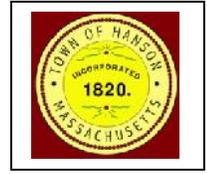


Hanson Community Preservation Committee

Town Hall - 542 Liberty Street, Hanson, MA 02341

781-293-5186



Chairperson: *Laura FitzGerald-Kemmett*

*Kenneth Mitchell, Parks and Fields Commission
Allan Clemons, Historical Commission
Patricia Marini Glenn, Planning Board Commission
John Kemmett, Conservation Commission*

*Patty Norton, At-Large
Robert Overholtzer, At-Large
Robert Sears, Housing Authority
Thomas Hickey, At-Large*

PROJECT FUNDING APPLICATION COVER PAGE

Contact Person: _____ Address: _____

Telephone: (h): _____ (w): _____ (c): _____ Email: _____

Project Name: _____

Address of the project: _____ Assessors Map/Lot #: _____

Which community preservation purpose(s) does this project address? Refer to Appendix page G as a guide.

Community Housing Historic Resources Open Space Active Recreation Passive Recreation

Proposed project start date: _____ **Project length of time from start to finish:** _____

Amount of CPA Funding Requested: _____

For Hanson Town Government submissions only: If this application is being submitted for work to be done by a town department, it must include assurances that the following entities have approved its submission. *The undersigned support and approve the application and budget included herein:*

_____	_____	_____	_____
<i>Department,</i>	<i>Printed name of the Department Head</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	_____
	<i>Printed name of Hanson Town Counsel</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	_____
	<i>Printed name of Hanson Procurement Officer</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	_____
	<i>Printed name, Chair, Hanson Board of Selectmen</i>	<i>Signature</i>	<i>Date</i>

Audit Certification - Federal Funds Circle the appropriate choice:

Option 1: The applicant certifies that the applicant agency currently expends combined federal funding of \$500,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

Option 2: The applicant certifies that the applicant agency currently expends combined federal funding of less than \$500,000 and, therefore, is exempt from the Single Audit Act and cannot charge audit costs to a Community Preservation Act grant. I understand, however, that the Hanson Community Preservation Committee may require a limited scope audit as defined in OMB Circular A-133.

Enter agency fiscal year: _____

Assurance:

I _____ hereby certify under the penalties of perjury that the following application information is true and correct
(Print name of fiduciary agent)

to the best of my knowledge and that I am legally able to enter into a contract on behalf of _____
(Print name of contracting agency)

with the Town of Hanson for Community Preservation Funds.

Signature: _____ Date: _____
(Sign in blue ink by the fiduciary agent)



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APPLICATION SUGGESTIONS and GUIDELINES

1. The excerpt below from the Community Preservation Act (CPA) describes projects eligible for CPA funding. The Community Preservation Committee shall make recommendations to the Town Meeting for the following:
 - For the acquisition, creation and preservation of open space;
 - For the acquisition, preservation, rehabilitation and restoration of historic resources
 - For the acquisition, creation and preservation of land for recreational use;
 - For the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
 - For affordable housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.Town of Hanson, By-laws Article 2-20, Community Preservation Committee.
2. All proposal proponents must begin by submitting a pre-application form which will be reviewed and commented upon by the Community Preservation Committee (CPC). Upon pre-application approval, an application form must be completed in full and submitted in accordance with any CPC established timelines.
3. Projects will be recommended for funding following an evaluation of the merits of both the proposal and its proposed costs. Further evaluation will occur if there are multiple project proposals submitted in the same funding cycle; such projects will be compared with one another in order to determine which projects, if any, would earn CPC recommendation. All recommendations and actual awards are subject to the availability of CPA funds and approval at town meeting.
4. Proposals that address more than one CPA eligible purpose; leverage additional funding, involve collaboration of more than one agency, organizations, board or committee; or otherwise show a comprehensive, community centered, multidisciplinary approach, will be given highest consideration.
5. Applications that present a thorough description of the project with as many details as possible, have significant support from other town Boards/Committees and present a comprehensive, well described and reasonable budget will have the greatest likelihood of success. Budget requests must be thorough because there will not be an opportunity to change the budget amount after submission to the CPC.
6. The CPC may use the scoring criteria defined in Appendix C to rate the proposals before the CPC. All CPC recommended proposals will require a majority vote of support from Town Meeting and certification by the Massachusetts Attorney General and Department of Revenue.
7. Once a project proposal has been submitted, the applicant and his/her agent(s) are forbidden to speak with or "lobby" any CPC member about that proposal. Such a prohibition includes questions about the proposal or the proposal process, any attempt to give unsolicited additional information or seek information about the grant making process. Any questions must be addressed to the Committee Chair only. The Chair will post questions and their answers on the Hanson town website /Community Preservation Committee page so all applicants will have equal access to information. Speaking to any other member of the CPC after the grant making process has begun will result in the applicants' proposal being rendered non-responsive and eliminated from consideration.
8. Before a final award is granted, the project proponent will be required to verify that the information is true and correct. Supporting documentation, such as attested copies of recorded deeds or restrictions or corporate papers, may be required at the discretion of CPC.



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9. If the applicant is requesting expenses for personnel, the CPC may ask for more supporting documentation.
10. It is the responsibility of the applicant to gather support letters and Memoranda of Agreement (MOA's) if applicable and submit them with the application. No support letters or MOA's may be submitted after the application deadline. Applications not accompanied by either MOA's or support letters will be considered non-responsive and not reviewed for funding. Electronic submissions must include MOA's or letters of support on electronic letterhead from the originating Board/Committee. Electronically submitted letters of support or MOA's may be submitted unsigned if the applicant is not able to scan them for submission. Letters/MOA's must explain why the proposal is considered beneficial to that specific board/committee or commission and should also address the board/commission's financial commitment to the project.
11. If proposal is for historic preservation or restoration, include a statement from the Historical Commission giving grounds, beyond age, for the significance of the proposed action. Include copies of applications for or existing documents certifying state or federal historical recognition.
12. Applicants are encouraged to review Appendices A-F before completing the application.

Appendix	Page	Reason for applicants to review
A: CPA Definitions	10	Provides detail on definitions applicable to CPA taken from Chapter 44B of Massachusetts Gen. Laws
B: CPA Allowable Spending Purposes	11	Explains how funds can be used under the provisions of the law.
C: Project Requirements & Selection/Scoring Criteria	12	States minimum project requirements and a scoring guideline for applications
D: Emergency Waiver of Time Process for CPA funding	13	Important document in the event that a proposal needs immediate attention.
E: Deed Restrictions	14	Explains in more detail what is involved with a deed restriction and the documents needed as part of the application.
F: Procedural Steps for Private Organizations and Historical Preservation Restrictions	15	Explains historical preservation restriction process.

13. Projects are expected to begin within 6 months of receipt of funding (after town meeting certification by the Attorney General). If a project has shown no action within 12 months after town meeting certification, and if the applicant has made little or no effort to communicate the reasons for the delays with the CPC, the award will be considered void and another application must be made to receive CPA funding.

Applicant should initial that these guidelines have been read: _____



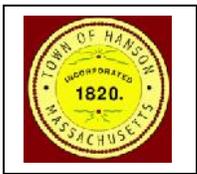
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Answer questions 1-3 on additional paper.

A. Project Description/Eligibility for CPA funding

1. State the project's official name and include any of the following that are necessary or appropriate:
 - a. street address of the project;
 - b. assessor's map and lot number(s);
 - c. current ownership;
 - d. existing use or deed restrictions;
 - e. proposed ownership after project completion;
 - f. proposed use or deed restrictions after project completion (including proposed conservation, open space, recreation, historic and affordability restrictions).
2. Explain how your project acquires, creates, preserves, supports, rehabilitates or restores according to the criteria defined in chart 1 on Appendix page G.
3. Proposal narrative: Thoroughly describe the following in no more than 3 pages (excluding Memoranda of Agreement (MOA))
 - a. the history, purpose and present mission of the applicant organization;
 - b. the proposed project;
 - c. a time-task plan for the project;
 - d. the way(s) in which the proposed project is compatible with Community Preservation goals,
 - e. if applicable, the way(s) the project serves a need or goal related to community preservation that is set forth in the Town of Hanson's Master Plan, Open Space and Recreation Plan or other planning document(s), and
 - f. why the project will benefit Hanson,
 - g. how the project will add "public value" to Hanson (this is particularly necessary for private, non-profit applicants),
 - h. any other facts or considerations you feel are pertinent to this project's successful application.



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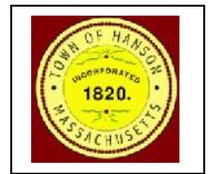


4. Check “Yes” or “No” to each of the following questions. Please explain if the answer is “Yes”.

Project characteristics	Yes	No	If yes, please explain
Does the project serve a need or goal set forth in the Town of Hanson’s Master Plan, Open Space and Recreation Plan or other planning document(s) related to community preservation?			
Does the project include public access?			
Are there any special issues related to the timing of this project? For instance, is this property at risk for development or otherwise threatened? Is a right of first refusal about to expire? Etc.			
Community housing	Yes	No	If yes, please explain
Does the project reuse existing building(s)?			
Does the project involve the construction of new buildings on previously developed sites?			
Previous CPA funding	Yes	No	If yes, please explain
Has this project or a closely related project previously received CPA funding?			
Land projects	Yes	No	If yes, please explain
Is this a land acquisition project?			
Is this a development project of land already owned by the town?			
If the project relates to a particular parcel of land, describe the current zoning, the present use of that property and the potential use(s) of that property if project is not funded.			
Historical preservation or restoration	Yes	No	If yes, please include a statement from the Historical Commission giving grounds, beyond age, for the significance of the proposed action. Include copies of any applications for or existing documents certifying official state or federal historical recognition.
Is the proposal for historic preservation or restoration?			
Private/public collaboration	Yes	No	If yes, please explain
If the project is private/public collaboration, describe and document the official, legal arrangements made between both parties. Specifically explain which entity will be responsible for the CPA funded portion of any such arrangement.			
			In addition to any explanation, also submit in written, notarized detail the arrangement with the other entity. (e.g., if a structure is being modified, improved or constructed on town property by a private entity, show documentation that arrangements for that construction have been approved by the legislative authority and the legal counsel for that legislative authority; show that the town is willing to accept the liability, on-going maintenance and any other long-term associated costs associated with the structure, etc.)



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B. Considerations for funding: When formulating a budget, applicants must be mindful of projects, including but not limited to:

Funding source	Amount	Source	Date funds available
CPA Funds requested	\$	Hanson CPC and Town Meeting Approval	Following Town Meeting Approval and AG certification
Private funds invested	\$		
	\$		
Public funds invested	\$		
	\$		
	\$		
Other investments	\$		
	\$		
Grants	\$		
	\$		
Total project funds	\$		

Please list the source of each document obtained to determine the total project cost.

Source	Type of documentation (quote, estimate, comparative analysis etc.)

The applicant initials below signify that this budget has been thoughtfully prepared and will not be seeking changes in the budget following its submission for approval.

_____ (initial here)



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D. Please review: Application Final Check List — Applications must be submitted in this order:

- Completed Cover Page (Page 1)
- Initialed Guidelines (Pages 2-3)
- Project Description/Eligibility for CPA Funding (application pages 4-5)

Section A

- Answers to narrative questions #1-3 (page 4)
- Answers to Yes/No questions in #4 (page 5)

Section B

- Answers to Considerations for Funding (page 6)

Section C

- Complete list of supporting documentation (page 7)

Please send one original complete application packet and 9 hard copies to Hanson Community Preservation Committee, c/o Office of the Hanson Board of Selectmen, Hanson Town Hall, 542 Liberty Street, Hanson, MA 02341. Applications may be hand delivered or sent via registered mail.

The CPC would also prefer applicants to provide an electronic version of the application and all relevant attachments. Electronic correspondence can be sent to cpchanson@gmail.com.

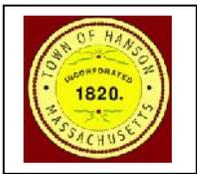


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LIST OF APPLICATION APPENDICES

Appendix	Page	Reason for applicants to review
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Appendix A: CPA Definitions

Community housing: low and moderate income housing for individuals and families, including low or moderate income senior housing.

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 in the history, archaeology, architecture or culture of a city or town.

Low income housing: housing for those persons and families whose annual income is less than 80 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

Low or moderate senior housing: housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

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.

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 frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Preservation: protection of personal and real property from injury, harm or destruction, but not including maintenance.

Maintenance: the upkeep of real or personal property.

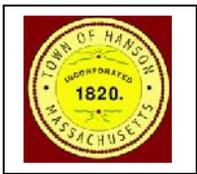
Real property: land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

Real property interest: a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein. (This is more specifically defined in the CPA law.)

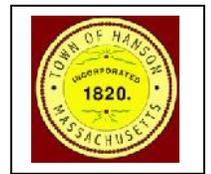
Recreational use: active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. Recreational use shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

Rehabilitation: the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to 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 CFR Part 68.

Note: Taken from Chapter 44B of the Massachusetts General Laws, Community Preservation.



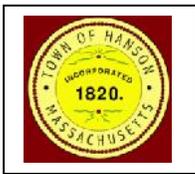
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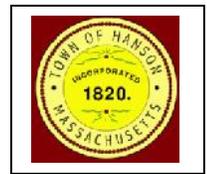
APPENDIX B: COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

Spending Purpose	Definition	Funds used to acquire	Funds used to create	Funds used to preserve	Funds used to support	Funds used to rehabilitate/restore*
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 frontages, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.	Yes	Yes	Yes		Yes if acquired or created with CPA funds
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 in the history, archaeology, architecture or culture of a city or town.	Yes		Yes		Yes
Recreational Land	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 the use of land for a stadium, gymnasium or similar structure.	Yes	Yes	Yes		Yes if acquired or created with CPA funds
Community Housing	low and moderate income housing for individuals and families, including low or moderate income senior housing. Moderate income is less than 100% of U.S. HUD Area Wide Median Income and low income is less than 80% of U.S. HUD Area Wide Median Income	Yes	Yes	Yes	Yes. Includes funding for community's housing trust	Yes if acquired or created with CPA funds

***Rehabilitation/restore means remodel, reconstruct or repair (extraordinary, not maintenance) to make the property functional for intended use, including improvements to comply with federal, state, or local building or access codes or with federal standards for rehabilitation of historic properties.*



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Appendix C: Project Requirements & Selection/Scoring Criteria

All proposed projects must be eligible for CPA funding according to the requirements set forth in the law before further consideration can be given. The Community Preservation Committee (CPC) shall make recommendations to the Hanson Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the CPC shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

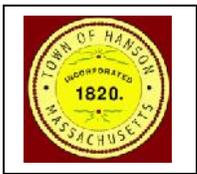
Requirements for all projects:

1. Consistency with the Hanson Master Plan, Open Space and Recreation Plan or other planning documents related to community preservation that have undergone a public planning process;
2. Support of a relevant town board/committee (Conservation Commission, Recreation Commission, Historic Commission, Hanson Housing Authority, Hanson Housing Partnership, Board of Selectmen, Master Plan, etc.);
3. Preserves a threatened resource;
4. Public access (if applicable to project);
5. Affordable cost;
6. Consistent with preservation program priorities (will not divert funding from a project with a higher priority).

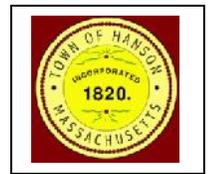
When a proposal meets the statutory requirements, the CPC may rate projects using the following factors. The final decision of the CPC on a project is based on the vote of the committee, and such score criteria are a guide for the committee in its decision making:

Narrative	Excellent (4)	Good (3)	Fair (2)	Poor (1 or 0)	Weight	Points
Complete application	All answers are provided and all required documentation provided	1 question or 1 document is missing	A few questions or documents missing.	Multiple documents or questions missing	x 3	
Alignment with CPC principles	Strong alignment with 2 or more CPA principles	Strong alignment with 1 CPA principle	Alignment with CPA principles is weak	There is no alignment with CPA principles	x 3	
Support of outside groups and relevant town boards	At least 2 letters of financial or in kind commitment are provided	Multiple letters provided, (one with a financial or in-kind commitment).	At least 1 letter of support provided. No financial or in-kind support offered.	No letter(s) of support, or letter(s) is not strongly supporting the project.	x 3	
Consistency with town plan(s)	Aligns with Master Plan, Open Space Plan and other relevant town plans	Clear alignment with 1 town plan	Loosely aligned with 1 town plan	Not aligned with any town plans	x 2	
Project type	Project clearly restores, preserves or repairs existing resources	New development project			x 2	
Benefit to the town	Strong, immediate benefit to the town that improves quality of life	Benefit likely to be realized in the future	Benefit may not be realized by many people	The argument for benefit is not convincing	x 2	
Budget	Excellent (4)	Good (3)	Fair (2)	Poor (1 or 0)	Weight	Points
Return on Investment (ROI)	The ROI will be considerable and is worth the investment of funds.	There will be a good ROI with this project given the budgeted costs	Benefit to the town is not clear and/or project costs are significant.	This project does not provide any ROI to the town.	x 2	
Due Process	Applicant has done exceptional due diligence to obtain estimates and provide a detailed explanation	Due process is clear and documentation is adequate.	Due process information provided is not clear or is lacking detail.	Budget funds are not backed up by any credible detail or due process is not documented.	x 2	
Non-burden to the town	The project will very likely have no burden on the town	There may be limited burden to the town	Risk of burden to the town	Considerable burden to town	x 2	
Leveraging of other funds	Commitments from 2 or more parties to provide funds for the project	Applicant has 1 third party source for funding	Applicant relying solely on CPC funds		x 3	

Total Points Earned: _____



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Appendix D: Emergency Waiver of Time Process for Community Preservation Act Funding
All waivers are considered on a case-by-case basis and determined on their individual merits

Explanation:

In the event that a CPA eligible project cannot wait for the semi-annual application process, the applicant may at any time complete this waiver and submit it along with a pre-application to the Chair of the CPC. The determination to waive time requirements rests with the CPC.

If the CPC gives permission for the application to circumvent the standard time schedules and the project is recommended by the CPC, a request will be made to hold a Special Town Meeting to vote on the proposal. Only after receiving a favorable majority vote from the Town and certification from the Attorney General and Department of Revenue will a project be awarded grant funds.

Evidence of the emergency status prompting the waiver must be presented in a convincing and thoroughly documented manner at the time of application.

This form along with either a pre-application or a pre-application and full application must be submitted to the Chair of the Hanson CPC. If only a waiver form and pre-application are submitted, a full application must be forthcoming upon approval. No recommendation will be made to the Town until a full proposal is approved by the Community Preservation Committee:

The applicant should note that because "emergency waivers" cannot waive standard CPA protocols (town meeting, AG and DOR approval, etc.), a 3-4 month period will probably elapse after application before funding is available.

Private, non-governmental and non-profit organizations will still be subject to the deed restriction requirements and procedural steps which include a review of the proposal and deed by the State Historical Commission.

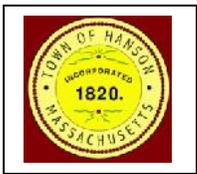
Circumstances which may be considered for such a waiver include, but are not limited to:

- historical property damaged by an "act of God" not covered by insurance and the lack of attention to which would cause irreparable damage to the structure;
- land offered for sale which has been given priority status by the CPC and on which the Town has first right of refusal but insufficient funds to purchase;
- land offered for sale which has been given priority status by the CPC and which the town does not wish to purchase with general funds;
- opportunity to secure a third-party grant which for which CPA funds would leverage monies, but the third party grant application for which is due before the regular CPA grant cycle, etc.

Projects which have been denied waivers are allowed to present their proposals during the regularly scheduled bidding in that funding year providing that they receive a positive result from a pre-application. Once a project has been denied a waiver, it may not apply for another waiver or submit a standard application in that funding year.

All recommendations of the CPC are final.

<p>Waiver</p> <p>Project Name _____</p> <p>Applicant _____</p> <p>Amount of CPA Funding Requested _____</p> <p>Reason(s) Waiver is Requested: (Please limit response to 2 pages. Be specific, clear and concise in the description of the emergency that exists and necessitates this waiver. If this waiver is denied, you may not apply for CPA funds for this project in this funding year.</p> <p>If this waiver is denied, will you request CPA funds during the regular funding cycle?</p> <p>Yes No Explain _____</p>



Hanson Community Preservation Committee

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Appendix E: Deed Restrictions

If your organization is non-governmental, privately owned or non-profit, there will be a deed restriction placed on your property as a condition of accepting CPA funding for preservation or reconstruction. A deed restriction will limit your future use of the property in perpetuity, e.g., the façade of a building must remain and be maintained according to historic preservation regulations, open space may not be developed for commercial use. If you have questions about a deed restriction, you are welcome to call the Committee Chair for further explanation or discussion before submitting an application for funding.

The following information is necessary for the deed restriction and will need to be submitted to the CPC before a deed restriction is completed. This information is NOT required with the funding application but will be required if the proposed project is accepted by the Town of Hanson to receive CPA funds:

1. A copy of your organization's by-law [or other legal documentation] setting forth who is authorized to deal with property, i.e., execute deeds, mortgages, easements, restrictions, vote, etc.
2. A full and complete description of the building [or property] as to what it is made of, what it consists of, size, shape, who designed it, when it was constructed, etc.
3. A full description of what makes the building [or property] historical and why it is so designated.
4. A copy of the deed---book and page where recorded. [Deeds are available at the Registry of Deeds in Plymouth]
5. Exterior photographs of the building [or property].
6. A copy of the Hanson Assessor's map showing your property.
7. Copies of As-Built plot plan and As-Built drawings of the building if they exist.
8. Insurance Certificate
9. Documentation of any prior restrictions, historical or otherwise on the building [or property].

The following is an example of answers to #'s 1, 2 and 3 above from a Preservation Restriction Agreement with the Unity Church of North Easton, Unitarian Universalists

1. Authority to sign.

The Preservation Restriction Agreement with the Easton Historical Commission was granted by the building trustees of the Unity Church of North Easton, Unitarian Universalists. Apparently, the Trustees have the authority to deal with real estate.

2. Description of the Building.

As an example, the above church was described as follows: The building is a granite, gothic revival church with a stone bell tower that has a stone roof. The balance of the building has a decorative slate roof, topped with iron cresting at its peak. The building contains world-renowned stained glass windows. The building was designed by John Ames Mitchell (1845-1918) and constructed in 1875 with funding from Oliver Ames, Jr. (1807-1877). The building serves as a church for Unity Church of North Easton Unitarian Universalist.

3. Historical significance.

As an example, the same church was described as follows: The historical significance of the building emanates from its construction in 1875, its location within the North Easton National Register Historic District (designated November 3, 1972) and its architectural and artistic design and numerous significant contents including stained glass windows by John Lafarge, windows which have worldwide artistic significance and interior woodwork by Johann Kirchmayer. Additionally, the building is listed as a contributing property to the North Easton National Register Historic District and is important to the public enjoyment and appreciation of its architectural and historical heritage.



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Appendix F: PROCEDURAL STEPS TO BE TAKEN RE: PRIVATE ORGANIZATIONS AND HISTORICAL PRESERVATION RESTRICTIONS

The Hanson Community Preservation Committee requires that a historic preservation restriction be placed on buildings, other structures or land in which the CPA makes a funding investment. Therefore, after the town meeting has voted to award CPA funds to a private organization or entity, the following process will take place before funds are awarded.

1. Drafting of the Preservation Restriction Agreement by the Hanson Town Counsel at the applicants expense.
2. Review of and final approval draft Preservation Restriction Agreement by the Community Preservation Committee (CPC).
3. Review of its individual Preservation Restriction Agreement by the organization that will be signing the same as a contingency of receiving CPA funding.
4. Submission of "Items Required", i.e., historical information; description of what makes the building or property historical; a copy of the property's deed; a copy of the Assessor's Map; as-built plot plans and as-built drawings of the building if in existence, by the organization seeking to receive CPA funds and:
 - a. A copy of the organization's by-law setting forth who is authorized to deal with and execute a Preservation Restriction Agreement on the organization-owned property.
 - b. A copy of the organization's legal document defining who is currently authorized to vote for the organization.
5. Once the Agreement is prepared and in final form for signatures, it must be executed by the organization receiving CPA funding, forwarded to the Massachusetts Historical Commission for approval and upon return from the Mass. Historical Commission it must be approved by both the Hanson CPC and the Hanson Board of Selectmen.
6. After approval by all entities, the fully executed Agreement must be recorded in the Plymouth County Registry of Deeds.
7. Presuming that the Hanson CPC has seen and reviewed the plans, drawings, specifications, etc. for the project, that it has recommended the project for funding and that the Town of Hanson through its town meeting has voted to approve such funding, CPA funds may after the approval and recording of the deed restriction, be released for the project.