

TOWN OF AYER Community Preservation Committee

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Town of Ayer Community Preservation Committee 1 Main Street Ayer, MA 01432
Email: cpc@ayer.ma.us

Date: 07-Dec-18

Project Title: Community Garden

Project Street Address (if applicable): Barnum Road

Assessor's Map Number: 034.0 Lot/Parcel Number: 0137.0

Deed Book Number: 2059 Deed Page Number: 28

Name(s) of Applicant/Contact Person and Project Manager: Sheila Carman

Name of Organization: Ayer Community Garden

Address: 62 Pleasant St., Apt. 301, Ayer MA 01432

Telephone: 978-726-0758

Email: sheila.carman@gmail.com

Sponsoring Organization (if applicable):

CPA Category (Circle all that apply. You must circle a minimum of one category.):

Recreation

Total Project Cost: \$46,980

CPA Funding Requested: \$41,000.00 (includes 20% contingency funding)

Establishment of Maintenance Fund: \$2700 in monetary gifts

(separate from CPC application; CPC funds may not be used for regular maintenance)

DETAILED NARRATIVE AND PROJECT DESCRIPTION:

- All of the following **MUST** be answered in the space provided (or with attachments).
- Applications will be returned as incomplete if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- A spreadsheet including the Budget and/or Timeline elements outlined in this application form is also acceptable.
- Please refer to Ayer CPC Funding Application Packet, including Guidelines for Project Submission, Eligibility, and General Criteria, before and while completing this application.

The ACG will be located on Ayer Water Department property on Barnum Road, under a Lease Agreement approved by the Board of Selectmen on Oct. 2, 2018. Approximately 134' x 100' will be enclosed by a chain link fence. The remaining 16' x 100' will be designated as parking area. The Water Department has offered to install two water hook-ups within the garden.

Of the 14 raised beds planned for the first year, 3 of them will be elevated to an additional height to provide ease of gardening for people with mobility issues. The 11 standard height raised beds will be 4' x 10' x 24" deep. The 3 elevated beds will be 6' x 3' x 6" deep, with the underside at a height of 30" above ground. Although the 6" deep growing bed is shallower than in the 24" deep standard beds, they will allow for the cultivation of patio tomatoes, greens, broccoli family plants, bush beans, herbs, and flowers.

All of the beds will be available to Ayer residents for rental on a sliding scale. ACG is in the process of developing criteria by which to evaluate applications. Applications will be available by mid-March, at several locations yet to be determined, with a submission deadline of April 1. Beds will be assigned in early to mid-April, with a projected opening of the garden in late April, as weather conditions permit.

All participants must agree to abide by the regulations established by ACG for proper use of the Garden. In addition, able gardeners will be required to contribute work days to maintain common areas

2. Goals:

The Ayer Community Garden, Inc. is a grassroots group seeking to create a shared space for residents of our town in which to grow and learn together.

a. What are the goals of the proposed project?

- The ultimate goal is to provide a community space for gardeners. Having a community garden, has been a desire of many Ayer residents particularly, apartment dwellers and homeowners with no suitable space to garden. Furthermore, establishing a community garden in Ayer is a stated goal in the Town of Ayer Open Space and Recreation Plan and the Community Preservation Committee's five-year plan.
- To serve as a gathering place for locals to share and learn.
- Provide opportunities for people to enjoy the many benefits of gardening by:
 - Conducting several workshops – on gardening, nutrition, and more – throughout the growing season. Workshops will be led by Growing Places, Leominster and by skill sharing of our seasoned gardeners. These will be open to our gardeners, free of charge. Non-participants may join us for a nominal fee. Our gardening & nutrition workshops will be offered to the wider community at a nominal cost.

b. Who will benefit from this project and why?

- ACG will provide the space, guidance and tools for residents to have a suitable space to grow, vegetables, herbs and flowers.
- The Shepherd of the Valley Community church will have one standard height bed to grow food for their community.
- On a weekly basis throughout the growing season, gardeners will donate available fresh vegetables to Loaves and Fishes.

c. How will success be measured?

- The level of community interest shown by;
 - Demand: When all plots are full, and we have a wait list.

- We are starting at about one-third capacity.
- Expansion will proceed as demand dictates and funds allow.

.3. Community Preservation Committee Criteria:

- The establishment of a Community Garden in Ayer is a stated goal in multiple town documents include the Long Range, Community Open Space and Community Preservation plans.
- The garden will serve underserved residents by offering a location for residents residing in apartments and/or those with yards unsuitable for cultivating, to garden.
 - Furthermore, we will offer support and workshops for novice gardeners.
- The undeveloped property will be preserved as Open Space while providing recreation through gardening.
- Town documents including the Long Range, Community Open Space and Community Preservation plans all state the establishment of a community garden as a goal.
- ACG will provide a space for underserved residents who either are apartment dwellers or do not have a suitable yard for cultivating.
 - Furthermore, we will offer support and workshops for novice gardeners.
- The undeveloped property will be preserved as Open Space while providing recreation through gardening.
- The project will protect and utilize land leased from the town. Some services, i.e. water hook-up, will be provided by Water Department.
- ACG will be under the fiscal management of Growing Places Leominster. After a one-year contract and, if indicators suggest the project is functioning well, we will apply for non-profit status.

4. Statement of Community Need:

a. How does the Town of Ayer, and its residents, benefit from this project?

- The Town of Ayer and its residents will gain a resource to gather, learn and participate in gardening. Additionally, the barren area will be enhanced with well-designed garden comprising of a variety of shapes, sizes and textures of flora.

b. If applicable, explain how this project addresses needs identified in existing Town plans? (i.e. most recent Comprehensive Master Plan, Open Space and Recreation Plan, Community Preservation Plan)

- A Community Garden for the Town of Ayer is included as a goal in the Comprehensive Master Plan, Open Space and Recreation Plan and the Community Preservation Plan.

5. Community Support:

What is the nature and level of support? Include letters of support from any Town Committees, Boards, and Departments, as well as local community groups that have reviewed and endorsed the project.

- Growing Places
- Ayer Conservation Commission
- DPW
- Board of Selectmen
- CPC

- Ayer Housing Authority
- Mill City Grows

6. Budget:

a. Budget Summary

Total Projected Cost \$ 46,980

CPA Funds Requested \$ 41,000

Cost Share Amount and Moore's discount and free delivery;

Powell Stone & Gravel, free delivery; DPW, compost, water spigots;

b. Budget Categories (as applicable)

- Equipment is generally defined as an item with a useful life expectancy of more than one year.
- Supplies are defined as an item with a useful life of less than one year.
- Construction means all types of work done on a particular property or building, including erecting, altering, or remodeling.
- The cost share is very important in giving the application a competitive advantage.)
- Note: CPA FUNDING FOR ANY CATEGORY REQUIRES COMPETITIVE BIDDING unless you can provide a sole source justification for any category.

** Attach a minimum of one recent bid**

CPA Fund Other Sources (list) Total

Personnel: **All Volunteer**

Equipment: **\$41,280**

Contractual: **\$700** Lease and 0.7% fee for fiscal agent

Construction

Other (Please Define)

TOTAL: \$ 41,000.00

c. Budget Cost Sharing

- Identify the amount of cost sharing for this project. Sources include private, federal, state or local government, or any other sources. Use additional pages as necessary.

Organization: **Catania Oil**

Item Monetary donation & in-kind

Amount \$1,000.00 Plus labor

Type (cash, in-kind, etc.) Monetary donation to Maintenance Fund & assistance preparing the garden

Organization: **Moore Lumber**

Item free delivery, contractor pricing plus a discount on purchases

Amount TBD

Type (cash, in-kind, etc.) in-kind

Organization: **H.M. Flagg Tree Service**

Item Clearing & chipping trees

Amount \$5,000.00

Type (cash, in-kind, etc.) in-kind

Organization **New England Grassroots Fund Seed Grant**

Item monetary

Amount \$1,000.00

Type (cash, in-kind, etc.) Monetary donation to Maintenance Fund

Organization **Central Ave Compassionate Care**

Item Monetary donation to Maintenance Fund, and labor

Amount : \$500.00

Organization: **Epic Industries**

Item Monetary

Amount \$200.00

Type (cash, in-kind, etc.) Monetary donation to Maintenance Fund

Organizations: **Powell Sand and Gravel** (free delivery), **Pinard's** landscape supplies (product at cost/free delivery/advice) **Great Road Farm & Garden**, loam (free delivery)

7. Funding:

a. Note below and attach commitment letters from any organization providing a cost share contribution as listed above.

b. Describe any other attempts (including unsuccessful ones) to secure funding for this project.

- Twice, over a one month period, I approached Gervais Ford. John Gervais has not responded.

c. Are any 'Other Funds' in the budget in-kind? If yes, describe how the value of the in-kind contribution was derived. (In-kind contributions can be defined as a contribution of services or property, donated equipment, buildings or land, or donated supplies)

8. Timeline:

Provide a schedule for project implementation, including a timeline for starting and ending major tasks as well as a reasonable estimate for project completion. If the project is expected to take multiple years to complete, please break down on a year-by-year basis.

- March 14-19, 2019 gardener applications will be available to residents
- Spring 2019 we will break ground and start construction.
 - Trees to be cleared
 - DPW will perform some excavation & install water hookup.
- Spring 2019: Construction of garden beds and shed
 - Delivery of loam, compost and walkway material
 - Distribute stone and walkway material in garden
- Mid-April: Plots assigned to gardeners
 - Late April: Opening Day activities for gardeners
- May: fence installed
- Six or more workshops conducted throughout season starting in early May
 - Six community work-days throughout the season
- October 2019: end of season garden clean-up day
- Spring 2020: construct additional beds; refresh compost as needed
- Spring 2021: ditto

9. Maintenance (if applicable):

a. If ongoing maintenance is required, who will be responsible for it?

- ACG will monitor activity. Gardeners will be required to participate in regularly scheduled maintenance work days and an end-of-season work day.
- Crushed stone base replenished as needed
- Loam and compost will be replenished at the start of each growing season.

b. How will it be funded? (Note: CPA funds cannot be used for regular maintenance.)

- We will use plot rental funds and funds from other grant sources for ongoing maintenance. Also, some items will be provided in-kind i.e. compost.

c. Expected Annual Budget (Please include a 5-year budget and documentation of commitment.)

Year one: \$ 36,180.00

Year two: \$ 5,400.00

Year three: \$ 5,400.00

10. Project/Site Documentation (If applicable) (Submit 1 hard copy and 1 electronic copy):

a. Note below and attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed.

b. Note below and submit photographs of the “before” status of your project via email to cpc@ayer.ma.us with your electronic submission. If your application is approved, additional photographs of the completed project will be required. These photographs are needed for documentation of the use of Town funds and for use on the web site.

c. Note below and attach any applicable engineering plans, architectural drawings, site plans, as well as any other renderings, relevant studies, historical background summaries, or material.

11. Zoning Compliance.

If applicable, note below and provide evidence that the project does not violate any Zoning by-laws or any other laws or regulations, including environmental. List permits or approvals that may be needed.

12. Is there any additional information that might benefit CPC in consideration of this project?

APPLICANT'S SIGNATURE

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the individual or governing body of the applicant.

Applicant's Signature: Sheila S. Carman

Date: 11/7/2018

Date Application Received _____ Date(s) Reviewed _____

Public Hearing _____ Advance to Town Meeting Y / N