

East Street School

CPA FY 2020

### Community Preservation Act Committee- Proposal Request Form for FY 2020

**Project Title:** Amherst Preservation Plan Update

**CPA funding category:** Check all that apply

<input type="checkbox"/>	Community Housing
<input type="checkbox"/>	Open Space
<input checked="" type="checkbox"/>	Historic Preservation
<input type="checkbox"/>	Recreation

**Amount of CPA Funds Requested:** \$ 25,000

**Submitting Entity:** Amherst Historical Commission

**Contact Person:** Brandon Toponce, Senior Planner

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**Please complete this form in its entirety and include the following in your proposal.**

**Overview of Proposal:** Please describe your project and your feasibility analysis.

The Amherst Preservation Plan is an important document created by the Historical Commission to promote and guide the Town in principles of historic preservation. The purpose of the document is to help educate the citizens, elected and appointed officials, staff and developers on the history of Amherst and provide guidelines on how this history may be enhanced through key planning principles.

The original plan was adopted in April 2005, and has since guided the community in creating an important frame work for a successful preservation program for the Town of Amherst. This plan covers the following:

- Amherst in History
- Preservation Planning in Amherst
- Amherst’s Perception of Preservation
- Amherst’s Public Policies and Procedures
- Preservation Action Plan

The Massachusetts Historical Commission (MHC) now recommends a Preservation Plan be updated every five to ten years. The Amherst Preservation Plan has remained essentially untouched for 13 years. In order to for the Town to have relevant goals and objectives to guide the historic preservation efforts into the future, an updated plan must be created.

The following tasks to be completed by a consultant should include:

1. Update of the Amherst History section for historical inclusivity and clarity
2. Address the preservation planning efforts and accomplishments since 2005

3. Collect new public comment on relevant concerns
4. Identify needed improvements to existing local public policies and procedures
5. Create an Action Plan that addresses:
  - Vulnerable historic sites
  - Increased local and national listings
  - Easements, overlay districts, funding and other preservation assistance
  - Technology
  - Community involvement, education opportunities, training, social events
  - Design guidelines, minimum maintenance and other preservation tools

Work on this project would begin after July 1, 2019 and be completed by June 31, 2020, with the total cost being \$25,000.

**Describe how your request meets the CPA criteria:**

As stated within MGL 44B(5)(b)(1), the Community Preservation Committee is to study the needs, possibilities and resources of the Town. This is accomplished by the Committee consulting with municipal boards, such as the Historical Commission. In order for the Commission to give a detailed recommendation, it is helpful for them to have established goals and objectives to work from. In addition, the 2017, Town of Amherst Community Preservation Act Committee Community Preservation Plan, states: "Projects of study that constitute a necessary preliminary step in identifying, protecting, preserving, restoring and rehabilitating historic resources." This would include the process of creating a plan to recognize the needs of the community in relation to identifying ways to promote the preservation of historic assets in the community. Therefore, the proposed project meets the CPA required Criteria.

**1. Description of funding needed, including:**

**a. Documentation of cost estimates, budget.**

The total cost of \$25,000 is a reasonable request and has been created based on the work completed by other communities. MHC and the Pioneer Valley Planning Commission stated that most plans are typically around \$25,000 to \$30,000. Since the existing document covers the history prior to 2005, it is believed the cost would be less than the \$30,000.

**b. Other sources of funding, e.g., grants, self-funding, fund-raising.**

No other funding is being requested for this project.

**c. Timeline on how CPA funds would be spent, including over multiple years.**

Creation of the Preservation Plan could take several months. The consultants will be asked to engage in public forums, conduct public surveys, and review the current historic resources of Amherst. A document will then be created and presented to the Historical Commission and the public. The project should not exceed past June 30, 2020. The contract would be written as to specify payments after the completion of each major task, such as the following:

- **First Payment \$6,250** - Preliminary findings and discussion
- **Second Payment \$6,250** - Public comment and survey period

- **Third Payment \$6,250** - Creation of goals and objectives
- **Final Payment \$6,250** - Final presentation and document

The final reimbursement criteria will be determined by the Commission and Town Staff prior to the Request for Proposal being sent to potential consultants.

**2. Urgency of the Project, if any.**

Since the MHC recommends a Preservation Plan be updated every five years, Amherst's plan is well over due. This plan will guide the Historical Commission and other community members for the next several years on key principles of Historic Preservation Planning.

**3. Estimated timeline from receipt of funds to project completion.**

This project would begin the Summer of 2019 and would be completed by June 30, 2020.

**4. Acquisition or preservation of threatened resources.**

These requested funds are not going toward the preservation of a physical location or structure, and will not be used for acquisition of property.

**5. Population(s) to be served by the Project.**

The Amherst Preservation Plan is created for the purpose of addressing the needs of the historic resources of the Town. The selected consultant along with the Historical Commission will hold public forums and conduct surveys to gather the opinions and ideas of the public. This information will then be used as a guide in creating goals and objectives intended to benefit the community and its citizens. This final document would be placed on the Town website with the physical document being filed and available in the Conservation and Development offices.

**6. How will the CPA investment in your property, facility or project be maintained over time?**

It would be recommended that in five years the Historical Commission at that time will review the Preservation Plan and make a determination to what extent the plan would need to be updated, or a new document created.

**7. Which relevant Town committees and/or commissions are you working with?**

The Amherst Historical Commission is sponsoring this project. The Commission will work with the Town Council, the Local Historic District and other interested bodies.

**8. Other information regarding the Project deemed necessary for CPAC**

See the attached exhibits:

1. Existing Preservation Plan Table of Contents and Summary
2. Municipal Preservation Plans, published by the Secretary of the Commonwealth for MHC
3. Proposed scope of work