



Community Preservation Committee
55 Main Street
Westford, Massachusetts 01886
Contact: Dan O'Donnell
TEL (978) 399-2573 FAX (978) 399-2556
odonnell@westfordma.gov

Westford Community Preservation Funding Application
Fiscal Year 2014 Project Submission Form

Basic Project Information:

Submission Date: September 17, 2013 _____

Project Name: Historical Preservation Planning Support _____

CPA funds requested: \$15,134 _____

Applicant:

Name: David Gutbrod _____

Westford Historic Commission _____

Phone: 617 851 8228 _____

Email: dgutbrod@westfordma.gov _____

Additional responsible parties – : Chris Kluchman, LandUseMGR
JohnMangiaratti,AsstTownMGR.

Project manager/contact person: David Gutbrod, Historical Commission

Purpose: (please select all that apply)

- Open Space
- Affordable Housing
- Historic Preservation
- Recreation

Project location/address: _____ N/A

Assessor information: (map/block/lot id) as applicable:

Ownership/care and custody information:

N/A

Deed restrictions required: N/A

- Conservation
- Housing
- Historic Preservation

Budget:

Complete budget (attach as necessary)

\$15,134

The assumptions underlying this proposed budget are as follows.

CPC Proposal: Historical Preservation Planning Support

Budget Assumptions

<u>Wks/Year</u>	<u>Hrs/Wk</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
47	5	235	64.39	\$ 15,134

Percent of total budget requested from Community Preservation funds:

100%

Other funding sources (committed/applied/planned):

The consultant scope of work would include investigation and pursuit of grant funding to support the restoration of the Westford Museum.

Anticipated annual income/expenses:

Income: only potential, as noted in prior response.

Expenses: no incremental costs other than direct costs proposed here. The selected consultant will be provided work space on an as-needed basis for work to be completed locally, and will be provided access as needed to printer/copier in the Historic Commission Office, but will be required to provide any other equipment needed (laptop, cell phone etc).

Recurring expenses (i.e. Maintenance):

N/A

Taxpayer impact:

No budgetary impact.

Timeline:

Proposed Start Date: Renewal of present contract

Proposed Completion Date: One year from start Nov. 2013 to Oct. 2014

Endorsement by applicable boards/commissions/community groups:

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other

Project Description and Goals:

Please describe project. In proposal, please include how this project impacts Westford's citizens and addresses Westford's current and/or future needs? How does this project preserve Westford's character and meet its preservation goals? Why should this project be funded this year? (Use as many additional pages as necessary)

This is a proposal for CPA funding to enable the Commission to retain a consultant to execute a grant proposal for the restoration of the Westford Museum

The scope of work to be narrowed from the original CPA Application (Sept 2012).

To provide the research, maintenance and communication necessary to finalize the grant titled (Massachusetts Preservation Proposal Fund (MPPF) for the Westford Museum. This would also include the necessary fulfillment within the State grant requirement of contractor awards, design and completion.

Conclusion

This proposal is justified for funding based on the potential for positive initiatives that could go forward in FY14 with this support, but which cannot otherwise be realistically anticipated.

If this proposal is funded, the Director of Land Use Management and/or Planning staff will provide support including but not limited to: preparation of a work scope; selection of a consultant through the procurement process; contract terms and execution; operational support to consultant (i.e. access to short-term work space, Town Hall printing etc); collaboration on consultant work products as needed; oversight of consultant work; and preparation of periodic progress reports to the Historical Commission and CPC.

If this application is submitted outside of the usual funding cycle, please explain why.

This application is being submitted at this time due to the grant cycle (Nov. 2013 - Oct. 2014)

list of Attachments: (including but not limited to photos, plans, maps, quotes, costs, estimates, letters of endorsement)

2009 Comprehensive Master Plan online at: http://westfordma.gov/pages/government/towndepartments/boardsandcommittees/WestfordMA_masterplan/index

David Gutbrod WHC chair

September 17, 2013

For Community Preservation Committee Use Only

Date received: _____

Copies distributed on: _____

Is sufficient data/detail provided? _____

Is timeliness an issue? _____

Is additional information required? _____

Project interview date: _____

Public hearing date: _____

Committee vote:

Yes _____

No _____

Abstain _____

Date _____

Recommendation from Committee:

Recommended for Town Meeting consideration:

Spring _____

Fall _____

Special _____

Year _____