Appendix B – CPA Final Application Form

[CPC Use Only]	Date Received: 11.12.2026	Received By: M. Moore	Assigned CPC #: 2028- 11

This form may be copied. Please type or print clearly, answer all questions, use "N/A" if not applicable. Use additional paper as needed.

1-A Applicant Information

Last Name: Chilcoat	First Name: Richard
Organization(s)(as appropriate) Groton Historical Society	

1-B Regional Project? YES ☐ NO ■ | If YES, Town/Organization:

2 Submission Date: 11/11/2026

3 Applicant Address

Street: 172 Main St.	City: Groton	State: Ma.	Zip: 01450

4 Phone: 978-448-0092 | Email: info@grotonhistory.org

5 CPA Purpose (Check all that apply)

Affordable Housing: ☐ Community Housing: ☐ Historic Preservation: ■

Open Space: ☐ Recreation: ☐

As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's Registry of Historic Places require a determination by the Groton Historic Commission that the proposed project is of historic significance.

6 Town Committee or Boards Participating: NA

7 Project Address/Property Owner's Name: 172 Main St. Groton, Ma.

8 Project Name: Restore Boutwell House Roof

9 Additional Responsible Parties (If applicable)

Role (specify)	Name	Address	Phone	Email
Property/Site Owner	Groton Historical Society	172 Main St.Groton, Ma.	9784480092	info@grotonhistory.org
Project Manager	Richard Chilcoat	210 Chicopee Row, Groton, Ma.	9784491655	richardpchilcoat@gmail.com
Lead Architect				
Project Contractor				
Project Consultants				
Other:				
Other:				

10 As appropriate, indicate if proposal requires:

P&S Agreement: ☐ Deed: ☐ Option Agreement: ☐ Memorandum of Understanding: ☐

Other: ☐ Describe:

11-A Assessor Info (Map/Block/Lot ID(s)):

11-B Tax Classification Type:

12 Permits required:

Zoning: ☐ Historic Preservation: ☐ Other: ■

13 Historic Commission Approval Signoff (When Required): | Date:

14-A Project Cost: $43,485.00 Estimate: ☐ Professional Quote: ■

14-B Requested from CPC: $38,485.00 14-C Committed from OTHER Source: $5,000.00

If applicable:

Annual Anticipated Total Income: $

Annual Anticipated Total Expense: $

Anticipated Net Income (Loss): $

Name of Estimator/Company:

15 CCP Objectives - Use CODES from Section 5 to Indicate all that apply

5.1.2 Protect Cultural and Historic Resources

16 Project Timelines

Proposed State Date: 09/01/2027

Projected Complete Date: 12/01/2027

17

Estimated Delivery Date of Completion Report to CPC: 12/30/2027

18 Project Description and Explanation (Attach Additional Sheets as Needed)

The roof covering on the Boutwell House is over 30 years old and has far exceeded its life expectancy. Numerous leaks have been reported and repaired over the past several years.The increased frequency and severity of water infiltration is a significant threat to the restored historic building interior and highly significant collection stored within. The proposed CPA project would restore the roof envelope by fully replacing all shingles, flashing and selective deteriorated roof sheathing and cornice trim.

19 Feasibility

Acton-Town Hall Roof-2025
Amherst - Jones Library Roof Project- 2010
Ayer- Town Hall Roof-2005
Bedford-Town Hall Reroofing-2011

20 List of Attachments

Groton Historical Commision Letter of Support
Budget

21 Additional Information

22 Management Plan

Groton Historical Society President and Buildings and Grounds Manager Richard Chilcoat will secure bids, monitor work progress and provide overall project management. GHS Treasurer Michelle Collette will review invoices, coordinate payments and track project budget.

23 Signature

Applicant Signature:	Date: 11/11/26
Co-Applicant Signature:	Date:
Co-Applicant Signature:	Date:

Groton Historical Society
2026-2027 Project Budget
11/11/2026

	WORK ITEM	VENDOR	CURRENT BUDGET
1	**Boutwell House Roof Replacement**	TBD	29,700
2	**Roof Sheathing, Eave, Cornice Trim Repair**	TBD	3,750
	Sub Total		**33,450**
	Contingency @ 30%		10,035
	TOTAL BUDGET		**43,485**

Groton Historical Commission
173 Main St.
Groton, MA 01450

November 10, 2026

Groton Community Preservation Committee
173 Main St.
Groton, MA 01450

Dear Members of the Groton Community Preservation Committee:

As Chair of the Groton Historical Commission, I am writing to support the Groton History Center's application for Community Preservation Act funding to replace the aging roof of Boutwell House, the History Center's home.

Boutwell House is one of Groton's notable historic homes. It houses the History Center's collection of Groton-related artifacts, art, antique furniture, and other items. Roof failure would threaten both the structure and its contents. Considerable Community Preservation Act funds have already been invested in the property, and funding a new roof will help safeguard that investment for decades to come.

Yours truly,



Aubrey Theall
Chair
Groton Historical Commission