

Town of Carlisle Community Preservation Committee
Grant Agreement
with the
Carlisle Historical Commission

GRANT AGREEMENT #: 2016-2

RECIPIENT: Carlisle Historical Commission

PROJECT NAME: Development of a Preservation Plan for the Central Burial Ground

GRANT AMOUNT: \$20,000 from the Historic Reserve Fund

GRANT TERM: 2 years, commencing upon execution of Grant Agreement

PROJECT DESCRIPTION: The development of a comprehensive preservation plan to define a path forward to restore the Central Burial Ground. This plan will outline improvements necessary for the preservation of the historic landscape and monuments located on the site, prioritize improvements based on urgency, and provide detailed cost estimates and possible phases of restoration.

PROJECT LOCATION: Central Burial Ground, Lowell Street, Carlisle, MA

DATE OF TOWN MEETING & WARRANT ARTICLE NUMBER:

PROJECT SPONSOR(S) (IF DIFFERENT FROM RECIPIENT):

This Grant Agreement made this _____ day of _____, 2016 by and between the Town of Carlisle, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 66 Westford Street, Carlisle, MA 01741 (hereinafter referred to as the “TOWN”), acting by and through its Community Preservation Committee (hereinafter referred to as the “CPC”), and the Carlisle Historical Commission (hereinafter referred to as the “RECIPIENT”), with an address of 66 Westford Street, Carlisle, MA 01741. The purpose of this Grant Agreement is to implement following grant award:

Twenty Thousand US Dollars (US\$20,000.00) for the development of a comprehensive preservation plan to define a path forward to restore the Central Burial Ground. This plan will outline improvements necessary for the preservation of the historic landscape and monuments located on the site.

Witnesseth

Whereas, the CPC invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, M.G.L. c. 44B; and

Whereas, in response thereto, the Recipient submitted an application for funding for purposes described above as Project Description (hereinafter referred to as the “Project”), and the CPC reviewed and approved the Project and recommended that the funding for the Project be approved at the above referenced Town Meeting; and

Whereas, the above referenced Town Meeting thereafter appropriated the funds recommended by the CPC pursuant to the above referenced Warrant Article and authorized the CPC to enter into a grant agreement with the Recipient for the purposes set forth in the Project; and

Now, Therefore, the CPC and the Recipient agree as follows:

1. **Award**. Subject to the terms of this Agreement, the CPC agrees to award the Recipient the amount of Twenty Thousand US Dollars (US\$20,000.00) from the Historic Reserve Fund, for the Project for the purposes as set forth herein.
2. **Project Application**. The Recipient’s Project Application, as may be amended by agreement with the CPC upon award, is incorporated into this Grant Agreement by reference.
3. **Term**. The term of this Grant Award is two years from date of execution of the grant agreement, unless the CPC grants an extension for good cause shown. Funds not utilized on the Project must be returned to the Historic Reserve Fund and will be made available for future appropriation to this or other recipients.
4. **Project Description**. The development of a comprehensive preservation plan to define a path forward to restore the Central Burial Ground, a site that has been designated by the Historical Commission as locally significant in the history, archeology and culture of the Town. This plan will outline improvements

necessary for the preservation of the historic landscape and monuments located on the site, prioritize improvements based on urgency, and provide detailed cost estimates and possible phases of restoration.

5. Budget: Other Sources of Funding. Prior to the commencement of the Work, the Recipient must submit a complete project budget that accounts for (1) the expenditure of all funds awarded under this Grant Agreement; and (2) all other sources of funding, if necessary, to complete the project as described herein. Recipient shall not expend any grant funds unless sufficient sources of funding have been secured to complete the Work and the Project Budget has been approved by the CPC. If the CPC determines that funds have been spent on goods or services not included in the Project Budget or otherwise not authorized under the CPA, the Recipient shall be responsible for returning such funds to the Community Preservation Fund Reserve.
6. Disbursement of Funds. The Recipient hereby acknowledges and expressly agrees that grant funds will be disbursed upon provision by the Recipient of third party invoices for work completed on the Project.
7. Reporting. The Recipient shall provide the CPC with an annual Project Status Report including expenditures to date and reporting on progress. The Project Status Report shall be due by the last day of December annually until the Project is complete. A Project Closeout Report, including a final accounting and digital photo documentation of the Project where appropriate, is due within 60 days after the Completion Date of the Project.
8. Records. The Recipient agrees to maintain such records with respect to utilization of the grant funds and income derived therefrom as are kept in the normal course of business.
9. Project Liaison. The CPC may designate a Project Liaison for the project being funded by this Grant Agreement. The Project Liaison may be either a municipal employee or a consultant retained by the CPC for that purpose. The Recipient shall cooperate with the Project Liaison, including providing access to the project site at reasonable times and with reasonable notice. The Project Liaison shall serve as the agent of the CPC for the purpose of monitoring project compliance with the terms of this Grant Agreement and shall periodically report to the CPC regarding the progress of the project funded by this Grant Agreement and the compliance of the Recipient with the terms of this Grant Agreement.
10. Compliance with Laws and Agreement. Recipient understands and agrees that projects funded through this Award are made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. Recipient also agrees to comply with all requirements of this Grant Agreement.
11. Permits and Licenses. It is the obligation of Recipient to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by the award of this Grant.

12. Community Preservation Act Awareness. Recipient shall identify that the Project was funded through the Town of Carlisle Community Preservation Act in its written and online materials about the Project, including but not limited to press releases, brochures, and online database.

13. No Assignment. This Grant Agreement may not be assigned by Recipient without prior written agreement by the CPC.

14. Default and Termination.

- a. If the CPC determines that the Recipient has failed to fulfill all obligations set forth under the terms of this Grant Agreement and so defaulted in said obligations, the CPC shall so notify the recipient in writing, setting forth the nature and details of the default.
- b. Upon the Recipient's receipt of said notice of default, the Recipient shall immediately cease to incur any additional expenses in connection with this Grant Agreement.
- c. The CPC shall hold a public hearing within fourteen (14) days of the date of the Recipient's receipt of the notice of default for the purpose of determining whether this Grant Agreement should be terminated. The Recipient shall have the opportunity to present evidence and argument at said termination hearing prior to the CPC voting whether to terminate the Grant Agreement.
- d. At the close of the public hearing the CPC shall issue a written decision setting forth its findings that form the basis of its decision. The CPC may:
 - i. vote to reinstate the Grant Agreement without any further condition; or
 - ii. vote to reinstate the Grant Agreement with additional conditions; or
 - iii. vote to terminate the Grant Agreement.
- e. The CPC shall notify the Recipient in writing of the CPC's decision relative to termination of the Grant Agreement within 14 days of the close of the public hearing.

15. Return of Funds.

- a. Upon completion of the Project, any funds granted to the recipient under this Grant Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof.
- b. In the event this Grant Agreement is terminated pursuant to the provisions of Section 15 hereof, any funds granted to the recipient under this Grant Agreement and not yet expended shall be returned forthwith to the Town without further expenditure thereof.
- c. If this Grant Agreement is terminated as a result of negligent or intentional acts or omissions of the Recipient, the Recipient shall be liable to repay to the town the entire amount of funding provided under this

Agreement, and the Town shall take such steps as are necessary, including legal action, to recover said funds.

- d. In the event the Town is required to take legal action under this Grant Agreement, the Recipient shall be liable for all of the Town's costs expended for the enforcement of this Grant Agreement, including but not limited to reasonable attorney's fees and court costs.

16. Notice. Any and all notices, or other communications required or permitted under this agreement, shall be in writing and delivered in hand or mailed by certified mail, return receipt requested or by other reputable delivery service to the parties hereto at the following addresses:

If to the Recipient: Carlisle Historical Commission
66 Westford Street
Carlisle, MA 01741

If to the CPC: Town of Carlisle Community Preservation Committee
66 Westford Street
Carlisle, MA 01741

With copies to: Town of Carlisle
Tim Goddard, Town Administrator
66 Westford Street
Carlisle, MA 01741

Town Counsel
Thomas Harrington, Miyares and Harrington LLP
40 Grove Street, Suite 190
Wellesley, MA 02482

17. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby.

18. No Other Agreement. This Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by both the Town of Carlisle Community Preservation Committee and the Recipient. Signatory below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the Recipient.

RECIPIENT
CARLISLE HISTORICAL COMMISSION
By its Chair, Neal Emmer

TOWN OF CARLISLE COMMUNITY PRESERVATION COMMITTEE
By its Chair, Luke Ascolillo