Conservation License Plate Grant Application
New Hampshire Division of Historical Resources
2020
Instructions

Please review the application instructions and grant manual prior to completing this application.
Incomplete applications or those received after the deadline cannot be considered.

Applications must be received on or before 4:00 p.m., Friday, June 19, 2020.

Please submit only one Conservation License Plate Grant Application to the New Hampshire Division of Historical Resources (NHDHR) during a grant cycle.

Do NOT Fax or email the application.

Send one (1) original, five (5) copies, and one (1) electronic PDF version of the completed application on a travel drive to:

Community Preservation Coordinator
NH Division of Historical Resources
Conservation License Plate Grant Program
19 Pillsbury Street, 2nd floor
Concord, NH 03301-3570

If you would like to share the PDF of your application through Dropbox, Google Drive, or another file sharing option, please contact Amy Dixon in advance.

All applications must be either typed or computer generated. Handwritten applications will NOT be accepted. Do NOT bind your application with anything other than a binder clip or paperclips. Three ring binders or other methods of binding your materials are not acceptable.

Because these grants are made through the State of New Hampshire, the grant is subject to approval by the New Hampshire Attorney General's Office. Grants for $10,000 also require Governor and Executive Council approval.

In any given grant year, an applicant (a town, non-profit in a publicly owned building, county, or state agency) can only apply to ONE Department of Natural and Cultural Resources Division for the same project. **Applicants should apply to the appropriate Division whose eligibility requirements match their project activities.** Multiple applications from the same organization for the same project will not be considered for funding by the Department of Natural and Cultural Resources. Guidelines for each Division's project eligibility can be found at:

- New Hampshire Division of Historic Resources http://www.nh.gov/nhdhr
- New Hampshire State Library www.nh.gov/nhsl
- New Hampshire State Council on the Arts http://www.nh.gov/nharts

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

All projects funded through the NHDHR's Conservation License Plate grant program must meet the Secretary's Standards for Rehabilitation.

Rehabilitation may be considered as a treatment when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate. Prior to undertaking work, a documentation plan for rehabilitation should be developed.

For more information visit this website: http://www.nps.gov/history/hps/tps/standguide/index.htm or contact Amy Dixon at amy.dixon@dncr.nh.gov

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, shall not be undertaken.

4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

8. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing, to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

These standards were initially developed in 1975 and were revised in 1983 and 1992.
This revision of the Standards was codified as 36 CFR Part 68 in the Federal Register, Vol. 60, No. 133, July 12, 1995;
it replaces the Federal Register notice, Vol. 48, N. 190, September, 1983.

NHDHR / SHPO January 2018

NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES
CONSERVATION LICENSE PLATE (MOOSE PLATE) GRANT APPLICATION

1. **Applicant:** Town of Jaffrey
(state agency, county agency, local municipality, or non-profit organization)
Non-profit organizations must attach verification of 501(c)3 tax exempt status in good standing.

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

Contact: Robert Stephenson

Phone: 603-532-6066 E-mail: rob@rs41.org

2. **Project Name:** Jaffrey Meetinghouse Tower

Resource Location: Rt 124 & Laban Ainsworth Way, Jaffrey, Cheshire County

3. **Grant Request** (not to exceed $10,000): $10,000

4. A. Give a brief history of the resource, including specific details of its significance.

The Jaffrey Meetinghouse—its frame raised on the day of the Battle of Bunker Hill—is the sole surviving Second Period Meetinghouse in the Monadnock Region. It's been in continuous use since 1775: as meetinghouse, church, high school, town office, concert hall, theatre, patriotic gathering place, etc. It's been well preserved and it is certainly the most recognized and loved building in the town.

A full documentation of the structure was undertaken in 2014-15, including detailed plans, historical narrative, and photography. Complete details may be seen at http://www.rs41.org/CLG/clg.htm.

Numerous historic and modern photographs of the Meetinghouse may be found at https://rs41.smugmug.com/Jaffrey/Meetinghouse

B. What specifically will be accomplished with the grant funds? How were these needs identified?

The proposed project is focused entirely on the Tower which dates to 1822. The specific elements of the project are: 1) Scaffold the entire Tower allowing the ... 2) Repair and possibly the replacement of portions of the deteriorated upper balustrade of the Bell stage; 3) Conservation and restoration of the four clock faces and the re-gilding of the numerals, hands and digits; 4) Painting of the entire Tower and the western façade of the Meetinghouse. Also, 5) Repair and in some cases replacement of the Tower flooring and stairs to insure safer access to the clock and bell and upper stages. The goal is to have the entire Tower, inside and out, brought to a high level.

These needs were identified by observation from the ground, from within and from drone video. Also from inspection by the Michael Petrovick, consulting architect.

C. If the proposed project involves ground disturbance, how will archaeological concerns be addressed?

N/A

5. A. Has the project been considered at a town meeting or by the City Council? If so, what was the outcome? Have local elected municipal officials discussed or endorsed the project?

The Selectmen have been briefed and the Meetinghouse Committee has discussed the project over the past two years. Both are supportive of the project and of the application for support from the Mooseplate program.

B. How are the project proponents engaging the community in this project?

Historically the Meetinghouse and its care and maintenance have enjoyed broad public support in Jaffrey. Annually, a Town Meeting warrant article sets aside funds in the Meetinghouse Trust Fund, in recent years, $3,000. This fund is sufficient to cover general maintenance such as painting and repairs. As a public building, certain costs such as utilities, fire alarm system, insurance, etc., are met by the budget of the Town.

The project is presently in the planning stage and has been for the past year. Public knowledge of the project is presently limited because of where the project now stands. This will change in the months ahead as plans and costs are developed by our consulting architect and as fundraising commences. As with past major Meetinghouse projects, substantial support from individuals, non-profits and foundations is expected. As that occurs the Jaffrey community will be increasingly engaged in and supportive of the project.

6. A. Briefly explain the applicant's capacity to implement the project, such as availability of volunteers or staff or previous experience with projects of a scale similar to this one.

The project will be managed for the Town of Jaffrey by Robert Stephenson who fulfilled a similar role for the two previous Moosplate-supported projects (see B below), the Jaffrey Meetinghouse Documentation Project (2014-2015. See http://www.rs41.org/CLG/clg.htm), and numerous Certified Local Govenment grant-supported projects in Jaffrey. He has many years of experience in town planning and historic preservation, both professionally and as a volunteer.

Assisting in various aspects of the project will be Jon Frederick, Jaffrey Town Manager, and Todd Croteau, Director of Highways & Facilities, Town of Jaffrey.

B. Explain the applicant's previous experience with the Conservation License Plate Program: grants requested, grants received, projects completed, projects not yet completed.

A Mooseplate grant of $10,000 was received for the Jaffrey Meetinghouse Roof Replacement Project (September 19, 2017 - October 16, 2017. Final report completed January 4, 2018)

A Mooseplate grant of $10,000 was received for the Jaffrey Meetinghouse Window Restoration Project (2003 - 2005). Project completed May 25, 2005.

7. How will the public be allowed and encouraged to access and use this property?

The Meetinghouse has public access in a variety of ways during the season when the building is available for use (May-October). This access is in the form of concerts (Monadnock Music, Electric Earth), lectures (Amos Fortune Forum), patriotic events such as the annual Reading of the Declaration of Independence, Selectmen meetings and meetings of other Town bodies, the annual Jaffrey-Rindge School District's Shakespeare Festival, the annual First Church Fair, visits by school groups, rental events such as weddings, memorial services, flower shows and meetings of such non-profit groups as the Jaffrey Historical Society, etc.

The only area of the Tower that has public access is the ground floor entrance foyer. The upper portions of the Tower, accessed from the rear of the west gallery, are closed to the public and are used to access the clock, the bell and the upper portions of the Tower.

8. Project Tasks/Budget/Project Schedule

List Grant Related Objectives	Estimated Cost	Anticipated Completion Date
1. Scaffolding	$30,000	October 2022
2. Tower exterior	$23,500	October 2022
3. Clock faces	$20,000	October 2022
4. Stairs & floors	$20,000	October 2022
5. Gallery level restoration	$10,000	October 2022
~~Additional Tasks~~ ~~(Not covered by grant, if any)~~	Estimated Cost	Anticipated Completion Date
6. Painting	$21,500	October 2022
7. Architectural Services	$8,500	October 2022

Total Project Cost: $133,500

Grant Request (not to exceed $10,000): $10,000

The project schedule assumes a start date no earlier than October 1 the year you apply. This date may change based on the receipt of Governor and Executive Council approval. Grantees have two (2) years to complete the project.

9. Certification: I certify to the best of my knowledge that the information provided in this application is complete and accurate. If awarded a NHDHR Conservation License Plate Grant, I am fully aware that terms and conditions will be stipulated in a Grant Agreement executed with the NHDHR and that a grant informational sign provided by the NHDHR will be displayed throughout the project work funded under this grant.

Robert Stephenson, Project Manager

Printed name and title of the person preparing the grant application

Signature and date

Robert Stephenson Digitally signed by Robert Stephenson Date: 2020.05.29 11:00:06 -04'00'

Printed name and title of public official verifying the publicly-owned nature of the resource(s)

Jon Frederick, Town Manager

Signature and date

ATTACHMENTS:

A. Attach one printed set of clear, color images that are no larger than 4" x 6" and labeled for each copy being submitted. Prints do not need to be on photo paper; regular paper is acceptable and two images per page are preferred. Images should include one exemplary exterior shot of the structure and immediate surroundings (for context) and general interior and exterior shots as necessary to illustrate the resource's needs, plus any specifics to application target. **Digital photo submissions must be in jpeg format. Please be sure that .jpg file names correspond with photo labels.**

B. Contractor estimate(s). A good faith effort must be made by the applicant to get quotes or estimates for the proposed work from a qualified contractor. The estimate(s) submitted with the application are not binding and can be modified, amended, or put out to bid after the application/awarding of the grant.

C. Include letters or correspondence from the community that show support for the proposed work to be funded in this grant application.

D. Non-profit organizations must document their relationship with the public entity that owns the historic resource/artifact(s). **A Certificate of Good Standing, available from the NH Secretary of State, must be included. Please call 271-3244 or visit http://sos.nh.gov/formslaws.aspx for more information.**

E. Proof of public ownership. This may be a copy of a deed, tax card, or signed statement by an elected official or their designee.

F. If available, please attach copies of any historic building assessments, historic structures reports, or plans and specifications that may assist with the review of this project.