



Certified Local Government Program

2017 CLG Grant Application

Grant Period: October 1, 2016 – September 30, 2018

**New Hampshire Certified Local Government Program
2017 Grant Application Form**

Application Deadline: On or before 4:30 PM, Friday, January 20, 2017.

Application Format: Two hard copies the application should be submitted by the deadline. **Email submissions will not be accepted**. For questions, please contact Amy Dixon at 603-271-3485 or Amy.Dixon@dcr.nh.gov.

What to Submit: All application materials must be submitted prior to the application deadline. A complete application consists of the following items:

- A fully completed Application Form, signed by CLG Coordinator, and the Chief Elected Local Official (or designee).
- A fully completed Proposed Budget Form, signed by the Chief Elected Local Official (or designee). Submit the following:
- A copy of the most recent municipal financial report/single audit. **One copy with the original application is acceptable.**
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project.

**New Hampshire Certified Local Government Program
2017 Grant Application Form**

Name of CLG Community: Jaffrey

Name of Primary Contact: Robert Stephenson **Telephone:** 532-6066
Email: rs41@comcast.net

Mailing Address: Jaffrey Town Office, 10 Goodnow Street, Jaffrey, NH 03452

Project Name: Jaffrey Meetinghouse Roof Replacement

Project Category: Please check the appropriate category below and provide the requested information where indicated or on a separate page.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

- Survey Project.** *Please describe in Project Summary:*
- purpose of the project;
 - area to be surveyed (indicate on map);
 - estimated number of properties to be surveyed;
 - estimated number of acres to be surveyed;
 - status of completion of town-wide survey; and
 - plans for completion of survey.
- National Register Project.** *Please describe in Project Summary:*
- purpose of the project;
 - how this property or theme was selected;
 - building or historic district to be nominated (indicate on map);
 - property type or theme for Multiple Property nomination;
 - for a historic district, estimate the number of contributing properties within the district.
- Preservation Planning Project.** *Please describe in Project Summary:*
- purpose of the project;
 - area to be covered by the plan (describe and indicate on map);
- Information and Education Project.** *Please describe in Project Summary:*
- purpose of the project;
 - audience, methods and products;

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

- Pre-Development Project.** *Please describe in Project Summary:*
- purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - National Register status of the property or the process by which it will become NR-listed; and
 - how this property/resource was identified for preservation.

Priority III Projects

Awarded only if grant funds remain after all Priority I and Priority II projects have been selected.

- Development Project.** *Please describe in Project Summary:*
- purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - National Register status of the property or the process by which it will become NR-listed; and
 - status of historic resource assessments, plans, etc.

Project Summary (please address the bulleted items in the Project Category selected above):

Purpose: The present wood shingle roof on the Meetinghouse has reached the end of its useful life. Leaks have occurred with resulting interior damage. It must be replaced to insure the continued preservation of this historic building, the center piece of the Jaffrey Center Historic District.

Property: The Meetinghouse is a Town-owned building located at 15 Laban Ainsworth Way. See the accompanying map.

Scope: The entire roof will be replaced with Alaskan Yellow Cedar roofing shingles. See the accompanying Scope & Specifications prepared by Catlin + Petrovick.

National Register Status of the Property: The property is within the Jaffrey Center Historic District, both a National Register and a Local historic district. See the accompanying document.

Status of Historic Resource Assessments, Plans, etc.: The Meetinghouse was extensively studied and a Historic Structures report prepared in 1990. This led to extensive repairs to the foundations, floor framing and tower in the period 1991-93. See <http://www.rs41.org/Meetinghouse/LCHIP/Attachment%205.1%20-%20power.pdf>

The Meetinghouse was fully documented in 2014-15 resulting in full working drawings, large format black & white photographs and an Historical Narrative. See <http://www.rs41.org/CLG/clg.htm>

As part of Jaffrey's LCHIP proposal a summary of Building Assessment/Structures Report was prepared. See <http://www.rs41.org/Meetinghouse/LCHIP/Attachment%205%20-%20Assessment.pdf>

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects)

Extensive publicity in local newspapers has focused on the failure of the roof and on fundraising for a replacement, particularly related to Jaffrey’s successful application for LCHIP support.

This publicity will continue as Town Meeting in March approaches. An exhibit on the Meetinghouse and its roof is planned for Town Meeting.

Once the project commences, the local press will be kept informed and invited to document the process as it unfolds. Interviews of the architect, contractor and project director will be offered.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

By replacing the roof, the historic Meetinghouse will be preserved and protected. It is expected that the new roof will have a longer life than the present one, upwards of 50 years.

By replacing the roof with wood shingles as opposed to other materials the tradition that goes back to the raising of the Meetinghouse in 1775 will be continued. It is thought that the second period Jaffrey Meetinghouse is the only such structure in New Hampshire to still retain a wood shingle roof. This will constitute a beneficial impact on the State’s and Town’s historic resources.

3. Describe the project schedule assuming starting date of **March 2017** and completion date of **August 1, 2018**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation are due by the completion date.

DATE	Task/Product Completed
Feb. 2017	DHR notifies applicants of grant awards
Feb. 1, 2017	Final Scope/Specifications/Bid package ready for distribution and posted on Town website.
Feb. 2, 2017	Advertisement appears in the Keene Sentinel soliciting bids for roof replacement.
Mar. 2017	Execute Grant Agreement with DHR
Mar. 2, 2017	Bid opening at Jaffrey Town Office.
Prior to Mar. 18, 2017	Meet with winning bidder. Discussion and resolution of any concerns or issues.
Mar. 18, 2017	Jaffrey Town Meeting. There will be a warrant article for an unknown amount for the roof.
Spring or Fall 2017	Roof construction begins and is completed. Dates will be negotiated with the contractor. During construction frequent on-site meetings/inspections will occur involving the contractor, architect and project director.
Dec. 31, 2017	First Progress Report Due to DHR. It is expected that the Town of Jaffrey will be able to submit a First and Final report by this date including the submission of all required materials, reports and documentation.
Mar. 31, 2018	Second Progress Report Due to DHR

Aug. 1, 2018	Draft Completion Date * Remembering that Determination of Eligibility Committee meets twice a month to review inventory forms and forms are due the week before the Committee meeting; the State Historic Resource Council Deadlines fall in June for National Register Nominations.
Sept. 30, 2018	Deadline to submit final project report, final product, and request reimbursement.

4. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

Robert Stephenson, a member of the Meetinghouse Committee, will serve as volunteer Project Manager. He has served similarly on many preservation projects in Jaffrey including several CLG projects. He will oversee the project, insure compliance with schedule and budget, prepare and/or file all reports, and see the project through from inception to completion.

Michael Petrovick is a partner in the Keene architectural firm of Catlin + Petrovick. He has extensive experience both with the Jaffrey Meetinghouse and with historic structures in New Hampshire. He has prepared the Scope and Specifications, will work with the Town on the bid process and will oversee all aspects of the roof construction in association with the Project Director.

Randall Heglin is Jaffrey’s Director of Public Works. His main connection to the project will organizing and carrying out the bidding process and preparing/administering the resulting contract.

Linda Langille is Jaffrey’s Finance Director. She will prepare, receive, process and record all payments and grant receipts associated with the project.

Janet Grant and **James Moore** are the remaining members of the Meetinghouse Committee. They will be involved as volunteers as needed, mainly in continuing fundraising and in scheduling events around construction.

Fiscal Year: What are the dates of the local government’s fiscal year? January 1 to December 31.

Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

Robert Stephenson, CLG Coordinator, Project Manager

Signature

Date

John Maclean

Title: Interim Town Manager

Signature

Date

2017 CLG Grant Application Budget Form

Name of CLG Community: Jaffrey

Name of CLG Project: Jaffrey Meetinghouse Roof Replacement

Total Project Cost: \$106,500 (Estimated. A firm bid price will be available prior to the March 18, 2017, Town Meeting)

60% Federal Share (if applicable): \$8,000

40% Local Share (if applicable): \$70,013.80 (amount pledged or in-hand)

Contracted Services		
Vendor	Description of Services	Proposed Cost
Contractor (chosen by bid on March 2, 2017)	Roof replacement, materials & labor	\$100,000 estimate; firm cost by March 2, 2017
Catlin + Petrovick, Architects	Consultant to Town, preparation of Scope and Specifications, Project management and oversight.	\$6,500 (\$4,575 paid out to date; \$1,925 remains available.

Salaried Employees		
Name, Title	# Hours and Rate	Proposed Cost

Other Expenses		
Other Expenses	Description of Costs	Proposed Cost

Donated Time		
Name, Title	# Hours & Rate	Proposed Value

Donated Services		
Name, Title, or Organization Donating	Description of Cost(s)	Proposed Value

Nil		
-----	--	--

Certification: *I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used to match against any other Federal grant application.*

Chief Elected Local Official (or designee): _____

Date: _____

John Maclean, *Interim Town Manager*