

**Town of Nahant  
Community Preservation Committee**



**Grant Application Package  
&  
Project Submission Forms  
FY 2021**

Deadline for Submission: Jan. 31, 2020

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**Town of Nahant**  
**Community Preservation Committee**



**Guidelines for Submission**

Forms can be found on the Town's website. Navigate to:

**[Nahant.org/committees/Community Preservation/Visit Our CPC Webpage/ Project Submission](http://Nahant.org/committees/Community%20Preservation/Visit%20Our%20CPC%20Webpage/Project%20Submission)**

A submission form may be saved and filled out electronically or printed. Forms and attachments may be submitted manually or electronically. Addresses are:

Electronic submission –	Bobbie-Jo Blair at <a href="mailto:bblair@nahant.org">bblair@nahant.org</a>
Manual Submission -	Nahant Community Preservation Committee C/O Town Administrator's Office Town Hall Nahant, MA 01908

- 1) Each project request must be submitted on the Community Preservation Committee Project Submission Forms (the "Grant Application FY 2021" beginning on page six)"

Additional information may be attached. In particular, the completion of questions 8 -13, found on page 8, may require the inclusion of additional pages. If additional pages are necessary, please label you text with the appropriate application question number and title.

Example: **8) For acquisition projects.**  
"Applicant's text"

- 2) Requests must include the need for proposed project and be documented with appropriate support information.
- 3) Obtain quotes for construction project costs whenever possible. If not, cost estimates may be used, provided the basis of the estimate is fully explained. Independent appraisals are encouraged wherever appropriate.

Stipends for project cost estimating for major projects may be requested to assist petitioners in obtaining "Informed Cost Estimates" for their grant preparation. Please contact Tony Barletta, the Town Administrator, for assistance in this

regard.

Also, in formulating your total project cost estimates, professional services such as architectural or engineering are considered as eligible, and often necessary, costs and should be included in your request.

- 4) Requests for funding may be for up to a 5-year period.
- 5) If request is part of a longer-term project, include the total project cost.
- 6) For Departments or Committees that have multiple project requests, prioritize projects.

- 7) Requests should be received by January 31, 2019 to be considered for recommendation at the May 16, 2020 Annual Town Meeting. This submission deadline is a hard deadline, not an aspirational one.
- 8) The Community Preservation Committee reserves the right to impose conditions on grant funding, including entering into and recording a preservation and/or conservation restriction in appropriate cases. In all cases, a grant recipient will be required to enter into a written contract with the Town of Nahant agreeing to the terms and conditions of the grant.
- 9) Please keep in mind that the uses of CPA grant funds are limited by the enabling legislation. Pages four and five of this document provide some important definitions as they are applied by MGL Ch.44B Sec.2, as amended June 28, 2012.

The Department of Revenue (DOR) published “Informational Guideline Release No. 00-209, December 2000” that contains a glossary and other information relevant to the Community Preservation Act, it can be found at the web site address listed below:

<http://www.mass.gov/dor/docs/dls/publ/igr/2000/2000209igr.pdf>

The DOR also summarizes Community Preservation Fund allowable spending purposes (M.G.L/ c/ 44b §5) in a chart found here:

<http://www.communitypreservation.org/DOR-Allowable-Uses-2012.pdf>

10. Annually the Committee reviews the implementation progress of prior year grants and has set criteria of 18 months and 36 months respectively for the latest start and completion dates. Grants failing to demonstrate this level of commitment and progress will be reviewed for possible forfeiture of the appropriation. Any such funds reclaimed will be returned to the town’s respective community preservation act reserve for future appropriation.

Please complete the application form with as much detail as possible, incomplete forms may be returned to the applicant. If you encounter any difficulty while completing the application, you may contact a committee member for assistance. If you are in doubt about your project eligibility, please submit an application so that we have the opportunity to review it.

**Partial Glossary for the Community Preservation Act  
MGL Ch.44B Section 2, as amended June 28, 2012**

- 1.) **“Community housing”** - low and moderate income housing for individuals and families, including low or moderate income senior housing.
- 2.) **“Historic resources”** - a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant to the history, archeology, architecture or culture of a city or town.
- 3.) **“Preservation”** - protection of personal or real property from injury, harm or destruction.
- 4.) **“Open space”** - shall include, but not be limited to, 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, land to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.
- 5.) **“Recreational use”** - 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. “Recreational use” shall not include horse or dog racing or use of land for a stadium, gymnasium or similar structure.
- 6.) **“Annual income”** - a family’s or individual’s annual gross income less reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the Department of Housing and Community Development, determines.
- 7.) **“Low income housing”** - housing for those persons and families whose annual income is less than 80 per cent of the area-wide medium income. The area-wide income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.
- 8.) **“Low or moderate income senior housing”** - housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.
- 9.) **“Moderate income housing”** - Housing for those persons and families whose annual income is less than 100 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.
- 10.) **“Maintenance”** – incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keep the property in a condition of fitness, efficiency or readiness.
- 11.) **“Capital Improvement”** – reconstruction or alteration of real property that (1) materially adds to the value of the real property or appreciably prolongs the useful life of

the real property; (2) becomes part of the real property or is affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

**12.) Rehabilitation** – capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the

American with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C. F. R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the equipment or related facilities more functional for the intended recreational use.

**13.) “Support of community housing”** – shall include, but not be limited to, programs that 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 an entity that owns, operates or manages such housing, for the purpose of making housing affordable.

**Town of Nahant  
Community Preservation Committee**



**Grant Application FY 2021**

**Applicant:**

Applicant's address and phone number:

Town committee or board (if applicable):

**Application Purpose:**

(please select all that apply)

Open Space

Community Housing

X Historic Preservation

Recreation

**1) Project Name:** Town Hall Flag Pole Rehabilitation

**2) Project Description:**

This is a rehabilitation project to a historical resource. The historical flag pole at the Town Hall requires improvement in accordance with the "Architectural Standard of the Secretary of the Interior" pursuant to the Town Hall's status on the National Historic Standards. The flag pole was restored about 5 years ago but New England weather has caused the paint to chip and without a strong coat of protection, the pole remains vulnerable. The last time this project was completed it cost about \$20,000. However, it is reasonable to believe that the amount of repair work to the pole at this time is less.

**3) Grant Amount Requested:** \$15,000

**4) Contribution to the preservation Nahant's unique character:**

The Town Hall flagpole is the Town's signature flag pole and dates back to the original construction of the Town Hall in April 1912. Through the efforts of Winthrop Donnison Hodges, who had extensive maritime experience and connections, he was able to acquire an original ship's mast made of oak for Nahant from a naval yard near Philadelphia. Due to the size and weight of the pole it was brought to Nahant by sea.

**5) Planning Context:** Is the project part of a general Town planning study (e.g. Open Space and Recreational Plan, Master Plan etc.)? If so, when was the plan prepared and

who has approved the plan?

Is **NOT** part of a Program Plan

**Is** part of a Program Plan prepared on \_\_\_\_\_ and approved by \_\_\_\_\_



**Grant Application (cont.):**

**6) Evaluation Criteria:** Provide a brief description of how this project meets as many of the selection criteria as may be applicable. Refer to Selection Criteria attached as Appendix A (Page 10).

The men's softball field falls under two of the four criteria. It pertains to Open Space as "land for recreational use" and it pertains to Recreation as an "athletic field" and "noncommercial youth and adult sports". This project would qualify as a rehabilitation project that includes capital improvement improving the functionality of the recreational space and it's intended use.

**7) Estimated Cost and Schedule:**

Attach cost estimates for construction projects and state how costs were derived.

<b>Single Year Projects - Anticipated Costs</b>						
Project Timeline	Fiscal Year*	Stipend Request Guideline #3	Professional Services	Total of CPC Funds Requested	Other Funding Sources	Total Cost
	2021			\$15,000		\$15,000
<b>Sub Totals</b>						
					<b>Total</b>	\$15,000

If your project is expected to continue over **more than one year**, detail the project's cost on the following chart (explanation may be attached on a separate sheet).

<b>Multiple Year Projects - Anticipated Costs</b>						
Project Timeline	Fiscal Year*	Stipend Request Guideline #3	Professional Services	Total of CPC Funds Requested	Other Funding Sources	Total Cost
Prior year	2020					
First year	2021					
2nd year	2022					
3rd year	2023					
4th year	2024					
<b>Sub Totals</b>						
					<b>Project Total</b>	

\* **Note:** The fiscal year begins on July 1 of a given year and ends on June 30 of the following year.

**Grant Application (cont.):**

**Other Funding Sources:** Include total amount and all funding sources including any potential grants or gifts. List all sources approached even if denied funds.

<b>List of independent funding sources</b>	
<b>Funding Source</b>	<b>Amount of Grant / Gift</b>
1. Community Compact Grant- Heritage Trail improvements	\$10,000
2.	
3.	
4.	
<b>Total</b>	<b>\$10,000</b>

**8) For Acquisition projects,** attach appraisals and agreements, if available. Please indicate name of present owner and attach a copy of most recent deed. In addition to property address, please provide Nahant assessor's office identification (Map, Block and Lot number).

N/A

**9) Coordination:** If the project is dependent upon one or more other projects, identify them and indicate what the relationship(s) are among the projects. If the project is not dependent upon, but should be linked to one or more other projects, identify them and indicate the proposed relationship.

**10) Previous Town Meeting Action:** If the project has previously been included in the Warrant of a Town Meeting, indicate the year, warrant article number, and Town Meeting action.

N/A

**Grant Application (cont.):**

**11) Project Priority:** If you are submitting applications for more than one project, indicate the priority of this project recognizing that your most important project may not be needed or be ready for action until two or three years from now.

7 out of 7

**12) Time Sensitivity:** Describe any time sensitive critical issues that may impact the ability to protect the resource or otherwise impact schedule and/or grant making decisions.

**13) Contingency Planning:** What are the consequences if CPA funding is not available for the current fiscal year? Describe alternate plans for temporary stabilization, long term solution.

These improvements are dependent on the approval of this funding. Without CPA funding, it is unlikely for these improvements to occur in the coming year. The Town would apply again in a future round.

**Grant Application (cont.):**

**APPENDIX A**  
**TOWN OF NAHANT**  
**COMMUNITY PRESERVATION ACT**  
**SELECTION CRITERIA**

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the state's CPA statute. In addition, the following questions include the criteria, as applicable, that the Committee will use to assess proposed projects.

- How will the proposed project contribute to the preservation of Nahant's unique character and enhance our quality of life?
- Is the proposed project consistent with town planning documents that have received wide input and scrutiny?
- Is the proposed project feasible?
- How "time sensitive" is the project? Is it urgent?
- Is the cost of this project proportionate to its objectives?
- In general, will the project serve multiple needs?
- Specifically, will the project serve more than one CPA category (*i.e.* affordable housing, open space, historic preservation or recreation)?
- Does the project have demonstrated community support?
- Will the project preserve currently owned town assets?
- Will the project involve the acquisition and/or protection of threatened resources?
- Will the project involve multiple sources of funding, or will it leverage other public and/or private funding sources or in-kind services?
- If multiple sources of funding are involved, are commitments from other sources documented?
- Will this project stimulate other public/private projects in Nahant?

As the law requires, Town Meeting must approve all Community Preservation Committee funding recommendations.

**Grant Application (cont.):**

**For Community Preservation Committee Use**

Received on:

Associated Town Committee:

Reviewed on:

Determination:

## Mary Ellen Schumann

---

**From:** Leon <leonpoindexter@aol.com>  
**Sent:** Friday, June 26, 2015 10:43 AM  
**To:** Mary Ellen Schumann  
**Cc:** john gardner  
**Subject:** Re: Flagpole at Nahant Town Hall

Hi Mary Ellen, Sorry to keep you waiting. Chris Shaughnessy looked at the site Wednesday. To hoist my shipwright, John, up to do the close up inspection would cost \$1640 for the crane and operator and that would include the road and set up time. They would use a 35-ton crane with a bucket attached to the end of the boom. For John to do the inspection would cost for travel, hotel and a day's pay would be about \$775 + 1640 for the crane = \$2415. Just for the inspection. John and I have talked this over from the standpoint of doing the work with the mast upright and laying it down. There are problems both ways. Chris looked at the possibility of laying it down but said there was not enough room and there would be the possibility of breaking it. John says that if the mast were laid down some shrubs would have to be moved. One problem with doing it upright is the cost. Until we can see exactly what the extent of the rot is I cannot tell how many days it will take to give you an estimate, but the crane would cost \$1640 each day for the crane and bucket plus the labor expense and hotel for a shipwright. Which would be about \$2,215 per day and IF it took 10 days to do the job that would come to about \$22,215 plus materials. If the mast could be laid down, the crane cost would be at only at the beginning and end of the job. Of course you would need to have the concrete base broken up, removed and re-poured in the end. That cost would have to be determined by your public works department. The cost of the labor plus lodging would be about \$575 per day. (Plus materials) To restore the mast in place from the top of a crane is not something we feel comfortable doing at this time for safety reasons working at that height. We could do the restoration of the mast only if it were laid down and cannot be responsible for taking

the mast down or putting it back up. I understand that is not what you would like to do, but it is the only way we would feel comfortable to do it.

On Jun 25, 2015, at 3:38 PM, Mary Ellen Schumann wrote:

Hi Leon  
Did he come?

*Mary Ellen*

Mary Ellen Schumann  
Nahant Town Hall  
334 Nahant Road  
Nahant, MA 01908  
781-581-0088

**From:** Mary Ellen Schumann [mailto:[mschumann@nahant.org](mailto:mschumann@nahant.org)]  
**Sent:** Wednesday, June 24, 2015 10:27 AM  
**To:** 'Leon'  
**Subject:** RE: Flagpole at Nahant Town Hall

Great Thank you

*Mary Ellen*

Mary Ellen Schumann  
Nahant Town Hall  
334 Nahant Road  
Nahant, MA 01908  
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**Sent:** Wednesday, June 24, 2015 10:19 AM  
**To:** Mary Ellen Schumann  
**Subject:** Re: Flagpole at Nahant Town Hall

Hi Mary Ellen, I have talked to Chris Shaughnessy. He will come out today and take a look at the site. We have been talking prices. Thanks, Leon.

On Jun 23, 2015, at 3:26 PM, Mary Ellen Schumann wrote:

Hi Leon,  
Have you made contact with CJ Shaughnessy Crane to give us an assessment?  
Regards

**TOWN OF NAHANT**

Procurements between \$10,000 and \$35,000

**MGL Chapter 30B Goods & Services**

It is a requirement of law that anyone spending between \$10,000 and \$35,000 on any single item, or a series of similar items, must solicit at least three (3) written quotes to support the purchase. Please use this form when securing your three (3) quotes. An original of this form must be submitted with the invoice and warrant supporting your purchase. Each department head should keep duplicates of these forms with your permanent records. Note - you must document that you have solicited three (3) quotes. If Company does not respond, note that on this form.

---

Department: *Town Hall* Date: *7/2/15*  
Employee Name: *Mary Allen* Estimated Cost: *\$15,000*  
Description of item (s) to be purchased, including amounts/units: *FIAG Pole*  
*CPC*

Quote #1: Company: *Lern Poenderter*  
Address: *27 Jericho Lane Rockport MA*  
Phone: *617 908 8224*  
Fax: *01966*  
Contact person (s): *-*  
Amount of quote: \$ *\$22,215*  
Delivery Date:

Quote #2: Company: *The Steeplejack - Com*  
Address: *Chris Burgess -*  
Phone: *781 826 7685*  
Fax:  
Contact person (s): *-*  
Amount of quote: \$ *-N/A - Pole too rotten*  
Delivery Date: *to climb*



Quote #3: Company: *YSC*  
Address: *240 Hutton County Rd*  
Phone: *800 543 2940*  
Fax: *Haward, MA*  
Contact person (s): *Tom*  
Amount of quote: \$ *01451*  
Delivery Date: *\$13,800*



YSC, Inc.

240 Littleton County Road

Harvard, MA 01451

Tel 800-543-2940

Fax 978-456-3099

Tom@yankeetower.com

## Proposal

July 13, 2015

Jeffrey Chelgren, Town Administrator  
Nahant Town Hall  
334 Nahant Road  
Nahant, MA 01908

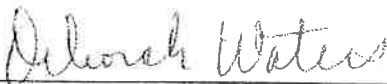
The Work: To rig the Nahant Town Flagpole and perform repairs and painting as required and detailed in the scope of work.

### Scope of the work:

- Climb the flagpole with scaling ladders as required.
- Erect platforms as required to comfortably access the areas that appear to have section loss from either decay or abrasion from the flag attachment hardware
- In the areas where section loss has occurred install short stainless steel screws approximately two inches on center both horizontally and vertically so that the heads of the screws are approximately ¼" above the surface of the wood. This will serve to mechanically fasten the epoxy filler to the surface of the pole.
- Using the West System or the Abatron System prepare the surface for the application of the epoxy filler.
- Apply the Epoxy filler as required to replace the missing material.
- Using belt sanders remove and smooth the excess material as required to restore the pole to its original contour.
- Gold leaf the ball at the top of the pole
- Paint the pole with two coats of Sherwin Williams Duration Acrylic Latex paint.
- Remove all equipment and clean up the site

Total cost of above work is \$13,800.00

\_\_\_\_\_  
Jeff Chelgren, Town Administrator

  
\_\_\_\_\_  
Deborah Waters, Town Accountant

"High Quality at down to earth prices"

## Mary Ellen Schumann

---

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**TOWN OF NAHANT**  
Procurements between \$10,000 and \$35,000  
**MGL Chapter 30B Goods & Services**


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---

Department: \_\_\_\_\_ Date: 7/2/15  
Employee Name: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
Description of item (s) to be purchased, including amounts/units: \_\_\_\_\_

Quote #1: Company: Leon Ponderstein  
Address: 27 Jenkins Lane Rockport MA  
Phone: 617 908 8224  
Fax: 01966  
Contact person (s): -  
Amount of quote: \$ \$22,215  
Delivery Date: \_\_\_\_\_

Quote #2: Company: The Steeplejack - Com  
Address: Chris Burger -  
Phone: 781 826 7685  
Fax: \_\_\_\_\_  
Contact person (s): \_\_\_\_\_  
Amount of quote: \$ -N/A - Pole too rotten  
Delivery Date: to climb

 Quote #3: Company: YSC  
Address: 240 Hutton County Rd  
Phone: \_\_\_\_\_  
Fax: 800 543 2940  
Contact person (s): Tom  
Amount of quote: \$ \_\_\_\_\_  
Delivery Date: \$13,800  
Haward, MA 01451

## Nahant Town Hall Flag Pole - Restoration Invoice

Description	Original Bid Cost	Cost Paid by Town	Cost not covered
Original bid submitted as procured	\$13,800	\$13,800	\$0
Amended Invoice Costs	\$13,074		
Material costs	\$3,328	\$3,328	\$0
Labor	\$9,746	\$2,747	\$6,999
<b>Total Paid by Town</b>		<b>\$19,875</b>	
<b>Total Assumed by Contractor</b>			<b>\$6,999</b>

## Amended Proposal

September 9, 2015

**YSC,** Inc.

240 Littleton County Road  
Harvard, MA 01451  
Tel 800-543-2940  
Fax 978-456-3099  
[Tom@yankeetower.com](mailto:Tom@yankeetower.com)

The Work: To rig the Nahant Town Flagpole and perform repairs and painting as required and detailed in the scope of work.

Scope of the work:

- Climb the flagpole with scaling ladders as required.
- Erect platforms as required to comfortably access the areas that appear to have section loss from either decay or abrasion from the flag attachment hardware
- In the areas where section loss has occurred install short stainless steel screws approximately two inches on center both horizontally and vertically so that the heads of the screws are approximately ¼" above the surface of the wood. This will serve to mechanically fasten the epoxy filler to the surface of the pole.
- Using the West System or the Abatron System prepare the surface for the application of the epoxy filler.
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- Using belt sanders remove and smooth the excess material as required to restore the pole to its original contour.
- Gold leaf the ball at the top of the pole
- Paint the pole with two coats of Sherwin Williams Duration Acrylic Latex paint.
- Remove all equipment and clean up the site

Total cost of above work is \$19,875.00

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Tom Evarts, YSC, Inc.

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Jeff Chelgren, Town Administrator

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Deborah Waters, Town Accountant

"High Quality at down to earth prices"