Appropriateness we will also secure a Section 106 Memorandum of Understanding with MHC and NOAA to ensure protect and mitigate our work and impacts to historic and archaeological resources.

Goal 2: Optimize the use and enjoyment of the Town's historic resources for residents and visitors. Improved pathways, lighting, drainage, landscaping, benches, and overall beautification of the public space makes the park a more enjoyable overall experience for both residents and visitors. Repairing the crumbling walls, creating drier paths (and reducing ice in the winter), improved lighting of the walkways and providing a more cohesive and aesthetically pleasing landscape design makes it a much more comfortable and enjoyable place to visit.

Goal 3: Maximize the economic benefits of Plymouth's heritage and historic character for the Town and region. The waterfront and downtown area are the lifeblood of Plymouth's heritage and historic character. The Town Brook Historic District is part of that. Ensuring that this area remains a beautiful place not only for people but for fish and wildlife ensures that the historic nature of the site continues. The trail provides a critical link between downtown Jenney Park and the waterfront and allows residents and visitors to visit shops, museums, restaurants, and other businesses along the way.

Goal 4: Recognize, preserve, and enhance the historic heritage and character of the Town of Plymouth for current and future generations. The Town and the CPC have long recognized the historic heritage and character of the Town of Plymouth, especially along Town Brook. As a result, DMEA and the CPC have partnered on numerous projects over decades to improve and enhance this district. This project builds upon those previous projects and leverages state and federal funds in the same manner. Completion of the project will ensure that the condition of the park land is improved now and for decades to come.

Project Budget

The estimated cost of the proposed landscaping improvements is \$1,673,100. The remaining funds, \$1,326,900 would go towards the Jenney Pond Footbridge. Projects costs from 2021 have been provided. However, the parking lot lights originally included in the scope have been completed. Budget spreadsheets developed by the consulting engineer for both project components have been provided to the Committee for your review to provide good backup to the request. Thank you.

Opinion of Estimated Construction Costs
Jenney Grist Mill Bypass - Town Brook Trail Improvements
Plymouth, Massachusetts
Preliminary Design
11982.00018
Prepared on: 10/11/2023 by SLR

ITEM NO.	ITEM/DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT IN FIGURES
1.0	Site Preparation, Removals & Mobilization				
	Mobilization	LS	1	\$ 176,000	\$100,000
	Construction Staking	LS	1	\$ 20,000	\$20,000
	Chainlink Safety Fencing	LF	300	\$ 10	\$3,000
	Temporary Signage and Vehicular and Pedestrian Traffic Control	LS	1	\$ 35,000	\$35,000
	Removal of Concrete	SF	45	\$ 20	\$900
	Removal of Bituminous Paving	SF	800	\$ 5	\$4,000
	Removal of Curb (along sidewalk)	LF	210	\$ 35	\$7,350
	Removal of Two Existing Railings (Under Bridges)	LF	110	\$ 20	\$2,200
	Removal of Existing Light Poles and Foundations	EA	3	\$ 700	\$2,100
	Removal of Existing Trees	EA	10	\$ 1,000	\$10,000
	Tree Protection	EA	6	\$ 500	\$3,000
	Topsoil-strip and Stockpile (6" Depth)	CY	50	\$ 8	\$400
	Clearing and Grubbing	LS	1	\$ 15,000	\$15,000
				Total Site Prep	\$203,000
2.0	Sediment and Erosion Controls & Water Control				
	Construction Entrance Pad	EA	1	\$ 2,000	\$2,000
	Temporary Road & E&S Measures	LS	1	\$ 20,000	\$20,000
	Silt Fence & Haybales	LF	250	\$ 8	\$2,000
	Turbidity Curtains	LS	1	\$ 10,000	\$10,000
	Water Control (Cofferdamming, Bypass, Pumping, Etc.)	LS	1	\$ 120,000	\$120,000
				Total S&E	\$154,000
3.0	Earthwork and Grading				
	Formation of Subgrade for Paving	SY	100	\$ 65	\$6,500
	Formation of Subgrade for Rain Gardens	EA	3	\$ 3,000	\$9,000
	Reconstruct Existing Seeps	EA	4	\$ 4,000	\$16,000
	Subgrade Material to be Excavated/Reused	CY	20	\$ 40	\$800
	Subgrade Material to be Imported	CY	20	\$ 70	\$1,400
	Subgrade Material to be Exported	CY	180	\$ 85	\$15,300
				Total Earthwork and Grading	\$49,000
4.0	Site Features				
	Colored Concrete Paving (4" depth)	SY	100	\$ 85	\$8,500
	Gravel Subbase for concrete (6" depth)	CY	20	\$ 40	\$800
	Steel edging (landscape beds)	LF	200	\$ 12	\$2,400
	Porcelain Pavers	SF	530	\$ 35	\$18,550
	Stone Slab Crossings	EA	3	\$ 1,200	\$3,600
	Boulders	TON	100	\$ 130	\$13,000
	Sitting Boulders (4'x3'x3')	TON	120	\$ 130	\$15,600
	Decorative Railing (Under Bridges)	LS	2	\$ 30,000	\$60,000
	ADA Ramp Handrails	LF	90	\$ 75	\$6,750
				Total Site Features	\$130,000
5.0	Park-Site Furniture				
	Salvaged Granite Block Benches (setting only)	EA	2	\$ 500	\$1,000
	Upright Adirondack Chair (Product & Install)	EA	8	\$ 300	\$2,400
	Pole Mounted Site Light (Product & Install)	EA	5	\$ 12,000	\$60,000
				Total Park Site Furniture	\$64,000
6.0	Topsoil				
	Furnish and Place Topsoil (Planting Areas) 12" Depth	CY	100	\$ 55	\$5,500
	Furnish and Place Topsoil (Lawn) 6" Depth	CY	130	\$ 55	\$7,150
				Total Topsoil	\$13,000

Opinion of Estimated Construction Costs
Jenney Grist Mill Bypass - Town Brook Trail Improvements
Plymouth, Massachusetts
Preliminary Design
11982.00018
Prepared on: 10/11/2023 by SLR

ITEM NO.	ITEM/DESCRIPTION	UNIT	QTY	UNIT COST	AMOUNT IN FIGURES
7.0	Plantings				
	Shrubs	EA	30	\$ 80	\$2,400
	Perennials	EA	400	\$ 35	\$14,000
	Seed Mix	LB	1	\$ 100	\$100
	Pine Bark Mulch (4" Depth)	SY	1100	\$ 10	\$11,000
	Lawn (seed)	SF	10000	\$ 1	\$10,000
	Temporary Irrigation	SF	10000	\$ 1	\$5,000
				Total Plantings	\$43,000
8.0	Structural				
	Main St Ext Underpass Repairs	LS	1	\$ 150,000	\$150,000
	Market St Underpass Repairs	LS	1	\$ 55,000	\$55,000
	Stone Masonry Headwall	LS	1	\$ 10,000	\$10,000
	Boardwalks	LS	1	\$ 160,000	\$160,000
	Temporary Shoring, Supports and Specialty Equipment	LS	1	\$ 37,500	\$37,500
				Total Structural	\$413,000
9.0	Utilities				
	Drainage Improvements	LS	1	\$ 30,000	\$30,000
	Town Brook Trail Electrical Work	LS	1	\$ 26,000	\$26,000
				Total Utilities	\$56,000
10.0	Construction Incidentals (±5%)				\$ 50,000.0
11.0	Project Closeout (±2%)				\$ 20,000.0

CONTRACT ITEMS SUBTOTAL = \$1,195,000

12.0 CONTINGENCY (±25%) =

\$298,800

TOTAL

\$1,493,800

13.0 CONSTRUCTION PHASE ENGINEERING AND CONSULTING (±15%)

\$179,300

TOTAL CONSTRUCTION PHASE

\$1,673,100

Jenney Pond Park Pedestrian Bridge Replacement Project
Low Bid Review
Plymouth, Massachusetts
SLR No. 1982-08
December 09, 2021

ITEM NO.	ITEM DESCRIPTION	Unit	Quantity	D'Allessandro Corp.		Construction Dynamics		E.T.&L. Corp.		SLR Estimate	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Total Cost	Difference
Bid Items											
	1 Site Preparation	LS	1	\$60,000.00	\$60,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00		\$80,000.00
	2 Traffic Management	LS	1	\$9,000.00	\$9,000.00	\$5,000.00	\$5,000.00	\$16,000.00	\$16,000.00		\$10,000.00
	3 Demolitions and Removals	LS	1	\$135,000.00	\$135,000.00	\$125,000.00	\$125,000.00	\$150,000.00	\$150,000.00		\$136,666.67
	4 Site Improvements	LS	1	\$95,000.00	\$95,000.00	\$160,000.00	\$160,000.00	\$95,000.00	\$95,000.00	\$30,000.00	\$86,666.67
	5 Site Restoration	LS	1	\$32,000.00	\$32,000.00	\$60,000.00	\$60,000.00	\$35,000.00	\$35,000.00		\$42,333.33
	120. Earth Excavation	LS	1	\$65,000.00	\$65,000.00	\$38,000.00	\$38,000.00	\$85,000.00	\$85,000.00	\$15,000.00	\$47,666.67
	151.01 Gravel Borrow - Type C	CY	600	\$0.01	\$6.00	\$40.00	\$24,000.00	\$10.00	\$6,000.00		\$10,002.00
	151.2 Gravel Borrow for Backfilling Structures and Pipes	CY	300	\$0.01	\$3.00	\$60.00	\$18,000.00	\$65.00	\$19,500.00	\$15,600.00	-\$3,099.00
	156.1 Crushed Stone for Bridge Foundations	TON	80	\$0.01	\$0.80	\$60.00	\$4,800.00	\$55.00	\$4,400.00	\$4,675.00	-\$1,608.07
	748. Mobilization	LS	1	\$63,000.00	\$63,000.00	\$20,000.00	\$20,000.00	\$47,000.00	\$47,000.00	\$30,000.00	\$13,333.33
	750. Construction Staking & Survey	LS	1	\$9,000.00	\$9,000.00	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00	\$3,000.00	\$7,000.00
	801.60 Trenching & Backfill	LF	1,000	\$21.00	\$21,000.00	\$20.00	\$20,000.00	\$23.00	\$23,000.00		
	804.2 2-inch Electrical Conduit Type NM – Plastic – (UL)	LF	1,000	\$21.00	\$21,000.00	\$11.00	\$11,000.00	\$14.00	\$14,000.00		
	811.3 Pull Box	EA	10	\$1,500.00	\$15,000.00	\$700.00	\$7,000.00	\$1,500.00	\$15,000.00		
	812.10 Light Pole Foundations	EA	11	\$800.00	\$8,800.00	\$2,000.00	\$22,000.00	\$1,800.00	\$19,800.00		
	813.30 Wire Type 7 No. 10 General Purpose	LF	5,500	\$2.00	\$11,000.00	\$1.20	\$6,600.00	\$1.60	\$8,800.00		
	813.31 Wire Type 7 No. 8 Ground Wire	LF	1,500	\$2.50	\$3,750.00	\$1.70	\$2,550.00	\$1.60	\$2,400.00		
	813.32 Wire Type 7 No. 10 Ground Wire	LF	3,000	\$2.00	\$6,000.00	\$1.40	\$4,200.00	\$1.10	\$3,300.00		
	813.33 Wire Type 7 No. 6 Ground Wire	LF	3,500	\$4.00	\$14,000.00	\$2.00	\$7,000.00	\$1.60	\$5,600.00		
	823.53 Time Clock	EA	1	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00		
	823.60 Highway Lighting Load Center	LS	1	\$24,000.00	\$24,000.00	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00		
	823.7 Area Lighting Luminaire 90.43 Watt	EA	8	\$12,000.00	\$96,000.00	\$7,800.00	\$62,400.00	\$7,400.00	\$59,200.00		
	823.72 Light Pole & Luminaire Removed & Disposed	EA	15	\$430.00	\$6,450.00	\$900.00	\$13,500.00	\$950.00	\$14,250.00		
	823.8 Area Lighting Luminaire 88.96 Watt	EA	21	\$12,000.00	\$252,000.00	\$7,800.00	\$163,800.00	\$7,300.00	\$153,300.00		
	823.9 Area Lighting Luminaire 80 Watt	EA	3	\$12,000.00	\$36,000.00	\$7,700.00	\$23,100.00	\$7,200.00	\$21,600.00	\$50,000.00	\$1,189,100.00
	901. 4000 PSI, 1.5-inch, 565 Cement Concrete	CY	45	\$0.01	\$0.45	\$140.00	\$6,300.00	\$1,400.00	\$63,000.00	\$77,000.00	-\$53,899.85
	902. 3500 PSI, 1.5-inch, 520 Cement Concrete	CY	80	\$0.01	\$0.80	\$140.00	\$11,200.00	\$600.00	\$48,000.00	\$74,250.00	-\$54,516.40
	904.3 5000 PSI, 3/4-inch, 685 HP Cement Concrete	CY	70	\$0.01	\$0.70	\$300.00	\$21,000.00	\$650.00	\$45,500.00	\$78,750.00	-\$56,583.10
	910.1 Steel Reinforcement for Structures - Epoxy Coated	LB	25,000	\$0.01	\$250.00	\$1.60	\$40,000.00	\$0.50	\$12,500.00	\$60,500.00	-\$42,916.67
	970. Bituminous Damp-Proofing	SF	1,300	\$0.01	\$13.00	\$2.00	\$2,600.00	\$4.00	\$5,200.00	\$11,600.00	-\$8,995.67
	991.1 Control Of Water	LS	1	\$43,000.00	\$43,000.00	\$56,000.00	\$56,000.00	\$100,000.00	\$100,000.00	\$15,000.00	\$51,333.33
	995. Pedestrian Bridge	LS	1	\$332,000.00	\$332,000.00	\$355,000.00	\$355,000.00	\$350,000.00	\$350,000.00	\$275,000.00	\$70,666.67
	997.2 Stone Masonry Veneer	SY	200	\$0.01	\$2.00	\$550.00	\$110,000.00	\$250.00	\$50,000.00	\$126,000.00	-\$72,666.00
	997.3 Stone Masonry Granite Wall Cap	LF	180	\$150.00	\$27,000.00	\$120.00	\$21,600.00	\$150.00	\$27,000.00	\$18,000.00	\$7,200.00
TOTAL BID				Calculated Bid	\$1,386,476.75		\$1,536,650.00		\$1,624,850.00	\$1,061,250.00	\$1,457,683.92
Front End Costs					\$319,000.00		\$302,000.00		\$418,000.00	\$48,000.00	\$298,333.33
Site & Restoration Work					\$127,000.00		\$220,000.00		\$130,000.00	\$30,000.00	\$129,000.00
Earthwork & Bridge Work					\$92,276.75		\$297,500.00		\$366,100.00	\$481,375.00	-\$229,416.08
Pedestrian Bridge					\$332,000.00		\$355,000.00		\$350,000.00	\$275,000.00	\$70,666.67
Electrical Work					\$516,200.00		\$362,150.00		\$360,750.00	\$50,000.00	\$363,033.33



