



TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPA Funding
Due no later than 4:00pm on Friday, September 20, 2019

Applicant: Town of Concord - Planning Division

Co-Applicant (if applicable): _____

Project Name: Staff and Technical Services (Administration)

Project Location/Address: 141 Keyes Road

Purpose: (Select all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget:

Amount of CPA Funds Requested: \$ 40,000

Amount from Other Funding Sources: \$ 0

Total Project Budget: \$ 40,000

(If multi-year project, note current phase only)

Please check which of the following is included with this Application:


- | | |
|---|---|
| <input checked="" type="checkbox"/> One Paragraph Project Summary * | _____ Timeline * |
| _____ Map (if applicable) | _____ Architectural plans, site plans, photographs
(if appropriate) |
| <input checked="" type="checkbox"/> Narrative * | _____ Copy of Audit or most recent Financial
Information (<u>Non Profit Organizations Only</u>)* |
| _____ Selection Criteria and Needs Assessment | _____ Letters of Support (if any) |
| <input checked="" type="checkbox"/> Detailed Project Budget * | |
| _____ Feasibility Assessment | |
| _____ Statement of Sustainability (if applicable) | |

* Required Documentation

The Contact Person for this Project is: Heather Gill, Senior Planner

All Correspondence should be mailed to: 141 Keyes Road, Concord, MA 01742

The Contact Person can be reached by phone at: (978) 318-3290 or by email at: hgill@concordma.gov

Signature of Applicant: 

Signature of Property Owner (if different): 

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the **U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties** and understand that planning for and execution of this project must meet these standards.

Brief Project Summary:

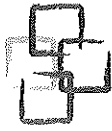
The Town of Concord requests funding to support the CPA in Concord by providing staff support from the Dept. of Planning and Land Management; legal, technical, and consulting assistance for the Town's CPA funded projects; supplies and associated administrative requirements including legal ads, copying, etc.; and funding to purchase CPA signage.

Narrative:

In order to fund the work of the CPC, the CPA statute specifies that the committee may use up to 5% of the community's annual CPA revenues each year. The CPC's administrative funds can be used for the same kinds of expenses budgeted for any town department or committee to carry out its mission each year, such as employee salaries, office expenses and contractual services. Since 2008, when the CPA was adopted in Concord, the town has allocated \$30,000 each year towards staff and technical services. The Town of Concord Planning Division is requesting to increase the funding for Staff and Technical Services to \$40,000 in FY21. This increase in funding will continue to pay for the Community Preservation Coalition annual membership dues, legal advertisements, signage, staff salary, administrative supplies and printing, and legal counsel and consulting fees. In FY19, there was not enough funding in this account to cover all of these expenses, and there were no signs purchased, and no legal counsel or other consulting fees. In the event that the Committee would need to hire a consultant, or obtain legal counsel, there would not be enough funding to cover it. We will need funding in FY21 to purchase additional CPA signs, as we currently only have two CPA signs that we could give to completed projects.

Budget:

1. Community Preservation Coalition Annual Membership Dues: \$4350.00 (for 2019)
2. Legal Advertisement for Public Hearing: \$45.00
3. CPA Signage Costs:
 - 29"x36" Single Sided Sign - \$450.00
 - 19.5"x24" Single Sided Sign - \$335.00
 - 12"x8" Single Sided Sign - \$120.00
 - 29"x36" Single Sided Temporary Sign - \$190.00
 - 19.5"x24" Single Sided Temporary Sign - \$150.00
 - 12"x8" Single Sided Temporary Sign - \$70



**Community
Preservation Coalition**
Preserving our past. Building our future.

6 Beacon Street, Suite 615
Boston, MA 02108
617-367-8998

January 11, 2019

Community Preservation Committee
Town of Concord
Concord Town House
22 Monument Sq., P.O. Box 535
Concord, MA 01742

Community Preservation Coalition Dues Notice

Annual membership dues..... \$4350.00

Please make checks payable to: Community Preservation Coalition

Please remit to our address:

**Community Preservation Coalition
Attn: Stuart Saginor
6 Beacon Street, Suite 615
Boston, MA 02108**

Contact the Community Preservation Coalition with any questions at 617-367-8998.

www.communitypreservation.org

Crosby Design Inc.
 53 Bradford Street
 Concord, MA 01742

Estimate

Date	Estimate #
6/24/2019	1490

Name / Address
Concord Community Preservation Heather Gill 141 Keyes Rd Concord, MA 01742

Item	Description	Qty	Rate	Total
	CPA Signs			
Sign	29" X 36" Single Sided Sign	1	450.00	450.00
Sign	19.5" x 24" Single Sided Sign	1	335.00	335.00
Sign	12" x 8" Single Sided Sign	1	120.00	120.00
	****Order more than 2 of the same sign and receive a 20% discount for each one after Must be ordered at the same time			
	Temporary Signs (Coroplast or 1/8" Backer) similar to golf tournament signs			
	29" X 36" Single Sided Sign (\$190)			
	19.5" x 24" Single Sided Sign (\$150)			
	12" x 8" Single Sided Sign (\$70)			

50% deposit required to begin job. Balance due on delivery	Total	\$905.00
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Town of Concord
Transaction Detail Report w/Notes & Vendor

Fiscal Year: 2017 to 2020

Trans Date	Code	Description / Vendor	Check Vouch	PO# / Jrn1#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance
01-Jul-2016	JE01	CPA FY17 Appropriations; corre		3560	43081	43081	27,699.70	.00	.00	.00	27,699.70
01-Jul-2016	JE01	CPA FY17 Appropriations		3557	43067	43067	27,699.70	.00	.00	.00	55,399.40
01-Jul-2016	JE01	Reverse JE 3557; incorrect bal		3559	43080	43080	(27,699.70)	.00	.00	.00	27,699.70
07-Mar-2017	AP02	004382-COMMUNITY PRESERVATION	120219		45612	15342	.00	4,350.00	.00	.00	23,349.70
25-May-2017	AP02	000027-ALPHAGRAPHICS	124796		48565	15899	.00	236.46	.00	.00	23,113.24
22-Jun-2017	PO01	001061-CROSBY DESIGN		21444	49272	49272	.00	.00	.00	1,140.00	21,973.24
01-Jul-2017	PO09	001061-CROSBY DESIGN		21444	49818	49818	.00	.00	.00	1,140.00	20,833.24
06-Sep-2017	PO02	001061-CROSBY DESIGN	131170		50812	16716	.00	1,140.00	.00	.00	19,693.24
30-Nov-2017	JE01	Coding Corrections		4266	50812	16716	.00	.00	1,140.00	(1,140.00)	20,833.24
					52657	52657	.00	.00	1,140.00	.00	21,973.24
		0010-940-940-1011-5399-2015 OTHER MISC.					27,699.70	5,726.46	1,140.00	1,140.00	21,973.24
01-Jul-2016	JE01	CPA FY17 Appropriations		3557	43067	43067	30,000.00	.00	.00	.00	30,000.00
01-Jul-2016	JE01	Reverse JE 3557; incorrect bal		3559	43080	43080	(30,000.00)	.00	.00	.00	.00
01-Jul-2016	JE01	CPA FY17 Appropriations; corre		3560	43081	43081	30,000.00	.00	.00	.00	30,000.00
		0010-940-940-1011-5399-2016 OTHER MISC.					30,000.00	.00	.00	.00	30,000.00
01-Jul-2016	JE01	CPA FY17 Appropriations		3557	43067	43067	30,000.00	.00	.00	.00	30,000.00
01-Jul-2016	JE01	Reverse JE 3557; incorrect bal		3559	43080	43080	(30,000.00)	.00	.00	.00	.00
01-Jul-2016	JE01	CPA FY17 Appropriations; corre		3560	43081	43081	30,000.00	.00	.00	.00	30,000.00
		0010-940-940-1011-5399-2017 OTHER MISC.					30,000.00	.00	.00	.00	30,000.00
01-Jul-2017	JE01	FY18 CPA Appropriations		4288	53261	53261	30,000.00	.00	.00	.00	30,000.00
30-Nov-2017	JE01	Coding Corrections		4266	52657	52657	.00	1,140.00	.00	.00	28,860.00
04-Dec-2017	AP02	002709-GATEHOUSE MEDIA	136400		52694	17337	.00	44.44	.00	.00	28,815.56
01-Feb-2018	AP02	004382-COMMUNITY PRESERVATION	139926		53770	17673	.00	4,350.00	.00	.00	24,465.56
		0010-940-940-1011-5399-2018 OTHER MISC.					30,000.00	5,534.44	.00	.00	24,465.56
23-Jan-2019	AP02	004382-COMMUNITY PRESERVATION	162588		61745	20127	.00	4,350.00	.00	.00	(4,350.00)
		0010-940-940-1011-5399-2019 OTHER MISC.					.00	4,350.00	.00	.00	(4,350.00)

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Transaction Detail Report w/Notes & Vendor

Fiscal Year: 2019 to 2020

Trans Date	Code Description / Vendor	Check Vouch	PO# / Jnl#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance
			4665			30,000.00	.00	.00		30,000.00
01-Jul-2018	JE01 FY19 CPA Appropriations			59586	58586		.00	.00		29,039.98
12-Jul-2018	AP02 000743-TOWN PAYROLL	149878		57353	00123	.00	960.02	.00		28,079.96
26-Jul-2018	AP02 000743-TOWN PAYROLL	150620		57720	00124	.00	960.02	.00		27,119.94
09-Aug-2018	AP02 000743-TOWN PAYROLL	151628		58136	00125	.00	960.02	.00		26,159.92
23-Aug-2018	AP02 000743-TOWN PAYROLL	152450		58380	00126	.00	960.02	.00		25,199.90
06-Sep-2018	AP02 000743-TOWN PAYROLL	153396		58762	00127	.00	960.02	.00		24,239.88
24-Sep-2018	AP02 000743-TOWN PAYROLL	154394		59047	00129	.00	960.02	.00		23,279.86
04-Oct-2018	AP02 000743-TOWN PAYROLL	155357		59358	00130	.00	960.02	.00		22,319.84
18-Oct-2018	AP02 000743-TOWN PAYROLL	156347		59764	00131	.00	960.02	.00		21,359.82
01-Nov-2018	AP02 000743-TOWN PAYROLL	157129		60153	00133	.00	960.02	.00		20,399.80
15-Nov-2018	AP02 000743-TOWN PAYROLL	157867		60493	00138	.00	960.02	.00		19,439.78
29-Nov-2018	AP02 000743-TOWN PAYROLL	158859		60700	00141	.00	960.02	.00		18,479.76
13-Dec-2018	AP02 000743-TOWN PAYROLL	159709		60915	00142	.00	960.02	.00		17,519.74
27-Dec-2018	AP02 000743-TOWN PAYROLL	160822		61204	00144	.00	960.02	.00		16,559.72
10-Jan-2019	AP02 000743-TOWN PAYROLL	161504		61399	00147	.00	960.02	.00		15,599.70
24-Jan-2019	AP02 000743-TOWN PAYROLL	162154		61665	00148	.00	960.02	.00		14,639.68
07-Feb-2019	AP02 000743-TOWN PAYROLL	163098		61935	00150	.00	960.02	.00		13,679.66
21-Feb-2019	AP02 000743-TOWN PAYROLL	163980		62213	00151	.00	960.02	.00		12,719.64
07-Mar-2019	AP02 000743-TOWN PAYROLL	164743		62463	00153	.00	960.02	.00		11,759.62
21-Mar-2019	AP02 000743-TOWN PAYROLL	165566		62791	00154	.00	960.02	.00		10,799.60
04-Apr-2019	AP02 000743-TOWN PAYROLL	166653		63093	00156	.00	960.02	.00		9,839.58
18-Apr-2019	AP02 000743-TOWN PAYROLL	167356		63488	00157	.00	960.02	.00		8,879.56
02-May-2019	AP02 000743-TOWN PAYROLL	168369		63858	00158	.00	960.02	.00		7,919.54
16-May-2019	AP02 000743-TOWN PAYROLL	169173		64206	00160	.00	960.02	.00		6,959.52
30-May-2019	AP02 000743-TOWN PAYROLL	170111		64465	00162	.00	960.02	.00		5,999.50
13-Jun-2019	AP02 000743-TOWN PAYROLL	171017		64721	00163	.00	960.02	.00		5,039.48
27-Jun-2019	AP02 000743-TOWN PAYROLL	172113		65026	00164	.00	960.02	.00		4,079.46
30-Jun-2019	JE01 To transfer Senior Planner sal		5285	66679	66679	.00		270.54		3,808.92
30-Jun-2019	AP02 000743-TOWN PAYROLL	173369		65408	LV00166	.00	960.02	.00		2,848.90
						30,000.00	25,920.54	270.54		4,350.00
	0010-940-940-1011-5111-2019 REGULAR FUL									
11-Jul-2019	AP02 000743-TOWN PAYROLL	173506		65426	LV00167	.00	1,008.02	.00		(1,008.02)
25-Jul-2019	AP02 000743-TOWN PAYROLL	174129		65726	LV00168	.00	1,008.02	.00		(2,016.04)
08-Aug-2019	AP02 000743-TOWN PAYROLL	175016		66045	LV00170	.00	1,008.02	.00		(3,024.06)
22-Aug-2019	AP02 000743-TOWN PAYROLL	176143		66262	LV00171	.00	1,008.02	.00		(4,032.08)
05-Sep-2019	AP02 000743-TOWN PAYROLL	177222		66563	LV00173	.00	1,008.02	.00		(5,040.10)
	0010-940-940-1011-5111-2020 REGULAR FUL					.00	5,040.10	.00		(5,040.10)

Town of Concord
Transaction Detail w/Vendor
Fiscal Year: 2018 to 2018

Trans Date	Code	GLPost#	User Batch Ref#	Line	GLLn JrnCd	Posted On	Open Bal./Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor
30-Nov-2017	JE01	52657	52657	4266	4	1 DC				1,140.00	1,140.00	001061-CROSBY DESIGN
06-Sep-2017	AP02	50812	16716	131170	1	1			(1,140.00)			001061-CROSBY DESIGN
06-Sep-2017	PO02	50812	16716	21444	1	1			1,140.00			001061-CROSBY DESIGN
01-Jul-2017	PO09	49818	49818	21444	1	1						001061-CROSBY DESIGN
Total 0010-940-940-1011-8399-2015 OTHER MISC. PUR												
							.00	.00	.00	1,140.00	1,140.00	
Total 0010-940-940-1011-5399-2018 OTHER MISC. PUR												
							30,000.00	.00	.00	5,534.44	.00	
							30,000.00	.00	.00	6,674.44	1,140.00	

*** Grand Total ***

==== Selection Legend =====

Account Type: A FER
FY: 2018 to 2018
Trx. Date: 01-Jul-2017 to 30-Jun-2018
From Activity: 1011 to 1011
Department: 940 to 940
From Division: 940 to 940
From Fund: 0010 to 0010
Object Element: 5399 to 5399
Account Sub Type: CP