

DEERFIELD COMMUNITY PRESERVATION COMMITTEE APPLICATION FOR FUNDS
Application Deadline: November 1, 2024

INTRODUCTION

The Deerfield Community Preservation Committee is pleased to offer Applicants the opportunity to apply for Community Preservation Act funds. The Community Preservation Act (CPA) was adopted by Deerfield voters at the 2007 Annual Election. The CPA authorizes a surcharge on property tax bills which are then, in part, “matched” by the Commonwealth of Massachusetts.

By law, The Community Preservation Funds must be segregated from the Town operating budget and used for purposes specified by State Law. Not less than 10% of CPA Funds must be used (or reserved) for each of three categories: Open Space, Historical Resources, and Community Housing. In addition, 5% of CPA Annual Revenue may be used for administrative purposes, such as appraisals, surveys, presentation materials and staffing. The remainder of the funds may be used in any combination for the three listed eligible categories and/or any eligible recreational projects. CPA funds may not be used for routine maintenance or to replace operating budgets.

Upon recommendation of the Community Preservation Committee, only voters at Deerfield Town Meeting can authorize any expenditures of CPA funds. The Committee may not recommend all proposals to Town Meeting and, in some cases, may advise resubmission of an application for a future funding cycle. When making recommendations, The Committee will be guided by the visions and goals set out in the Town's Master Plan and Open Space Plan and by opportunities to leverage CPA Funds for maximum benefit to the community. The Committee seeks to promote an open and full discussion of ways to expend CPA Funds that will ensure consideration of the wishes of all segments of the community and maximum participation of Deerfield residents.

The current DEERFIELD COMMUNITY PRESERVATION Committee members and the appointing authority as authorized by Town Bylaws are as follows:

<u>Name</u>	<u>Appointing Authority</u>
Kathy Sylvester, Chair	Select Board
Frank Leone	Assessors
Julie Caswell, Vice Chair	Open Space Committee
Leslie Dwight, IT	Select Board rep for Housing
Ben Bensen, Clerk	Historical Commission
Sean Libbey	Conservation Committee
Sue Antonellis	Recreation
Satu Zoller	Planning Board
Peter James	Town Moderator

For questions, contact: Town Administrator Kayce Warren, townadmin@town.deerfield.ma.us or 665-1400 ext. 105. Or, Kathy Sylvester, Chair of the CPC: kathyms2013@gmail.com

2025 CPA Funding Cycle Schedule

- November 1, 2024 Application Deadline (**If delayed, see “Late Application Policy” on the CPC web page on the town website, and notify the Chair of the CPC via email**)
- November 7, 2024 Check the Town website to verify your application has posted to the CPC page
- November 13, 2024 Review of Submitted Proposals/Info. Session (Applicants encouraged to attend)
- March 5, 2025 Final Recommendations and Approval (Applicants should attend)
- March 19, 2025 Provisional Meeting as needed (optional)
- April 2025 Recommendations presented and voted at Town Meeting-Date TBD

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APPLICATION PROCESS CPA Funding Application

The CPA Funding Application is designed to be easy to complete while ensuring that the Committee has sufficient information to assess the merits of each proposal. The Application consists of four components:

- Application Form (one page)
- General Questionnaire (extra pages as needed)
- Category Questionnaire (extra pages as needed)
- Supporting Documentation (as necessary)

Guidelines for Completing an Application

Please read all materials in the Application Packet before completing it. Applicants should fill out the Application Form and General Questionnaire, and the appropriate Category Questionnaire that is relevant to their proposed project. Further, Applicants should submit any required and/or Supporting Documentation. The use of maps, photos, visual aids and other supplemental information is encouraged for the Committee’s consideration.

Any request for funding should contain documented material for proposal costs whenever possible. The use of general estimates is discouraged.

Applicants can find FAQs and useful guidelines here: [CPA Project Reference Guide](#). Applicants are encouraged to speak with Committee members in order to discuss their funding requests.

The Deerfield Community Preservation Committee will give full consideration to all timely, eligible and fully completed applications.

Submitting an Application

Applications must be submitted electronically via email by November 1, 2024, to: the Administrative Assistant: adminasst@town.deerfield.ma.us

Deerfield Community Preservation Committee
Municipal Offices
8 Conway Street
South Deerfield, MA 01373

In order to allow adequate time for full consideration of each proposal, the due date will not be waived unless there are documented extraordinary circumstances.

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The Community Preservation Committee also requires that an annual report be submitted for each ongoing project on November 1 of each year.

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PERMITTED USES OF CPA FUNDS

While a general summary of each category of permitted uses is provided here, eligibility is strictly controlled by statutorily permitted uses. Applicants are encouraged to speak with Committee members eligibility questions prior to submitting a complete application. While the Committee will make every attempt to determine eligibility, any award is subject to any final review or opinion by the Department or Revenue or the Town's Counsel. Permitted uses currently consist of four general categories:

OPEN SPACE

CPA funds may be used for the acquisition, creation and preservation of open space. Open space includes land protecting scenic vistas; forested land; land protecting wells; aquifers and recharge areas, and land for active or passive recreation use, including playgrounds, trails, parks, and community gardens. CPA funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions.

HISTORIC PRESERVATION

CPA funds may be used for the acquisition, preservation, rehabilitation and restoration of "historic resources." "Historic resources" are defined as a building, structure, vessel or real property that is listed on the state register of historic places or that has been determined by the Local Historical Commission to be significant in the history, archeology, architecture or culture of Deerfield. CPA funds may be used for the preservation, restoration and rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Investment

in historic resources must be protected by a permanent historic preservation restriction and must provide public benefit.

COMMUNITY HOUSING

CPA funds may be used for the creation, preservation and support of “community housing” defined as low income (less than 80% of the area-wide median (AMI)) and moderate income (less than 100% of the area-wide median which is \$92,200) housing for individuals and families, including low or moderate income senior housing. Last available figures of the AMI are \$__75,300 (80%)_____ for a family of 4 and \$__52,750 (80%)_____ for singles. ([link to HUD data](#))
Proposals can be designated for current Deerfield seniors. CPA funds may be used for low interest loan programs to income-eligible first-time home buyers, for financial assistance to income-eligible home-owners; for gap funding for non-profit community development corporations or for-profit developers; to match state or federal low-income housing grants; or for other “support” of community housing. Deerfield’s investment in community housing not owned by the Town must be protected by a long-term affordability restriction.

RECREATION

Funds may be used for acquisition and capital improvements of lands for recreational use.

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APPLICATION FORM

Title of proposal UPDATED Playground Reconstruction for ADA Access at Deerfield Elementary

Name and address of individual or organization submitting application

Deerfield Elementary School Committee & Darius Modestow, Superintendent

Contact Person: Darius Modestow, Superintendent
Address: Office of the Superintendent, 113 North Main
Telephone: 413-665-1155

Email: Darius.Modestow@frsu38.org

Category (check all that apply) Open Space/ **Recreation** Community Housing Historic Preservation

CPA Funds requested \$ 200,000 * A detailed, documented proposal for costs including a budget and professional estimates should be included in order for application to be deemed complete.

Please find attached a cost estimate broken into two parts and an add alternate that would complete the full playground area.

You have submitted the Capital Improvements Committee form required when you seek more than \$10,000.

Summary of Proposal

The project is Phase One of a two phase project. It aims reconstruct lower-grade playground at Deerfield Elementary School, making it ADA-compliant by adding a handicapped-accessible play structure. Currently, the rubber surface, installed just ten years ago, is failing due to a poor substructure, resulting in dangerous depressions that make walking and playing unsafe. Additionally, the combination of woodchips and rubber safety surfaces has created accessibility challenges for children with mobility disabilities, including those in wheelchairs.

The project will also include adding a new play structure designed for children with mobility disabilities, as well as a second structure to enhance the playground's offerings.

This is phase one of a two phase project. For reference, the second part of the project focuses on rehabilitating the preschool playground, which currently lacks handicapped access. The surface is entirely woodchips with no ramp entry and there is no play structure with ADA accessibility. Many

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of the playground structures are at the end of their life span, with wood structures splintering, metal structures rusting, and repairs showing significant wear after more than 20 years of use. The preschool playground will receive a pour-and-play surface, new play structures, including ADA-compliant play tables for sand and water, and newly paved access ramps leading from the school.

Supporting documentation (all may not apply, please list and number each attachment):

- Property location, including Assessor’s Map and Lot#, assessed value and current owner.
- Description of property.
- Verification of clear title of property. (liens, other restrictions, etc.)
- Statement by owner of willingness to convey any required restrictions or covenants.
- Additional sources of committed funding with percentage and type (grant, donation, in-kind services).
- Budget (projected revenues; purchase price, construction costs).
- Relevant maps.
- Variances, special permits, legal agreements.
- Timeline with major milestones.
- If the proposal is expected to continue beyond the current Fiscal Year, attach a phasing schedule for each year.
- Statements of support from abutters, residents, or other interested parties.
- Endorsements from Deerfield Boards or Committees.

GENERAL QUESTIONNAIRE- ALL CATEGORIES

NOTE: Respond to **ALL** questions, and expand as necessary with attached pages. **Do not delete** any questions in this Questionnaire or the Category Questionnaire. Non-applicable questions should be answered with “N/A”. **Incomplete applications may result in ineligibility for consideration for the current cycle.**

1. How would your proposal realize visions and goals set out in our Master Plan and Open Space Plan?

*Playgrounds fall under **recreational use**, and CPA funds can be applied to projects that acquire, create, preserve, rehabilitate, or restore land and structures for recreational purposes. The 2012 amendment to the CPA law allows for CPA funds to be used to rehabilitate existing playgrounds, including those at public elementary schools, provided the project is a capital improvement aimed at enhancing the facility’s recreational use. This change provides more*

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flexibility for towns and schools to use CPA funds for improving existing recreational facilities, including upgrading playgrounds to meet modern safety and accessibility standards.

It aligns with the town's Master Plan by adding another engaging destination to support the revitalization of the "downtown" area. Conveniently located in the backyard of the new library and within walking distance of the revitalized downtown, this playground enhances accessibility and contributes to the vibrancy of the community.

2. How would your proposal preserve the character of Deerfield?

Deerfield has no public parks with youth play equipment. The elementary school playground serves the community as a recreation destination when school is not in session.

3. Explain what other sources of funding you are pursuing, if any, to match the CPA Funds you are requesting.

We have explored ADA grants but have not found any active opportunities to help offset costs. The Deerfield School Committee is funding just under 50% not including engineering costs already spent. The district will continue to look for playground grants as they become available as well as local fundraising. However, the primary funding source will need to be school and town CPA funds.

4. If your proposal requires urgent action, explain why.

The current playground rubber surface is structurally unsound, and we are obligated to provide a safe and accessible playground for our children with mobility disabilities. Each year this is delayed is a year we do not properly serve these children and families.

5. If your proposal serves a currently under-served population, explain how.

As a public school playground that is also open to the community on weekends and evenings, it provides free recreational space for all citizens, regardless of income level. This serves both low-income and higher-income families alike. The proposed repairs and addition of accessible playground equipment specifically address the needs of our students and families with disabilities, a currently under-served population in our community with limited public options for accessible recreation.

6. If your proposal preserves a threatened resource, explain how.

N/A

7. Does your proposal fit within the current zoning, environmental, building, and other regulations?

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The project will need to go before the Conservation Commission, as the playground is located within the wetlands of Bloody Brook, with the wetland delineation extending up to the side of the building. However, since the project does not involve changing the playground's existing footprint, we do not anticipate any regulatory issues.

8. If your proposal would require ongoing support for upkeep, explain the projected means to provide maintenance once CPA funds have been spent.

No additional funding for maintenance will be required. In fact, there will be savings on upkeep, as the town will no longer need to purchase and spread woodchips annually for fall protection. The new surface materials will reduce the need for ongoing maintenance costs.

9. If your proposal involves currently-owned Town assets, explain which ones.

Town-owned playground.

9. What community support does your proposal have?

The families of Deerfield Elementary School students would likely be strong supporters of a safe and accessible playground. Families with children with disabilities, in particular, would no doubt advocate for a playground that acknowledges their children's needs by providing access to inclusive activities and play.

10. If any Town boards or committees support your proposal, provide written endorsements.

The Deerfield School Committee has discussed and supports this proposal as well as the Deerfield Select Board. The Recreation Committee does not meet regularly and has not met yet to consider CPA requests.

11. How would the proposal meet all requirements for disability accessibility?

The proposal is to meet requirements for disability accessibility

12. If your proposal will reclaim abandoned or previously developed resources, please explain.

The project improves a current resource.

13. Is there is a volunteer component to your proposal, which could offset the need for CPA funds, what volunteer activities have been completed or pledged and by whom?

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While the last playground project benefitted from generous donations of time and labor, it unfortunately resulted in poor drainage and substructure failure. Given the cost of playground structures, the importance of warranties on the play surfaces, and the need to meet ADA regulations, we recommend having this playground professionally installed. There has been some discussion about using the Deerfield DPW to assist with demolition, but with other pressing needs in town, this may place additional strain on the department. Additionally, site preparation would still need to be overseen by the contractor who will be installing the next portion of the project to ensure accountability. The potential savings from volunteer efforts may not outweigh the additional costs related to time, coordination, and ensuring proper construction if the project is handled as one comprehensive effort.

14. How will this proposal conserve energy or other resources?

Kids will burn off plenty of energy on the playground, giving their parents more time and energy for other activities! Having a quality recreation site in town means families won't need to travel outside of Deerfield to find a suitable playground, providing convenience and keeping recreational activities local.

14. What considerations does your proposal include for vehicle and bicycle parking?

The school has substantial parking available.

15. What considerations does it include for public transportation?

The PTVA bus stop is at the end of the street.

Category: RECREATION QUESTIONNAIRE

NOTE: *If this recreation project is for land, please complete the "Open Space" questionnaire also.*

1. What age groups would benefit from your proposal?

Families with children up to approximately ages 3- 10.

2. How many people could use the recreation resource at once?

40+

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3. Could the proposed recreation project be used for more than one activity (multi-use)?

The playground has a diversity of play structures.

4. Could the recreation project be used by young people who are unsupervised by an adult?

A playground is designed for independent play. However, we recommend that any minor on a playground has some level of adult supervision.

5. In what ways would the proposed project protect and/or endanger Deerfield's natural resources?

With no change in footprint the playground would not impact Deerfield's natural resources.

6. What town resources (Highway Department, for example) would be needed for maintenance?

The school district would budget and supervise annual maintenance.

7. What are the anticipated costs for annual operations and maintenance for the project and what sources of funding would be utilized to fund those costs?

There are no anticipated costs for maintenance. There will be an annual savings of \$5,000 by eliminating woodchips as a fall protection. Other maintenance costs for annual debris removal, or structure repair is not additional to the current maintenance

8. In what ways might the proposed recreation project increase appreciation for Deerfield's resources?

Deerfield currently lacks a public park or playground outside of the school grounds, making the school playground a vital resource for the community. It is used daily and on weekends by families. The proposed improvements will enhance the playground, increasing its appeal as a local recreation destination and reducing the need to seek facilities elsewhere. Additionally, the project will improve the overall facilities of our public elementary school, creating a safer, more inclusive environment for all children, while boosting community pride in the school and its resources.

9. During what times of the year could the recreation project be used?

The playground is used during non-school hours 365 days a year.

10. How would the proposed recreation project match the character of the surrounding areas?

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The playground creates another walk-to-point as it is also in the backyard of the new and improved library and other “downtown” destination points.

11. How would you ensure that all safety considerations are addressed?

The playground proposal and plans prioritize safety at every step. The new playground surface will replace the unstable rubber surface, eliminating trip hazards caused by depressions and wood pieces. Replacing the woodchip surfaces with rubber fall zones will enhance safety by providing a more stable and protective surface. Additionally, all play structures are specifically designed with child safety in mind, ensuring that the equipment meets modern safety standards and minimizes potential risks.

12. Does the proposed recreation project meet all building and safety codes?

Yes

13. Does the proposal take advantage of connections to other recreation resources?

Yes

14. Does the project include provisions and costs for parking and traffic control?

N/A

END

