



**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, October 9, 2020**

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

Signature of Property Owner (if different): [Signature]

**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. In 2020, the CPC and the Town voted to increase the amount allocated towards staff and technical services to \$40,000. This funding covers the Town's annual membership dues for the Community Preservation Coalition; legal advertising costs; cost to purchase CPA signage; staff salary; and other administrative costs.

Budget:

1. Community Preservation Coalition Annual Membership Dues: \$4350.00 (for 2020)
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
4. Staff Salary: In FY20, \$26,262.20 was expended from this account for the Senior Planner's salary to assist the Community Preservation Committee with their work. The essential functions include, but are not limited to:
  1. Provides administrative assistance to the CPC; prepares for meetings, posts agendas and distribute to CPC committee and Town Clerk. Attends CPC meetings, takes and transcribes minutes of meetings, and provides follow up for meetings; prepares

correspondence and reports; and maintains records for office. Give Presentations and input as needed.

2. Provides information and assistance to the public; responds to inquiries, requests, and complaints on the telephone and in person; explains department programs and policies; and refers individuals to other resources as deemed appropriate.

3. Process and assist in evaluation of funding applications as to eligibility, completeness and compliance with CPA provisions, rules and policies.

4. Performs administrative duties of office; screens telephone calls, sorts and distributes mail, and maintains an adequate inventory of office supplies.

5. Process all CPA invoices and reimbursement requests (check for accuracy, obtain CPC treasurer's signature, copy deliver to accounting department, field status calls from vendors).

6. Researches, retrieves and maintains information from files or other resources to assist board in its deliberations.

7. Maintains and keeps current all information on the CPC home page of the Town website and social media.

8. Prepare and update education materials.

9. Maintains inventories of project applications and project status reports; along with preparing legally required annual CPA filings.

10. Assists in preparation of CPA marketing materials and in preparation for annual CPA report and presentations to Town Meeting, Public Hearings, and Informational Sessions.

11. Schedules and arranges hearings and site visits as needed and informs individuals of meeting information.



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

January 23, 2020

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..... \$4,350.00

**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](http://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
Sign	CPA Signs 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	<b>Total</b>	\$905.00
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COMMUNITY PRESERVATION - FY20 active accounts

**Administration**

Account No. 10-940-940

June 30, 2020

Authorization	Article	Item	Fund Year	Amount	Acct Code	Project	Applicant	Encumbered	Expended	Unencumbered Balance
ATM 4/9/19	Art. 22	L	2020	\$30,000	10-940-940-1011-5111-2020	Administration	CPC	\$0.00	\$26,262.20	\$3,737.80
ATM 4/9/19	Art. 22	L	2020		10-940-940-1011-5399-2020	Administration	CPC	\$0.00	\$4,350.00	-\$4,350.00
<b>Total</b>				<b>\$30,000</b>				<b>\$0.00</b>	<b>\$30,612.20</b>	<b>-\$612.20</b>

**Undesignated**

Account No. 10-940-945

Authorization	Article	Item	Fund Year	Amount	Acct Code	Project	Applicant	Encumbered	Expended	Unencumbered Balance
ATM 4/26/12	Art. 38	H	2013	\$826	10-940-945-1047-5810-2013	land acquisition	Town	\$0	\$0	\$826.00
					\$19,826 less \$19,000 applied, Art. 52 (4/24/13)					
ATM 4/26/17	Art. 29	L	2018	\$180,000	10-940-945-1047-5810-2018	land acquisition	Town	\$0	\$160,000	\$20,000.00
<b>Total</b>				<b>\$180,826</b>				<b>\$0.00</b>	<b>\$160,000.00</b>	<b>\$20,826.00</b>