

**TOWN of LANCASTER COMMUNITY  
PRESERVATION ACT COMMITTEE  
PROJECT APPLICATION FORM -- Fiscal Year 2023  
Submission Due Date: December 15, 2022**

Please Note: Prior to submission of a proposal, it is strongly recommended that you contact the Community Preservation Act Committee to discuss eligibility of the project and to ask or answer any questions. CPC Chair, Linnea Lakin Servey can be reached at [\*\*CPC@lanasterma.net\*\*](mailto:CPC@lanasterma.net)

**Applicant's Information:**

<b>Name:</b> Kevin Mitrano	<b>Submission Date:</b> 1/13/23
<b>Address:</b> Lancaster Town all 701 Main Street Lancaster, MA	<b>Purpose:</b> (Please select all that apply)
	<input type="radio"/> Open Space
	<input type="radio"/> Affordable Housing
	<input type="radio"/> Historic Preservation
<b>Phone:</b> 978-356-3326 x1077	<input checked="" type="radio"/> Outdoor Recreation
<b>E-mail:</b> kmitano@lanasterma.gov	

**Town Committee (if applicable):** Recreation Commission \_\_\_\_\_

**CPA Project Name:** Thayer Park & Mill Street Fields Dugout  
Replacement \_\_\_\_\_

**CPA Project Address:** 60 Packard Street Lancaster \_\_\_\_\_

**Amount of CPA Funding Requested:** \$ 20,000 \_\_\_\_\_

**Project Summary:** In the space below, please provide a brief description of the project. Attach any supporting materials such as drawings, photos, maps, etc. Attach additional pages if needed.

At Thayer Park Softball Field and Mill Street Field there is no roof/shade structure over the dugouts. Through CPA Funding we are looking to renovate the dugouts to provide relief from the weather for participants using the fields. This presents an equity issue as there is a structure over the baseball field dugouts which is primarily used by boys' teams but there is no structure over the softball field dugouts which is primary used by girls/women's leagues. Since 2014 the Lancaster Baseball and Softball has seen tremendous growth, doubled the number of participants and added a full softball program. The demand for fields and field time have also grown. Baseball is offered in the spring and fall, while softball is offered in the spring, summer, and fall. The renovation of the dugouts will offer a safer environment for Lancaster residents and visitors by providing a covered space from the sun and inclement weather and bring all fields up to the same amenities for all participants. Inclusion and equity are highly important to us as a town. This request is consistent with the CPA Funding Allowable Usage chart as it will rehabilitate and/or restore the Thayer and Mill Street Fields for the use of the residents of Lancaster and visitors. Lancaster Baseball & Softball, the Recreation Commission and the Lancaster Health & Human Services Department are all in support of this needed renovation.

**Estimated Date for the Start of the Project:** S p r i n g ' 2 3 \_\_\_\_\_

**Estimated Date for Completion of the Project:** F a l l ' 2 3 \_\_\_\_\_

DRAFT

**Budget Summary:** In the table below, please provide a summary of the budget for the project. Include funding sources, total cost estimates and other information that will assist the CPA Committee in its deliberations. Attach additional pages if needed.

Fiscal Year	CPA Funds Request	Other Fund Sources	Total Estimated Cost
2023	\$20,000	Lancaster Youth Baseball & Softball: TBD	\$20,000
2024			
2025			
2026			
2027			
Total:			

- Lancaster Recreation and Lancaster Baseball & Softball are collaborating on bids from contractors for the Dugout Project. We currently have one cost estimate of \$20,000 and another estimate is pending. Both estimates would require additional refinement for a final cost estimate.

**Selection Criteria:** The Lancaster Community Preservation Plan has established criteria for selecting appropriate and worthwhile CPA Projects for recommendation to Town Meeting. Those objectives for each type of project are listed in the CPA Plan and are available at:

<https://www.ci.lancaster.ma.us/community-preservation-act-committee>

Please answer as many of the following questions, which are based upon the selection criteria, as possible. Attach additional pages if needed.

1. How does this project benefit or add value to Lancaster?
  - Improves overall look of facilities
  - Improves safety for all users
  - Repairs will assist with ability to rent and create revenue stream
2. How will this project preserve or enhance Town assets or resources? Is this request to acquire a threatened or endangered asset or resource?
  - Thayer Fields are in dire need of repairs. Hundreds of Lancaster residents use the fields each year as well as rental groups, the requested funding would both preserve and enhance the overall appearance and safety of all users.
3. How is this project consistent with Lancaster's long-range plans?
  - In alignment with Thayer Park Master Plan

- Improvements are being coordinated with Lancaster Baseball/Softball
4. Will this project serve multiple needs and populations within Lancaster? Will this project assist a currently under-served population?
- Fields are currently used by a wide range of Lancaster residents including youth baseball & softball and adult softball
  - Lack of covered dugouts at the softball fields creates an equity concern as the baseball field currently has covered dugouts
  - Thayer Park Field host the Buddy Ball Program in the spring. Buddy Ball is an adaptive baseball program that serves approximately 25+ participants from Lancaster and surrounding towns.
5. How does this project benefit, protect, or preserve the environment?
6. Is it feasible to complete this project in the year for which funding has been requested? If not, please explain.
- Repair project should be able to be completed within a year.
7. Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?
- Currently there is no protection from direct sunlight or inclement weather for softball participants.

**Signature of Applicant:**

A handwritten signature in black ink, appearing to read "Ken Miller", is written over a horizontal line. A large, light gray "DRAFT" watermark is oriented diagonally across the page, passing behind the signature.

# APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Submission Due Date: December 15, 2022

## Submit the completed application to the Lancaster CPA Committee as follows:

- **Application Form:** Complete the two-page project application to the fullest extent possible and sign at the bottom of the second page.
- **Project Summary:** Provide a brief summary of the proposed project that describes its goals and scope as requested in the application. It should be no more than one page in length and provide information suitable for distribution to other Boards, Committees, and Commissions.
- **Budget Summary:** Complete the project budget summary table as requested in the application. Identify funding sources, amounts requested, and total cost estimates for the next five years.
- **Selection Criteria:** Answer all relevant selection criteria questions listed on page 2 of the application as directly and concisely and as possible.
- Send one copy of the complete application in PDF format to: [CPC@lanasterma.net](mailto:CPC@lanasterma.net).

## Attach the following with all applications:

- **Project Narrative:** Expand upon the Project Summary to provide a complete and detailed description of the project and, where applicable, of the property involved as well as its proposed use relative to Community Preservation. Describe how the project will benefit the Town and the citizens of Lancaster. Explain how the project is consistent with the CPA Plan's "Guidelines for Submission" and "Project Selection Criteria." Include an implementation plan discussing the anticipated steps or phases for completion of the project along with the timing and estimated cost of each phase. Attach an additional page if needed.
- **Project Budget:** If needed, provide a more complete and detailed accounting of the project's funding sources and estimated costs for each year that expenditures would occur. Describe how the CPA funds would be spent and which of the four CPA categories would benefit. Explain how administrative costs would be provided for. Attach an additional page if needed.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Cost Estimate:** Professionally prepared appraisal, or professionally prepared quotes or cost estimate (or detailed cost estimate with full explanation by line item with back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Sustainability:** For any project that incorporates sustainable design features, explain how they will reduce environmental impacts by decreasing energy consumption, improving energy or water conservation, preserving vegetation and habitat, or utilizing recycled or recyclable materials.
- **Neighborhood Outreach:** For new development projects, such as new community housing or new recreation facilities, provide evidence that neighbors have been contacted and had an opportunity to comment on the proposed project. Provide documentation describing how the project application is responsive to the neighbors' comments and concerns.
- **Letters of Support:** Applicants are encouraged to seek and attach letters of support from relevant or appropriate individuals and organizations.

- **Maps:** Identify the location of the project using a Town Assessors GIS map. Include any additional maps that may be helpful to describe the proposed site and its immediate surroundings such as a USGS topographical, Mass GIS, or other ariel maps. Nearby features such as roads, rivers, railroads, wetlands, forests or other vegetation, and residential, commercial, or other structures should be shown. Zoning districts for the site and adjacent properties should also be identified and labeled.
- **Photographs:** Provide photographs of the site, building, structure, or other subject for which the application is made.
- **Historic Properties:** For projects involving the Rehabilitation of Historic Properties, please include in the project budget a line item for the confirmation by a qualified professional that the completed work meets the Secretary of the Interior Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68 (also see CPA Plan's Guidelines for Submission and Appendix).

**Include the following information, if applicable:**

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning regulations that apply to the property in question (ie: district, dimensional, and use regulations).
- Inspection reports.
- 21E reports and other environmental assessment reports.
- Cost estimate for the preparation of baseline documentation and conservation and/or historic preservation restriction.
- Cost estimate for ongoing site monitoring under and potential enforcement of a restriction.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Historic Properties Inventory Form.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful by the Committee consideration of the project.

**Notes:**

- Following the initial review of all applications, the Community Preservation Committee may request additional or more detailed information from applicants, and further clarifications to the submitted proposals.
- The Committee may request a legal opinion from the applicant to help assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting or as a condition in the award letter.
- Please refer to Lancaster's CPA Plan sections on "Guidelines for Submission" and "Project Selection Criteria." for additional information regarding the CPA Project Application process.



**Thayer Field Baseball Dugout**



**Thayer Field Softball Dugout**



Michelle Currier  
31 Sylvan Road  
Lancaster, MA 01523

December 29, 2022

Kevin Mitrano  
Recreation Coordinator  
Town of Lancaster

Dear Kevin and members of the CPA committee,

My name is Michelle Currier. I have been involved with Lancaster Youth Baseball and Softball since 2014. In the early days of my experience the league was made up of only about 50 children. The softball program was in its infancy and would not truly take hold until several years later. Today, our youth baseball and softball program hosts over 130 children, this includes a fully built-up softball program. Our program also offers an adaptive baseball program called Buddy Ball which is unique to our area. The baseball and softball fields are used between late March through late October each year. Our youth have opportunities to play in the spring, summer, and fall seasons. Lancaster's three ball fields, two at Thayer Field, and one at Mill Street see a lot of action throughout the warmer seasons. I am writing this letter to show my support for improving the dugouts at the Thayer Softball Field.

The Thayer Softball Field is used by both Lancaster Youth Softball and the Adult Softball League run through Recreation. This field sees constant use from late March through late October. There is a significant need to upgrade the dugout situation at this field. Currently there are no roofs over the dugouts. This leaves players, children and adults alike, open to the elements. As we all know, New England weather is temperamental at best. Players would greatly benefit from improved dugouts that have roofs to protect them from the rain of Spring and Summer, and the heat of the summer sun. As communities around us improve their facilities we too should concentrate on improving the conditions for our youth and adult players. The addition of improved dugouts for our field would have a great impact upon the softball field.

Our youth baseball and softball programming is continuing to grow and expand. We are dedicated to instilling a love of both sports into the children of our town and want to provide both a beautiful and safe playing environment for ball players of all ages!

Thank you for your consideration of the field resurfacing project. Please reach out should you have any questions.

Michelle Currier