



**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 17, 2021**

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 (if appropriate)                       |
| <input checked="" type="checkbox"/> Narrative *                      | <input type="checkbox"/> Copy of Audit or most recent Financial Information (Non Profit Organizations Only)* |
| <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): \_\_\_\_\_

**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. Any funding not expended by the end of the fiscal year is automatically returned to the CPA general fund.

Budget:

1. Community Preservation Coalition Annual Membership Dues: \$4350.00 (for 2021)
2. Legal Advertisement for Public Hearing (in 2021): \$56.40
3. CPA Signage Costs: In FY21 \$2,199.50 was expended to purchase two large carved CPA signs and six smaller CPA yard signs.
4. Staff Salary: In FY21, \$27,455.64 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 6, 2021

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**

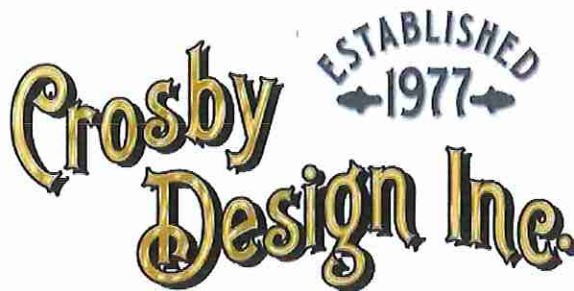
**Please remit to our address:**

**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](http://www.communitypreservation.org)**

**Crosby Design Inc.**  
 53 Bradford St  
 Concord, MA 01742 US  
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 Gilly@CrosbyDesign.com  
 www.crosbydesigninc.com



# Estimate

**ADDRESS**

Town of Concord CPA  
 22 Monument Square  
 Concord MA

**ESTIMATE # 1089**

**DATE 05/26/2021**

ACTIVITY	QTY	RATE	AMOUNT
<b>Design</b> Logo/Design Services or setup - existing artwork no updates	0	95.00	0.00T
<b>Carved Sign</b> CNC Carved Sign Product (materials + labor)	2	0.00	0.00
<b>Sign</b> Sign - 29" x36" x 3/4" PVC routed w/cove edge	2	543.75	
<b>Digital Print Vinyl</b> Digita Print Vinyl w/ Laminate - 29X36" Print w/ town seal and CPA text mounted to PVC board	2	145.00	
<b>Sign</b> Sign - 12"x14" x 1/2" CNC routed PVC yard sign	6	85.00	510.00T
<b>Digital Print Vinyl</b> Digital Print Vinyl - 12"x14" CPA text w/ town seal mounted to PVC	6	52.00	312.00

SUBTOTAL	2,199.50
TAX	0.00
<b>TOTAL</b>	<b>\$2,199.50</b>

Accepted By

Accepted Date

Town of Concord

Current vs Prior Year Expenditure Summary

Fiscal Year: 2022 Expenditures

Account Number and Description	Current Year 2022 Original Budget Bud Adjustments	Net Activity	Rem Balance	Prior Year 2021 Original Budget Bud Adjustments	Net Activity	Rem Balance	Budget Variance
0010-940-940-1011-5111-2021 REGULAR FULL-TIME	.00	2,199.50	(2,199.50)	40,000.00	29,655.14	10,344.86	(40,000.00)
0010-940-940-1011-5399-2021 OTHER MISC. PURCHASE SE	.00	.00	.00	.00	4,406.24	(4,406.24)	.00
Accounts : 2	.00	2,199.50	(2,199.50)	40,000.00	34,061.38	5,938.52	(40,000.00)

\*\*\*\* Grand Total \*\*\*\*

==== Selection Legend =====

Account Type: E

FY: 2022 to 2022

From Activity: 1011 to 1011

Department: 940 to 940

From Division: 940 to 940

From Fund: 0010 to 0010

Object Element: 5111 to 5399

From Cost Center: 2021 to 2021

Account Sub Type: CP