

# GREAT BARRINGTON COMMUNITY PRESERVATION COMMITTEE

## APPLICATION FOR CPA FUNDING

There are 2 Steps to the CPA application. Only applicants that successfully complete both Steps can be considered for funding. After reviewing the Step 1 applications, the Community Preservation Committee (CPC) will invite the eligible applicants to submit Step 2 of the Application. Only projects that complete Step 1, and are invited by the CPC to proceed, may submit Step 2.

**Step 1 applications will be accepted not later than Friday, October 28, 2022, by 4:00 PM.** The CPC will meet on Tuesday, November 9 at 5:00 PM to review the applications and invite Step 2 submittals. Applicants must be present.

**Step 2 applications must be received not later than Friday, December 2, 2022, by 4:00 PM.** The Committee will meet over the following weeks to review Step 2 submittals. Applicants will be notified when their application will be reviewed and must be present at those times.

**For both steps, ten (10) hard copies and one (1) electronic copy (PDF) of the application must be received on or before the deadline. Any Step 1 or Step 2 application received after the deadlines will be rejected.**

All pages of the application must be numbered.

Hard copies must be received by the Town Planner, Great Barrington Town Hall, 334 Main Street, Great Barrington, MA 01230 on or before the deadline. An electronic copy of each application must be submitted either in the form of a CD (delivered with the 10 hard copies) or in the form of an electronic PDF file sent to [crembold@townofgb.org](mailto:crembold@townofgb.org) on or before the deadline.

The CPC reserves the right to refuse to consider applications that are incomplete and/or to request additional information of any applicant.

Before submitting an application, applicants must familiarize themselves with the CPA legislation, the Great Barrington CPA bylaw, the Great Barrington Community Preservation Plan, and the application guidelines. These items are available on the town website at this link: <https://www.townofgb.org/community-preservation-committee>. Hard copies are also available in the Town libraries and in the Town Clerk's office. Applicants are also encouraged to consult the Community Preservation Coalition's website at: [www.communitypreservation.org](http://www.communitypreservation.org) for more background and information on CPA and CPA eligibility requirements. Applicants are welcome to contact the Great Barrington Town Planner for more information.

### **Review and Approval Process**

The CPC will review all applications and make all decisions during open public meetings. Applicants will be informed of the meetings and are required to attend.

Eligible Step 2 applications will be invited to present their project to the CPC at a public meeting. The CPC may request additional information, schedule additional meeting(s) and/or schedule a Great Barrington CPA Application Overview

project site visit. Applicants will be informed of which meetings they should attend, but of course all CPC meetings are open to the public.

Following the review, the Committee will recommend projects to Town Meeting for funding. Generally, applicants will be notified of the decisions before the end of January 2023. The final decision to fund or not to fund a project rests with the town voters at the May 2023 Town Meeting.

Successful applicants are required to assist in preparing a presentation of their project for the Annual Town Meeting in May of 2023, and they are required to attend that Town Meeting.

All non-municipal project applicants whose projects are funded by Town Meeting will be expected to enter into a contract with the Town of Great Barrington that will govern the project scope, timeline, deliverables, payment amount and timing, insurance, and other special conditions as may be required. Applicants should be aware that the Committee may withhold some or all funds until applicable permits and approvals are in place. The Committee may also require performance or completion bonds and may withhold funds for nonperformance.

The CPC may, under highly extraordinary circumstances, vote to accept applications that, because of market opportunities or other deadlines, require consideration outside of the normal funding cycle. Potential applicants who believe that their circumstances call for such unusual action may contact the Town Planner or CPC Chair to discuss the possible submission of an off-cycle application.

**GREAT BARRINGTON  
COMMUNITY PRESERVATION COMMITTEE**

**APPLICATION FOR CPA FUNDING – Step 1**

Date Received (for office use only) \_\_\_\_\_

Applicant Name: Great Barrington First Congregational Church

Project Name: Manse Stonework Restoration Phase 2

Project Address : 241 Main St. Great Barrington MA

Contact Person Title: FCC Grants Committee

Phone Number: 413-854-1065, Email: clhamiltn3@yahoo.com

Brief Project Description (attach up to 1 additional page if necessary)

The scope of conditions assessment for the Manse is limited to stonework on the exterior, areas of critical decay in wooden construction and deterioration of some of the brick bearing wall masonry in the basement related to structural support. The need for stone restoration is extensively treated in a report from Structures North Consulting Engineers, Inc., dated October 10, 2019.

Estimated amount of CPA funding you are seeking: \$ 225,000

When do you request the CPA funding be received by your

project?Spring/Summer 2023

Property Owner (if different from applicant) Same as above

Owner's Name: Same as above

Owner's Address: Same as above

Phone No. Email: Same as above

If Owner is different from the applicant, you must include a letter signed by the Owner giving permission to apply for funds for the specified project on the Owner's property.

**In the following chart, mark the box(es) that best apply to your project.**

Boxes with an X through them are not CPA eligible activities.

Contact the Town Planner if you need more information.

	OPEN SPACE	HISTORIC RESOURCES RECREATIONAL LAND	COMMUNITY HOUSING
Activities (refer to Glossary for definitions)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, wetland, river, stream, lake and pond frontage, land to protect scenic vistas, land for wildlife or nature preserve, and land for recreation use.	Building, structure, Land for active or passive vessel, real property, recreational use document or artifact including, but not limited listed on the state to, the use of land for register of historic community gardens, places or determined by trails, and the local noncommercial youth and adult sports, and the historic preservation use of land as a park, commission to be significant in the history, playground or athletic archeology, architecture field Does not include or culture of the city or horse or dog racing or town. 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.
<p><b>ACQUISITION</b> 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</p> <p><b>CREATION</b> To bring into being or cause to exist. <i>Seideman v. City of Newton</i>, 452 Mass. 472 (2008)</p> <p><b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction</p> <p><b>SUPPORT</b> 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</p>		X (preservation)	
<p><b>REHABILITATION AND/OR RESTORATION</b> 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</p>	Only applies if property was acquired or created with CPA funds		Only applies if housing was acquired or created with CPA funds

**GREAT BARRINGTON  
COMMUNITY PRESERVATION COMMITTEE  
APPLICATION FOR CPA FUNDING – Step 2**

Date Received (for office use only)

All applicants submitting Step 2 must include a copy of their Step 1 application.

All applicants must answer questions 1-11, and question 19. For question 12-18, only answer questions that are applicable to your CPA area. For example, if your project has to do with Historical Preservation but does not include Housing, then you may skip questions 12, 13 and 14, but you must answer all questions under the subheading "Historical Preservation Projects."

You may attach additional sheets as necessary to answer the numbered questions, up to a maximum of 8 additional pages of narrative. These additional pages must be formatted with a minimum 11 point font, 1 inch margins. If your project combines two or more CPA priorities, such as Community Housing AND Open Space, then you must answer ALL questions under both of those 2 subheadings and you may include up to 10 additional pages of narrative. (Please note Open Space and Recreation is considered one CPA priority.) All pages must be numbered. Please number each attached Page 1 of 8, Page 2 of 8, etc. If your answers are on separate sheets, also number each answer so that it corresponds with the number of the question you are answering.

Applicant Name: Great Barrington First Congregational Church

Project Name: Manse stonework restoration phase 2

Project Address : 241 Main St. Great Barrington, MA, 01230

Assessor's Map #19 Lot: 101

Property Deed Book: 156 / Page: 230/240

1.) Project Budget (list all sources and uses, including grants, fundraising, etc.) Total CPA funds requested: \$225,000. **See updated funding resources chart under additional information.**

Fill in the chart below showing all project sources and uses, including requested CPA funds:

Source Name	Amount	% of total	Used for	Committed?
Bank loan	TBD	TBD	Manse	No
Capital campaign	TBD	TBD	Manse	No
Other contributions	TBD	TBD	Manse	No
Church approved	0	TBD	Manse	No
CPA	225,000	TBD	Manse	No
Total budget: \$593,000 (this is the change order from Allegrone for the South and East elevations only with a recommended 10% contingency)				

#### Great Barrington CPA Application Step 2

Attach additional budget sheets or project budget if necessary. Budget pages do not count towards the 8 page limit. Be sure to include project management, oversight, engineering, and administrative costs that may be incurred. Describe all funding that has been sought and/or is available for this project.

2.) Timing of Funds: Describe when CPA funds and other funding sources are to be received.

**Spring/Summer 2023**

3.) Existing use or deed restrictions, permanent easements, historic designations, special permits, etc. if any:

**The historic preservation deed restriction has been in place since FCC church and Manse has been listed in the national and state registers.**

4.) Proposed Use or Deed Restrictions after Project Completion (in accordance with CPA rules):

We submitted our agreement to abide by the current deed restriction as part of our application to MA historical commission.

**The preservation restriction listed above will continue in effect.**

5.) Describe the project team, including project management personnel, design professionals, contractors, and other applicable consultants, their relevant experience, so forth. Attach additional pages/resumes as needed.

**Our CPA team includes church members: Lay leaders from the Administrative Board Stewardship and Finance Committees, a contracted architect and consultants each with working knowledge of this stonework from previous work with other buildings in Great Barrington (Searles Castle and St. James). Resumes are attached in the additional information section.**

**This section completed in phase 2 draft of 88**

Additional Information: These pages do not count towards the 8 page limit. Attach additional information as appropriate, for example:

- Project timeline;
- Plans or drawings stamped and signed by an Engineer or Architect as appropriate; • Photographs;
- Map showing project location in town;
- Ownership letters or site control verification;
- Budgets;
- Feasibility studies;
- Existing conditions reports or needs assessments;
- Letters of support;
- Resumes and experience of key personnel;
- For Historic Preservation projects, if the project is not State Register-listed, the applicant must provide a letter from the Historical Commission which details the significance of the project to Great Barrington's history, culture, architecture or archeology.

### **Funding Considerations**

6.) Consistency: Describe how the proposed project is consistent with the Community Preservation Plan and with the Great Barrington Master Plan.

**The Manse preservation project is consistent with the strategies HC1.2 and HC 1.4 of the Great Barrington Community Master Plan 2013. The Manse was accepted to the National Register Of Historic Places in August of 1992 in recognition of its historical importance to our local and state history. CPA funds will be used to leverage other public and private donations to protect and preserve this historic property.**

**The project is also consistent with the funding process requirements (P.3) and the historic preservation requirements (P.7,8) of the community preservation plan (2019-2020)**

7.) Town Projects: Is the proposed project for a town-owned asset? Yes No If yes, please describe funding options. For example, what portion of the project budget is CPA funding? If CPA funds are not received, what are the alternative funding options, if any? **NO**

8.) Public Benefits: Describe the public benefits of the project.

**The Manse, along with the FCC this historic Mason Library and the US Post Office form the visual and historic center of the town Historic District C. The Manse is roughly halfway between the Southern entrance to town and the Northern entrance to town. There is pedestrian traffic in both directions with retail shops, restaurants and services stretching along Main St. The Manse has a prominent location on Main St. that helps draw tourists to the town and indirectly generates pedestrian traffic to local businesses, which ultimately enhances the local tax base. There are occasions when the Manse is open for public tours to showcase its historic interior. This project will preserve this historic building in the very center of Great Barrington for future generations.**

9.) Leverage: Will the CPA funds be used to leverage or supplement other funding for this project? Please explain other sources and whether they have been committed. Subject only to step 2 approval from the GB CPA committee, we will be pursuing the following additional sources of funding;

**Refer to funding sources chart 1. Project budget**

10.) Community Input and Support: Describe any community input, meetings and/or support that you have for your proposed project. Include support letters as applicable (they will not be counted towards the 4-page limit). Letters should be unique and not reproduced from letters.

**See current letters of support and letters of support from step 1**

11.) Permits: Describe permits that may be required, the status of those permits or applications, and/or when the applications will be submitted and permits received.

No changes needed from step 2 draft

### **Affordable Housing Projects**

12.) Affordable Housing Projects: Clearly describe how the project meets the Affordable Housing goals of the Community Preservation Plan.

**Does not apply**

13.) Affordability Level(s):

\_\_\_\_\_ % of area median income no. of units \_\_\_\_\_

\_\_\_\_\_ % of area median income no. of units \_\_\_\_\_

\_\_\_\_\_ % of area median income no. of units \_\_\_\_\_

14.) Other Information: Describe any other relevant information about the project and the site. For example: Is the site zoned for the proposed use and if not what is the plan for zoning approvals; does the project reuse a building or previously-developed site? Is the site or could the site be contaminated and if so what is the plan for remediation?

**Does not apply**



## Great Barrington CPA Application Step 2

### Historic Preservation Projects

Applicants should note: all CPA-funded historic preservation projects must comply with the US Secretary of the Interior's standards for the treatment of historic properties.

15.) Historic Preservation Projects: Clearly describe how the project meets the Historic Preservation goals of the Community Preservation Plan.

**Restores and preserves historic and architecturally significant buildings listed on state and national register. Contributes to the character of local historic district. Contributes to tourist traffic on Main Street**

16.) Other Information: Describe any other relevant information about the project and the site. For example: is the site zoned for the proposed use and if not what is the plan for zoning approvals; does the project reuse a building or previously-developed site; is the site or could the site be contaminated and if so what is the plan for remediation.

**The Manse is zoned for its current use as a residence. No changes are required. We have no knowledge of studies identifying site contamination on the property**

### Open Space and Recreation Projects

17.) Open Space and Recreation: Clearly describe how the project meets the Open Space and Recreation goals of the Community Preservation Plan.

**Does not apply**

18.) Other Information: Describe any other relevant information about the project and the site. For example: Is the site zoned for the proposed use and if not what is the plan for zoning approvals? Does the project reuse a building or previously-developed site? Is the site or could the site be contaminated and if so what is the plan for remediation.

**Does not apply to historic preservation category C**

### Certification

19.) This application was prepared, reviewed, and submitted by:

Name: Charles L. Hamilton

Phone: 413-854-1065

Email: clhamilton3@yahoo.com

*I hereby certify that all of the above and included information is true and correct to the best of my knowledge. [For non-municipal applicants only: I further declare my willingness to enter into a Contract with the Town of Great Barrington to govern the use and expenditure of CPA funds.]*

Signature:

Date:

Address letter to:  
Mr. Thomas Blauvelt, Chairman  
Community Preservation Committee  
Great Barrington Town Hall  
343 Main Street  
Great Barrington, MA 01230

Dear.....

I am writing as Executive Director of Construct in support of the First Congregational Church's CPA application for their Manse Stonework Restoration Project.

The historical and architectural significance of the Manse and The First Congregational Church have been well documented and have a very prominent place in Great Barrington's Main Street. For the past decade the congregation and Construct, Inc. have developed an active outreach effort including FCC fundraising events, a partnership in Construct's Warm Up The Winter gala and financial donations by the church Mission Committee. The congregation has remained dedicated to their outreach effort despite challenges. Their stewardship of the Manse, dedication to historic preservation combined with their commitment to community outreach make them worthy of their request.

Sincerely,

Jane,

Jane Ralph

Executive Director

Construct

316A State Rd

Great Barrington, MA

413.429.4381

[www.constructberkshires.org](http://www.constructberkshires.org)

FIRST CONGREGATIONAL CHURCH, GREAT BARRINGTON

MANSE PHASE II BUDGET

SOURCES:	AMOUNT	Committed?
Cash in Bank for this Project	\$102,000	yes
Mass Historical Grant (1)	25,000	yes
Capital Campaign Pledges (2)	17,000	yes
New Capital Raise (3)	25,000	no
Bank Loan Availability (4)	128,000	yes
Increase to Bank Loan (5)	135,000	no
CPA Request	<u>225,000</u>	no
Total Sources	\$657,000	

Notes

1. Final payment on \$50,000 grant
2. These are committed pledges still to be paid
3. We are increasing the Capital Campaign from \$200,000 to \$210,000. This amount represents the total amount still to be raised.
4. Balance available on \$500,000 commitment from Lee Bank
5. We will be requesting an increase from Lee Bank of \$150,000. We have had favorable preliminary discussions with the Bank.

USES:

Allegrone Construction Phase II proposal totals \$657,000 (including a 10% contingency).

Prepared: November 22, 2022

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**ALLEGRONE**  
COMPANIES

PCO	PCO REV	DATE
4	0	10/27/2022

## PROPOSED CHANGE ORDER REQUEST

CONSTRUCTION  
MASONRY  
HOMES  
REAL ESTATE

150 Pittsfield Rd.  
Lenox, MA 01240  
T. (413) 997.9200  
F. (413) 236.1200  
allegrone.com

**Architect:** Clark & Green, Inc (Steve McAlister, R.A.)  
113 Bridge Street  
Great Barrington, MA 01230

**Project:** First Congregational Church of Great Barrington  
Manse Stonework Conservation and Repair - Phase 1  
241 Main Street  
Great Barrington, MA 01230

### WORK DESCRIPTION:

Masonry, Roofing & Carpentry Repairs per onsite meetings and drawings  
- Clark & Green, Inc. DwgS dated 5/11/22 and Revised on 10/19/22  
- Dwg S-1.1 (East Elevation) & Dwg S-1.2 (South Elevation)

### COST DETAIL:

Description	Cost
Mobilization, Site Fencing, Protections, Storage & Demobilization	\$ 12,905
Site and Landscaping Repairs at End of Project	\$ 4,560
Work Items U1, U2, U3 Repointing Masonry	\$ 98,850
Work Items U4, U5, U6, U7 Removing, Rebuilding, Resetting Stones & Crack Repairs	\$ 115,928
Replace 50 Red Slates to Match Existing & Copper Gutter Repairs	\$ 9,804
Chimney Flashing Replacement	\$ 14,483
Caulk Windows & Doors	\$ 10,735
Carpentry at Crown Molding, Porches, Window Trim & Bulkhead Door	\$ 11,970
Scaffolding, Access & Equipment Rental	\$ 82,627
Material Cost Only for New Stones	\$ 121,384
Permit	\$ 5,979
<b>TOTAL DIRECT COST</b>	<b>\$ 489,226</b>
Overhead (Office & Superintendent)	10% Is \$ 489,226 \$ 48,923
Profit	10% Is \$ 538,149 \$ 53,815
Bond	1% Is \$ 591,964 \$ 5,920
<b>TOTAL CHANGE ORDER REQUEST</b>	<b>\$ 597,883</b>

### Add Alternates:

1 - Start in January 2023 and incur Winter Conditions (tarps, propane, blankets, etc.), this expense varies from year-to-year based on actual temperatures and snow fall. This expense can be tracked on an actual T&M basis with a not-to-exceed price.	\$ 22,856
2 - Breezeway Roof: Remove existing, install Ice & Water shield, install copper flashings, install red slate, copper ridge cap. Includes scaffolding, access and dumpsters.	\$ 48,806

### CHANGE TO CONTRACT TIME:

The Contract Time will be increased by: 6 Months from Start of Work

### OWNER ACCEPTANCE:

This Change Order Request is accepted. Please proceed with work as detailed above.

By \_\_\_\_\_

Date \_\_\_\_\_