

TEA LANE FARM
DRAFT #3 FARM PLAN CONTENT OUTLINE
February 8, 2012

Historic Tea Lane farmhouse and other property and building improvements: Your farm plan should include projected renovations, timing and rough costs for the farmhouse. It should also include your investment plan for all other structures or improvements on the property with estimated costs. The farmhouse is the only building that has a historic preservation restriction.

Historic Tea Lane Farmhouse: The original structure of the farmhouse is over 250 years old and an important Town historic resource. There are specific guidelines for exterior renovations.

Historical Commission Tea Lane Farm house Renovation Guidelines

The original structure of the farmhouse is over 250 years old and an important Town historic resource listed within the Town's Master Plan as #23. Any proposed renovation plans must be approved by the Chilmark Historical Commission, the Chilmark Board of Selectmen and the Land Bank -- as outlined in the property deed -- before any work begins.

The following are broad renovation guidelines:

- Sills and foundation repairs should be undertaken to ensure the structural integrity of the building and before any other exterior or interior renovations commence.
- Shingled exterior only.
- A second story dormer is allowed on the north side with the maximum size and style as shown on the "Elliston Design" dated 12/15/10 and previously approved by the Chilmark Historical Commission.
- The porch appearance will remain as is.
- The foundation footprint may be slightly expanded on the east side of the house no more than as shown on the footprint of the "Elliston Design" dated 12/15/10.
- All windows replaced must be with a 6 over 1 and consistent throughout the Farm House.
- Landscaping proposals, specifically the removal of the bushes in the front of the Farm House require review and approval.

Tea Lane Farm Plan Content Outline

All submitted Farm Plans will be considered confidential.

Your Farm Plan for leasing the land and purchasing the buildings and infrastructure at Tea Lane Farm in Chilmark should include the following categories. Proposals should be submitted to Chuck Hodgkinson at chodgkinson@chilmarkma.gov by **Wednesday, March 7 @ 4:00 PM**— see attached timeline.

- Use of Land and Buildings for Farming.

The Farm includes approximately 14 acres for farm production, a mixture of crops and pasture land. Approximately 10.66-acres are owned by the MV Land Bank and will be available for lease to the selected farmer by the Land Bank. Three acres will be leased from the Town of Chilmark for a period of **75 years** for a one-time, up front payment of **\$20,000**. The historic farmhouse with well and septic system, a garage, a barn, and two other outbuildings will be sold to the selected recipient for \$1.00 as is, in current condition.

- Farm Plan

Your Farm Plan should outline how you plan to use the land and buildings for commercial agriculture. It should include any details you feel are needed to describe your plan.

The Farm Plan should include a business plan predicting a schedule of farm costs and farm sales. This should have at least a five-year plan with specifics outlined for each of the first five years. Please indicate if you plan to obtain a mortgage and outline its amount, how it will be used and the estimated term for the mortgage (# of years).

Mortgage Pre-Approval Note: All selected semi-finalists who plan to obtain a mortgage should obtain a mortgage pre-approval commitment letter from a bank. This bank commitment letter will be required for the final, selected recipient before signing the Town's ground lease and taking possession of the buildings.

Please indicate if you plan to supplement your annual income with other outside, non-farm related activities.

- Proposed Use of Farm Buildings—other than the historic farmhouse.

The current out buildings are a garage, two metal buildings and a barn. They are in various states of repair. The farm plan should include an outline of how you plan to use any or all of these buildings. It should also have a brief description of any planned building demolition or improvements. Also include any planned fencing installation on the Town or Land Bank land as a part of your improvement plan.

There is an approved septic system with a four-bedroom capacity. The inter-municipal agreement with the Land Bank dictates the residential use of the property is limited to the existing historic farmhouse and the addition of one apartment in the barn or garage. The total number of bedrooms allowed on the Town's property is four. This bedroom count should include the plans for the farmhouse and the barn or garage apartment—if you plan on building an apartment. The Chilmark Board of Health determines the final bedroom count for all construction.

- Use of the Farmhouse.

The Farm Plan should include a description of how you plan to use the main house. Who will live in it? What repairs are necessary? How will those repairs be financed? How will the historic structure be maintained? There will be a Town historic preservation grant of up to \$100,000 available for the selected recipient. This grant is for the sole use of renovating the historic farmhouse. A separate grant agreement will be executed between the Town and grant recipient. If you plan to use the grant money please include it in your farmhouse improvement plan as a source of revenue for the improvements.

- Experience of Applicant.

The Farm Plan should include the qualifications and experience of the farmer. The town needs to feel that the new resident is capable of a successful farm operation. At least three references should be included with their contact information.

- Performance Milestones.

We understand there will be a start-up phase of your plan. Please provide annual performance milestones outlining what aspects or elements of your plan will be completed in each of the initial five years of your plan.

Timing

1. **February 13:** Chilmark Special Town Meeting.
2. **February 17:** Email Farm Plan content outline and related documents to applicants.
3. **Martha's Vineyard School Break: February 27 – March 2.**
4. **March 14 @ 4:00 PM:** Deadline for receiving all farm plans and related materials at Chilmark Town Hall. All plans should be submitted electronically. Please email them to: chodgkinson@chilmarkma.gov.
5. **March 15 – April 5:** Chilmark Farm Committee reviews all submitted farm plans.
6. **April 5 – April 11:** Chilmark Farm Committee identifies selected Farm Plan semifinalists for interviews. All other farm plan applicants not selected will also be notified by email.
7. **April 11 – April 13:** Chilmark Farm Committee schedules semi-finalist interviews.
8. **Martha's Vineyard School Break: April 16 – April 20.**
9. **April 23 – April 27:** Chilmark Farm Committee conducts semifinalist interviews and checks references.

10. **April 30 – May 4:** Chilmark Farm Committee discusses references and selects finalists for Board of Selectmen and the Landbank Town Advisory Board consideration.
11. **May 4 – May 9:** Schedule Landbank Town Advisory Board and Chilmark Board of Selectmen interviews for the selected finalists at Chilmark Town Hall.
12. **May 15 @ 7:00 PM:** Landbank Town Advisory Board and Board of Selectmen jointly interview the finalists at the May 15 regular Selectmen’s meeting. These interviews will be broadcast on MVTV -- the island’s government cable TV station.
13. **May 16-18:** Landbank Town Advisory Board and Board of Selectmen choose the Tea Lane Farm recipient.
14. **May 18:** Notify the Tea Lane Farm recipient and the other finalists of the decision.