

Town of Arlington

Community Preservation Committee

Final Application for FY20 CPA funding

Submission deadline: December 10, 2018 4:00 p.m.

Summary

The Community Preservation Committee, informally known as the Community Preservation Act Committee (CPAC), is pleased to accept applications for project funding under the Community Preservation Act (CPA) in the 2020 fiscal year budget cycle.

There are two phases in the CPA funding application process: a preliminary application and a final application. The preliminary application phase chiefly determines general eligibility for CPA funding, and concludes in October. This document contains information and forms for the final application.

Final applications are accepted only from applicants who submitted a preliminary application in this cycle and were invited by the committee to submit a final application.

The final application form is on pages A1-A3 at the end of this document. Please carefully read the prior information about the application review and project funding processes before submitting the application.

Final applications must be received by 4 p.m. on December 10, 2018 to be eligible for consideration. Applications will be reviewed by the CPAC at its regularly scheduled meetings, which are open to the public. Final applications voted upon favorably by the CPAC will be recommended to the Town Meeting for funding at Annual Town Meeting commencing in April 2019. CPA project funding appropriated by Town Meeting will be available on or after July 1, 2019, which is the start of fiscal year 2020.

Before submitting CPA funding applications, please carefully review the chart from the Massachusetts Department of Revenue at the end of this document. It summarizes allowable spending purposes under the CPA. Applications submitted to the CPAC for FY2020 funding must clearly fit one or more of these purposes to be considered for funding. The CPA legislation (www.communitypreservation.org/content/text-legislation) provides detailed definitions of the chart categories. Please also note that in accordance with state law, CPA funds may not be used for maintenance.

Additionally, the committee's annual reports about recent CPA projects and budgets will be especially helpful to applicants who are new to CPA in Arlington (see www.arlingtonma.gov/communitypreservation).

Contact: Amy Fidalgo, CPAC Liaison, AFidalgo@town.arlington.ma.us or 781-316-3005

1. Application Submission

Applications are accepted only from applicants who submitted a preliminary application earlier in the same cycle and who were invited by the CPAC to submit a final application. Please note that being invited to submit a final application does not imply funding approval or endorsement from the CPAC, only that the project is likely to meet the basic qualifications for CPA funding set forth by state law. Only after reviewing all final applications will the CPAC determine which projects to recommend to Town Meeting for funding.

Applicants must submit one (1) electronic copy and three (3) hard copies of the [Final Application](#) (pages A1-A3 of this document) to the Community Preservation Committee (CPAC) **no later than 4 p.m. on December 10, 2018**, with the electronic copy sent to AFidalgo@town.arlington.ma.us and the hard copies to:

Community Preservation Committee c/o Amy Fidalgo
Town of Arlington, 730 Mass Ave., Arlington, MA 02476

Applications will be date stamped and assigned control numbers in the order that the hard copies are received.

2. Application Review

Following the submission deadline, the CPAC will review the applications. Applicants will be contacted if additional information or an interview is required. The CPAC may also request to visit the site of the proposed project.

Applicants submitting final applications will present their projects at a [CPAC Public Meeting in January 2019](#) to address questions from the CPAC and Arlington residents. Applicants will be required to provide summary information about the project in writing and make copies for distribution and review at the Public Meeting. This is also an opportunity for applicants to ask the CPAC any questions regarding the application or funding process.

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, applications will not be accepted after the deadline. **In order for the CPAC to consider a project proposal that cannot adhere to the deadline, the project must meet the additional selection criteria as outlined in the [Special Application Process](#)** (see page 7).

Applicants will be notified in February 2019 about whether or not the CPAC plans to recommend their project at Annual Town Meeting, which commences in late April.

(continued next page)

3. CPAC Consultation With Other Town Bodies

The CPAC will next consult with the Board of Selectmen, the Capital Planning Committee, the Finance Committee, the Redevelopment Board and the Planning Department staff regarding the selected projects. The CPAC will then reassess each project in light of these advisory consultations, including an examination of whether or not sponsors have performed sufficient research to identify the secondary budgetary effects of their projects.

The CPAC reserves the right to withdraw its support for any proposed project at this CPAC Meeting or at any point prior to the 2019 Annual Town Meeting.

4. Annual Town Meeting

The CPAC will present the recommended projects at Annual Town Meeting for discussion and vote. Selected applicants are expected to be available to attend Town Meeting on the night their proposal is presented, to answer questions from Town Meeting members. Town Meeting has the final authority to award the CPAC's recommended funds from Arlington's Community Preservation Act Fund.

5. Project Funding

Funding for projects approved by Town Meeting will be available starting July 1 of the applicable fiscal year (July 1, 2019 for FY2020).

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors are required to meet with Arlington's Town Manager or his designee before the Town will enter any into contracts or issue any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

CPA funds may not be used to reimburse project expenses incurred prior to the start of the fiscal year to which they were appropriated by Town Meeting. For FY2020-funded projects, all CPA expenses must be incurred on or after July 1, 2019, the start of FY2020.

All CPA funds are administered and disbursed by the Town of Arlington. Project management, oversight, execution, and financial control will be under the joint control of the CPAC and the Town Manager or his designee.

The CPAC requires periodic status updates from the recipients of CPAC funding. Updates will occur no less than annually and upon project completion. Written updates will be coordinated by the liaison to the CPAC. The purpose of such update is to aid the CPAC in refining the CPA Plan, in identifying issues that may assist future applicants, and in reporting progress to the Town.

For more information regarding the **Funding Process**, refer to page 6 of this document

2018-2019 CPA Timeline

August 2018	Preliminary Applications available
October 1, 2018	Preliminary Applications due (4:00 pm)
October 2018	CPAC invites Final Applications
December 10, 2018	Final Applications due
January 2019	Public presentations by applicants
January 2019	CPAC selects recommended projects
February 2019	CPAC consults with other town bodies
March 2019 April 2019	CPAC finalizes recommended projects Annual Town Meeting begins

If you have additional questions about this process, please contact:

Amy Fidalgo
CPAC Liason
AFidalgo@town.arlington.ma.us
781-316-3005

The following is a list of CPAC members as of October 2019:

Eric Helmuth, Chair

Select Board Appointee

Clarissa Rowe, Vice Chair

Select Board Appointee

Eugene Benson

Redevelopment Board Designee

Leslie Mayer

Park & Recreation Commission Designee

Charles McCabe

Select Board Appointee

Richard Murray

Housing Authority Designee

Chuck Tirone

Conservation Commission Designee

JoAnn Robinson

Historical Commission Designee

Ann Woodward

Select Board Appointee

Community Preservation Committee Town of Arlington

Special Application Process

Use of the **Special Application Process** is only granted by the CPAC under the unique circumstances that a significant opportunity would otherwise be lost if the application were to be processed using the standard timeline (as outlined in the **Standard Application**.)

The CPAC will allow an applicant to utilize the Special Application Process only if the project meets the General Selection Criteria of the Community Preservation Plan, the Specific Criteria for the affected community asset category, and the following additional criteria:

- The proponents were unaware of the opportunity to undertake the project; or the proponents did not have authority to identify the opportunity prior to the regular application deadline.
- The applicant has either: (a) a letter of intent signed by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement or legal title) of the real property.
- The project is supported by one or more Boards with responsibility for projects of a similar nature.
- Failure to secure CPA funding will create a high likelihood that the project will not be able to be carried out to the benefit of the Town, because the opportunity is of very short duration.
- Appropriation of CPA funding will contribute materially to the likelihood of success for the project.
- The project holds a high priority in the Master Plan, the Housing Plan, the Open Space and Recreation Plan, or other planning documents currently accepted and utilized by the Town.

Should the CPAC grant use of the **Special Application Process**, the CPAC will continue to adhere to the applicable procedures as outlined in the **Standard Application Process**. Only the pertinent submission and hearing deadlines will be changed in order to accommodate the unique conditions surrounding the proposed project.

If the timing of the application is such that the CPAC cannot meet the deadline for the Annual Town Meeting, the applicant or the Selectmen must call a **Special Town Meeting** for the purpose of considering the appropriation of CPA funds for the proposed project. The CPAC will not be responsible for recommending a **Special Town Meeting** or any other changes in the Town's calendar

Community Preservation Committee Town of Arlington

Funding Process

Initial Documentation

Following approval via appropriation from Arlington's **Annual Town Meeting or Special Town Meeting**, the Community Preservation Committee will notify grant recipients of the funding that has been awarded. This award letter will outline any terms, funding conditions, or additional instructions applicable to the approved CPA grant. A confirmation of receipt must be returned to the CPAC as proof that project sponsors received the procurement procedures and accepted the terms and conditions outlined in the award letter.

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors are required to meet with the Town Manager's staff before the Town will enter any into contracts or issue any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

Should a property or artifact that has benefitted from CPA funding be sold or given to a new owner within five years of the award letter's issuance date, the CPA fund must be reimbursed the entire amount awarded unless the CPAC waives this requirement in part or in its entirety.

Supplementary contracts may be required by the Town Manager's Office, depending on the details of the approved project. For construction projects, recipients of CPA funds and all contractors on the project may be asked to have their general liability insurer add the Town of Arlington as an additional insured. Proof of this coverage must be submitted to the CPAC before any invoices can be paid using CPA funds. Projects on Town owned properties that are already required to indemnify the Town may be asked to reconfirm coverage before any invoices can be paid.

Updates to the CPAC

Grant recipients will notify the CPAC when work on projects has commenced and submit periodic project status updates. Progress Reports will be submitted to the CPAC and incorporated into the Annual Town Meeting CPA package. Approved projects will be carried out in accordance with the terms outlined in the award letter and any supplementary contracts from the Town. Any significant deviations from the project as presented in the original **Application** must be approved by the CPAC to ensure that such changes are CPA-eligible expenditures and within the scope of the project as approved by Town Meeting.

Grant recipients should contact the **Community Preservation Committee Liaison, Amy Fidalgo**, at AFidalgo@town.arlington.ma.us or 781-316-3005, to notify the CPAC of any significant changes to their projects.

Expenditures

Invoices will be submitted to the CPAC for their approval. Approved expenditures will be processed through the Town Comptroller's Office and paid through the Treasurer's Office. Any funds for a CPA project that remain at the completion of work will return to the general CPA fund once the project is officially closed. The remaining funds will then be reappropriated at the next Town Meeting, unless the CPAC votes to approve the use of remaining funds for the completion of additional related work. In such cases, approval will be dependent upon whether the additional proposed work is within the general scope and intent of the original **Application**.

Closing Process

CPA grant recipients will notify the CPAC in writing through a Final Progress Report when work is completed for their project. Once this notification is received, the CPAC will review the initial acceptance letter to make sure that all terms and conditions have been met. The CPAC will schedule a final site visit as appropriate with the CPA grant recipient to examine and photograph the completed work. If a final site visit is not appropriate for the project, the CPAC may accept photographs or hardcopies of the deliverable as additional proof that the CPA project has been completed. The CPAC will also generate a final summary of the CPA fund expenditures for the project. Once all tasks have been performed, the CPAC will vote to officially close the project file.

Once the project file is officially closed, the CPAC will work with the Town Comptroller to return any unexpended funds to the general CPA fund. **Projects must be officially closed before June 30 of the current year for the funds to be available for reappropriation at the following year's Town Meeting.**

Additional Requirements

CPA grant recipients are required to acknowledge the Community Preservation Act in all press releases, publicity materials, news, and written or oral announcements about work supported by CPA funds. When applicable and upon request, a sign acknowledging the contribution of CPA funds must be posted in a visible public location at the project worksite for the duration of the active work period. The sign will be furnished by the CPAC.

Projects receiving CPA funds must be completed within 30 months following the Town Meeting approval, unless the CPAC votes to approve an extension of time due to compelling and documented circumstances. Without such support, the CPAC may recommend to rescind any remaining CPA funds at a subsequent Town Meeting.

Community Preservation Committee Town of Arlington

CPA Funding – FY2020 Final Application

One (1) electronic copy and three (3) hard copies of the completed application must be submitted to the CPAC **no later than 4 p.m. on December 10, 2018** in order to be considered for advancement to the final application stage, with the electronic copy sent to AFidalgo@town.arlington.ma.us and the hard copies to:

Community Preservation Committee c/o Amy Fidalgo
Town of Arlington, 730 Massachusetts Ave., Arlington, MA 02476

Applications will be date stamped and assigned control numbers in the order that the hard copies are received. This PDF form may be completed on a computer using [Adobe Reader](#).

1. General Information

Project Title: _____

Applicant/Contact: _____

Organization: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

2. CPA Eligibility (refer to the chart on page A-4)

CPA Category (select one):

Community Housing Historic Preservation Open Space Recreation

CPA Purpose (select one):

Acquisition Creation Preservation Support Rehabilitation & Restoration

3. Budget

Amount Requested: _____ Total Project Cost: _____

Signature _____ Date _____

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Please answer and document all questions on the following page

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.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans? If so, please specify.
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.
5. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
6. **Credentials:** How will the experience of the applicant contribute to the success of this project?
7. **Budget:** What is the total budget for the project and how will funds be sourced and 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 maintenance.)
8. **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.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
10. **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?

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 what communications have occurred with the bodies that have control and how public benefits will be protected in perpetuity or otherwise.
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 CPAC. Provide a copy of the actual or proposed restrictions that will apply to this project.
3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.

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.
5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
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.
7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant and the project team have 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.
9. **Further Attachments:** Assessor's map showing location of the project.

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Arlington's Town Manager before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Goals

Arlington is home to two historical markers erected in 1930, the tercentenary of the foundation of the Massachusetts Bay Colony. However, both signs have fallen into disrepair, with major corrosion and paint loss visible on the markers and their posts. This project would repair and preserve these public monuments to Arlington's history and historiography. The project seeks to temporarily remove the tercentenary markers, perform anti-corrosion action on the signs and their posts, restore the painting work on the markers, and finally reinstall the signs in their original locations.

Community Need

On March 26, 1930, the Massachusetts Department of Public Works was authorized to "prepare and erect suitable signs and markers, [...] with suitable inscriptions thereon, indicating the ancient ways of the Puritan times and the structures or places relating to or associated with the early settlements within the commonwealth" (*Resolves of 1930*, Chapter 10). These historical markers were placed in honor of the tercentenary of the foundation of the Massachusetts Bay Colony. A committee of nine, appointed by Governor Frank G. Allen, chose over 200 historical sites to place these markers in, and created individual inscriptions for each site with the help and advice of the prominent American historian Professor Samuel E. Morison of Harvard University.

Arlington is home to two of these tercentenary signs. The first sign is located on the historic property of the Jason Russell House (7 Jason Street, Arlington MA). It marks the house as a place of historical significance because of its origins in the 17th century, denotes its continuous occupation until the 19th century, and identifies it as the site of Jason Russell's death in battle. The Jason Russell House is already a place of great historical value as it provides a record of life in colonial America and beyond, but this historical significance is augmented by it being the site of the bloodiest fighting of the first day of the Revolutionary War, when Jason Russell, eleven other minutemen, and two redcoats lost their lives in the Battle of Menotomy.

The second sign is located on the sidewalk at the intersection of Water Street and Massachusetts Avenue (673 Massachusetts Avenue, Arlington MA). It marks the site of Captain Cooke's Mill Lane, a road that led to a water-powered grist mill built in 1638, the first in the area. Captain Cooke's Mill Lane reflects the importance of the milling industry in early colonial Massachusetts, which continued for the next three hundred years. Additionally, it keeps alive the history and legacy of Captain George Cooke himself, a prominent colonial politician who became an officer in Oliver Cromwell's army after leaving the colonies.

The signs are comprised of a tablet with an inscription mounted on a post, both made of cast iron. The Jason Russell House tablet is mounted on a circular pole painted in aluminum. The tablet is 36 inches wide, and 45 inches high to the top of the coat of arms. It contains the coat of arms of Massachusetts, the tercentenary dates (1630-1930), an inscription describing the site, and a credit to the Massachusetts Bay Colony Tercentenary Commission. These details appear on both sides of the tablet. The trim is painted in blue, the letters and certain small sections within the trim in red, the

background in aluminum, and the coat of arms in blue and gold. The tablet is estimated to weigh approximately 200 pounds. The Captain Cooke's Mill Lane sign is nearly identically constructed, with two exceptions. First, the pole is hexagonal and painted in blue. Second, because the inscription on the tablet is shorter, the tablet is only 35 inches high to the top of the coat of arms and 36 inches wide, thereby weighing about 165 pounds.

However, the signs have fallen into poor maintenance and disrepair. The Jason Russell House sign has seen much of the red and blue paint wear away, and the trim of the tablet shows clear signs of rust and corrosion. The Captain Cooke's Mill Lane sign has an even greater extent of corrosion, spread across the trim, background, and pole, as well as significant paint loss. The damage is clearly apparent to passersby from all angles of the signs.

The original vision for these historical markers, as laid out by the chairman of the Massachusetts Bay Colony Tercentenary Commission, Herbert Parker, was to "tell of the heroism, of the romance and of the tragedies, and of the unfaltering faith, of the ancestors of our Commonwealth." This vision was further expanded by the librarian Charles Knowles Bolton, who declared them "silent witnesses" to the events of our past, and wrote that "only as they rekindle in us a veneration for the pioneers of a new country are they worthy of our attention." By leaving these signs unmaintained and increasingly decrepit, the respect of our ancestors and history that the commission intended to promote fades away.

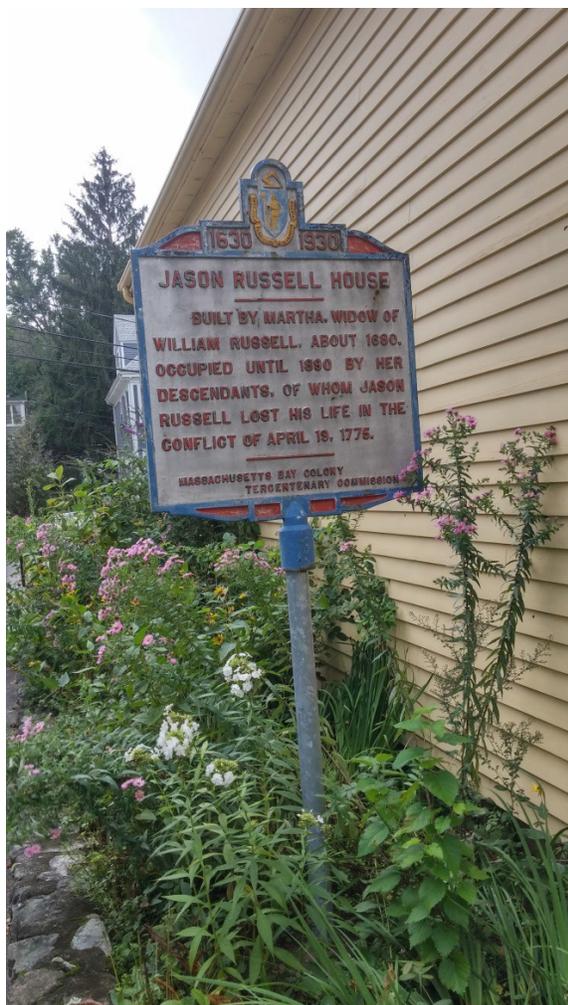
Furthermore, these signs are not only a glimpse into the significance of our town's roots in Puritan colonialism, the signs themselves are an artifact of historiography. With their continued maintenance, the public continues to have access to and a connection with the attitudes of the historians of the 1930s, particularly those of Samuel E. Morison, the chief historian of the project. As Chris Marstall wrote in the *Boston Globe*: "In the early 1930s, he [Morison] was in the midst of a passionate campaign to rehabilitate the public reputation of Puritans. In writings like 1931's "Those Misunderstood Puritans," he dismissed the stereotype of the first settlers as stuffy, tight-lipped teetotalers, and instead emphasized their work ethic and public-spiritedness." Morison's inscriptions on the tercentenary sign allow us to see into an alternate perspective on the Puritans and appreciate the history of our Commonwealth's historical writing, including the inaccuracies and revision essential to the historical process.

Community Support

This project is supported by the Arlington Historical Society, the caretakers of the Jason Russell House, as well as the Arlington Historical Commission. Enclosed in these materials are letters of support from Stuart Brorson, President of the Arlington Historical Society, and JoAnn Robinson, Chair of the Arlington Historical Commission.

Project Documentation

Image of the Jason Russell House Tercentenary Marker taken September 26, 2018



Images of the Jason Russell House Tercentenary Marker taken September 26, 2018



Images of the Captain Cooke Mill Lane Tercentenary Marker taken September 26, 2018.



Timeline

Procurement with a contractor would commence once the CPA funds opened for use on July 1, 2019, a process expected to last approximately one month. On a date to be determined in August 2019, both markers would be removed from their current locations by the Department of Public Works and transported to the contractor's studio for restoration. The restoration process is expected to take approximately one to two months, wherein the markers will be air blasted, cleaned, pretreated, primed, and repainted to their original paint colors. By October 2019, the Department of Public Works would transport the markers back to their original locations for a one-day reinstallation, and on site repainting of the poles. The project is expected to be completed by November 1st, 2019.

Credentials

The Project will be led by Assistant Town Manager James Feeney, who has engaged in other historical preservation projects, most notably at the Whittemore Robbins Carriage House and Town Hall Gardens, and who has a record of public service in the Town of Arlington. Additionally, he has communicated with other communities such as Scituate who have recently undertaken similar projects to restore their own tercentenary markers to gather knowledge and insight about the restoration of these markers.

Budget

Restoration of the Tablets (Air-blasting, Cleaning, Pretreatment, Priming, Repainting)	\$2400.00
Installation Labor Cost	\$172.00
Removal Labor Cost	\$172.00
Post Restoration Labor Cost	\$172.00
Subtotal	\$2916.00
Contingency (20%)	\$583.20
Total Cost	\$3499.20

The cost for restoring the tablets of the two markers is derived from a quote for the project issued by Skylight Studios, Inc, a firm experienced with the restoration of tercentenary markers. The quote is attached to this application. The labor costs have been calculated as four-hour blocks of hiring a Department of Public Works employee at overtime pay (\$43/hr). The contingency will cover any miscellaneous supplies needed by DPW employees to restore and repaint the posts of the markers, as well as covering any unforeseen costs that may arise as the project is underway.

Other Funding

This project will be entirely funded by this CPA grant.

Maintenance

This project will not require ongoing maintenance, and it is expected that the new, durable finish will have a lifespan of a number of years before requiring a maintenance project.

Impact on Town Funding

This project is self-contained and should have no secondary effects on the Town Budget, and is not a prerequisite in completing any other capital projects.

Control of Site

The Jason Russell House marker is on the property of the Jason Russell House, but the Arlington Historical Society has given their support to the project. The Captain Cooke Mill Lane marker is located on a public sidewalk. Both markers will be removed from these locations as the restoration work is completed, before being reinstalled in their existing locations.

Deed Restrictions

N/A.

Acquisitions

N/A.

Feasibility

There are no further steps required to commence this project. It will be able to begin as soon as CPA funding is made available.

Hazardous Materials

The signs will be excavated by shallow digging beside the Jason Russell House and on a public sidewalk, and thus are not expected to run into any potentially hazardous materials. Should any hazardous materials be discovered during the shallow digging, the proper precautions will be taken to handle the materials.

Permitting

This project involves only the restoration of existing historical markers, and thus does not violate any existing ordinances, covenants, restrictions, or laws in place, and requires no permits be obtained.

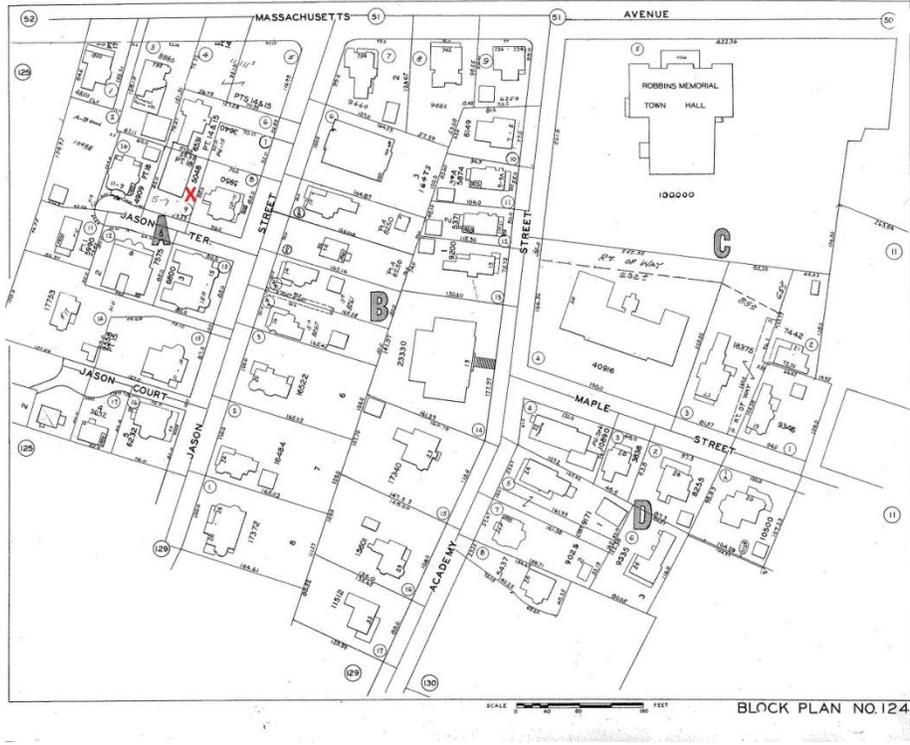
Environmental Concerns

N/A.

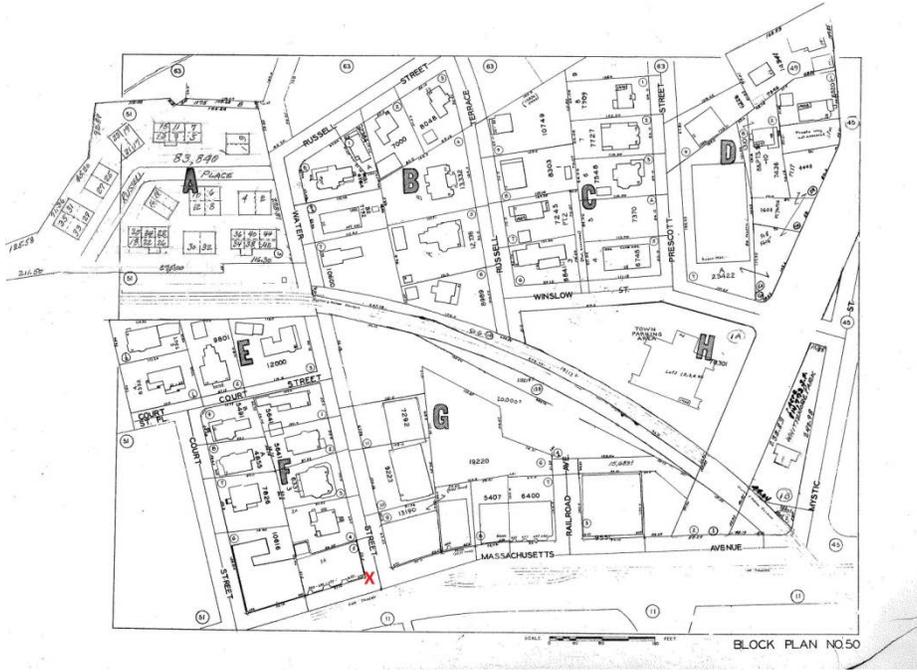
Professional Standards

This project will be completed in coordination with a duly qualified art studio contractor that specializes in the restoration of commemorative sculptures and monuments. Additionally, the project will coordinate with the Department of Public Works staff for the removal and reinstallation of the markers. Public Works has a broad experience with engineering, construction, and numerous other similar functions, and can provide the necessary insight and experience to ensure a smooth removal and reinstallation of the markers.

Further Attachments



Location of the Jason Russell House Tercentenary Sign in Assessor's Map, marked by a red "X".



Location of the Captain Cooke's Mill Lane Tercentenary Sign in Assessor's Map, marked by a red "X".

Tercentenary Sign

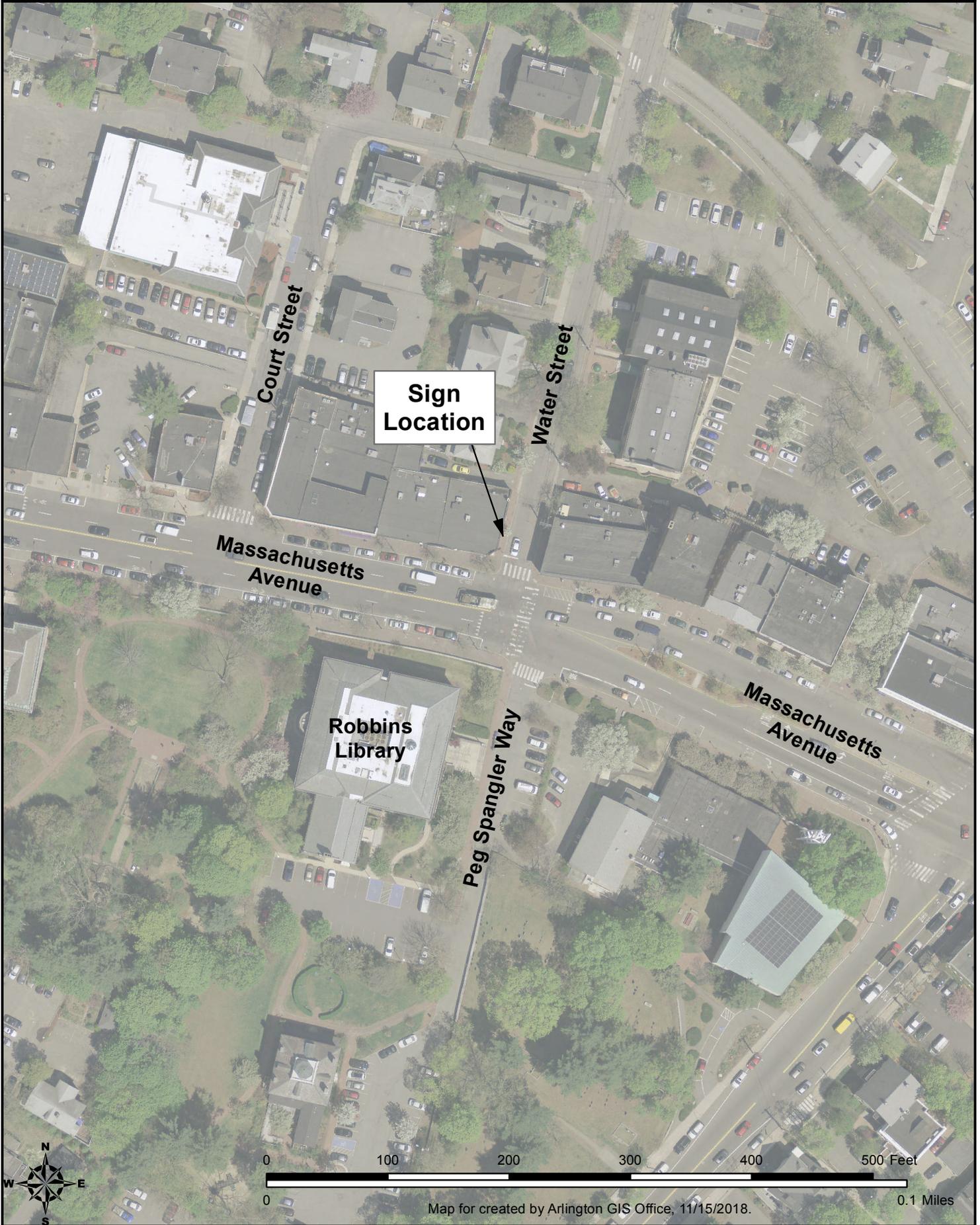
Jason Russell House | Arlington, MA



Map for created by Arlington GIS Office, 11/15/2018.

Tercentenary Sign

Captain Cooke's Mill Lane | Arlington, MA



Map for created by Arlington GIS Office, 11/15/2018.



SKYLIGHT STUDIOS INC.

custom sculpture and design | architectural restoration | mold and casting services | ornament

November 16, 2018

James Feeney
Assistant Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Re: Two Cast Iron Tercentenary Markers – Arlington Center

Dear Mr. Feeney,

I am writing regarding the proposed restoration of the two Tercentenary Markers. We can work on this project with the assumption that the Town of Arlington can remove the markers and transport them to our studio. We would first document any remnants of the original color palette. After documentation, all existing coatings and corrosion will be removed with fine abrasive air blasting. The surface of the metal would be cleaned with a solvent, pretreated, and primed. A sample of the colors and type of paint to be used would be submitted to the Town of Arlington for approval. Once approved, the polychrome paint finish would be applied by brush. Upon completion, the Town would pick them up. The total cost for the restoration of both markers would be \$2,400.00. This price does not include work on the poles, installations, or any site work, such as footings.

I do hope this information is of help, and do feel free to contact me if you have any questions.

Sincerely,

Robert Shure
President of Skylight Studios, Inc.

Stuart Brorson
Arlington Historical Society
7 Jason Street
Arlington, MA
02476

Jim Feeney
Assistant Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA
02476

re: Support for the Restoration of Arlington's Tercentenary Markers

Dear Mr. Feeney,

This letter is in support of the project to restore Arlington's tercentenary markers. These are the markers placed at a couple of locations around town marking historically important spots. The markers were placed in the 1930s by the Massachusetts Bay Colony Tercentenary Commission. To my knowledge Arlington has two markers: one on Water Street and the other on our property near the Jason Russell House.

At our last board meeting, the Historical Society voted as a body to support restoration of Arlington's tercentenary markers.

The marker situated on our grounds commemorates the house's importance to the events of April 19th, 1775 and the British retreat. Unfortunately, the history on the marker is wrong. The marker states that the Jason Russell house was built in the 1690s, whereas modern scholarship shows it was actually built in the 1740s. The marker was based on the historical scholarship of the 1930s, which was wrong. We regard this as a charming quirk.

The marker was located for many years at the edge of our property on Jason Street. However, when the town installed the red, "Historic Arlington" branded signs, town workers cut down the tercentenary marker and left it lying on our lawn. A small team of Society volunteers purchased a new steel pole and mounted the sign in our garden next to the Smith Museum. Therefore, before any work is performed on our marker, we respectfully ask to meet with the conservators to discuss their plans. We also want to refuse any treatments to the marker inconsistent with our purposes.

Thank you for your hard work on this valuable project.

Best regards,

(signed Stuart Brorson)

Stuart Brorson
Arlington Historical Society President