

# Community Preservation Act Committee Town of Arlington

## CPA Funding – FY2021 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 9, 2019** in order to be considered for advancement to the final application stage, with the electronic copy sent to [jwayman@town.arlington.ma.us](mailto:jwayman@town.arlington.ma.us) and the hard copies to:

Community Preservation Committee c/o Julie Wayman  
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: Open Space and Recreation Plan Update, 2022-2029

Applicant/Contact: Ann LeRoy, chair

Organization: Open Space Committee

Mailing Address: Town of Arlington, 730 Massachusetts Ave, Arlington, MA 02476

Telephone: 781-646-7254

E-mail: [annleroyer12@gmail.com](mailto:annleroyer12@gmail.com)

### 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

### 2. Budget

Amount Requested: \$20,000 \_\_\_\_\_

Total Project Cost: \$20,000 \_\_\_\_\_

Signature Ann LeRoy \_\_\_\_\_ Date 11-14-19 \_\_\_\_\_

**Please answer and document all questions on the following page**

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**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?

The primary goal of this project is to hire a consultant to help the Open Space Committee update the Town of Arlington's current Open Space and Recreation Plan for 2015-2022 in accordance with guidelines from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA), Division of Conservation Services. The current plan is set to expire in May 2022, and the next plan will be in effect for seven years until the spring of 2029.

A corollary goal is to conduct a town-wide assessment of open space and recreation projects and programs over the past seven years, and to organize public meetings, surveys and other means to ensure that the updated plan represents the current needs and wishes of town residents and the respective departments, committees, and organizations that are responsible for managing and maintaining the town's parks and other open spaces.

2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans? If so, please specify.

The specific need for CPA funding is to allow the Open Space Committee to hire an experienced Open Space and Recreation Plan consultant to work with the committee to ensure that the 2022-2029 updated Plan meets all of the state requirements for approval. The state guidelines are quite complicated and technical, and exceed the capacity of the volunteer committee members to complete all of the work involved.

The Town of Arlington has had an approved Open Space and Recreation Plan in place since 1996. This update will be the fifth such Plan. Since this Plan is foundational to other CPAC decisions about the funding of applications in the areas of open space and recreation, it is critical for an approved Plan to be in place.

Communities with an approved Open Space and Recreation Plan are eligible to apply for funding from the Local Acquisitions for Natural Diversity (LAND) Program, Parkland Acquisitions and Renovations for Communities (PARC) Program, Land and Water Conservation Fund (LWCF) Program, and other grant programs administered by the State. Through having an up-to-date Open Space and Recreation Plan, Arlington has been awarded approximately \$728,320 in LWCF funds for our parks and open spaces, as well as grants from other state programs.

The Open Space and Recreation Plan is also referenced in the Town of Arlington Master Plan (2015), which addresses a wide range of town goals and needs, including open spaces, natural resources, and recreational facilities.

3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

As noted, the Open Space and Recreation Plan is a foundational document for all town planning and programs relating to parks, playgrounds, playing fields, natural resources, conservation

land, sustainable development, climate resiliency, and other open space issues. The Open Space Committee membership includes representatives from the following departments and commissions: Planning and Community Development, Department of Public Works, Park and Recreation Commission, Conservation Commission, Envision Arlington, and Arlington Redevelopment Board. As with many committees, the members are recommended by the Town Manager and approved by the Select Board for three-year terms. Thus, all of these entities are regularly involved in this ongoing town policy.

4. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

Attached is a hard copy of the 2015-2022 Open Space and Recreation Plan and Appendices for reference. The current Open Space plan is also available on-line at the Town website: <https://www.arlingtonma.gov/town-governance/all-boards-and-committees/open-space-committee/open-space-plans/2015-2022>. The 2022-2029 updated Plan will be comparable to this report in both design and substance.

5. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?

The final updated Plan must be submitted to the state EOEAA/DCS for approval before May 2022, when the current plan expires. The Open Space Committee members have already begun to gather information about achievements related to the goals and objectives outlined in the 2015-2022 plan, and are documenting many projects and activities already underway in the town's parks and conservation areas. It is anticipated that the proposed consultant will be hired in the fall or early winter of 2020 to then begin other aspects of data gathering as required by the state.

Projected Timeline:

Time	Task
2019-2022	Open Space Committee gathers information for the updated Plan
Spring 2020	notification of approval of funding by CPAC and Town Meeting
Summer/Fall 2020	begin RFP process to hire a consultant
Winter 2020/2021	hire consultant to work with OSC members on the planning and updating process
2021-2022	continue research, data gathering, public meetings, and other work to draft an updated Plan
Spring 2022	submit updated Open Space and Recreation Plan to EOEAA/DCS for state approval

6. **Credentials:** How will the experience of the applicant contribute to the success of this project?

The Open Space Committee has prepared four successful Open Space and Recreation Plans over the past 23 years (1996, 2001, 2007, 2015). All of these plans have been approved by the state and, as noted, have allowed the town to receive hundreds of thousands of dollars in grants. This project will utilize the experience of the committee members, as well as the expertise of the consultant to be hired, and the participation of many town staff and other town committee members, including staff in the Planning and Community Development and Recreation departments and members of the Park and Recreation Commission, Conservation Commission, Redevelopment Board, and other relevant committees and park friends organizations.

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.)

The total budget for updating the Open Space and Recreation Plan is \$20,000. The current expectation is to allocate \$18,000 for the consultant fees and \$2,000 for printing hard copies of the final report and any incidental expenses or contingencies.

We are requesting the full amount from the CPAC to hire a consultant to help the committee with several critical tasks:

- (1) conduct research and compile demographic statistics and other technical information as required by the state guidelines to bring the Plan up-to-date in 2022;
- (2) coordinate with the OSC members and others to document town-wide open space and recreation projects and accomplishments since the previous Plan update was completed in 2015;
- (3) conduct surveys, public meetings, and other outreach to obtain a full range of community input to develop new goals and objectives for the next seven years;
- (4) provide editorial and graphic design services to ensure that the final Open Space and Recreation Plan document (in both print and electronic versions) is of high quality and meets the needs of the town and the state's requirements;
- (5) allocate funds for printing at least 25 hard copies of the final Plan and Appendices for distribution to libraries and relevant town departments and commissions, as well as preparation of digital versions for broader usage.

This major Open Space Committee expense occurs only once every seven years when the Plan must be renewed, so it has always been a special funding request rather than an annual allocation. For the past several updates, the committee received funding for a consultant through the CDBG program. The committee itself has only a small annual budget from the town of \$300 per year to cover our Town Day booth fee, special Picture Post installation materials, and occasional printing and photocopying costs. The committee has no other income sources.

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.

The Open Space Committee does not have any other funding sources at this time. If CPA funds are not approved for this project, we will attempt to obtain CDBG funds next year.

9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

Not applicable.

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?

This project request to hire a consultant should not have any direct or secondary impact on the current town budget, but it likely will result in future state grants to underwrite open space and recreation projects that would otherwise require town budget commitments. By having an updated and approved Open Space and Recreation Plan in place between 2022 and 2029, the town budget thus could be augmented by significant grants to fund much-needed capital projects.

For example, as a result of having approved Plans in past years, Arlington has been awarded approximately \$728,320 in Land and Water Conservation Fund (LWCF) funds for our parks and open spaces, most recently for trail work in Spy Pond Park. LWCF grants have been used to fund renovations and restorations of the following parks and open spaces: Summer Street Park, Crosby Playground, Poet's Corner Playground, North Union Playground, Pheasant Street Playground, Bishop School Playground, Spy Pond Playground, Menotomy Rocks Park, Waldo Road Playground, Wellington Park, Robbins Farm Park, Florence Ave Park, Magnolia Park, Arlington Reservoir, Minuteman Bikeway, Hibbert Street Park, Buzzell Playground, and Parallel Park.

**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.

**Open Space Committee Comment:**

Since this Open Space Committee request for CPA funding is to hire a consultant to draft and design a written document, and then to print the report, the above types of information for on-the-ground projects are not relevant to this application.

Thank you for your consideration of this request for funding to aid the committee in updating the Open Space and Recreation Plan for 2022-2029.

***Current Open Space Committee Members and affiliations***

Shirley Canniff	Park and Recreation Commission
Elisabeth Carr-Jones	Envision Arlington
Teresa DeBenedictis	Dept. of Public Works
Brian Kelder	citizen
Ann LeRoy (Chair)	citizen
John Pickle	citizen
Wendy Richter	Arlington Redevelopment Board
Emily Sullivan	Dept. of Planning and Community Development
David White	Conservation Commission

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## TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

November 19, 2019

Arlington Community Preservation Committee  
c/o Julie Wayman, Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

RE: Open Space and Recreation Plan CPA Application

Dear Community Preservation Committee members,

On behalf of the Department of Planning and Community Development, I am writing to support the Open Space Committee's application for Community Preservation Act funds to update the Arlington Open Space and Recreation Plan (OSRP), which will expire in Spring 2022 and will require a year-long public engagement process.

The OSRP is a foundational document for all Town planning and programs relating to parks, playgrounds, playing fields, natural resources, conservation land, sustainable development, climate resiliency, and other open space goals and actions. The OSRP also informs capital requests and grant applications for multiple Town departments, commissions, and committees for the maintenance and enhancement of Town parks and open spaces. An up-to-date, State-approved plan is critical for these reasons.

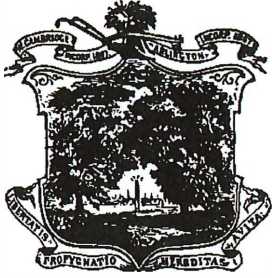
We urge the Community Preservation Committee to fully support the Open Space Committee's application to update the Open Space and Recreation Plan.

Sincerely,

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Jennifer Raitt, Director  
Department of Planning and Community Development

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## TOWN OF ARLINGTON

730 Massachusetts Ave.  
Arlington, MA 02476  
781-316-3012

### ARLINGTON CONSERVATION COMMISSION

November 26, 2019

Arlington Community Preservation Committee  
c/o Julie Wayman, Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

RE: Open Space and Recreation Plan Update CPA Application

Dear Community Preservation Act Committee,

The Conservation Commission unanimously voted to support the Open Space Committee's application for Community Preservation Act funds to update the Arlington Open Space and Recreation Plan (OSRP).

The OSRP is a foundational document for all Town planning and programs relating to natural resources, conservation land, sustainable development, climate resiliency, parks, playgrounds, playing fields, and other open space goals and actions. The OSRP also informs capital requests and grant applications for multiple Town departments, commissions, and committees for the maintenance and enhancement of Town open spaces and parks. An up-to-date, State-approved plan is critical for these reasons.

The Commission would like to thank in advance all members of the Open Space Committee who will work on this plan update.

The Commission urges the Community Preservation Committee to fully support the Open Space Committee's application to update the Open Space and Recreation Plan.

Sincerely,

*Margaret Commins (ES)*

The Arlington Conservation Commission

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Recreation Department

November 27, 2019

**RE: Open Space and Recreation Plan CPA Application**

Arlington Community Preservation Committee  
c/o Julie Wayman, Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Community Preservation Act Committee,

On behalf of the Recreation Department, I am writing to support the Open Space Committee's application for Community Preservation Act funds to update the Arlington Open Space and Recreation Plan.

The Open Space and Recreation Plan is a foundational document for all town planning and programs relating to parks, playgrounds, playing fields, natural resources, conservation land, sustainable development, climate resiliency, and other open space issues. The Open Space and Recreation Plan informs capital requests and grant applications for multiple departments, commissions, and committees in Arlington for the maintenance and enhancement of town parks and open spaces. Therefore, it is important to have an up-to-date plan that is approved by the State.

We urge the Community Preservation Act Committee to fully support the Open Space Committee's application to update the Open Space and Recreation Plan.

Sincerely,

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Stacey Mulroy, Director  
Recreation Department

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**Envision Arlington**

November 21, 2019

**RE: Open Space and Recreation Plan CPA Application**

Arlington Community Preservation Committee  
c/o Julie Wayman, Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Ms. Wayman,

On behalf of the **Envision Arlington Standing Committee**, I am writing to support the Open Space Committee's application for Community Preservation Act funds to update the Arlington Open Space and Recreation Plan.

The Open Space and Recreation Plan is a foundational document for all town planning and programs relating to parks, playgrounds, playing fields, natural resources, conservation land, sustainable development, climate resiliency, and other open space issues. The Open Space and Recreation Plan directs capital requests and grant applications for multiple departments, commissions, and committees in Arlington for the maintenance and enhancement of town parks and open spaces. Therefore, it is important to have an up-to-date plan that is approved by the State.

Through the Reservoir Committee, Spy Pond Committee, Sustainable Arlington and our town-wide annual survey, Envision Arlington works with town officials and volunteers to oversee Arlington's open spaces. We fully support the update to the Open Space and Recreation Plan and urge the Community Preservation Committee to fully support the Open Space Committee's application.

Sincerely,

A handwritten signature in cursive script that reads "Juli Brazile".

Juli Brazile, Chair  
Envision Arlington Standing Committee

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