



January 15, 2025

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

RE: Community Preservation Act funding recommendations for the January 21, 2025 Committee of the Whole

On behalf of the Community Preservation Committee, I humbly submit to this Body the following recommendations for Community Preservation Act funding appropriations, accompanied by individual project descriptions and details.

- Affordable Housing Trust Initial Tranche Funding - \$250,000
- Oak Grove Cemetery Building Restoration Phase 2 - \$85,000
- Playstead Park Tennis Courts Resurfacing - \$526,000
- Condon Shell Lighting Improvements - \$98,285
- Council Chamber Window Restoration - \$322,500
- Shiloh Baptist Church ADA Improvements Phase 2 - \$400,000
- Unitarian Universalist Church Exterior Restoration - \$99,000
- ABCD Medford Move-In Program - \$100,000

Respectfully submitted,

Theresa Dupont
Community Preservation Act Manager



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: City of Medford Affordable Housing Trust

Applicant Address: 85 George P. Hassett Drive, Medford, MA 02155

Project: AHT Initial Tranche Funding

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that the City of Medford’s Affordable Housing Trust be awarded \$250,000.00 of Community Preservation Act funds as initial tranche funding. In reaching their decision, the CPC found that the application meets the Community Preservation Plan’s objective of supporting and creating affordable housing efforts.

Condition(s) of Approval: The AHT will submit annual reporting to the CPC that outlines how CPA funding will be allocated; Expenditures must be reviewed for compliance by the Community Preservation Act Manager prior to commitment.

CPA Project Funding Recommendation: 2024 Funding Year Application		
Category	Funding Source	Amount
Affordable Housing	CPA Housing Reserve; CPA General Reserve	\$250,000

Project Budget + Funding Sources		
	Amount	Source
Initial Tranche	\$250,000	CPA
Exploring Affordable Housing Linkage implementation (ongoing, need nexus study)	TBD	Linkage
TOTAL	\$250,000	

Project Description

This application would bring much-needed funding to the newly formed Affordable Housing Trust (“AHT”). The AHT held their inaugural meeting in August 2024, where they quickly formed working groups to establish a Declaration of Trust and an Action Plan, which will guide their efforts in improving Affordable Housing opportunities for Medford residents. No funding was appropriated to or budgeted for the AHT, thus they are seeking funds to create a budget for projects going forward. The AHT presented to the CPC that while they didn’t have a specific project/task, they presented several various options of what CPA funds could be utilized for, including:

- 1) Exploring development opportunities of city-owned parcels for inclusionary units
- 2) Creation of a local down payment assistance program for low and moderate income residents
- 3) Continue/expand housing financial resource programs for low and moderate income residents
- 4) Continue/expand support of affordable housing development with local non-profit housing developers

The CPC unanimously supported this project’s application. However, the CPC had voiced concerns about allocating funding to the AHT without having a firm action plan; to ensure compliance as it pertains to CPA eligibility, the Committee made their funding recommendation conditioned upon the Community Preservation Act Manager reviewing all expenditures before financial commitment by the AHT.



The full application materials can be found at:

<https://www.dropbox.com/scl/fo/5iag60bsn9i76utzu0xoc/ABWgzM2bY9p8d20JLqL5GEU?rlkey=dh4guu1y2qr1lv5gcilb46zth&st=hlqlvlh6&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: City of Medford – Department of Public Works, Cemetery Division

Applicant Address: 85 George P. Hassett Drive, Medford, MA 02155

Project: Oak Grove Building Restoration Phase II

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that the City of Medford’s Department of Public Works – Cemetery Division be awarded \$85,000.00 of Community Preservation Act funds for the Playstead Park Tennis Court Resurfacing project. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of rehabilitating city-owned open/recreational space.

Conditions of Approval: DPW to submit an annual maintenance plan to the Community Preservation Committee.

CPA Project Funding Recommendation: 2024 Funding Year Application		
Category	Funding Source	Amount
Historic Preservation	CPA Historic Preservation Reserve	\$85,000.00

Project Budget + Funding Sources		
	Amount	Source
Pre-Development/Design	\$200,000	CPA (FY24, Secured)
Pre-Development/Design Completion	\$85,000	CPA
TOTAL	\$285,000	

Project Description

This is an ongoing Historic Preservation project at Oak Grove Cemetery, pertaining to the administrative buildings: Maintenance Building and Caretakers/Office Building. These two buildings were built during Roosevelt's WPA Program, which focused on providing post WWI employment opportunities country-wide, largely on public works infrastructure projects. These buildings have been deemed Historically Significant by the Medford Historical Commission, and a Form B has been completed by historic consultant John Clemson. These two buildings are in disrepair from deferred maintenance, though they are still in use for daily Oak Grove Cemetery necessary operations.

The CPC has supported this project previously, awarded \$200,000 in FY24 to conduct restoration pre-development work, and \$50,000 in FY22 for conditions assessment/studies. This FY25 award would complete the pre-development work through construction documents, making this a shelf-ready project. The restoration work is estimated to be in the \$5-8 million range.



The full application materials can be found at:

<https://www.dropbox.com/scl/fo/9sgukbedy656vq8w1fdff/ALvEYhEmwGCzoB3tSEgDFWs?rlkey=ezeqliqoyz421l7fewf3uu2g&st=nxh2vyci&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: City of Medford – Department of Public Works

Applicant Address: 85 George P. Hassett Drive, Medford, MA 02155

Project: Playstead Park Tennis Court Resurfacing

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that the City of Medford's Department of Public Works be awarded \$526,000.00 of Community Preservation Act funds for the Playstead Park Tennis Court Resurfacing project. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of rehabilitating city-owned open/recreational space.

Conditions of Approval: DPW to submit an annual maintenance plan to the Community Preservation Committee.

CPA Project Funding Recommendation: 2025 Funding Year Application		
Category	Funding Source	Amount
Open Space/Recreation	CPA General Reserve	\$526,000.00

Project Budget + Funding Sources		
	Amount	Source
Construction	\$526,000	CPA
TOTAL	\$526,000	

Project Description

This project would see that the three (3) tennis courts at Playstead Park would be removed and rebuilt. The existing surface has cracks and damage that negatively impact game play for residents. Past repairs have been made; however, these temporary repairs are failing and are no longer sufficient. The Parks Division, along with Department of Public Works leadership have internally prioritized the various athletic courts throughout the community; Playstead is next on their list. It is noted that this park, with its central location and large size, is very popular amongst tennis enthusiasts and routinely is rented by the United States Tennis Association for their weekly classes.



The full application materials can be found at:

<https://www.dropbox.com/scl/fo/rjrg2hx4t5o22hiwmw8fh/ADYzFPPp2jKpghNpkIEc2EU?rlkey=epvbq2zpht5dz16tq59sp74xy&st=c3pp743m&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: City of Medford – Recreation Department

Applicant Address: 85 George P. Hassett Drive, Medford, MA 02155

Project: Condon Shell Lighting Improvements

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that the City of Medford’s Recreation Department be awarded \$98,285.00 of Community Preservation Act funds for the Condon Shell Lighting Improvement project. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of rehabilitating publicly owned open/recreational space.

Conditions of Approval: None

CPA Project Funding Recommendation: 2025 Funding Year Application		
Category	Funding Source	Amount
Open Space/Recreation	CPA Open Space Reserve	\$98,285.00

Project Budget + Funding Sources		
	Amount	Source
Construction	\$526,000	CPA
TOTAL	\$526,000	

Project Description

This project will see lighting improvements at the Condon Shell, which is used as a premier outdoor community gathering space for the City of Medford. Currently, the lighting fixtures in

place for stage/performance lighting at the Condon Shell are non-functional and have been for several years, requiring temporary, external lighting fixtures and electrical to be run per event. Additionally, temporary string lighting is used to illuminate the walking path from the parking lot to the backside of the structure for events, most prominently the Medford Farmers Market. The scope of this project would install functioning lighting fixtures along this pathway and for the performance area, enhancing the space and usability of the Shell.

This lighting system will integrate remote app controls, improving City staff efficiencies.

The full application materials can be found at:

<https://www.dropbox.com/scl/fo/wtvcy538wthumd1bib7hx/AL1U6EBiKaVe-01rf7kz-8U?rlkey=yc3klj4mf9b4y9i7fq76ayfnt&st=81z1z71i&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: City of Medford – Department of Public Works – Facilities Department

Applicant Address: 85 George P. Hassett Drive, Medford, MA 02155

Project: Council Chambers Window Restoration

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that the City of Medford's Facilities Department be awarded \$322,500.00 of Community Preservation Act funds for the Council Chambers Window Restoration project. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of rehabilitating and protecting historical community assets.

Conditions of Approval: None

CPA Project Funding Recommendation: 2025 Funding Year Application		
Category	Funding Source	Amount
Historic Preservation	CPA General Reserve	\$322,500.00

Project Budget + Funding Sources		
	Amount	Source
Construction	\$322,500	CPA
TOTAL	\$322,500	

Project Description

This project will see the historic restoration of nine (9) wood frame windows at City Hall's Council Chambers which are original to the building. These windows are reaching their end of life and need restoration. The Facilities Department will partner with a historic preservation specialist to conduct the work, taking the windows offsite to complete and installing temporary measures to ensure a weathertight treatment.

This project was heard for a Stabilization Fund request; we ask for consideration in rescinding the initial request and replacing the funding with Community Preservation Act moneys, as this is in direct alignment with CPA priorities.



The full application materials can be found at:

<https://www.dropbox.com/scl/fi/s127j30zw02nxap2qzobj/2.-FY25-City-Hall-Council-Chamber-Window-Restoration-Full-Application.pdf?rlkey=svg23phhzcxe11wjkg4mlcgae&st=stk4sv9t&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: Shiloh Baptist Church

Applicant Address: 1 Holton Street, Medford MA 02155

Project: Shiloh Baptist Church Accessibility Improvements – Phase II

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that the Shiloh Baptist Church be awarded \$400,000.00 of Community Preservation Act funds for the ADA/Accessibility Improvements Phase II project. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of preserving and restoring historically-significant community properties.

Conditions of Approval:

- 1) The rehabilitation shall 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 C.F.R. Part 68.
- 2) Per Caplan vs Town of Acton, no CPA funds shall be used to restore any building features with religious imagery.
- 3) A Preservation Restriction shall be placed on the property.

CPA Project Funding Recommendation: 2025 Funding Year Application		
Category	Funding Source	Amount
Historic Preservation	CPA General Reserve	\$400,000.00

Project Budget + Funding Sources

	Amount	Source
Pre-development	\$150,000	CPA (Secured)
Construction/restoration	\$513,000	Preservation Grant (Secured), Fundraising (Ongoing), CPA
TOTAL	\$663,000	

Project Description

This grant award would see the completion of Phase II of Shiloh Baptist Church's ADA/Accessibility Improvements project, which will bring much-needed accessibility improvements to the building. Shiloh Baptist is historically-significant, as the first religious community building in West Medford, built in 1897. Many of the building's unique architectural elements still surviving today were formed at the hands of Medford craftsman, including Moses W. Mann who built several homes and structures in West Medford. This project would, by creating accessible entrances and interior navigation, allow for the building to expand its community usage; a daycare facility is awaiting final construction to open operations, a much needed community asset.



The full application materials can be found at:

<https://www.dropbox.com/scl/fi/akvdx9ctfg4kt19t40g2n/FY25-Shiloh-Baptist-Church-ADA-Improvements-PH-2-Full-Application.pdf?rlkey=6x41gmai70ub8cvscuubrm6x3&st=p0n75aap&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: Unitarian Universalist Church

Applicant Address: 147 High Street, Medford, MA 02155

Project: Unitarian Universalist Church Exterior Restoration

On December 10, 2024, the City of Medford Community Preservation Committee ("CPC") voted 7-0-1 to recommend approval to City Council that the Shiloh Baptist Church be awarded \$99,000.00 of Community Preservation Act funds for the Unitarian Universalist Church Exterior Restoration project. In reaching their decision, the CPC found that the project meets the Community Preservation Plan's objective of preserving and restoring historically-significant community properties.

Conditions of Approval:

- 4) The rehabilitation shall 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 C.F.R. Part 68.
- 5) Per Caplan vs Town of Acton, no CPA funds shall be used to restore any building features with religious imagery.
- 6) A Preservation Restriction shall be placed on the property.

CPA Project Funding Recommendation: 2025 Funding Year Application		
Category	Funding Source	Amount
Historic Preservation	CPA General Reserve	\$99,000.00

Project Budget + Funding Sources		
	Amount	Source
Construction/restoration	\$99,000	CPA
Contingency	TBD	Fundraising/Donors
TOTAL	\$99,000	

Project Description

This project will see restoration efforts at the Unitarian Universalist Church, a historically significant and prominent building in Medford Square area. Built in 1894 and placed on the National Register of Historic Places in 1975. This building serves the community today in numerous ways; aside from holding religious services, the Church also provides meeting space for several community resource groups, hosts a weekly food pantry.

CPA funding would be used towards wood shingle siding repairs, window/door jamb restoration, and weather-sealing efforts.



The full application materials can be found at:

<https://www.dropbox.com/scl/fo/3w1etvyaeytvhec7c1s7/AJhAoQuDzXaU1E5mNuDJL2c?rlk=ey=zbq2gr56p7syakl5tfibu3q3q&st=xscprprt&dl=0>



Community Preservation Committee Funding Recommendation

January 15, 2025

To: The Honorable City Council

Applicant Name: Action for Boston Community Development (“ABCD”)

Applicant Address: 178 Tremont Street, Boston MA 02111

Project: Medford Move-in Program

On December 10, 2024, the City of Medford Community Preservation Committee (“CPC”) voted 7-0-1 to recommend approval to City Council that ABCD be awarded \$100,000.00 of Community Preservation Act funds to continue administering the Medford Move-In Program. In reaching their decision, the CPC found that the project meets the Community Preservation Plan’s objective of preserving and supporting affordable housing efforts.

Conditions of Approval:

- 7) ABCD to partner with Medford Housing Authority (“MHA”) to establish a regular cadence of promoting the program; the CPC recommends quarterly email communications with MHA’s tenant services team.

CPA Project Funding Recommendation: 2025 Funding Year Application		
Category	Funding Source	Amount
Affordable Housing	CPA Affordable Housing Reserve	\$100,000.00

Project Budget + Funding Sources		
	Amount	Source
Direct Payment	\$76,000	CPA
Administrative/program support	\$24,000	CPA
TOTAL	\$100,000	

Project Description

This award would see the continued support and administration of Medford's Move-In Program, which provides financial assistance to low and moderate income households facing hardships with initial move-in costs. This program is only available to residents moving to or within Medford. This program was created as a response to COVID-19-era challenges that many rental tenants faced and continue to face today.



INCOME GUIDELINES:	
Family size 1	\$88,500
Family size 2	\$101,000
Family size 3	\$113,700
Family size 4	\$126,350
Family size 5	\$136,450
Family size 6	\$146,600

The full application materials can be found at:

<https://www.dropbox.com/scl/fo/w0s56ltd8mp1drvhmobo/AMfTmVJ9kz7N7O7s8ozW8oE?rlkey=kzg0twtrzaso6qjdpq6i486p&st=pmrigenz&dl=0>