CALL FOR PROJECTS
Spring 2015 & Fall 2015

Application Deadline: August 4, 2014

Application for CPC Project Assistance

Instructions: We encourage non-profit organizations and municipal agencies to contact the CPC with ideas for projects that can benefit the community while providing meaningful service-learning for RWU students. Please fill out the Application for Project Assistance, answering all applicable questions and including all supporting documents.

In order for any project to be considered for assistance, completed applications must be submitted to CPC Project Coordinator, Stephany Hessler, by 5 pm on August 4, 2014. Applications may be submitted by:

Email: shessler@rwu.edu
Fax: (401) 254-3565
Mail: RWU Community Partnerships Center
Roger Williams University
One Old Ferry Road
Bristol, RI 02809-2921

Any questions regarding the application process can be directed to Stephany at (401) 254-5211.

CPC project services are performed by students in support of their educational experience. Applicants shall understand that any deliverables generated through an accepted project are intended to provide conceptual information only to assist design and planning and as such are not intended, nor should they be used for, construction or other project implementation. Professional and/or other services may be needed to ultimately implement a sponsor’s desired goals.

SECTION 1: Organization Information

Name of Organization: Town of Portsmouth, RI
In cooperation with The Friends of the Leonard Brown House at Glen Farm, Inc

Mailing Address: Town Hall, 2200 East Main Road, Portsmouth, RI 02871

Name of Project Contact Person(s): Gary Crosby, Town Planner
Steve Sebolt

Contact Information: Gary Crosby, Steve Sebolt

Phone: Gary Crosby (401) 643-0332
Steve Sebolt (401) 662-2667

Fax: (401) 683-6804

E-mail: gcrosby@portsmouthri.com  steve@sebolt.net

Type of Organization

X Public (town, city, municipality, special district, government agency)
X Private (citizen, non-profit)
☐ Other (please explain)
Description of Organization and Mission:
The Town of Portsmouth is a municipality in the State of Rhode Island.

The Friends of The Leonard Brown House at Glen Farm, Inc. is a non-profit community organization [501(c)(3)]. Mission: To maximize public usage and material condition of the Brown House as well as the overall Glen properties owned by the citizens of Portsmouth.

On average, how many individuals does your organization serve per year? Portsmouth has a total population of just over 17,000 people.

How did you hear about the CPC?
The CPC has a well-deserved reputation within the planning community.

SECTION 2: Project Description

Title of the Project: Glen Farm Complex Master Plan

Project Location (Address, City, State, and Zip):
Portsmouth Town Hall, 2200 East Main Road
Portsmouth, RI 02871

Locations and facilities (see attached map) to be included in the project scope are:
The Gardner Seveney Sports Complex including Upper Glen Farm and the Brown House
Lower Glen Farm including the Barns, the Phelps House and the Polo Grounds
Glen Park
Glen Manor House and the now demolished Elmhurst School property
Sandy Point Beach
The “4S” open fields along Sandy Point Lane
The Sakonnet Trailway (Aquidneck Island Land Trust) connecting several of the above locations

General Project Description (you may attach a longer narrative if necessary):

See Attached.

Potential Scope of Work/Tasks for RWU CPC¹ (you may attach a longer narrative if necessary):

See Attached.

What will be the final product output for this project? (survey, website, design plans, drawings, etc.)

The final work product / deliverables will include:

- An Existing Conditions Plan including a narrative and all necessary plans, drawings and other media.
- A Summary Report on the results/outcomes of the public workshop / charrette.
- The results of any and all feasibility studies of selected components / alternatives of the Master Plan.
- The final Glen Farm Complex Master Plan including;

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- A comprehensive narrative including a description of the planning process and the selected alternatives;
- All necessary plans, maps and drawing;
- Costs and potential revenue for all recommended improvements and alternatives;
- A phasing plan for all recommended improvements and alternatives.

- A public, multi-media presentation of the Master Plan to the Town Council.

Proposed Project Schedule (when the tasks/project needs to be completed):

In coordination with the CPC student schedule, Portsmouth would like to see the Glen Farm Complex Master Plan completed by the end of spring semester, June, 2015.

Please provide the names and contact information for any staff members or volunteers who will be playing a primary role in the proposed CPC project.

Gary Crosby, Portsmouth Town Planner   Phone: (401) 643-0332
Steve Sebolt, 19 Quail Road, Portsmouth, RI Phone: 662-2667
Ted Torrey 266 Old Mill Lane, Portsmouth, RI Phone: 849-2105
Craig Clark 130 Hargraves Drive, Portsmouth, RI Phone: 683-9806

What resources/previous work would the CPC be building upon that you already have completed? (Please select all items that are applicable)

- Strategic Plan
- Marketing & Communication Plans
- Additional organizational documents
- Preliminary photos of the site/project
- Maps
- Previous research
- Survey results
- Architectural or building plans

What active support would your organization be able to contribute should your project be selected?

- Funding
- Volunteers
- Staff time
- Consultants
- Other (please list)

SECTION 3: Project Outcomes

Please describe how this project will benefit your organization and the advancement of your mission:

This project will implement the Town’s Comprehensive Plan, specifically action items A and C of the Recreation Element, action item A(2) of the Open Space Element, action item B(2) of the Historic and Cultural Resources Element and action item A(1) of the Resources Protection Element.

This project will benefit the Friends of the Brown House and the Town of Portsmouth by allowing the Glen Farm and all associated structures, like the Brown House, to be used for recreation and enjoyment of the Portsmouth residents, becoming the “jewel” of Portsmouth, while generating non-tax revenue to be used for the upkeep and
maintenance of the properties as well as to help fund a more robust recreation program for Portsmouth residents.

Please describe how this project might benefit the overall community, including specific groups that could benefit from this project (i.e. target populations, neighborhoods, specific town/city/region).

Development of an integrated, comprehensive Glen Farm Complex Master Plan will benefit all residents of Portsmouth in the further implementation of the Portsmouth Comprehensive Plan and can serve as a catalyst to create a Parks and Recreation Department in municipal government. In addition to the benefit to the overall community in the creation of this recreation Master Plan, specific groups that will benefit from this project include:

- All Town youth leagues and recreational programs
- The Aquidneck Island Land Trust
- The Portsmouth Arts and Culture community
- The Portsmouth Historical Society
- The Glen Manor House
- The Friends of the Leonard Brown House
- The Portsmouth School Department

Please explain why you have chosen to seek assistance from the RWU CPC with your project request, instead of undertaking the project using fee-for-services from a paid professional:

The Town of Portsmouth and the Friends of the Brown House have chosen to seek assistance from the RWU CPC based on a review of the excellent work product of past projects completed by the Center and with acknowledgement that neither the Town nor the Friends has the wherewithal to either raise or commit limited resources to master planning efforts such as this.

Please describe how this project will benefit RWU students.

This large, urban recreational and open space project will benefit RWU students by providing them with the opportunity to create a master plan that is long term in scope with the possibility of providing real, tangible results for the community. Requiring multi-disciplinary engagement of students in business, planning, law, landscape design and engineering, this project fits perfectly with the mission of the Center to provide cooperative and experiential education along with leadership training in a real world environment. Student will be challenged not only in forging consensus among citizens with often competing interests but working within the constraints of limited resources for implementation. Success in such endeavors is certain to be a satisfying and rewarding educational experience for RWU students.

SECTION 4: Financial Information

What is your organization’s annual operating budget? Please include a copy of your most recent budget with the application.

The Town of Portsmouth Fiscal Year 2015 budget is $57,878,383; this is an increase of 2.29% from the previous year. $30,848,093 (53%) of the Fiscal Year Budget is the local appropriation to Schools.

The Planning office has a budget of $279,835, which covers salaries, benefits and operations of that department.

The Town’s 2015 operating budget can be viewed at:
http://www.portsmouthri.com/ArchiveCenter/ViewFile/Item/204

The Friends of the Leonard Brown House at Glen Farm, Inc. does not have a formal operating budget.
What are your major sources of funding?

The Town’s primary source of revenue is taxes which account for 85% of revenue. The balance comes from a variety of fees and state aid.

Donations made by Town residents and small grants is the source of funding for The Friends of the Leonard Brown House at Glen Farm, Inc.

How much funding from your annual operating budget is set aside for this project (if any)?

There are no funds set aside by either the Town or the Friends for this project.

SECTION 5: Private Sector Involvement

Have you or your organization discussed the project with practicing professionals (e.g. architect, engineer, planner, consultants, etc.)? (please circle one): Yes / No

If no, please explain why:

SECTION 6: Supporting Documents

Please include the following items when submitting your application:

X Budget for the current fiscal year (can be provided under separate cover upon request)
X List of current Board members

Town of Portsmouth

President of the Town Council - James A. Seveney

Town Council Members - John F. Blaess, Michael A. Buddemeyer, David M. Gleason, Keith E. Hamilton, Molly Donohue Magee, Elizabeth A. Pedro

Town Administrator – John C. Klimm

Friends of the Brown House

President - Craig Clark
VP/Treasurer - Mary Lou Krol
Director - Marybeth Clark
Director - Luke Harding

☐ Copies of supporting resources identified in section 2 as needed to support your application

Under separate cover upon request.
Project Description

The Town of Portsmouth is currently working on an update of its Comprehensive Community Plan with an important component of the plan being the Open Space and Recreational Element. Most of Portsmouth recreational opportunities center geographically around town-owned assets in and near the Glen Farm area. To date there has been no overall master planning effort to bring these town-owned assets together under one Parks and Recreation umbrella. The overall goal of this master planning project is to do just that, to focus on creating a vibrant and integrated group of facilities for both active and passive recreation, respecting the historic open space and architectural context of the area and accounting for the ecological, social, cultural, demographic and economic significance of each of the area’s component parts. A master plan for the area is needed to not only maximize the diverse recreational opportunities for the citizens of Portsmouth, but to identify and maximize any and all revenue generating opportunities inherent in several of the elements of the Glen Park Complex. The project will begin with a survey of existing conditions, proceed with a public workshop to develop a consensus on opportunities and alternatives and will conclude with the presentation of a completed Glen Farm Complex Master Plan to the Town Council and general public.
Scope of Work

The following would be the scope of work / deliverables for this project:

- Preparation of an Existing Conditions Plan
- A public Workshop / Charrette to consider Master Plan Alternatives.
- A feasibility study of selected components of the plan including potential revenue generation estimates.
- Creation of a Master Plan for the area along with recommended phasing for future implementation.
- Preparation of conceptual specifications for any and all public amenities proposed in the Master Plan.
- Proposed cost estimates for implementing all components of the Plan.
- A public presentation of the final Glen Farm Complex Master Plan to the Town Council.

Core elements of the plan should include, but not be limited to:

- Rehabilitation and use of the Leonard Brown House as a potential function/banquet facility, visitors Center, Cultural Arts Center and Parks & Recreation office that coordinates the use of all components of the plan;
- Rehabilitation of the Phelps House and surrounding property to become a revenue source for the Town;
- Rehabilitation and use of the Glen Farm Barns and Stables;
- Potential uses for land recently purchased (the 4S fields) for additional sports fields;
- Review and integration of uses of the Glen Manor House and the Elmhurst property into the Master Plan;
- Sandy Point Beach infrastructure and support facilities improvements;
- Emphasis on an overall roadway, parking and pedestrian plan for the complex integrating the Aquidneck Land Trust’s Sakonnet Trailway.