

Community Preservation Committee Working Year

June

- Orient new CPC members
- Elect CPC officers
- Renew and update Town CPA Plan
- Establish annual meeting schedule including next year's public hearings in conjunction with Board of Selectmen, Finance Committee and Town Manager
- Staff presents quarterly project status report on all CPA projects

July

- Distribute Town CPA Plan for public review and comment including an article/notice in the Concord Journal
- Send out letter to inactive projects requesting further status information (based on quarterly reports)
- Complete CP-3 Report for Department of Revenue (CPC Staff and Finance Dept.)

August

- Press release on September public informational/application workshop
- Press release on application process and deadlines
- Press release and calendar section item on information/application workshop

September

- Conduct joint public informational meeting on upcoming CPA funding cycle and public hearing on draft CPA Plan
- Complete review of public comments on updated CPA Plan and vote to endorse final Plan (Public Hearing Required every five years – Can do in Sept or earlier)
- Review Finance Director's Report for Current Status of Concord's Community Preservation Fund Account
- Staff presents quarterly project status report on all CPA projects

October

- Application deadline for CPA applications
- Prepare press release on applications received
- Prepare schedule for meetings with applicants
- Schedule and hold Site Visits on Saturday/Sunday
- Conduct interviews with applicants
- Confirm receipt by the Town of the state CPA fund match (Staff)

November

- Prepare press release for public hearing on applications
- Conduct public hearing on applications
- Review Finance Director's Report on the current status of Concord's Community Preservation Fund Account

December

- Develop recommendations for Annual Town Meeting for CPA applications; Town Counsel review as needed
- Prepare press release on CPC recommendations for funding

Community Preservation Committee Working Year

- Update Select Board regarding CPC funding recommendations
- Draft Town Meeting warrant article(s) for CPC recommendations
- Participate in annual Coordination Meeting
- Prepare CPC report for Town Annual Report
- Prepare draft conditions for CPC recommended appropriations
- Staff presents quarterly project status report on all CPA projects

January

- Town Meeting warrant closes (first week)
- Finalize warrant article text as needed and provide summary (Staff and Chair)
- Provide applicants with draft conditions for CPC recommended appropriations
- Prepare draft MOU and Grant Agreement documents for review by applicants and Town Counsel (Staff)

February

- Prepare presentation and handouts for Finance Committee public hearing and Annual Town Meeting
- Prepare press release on public hearing
- Update Town Moderator (Chair)
- Update Finance Committee
- Letter to editor or article for Journal

March

- Present CPC recommendations for Annual Town Meeting at Finance Committee public hearing (Chair)
- Update Town Moderator (Chair does this)
- Staff and Chair present quarterly project status report on all CPA projects
- Send letters to nominating committees for any new members or those needing reappointment

April

- Prepare presentations and handouts for Town Meeting
- Finalize conditions for CPC recommended appropriations
- Update Town Moderator (Chair)
- Prepare and distribute news article
- Present CPC Recommendations at Annual Town Meeting (Chair)
- Review Finance Director's Report for Current Status of Concord's Community Preservation Fund Account
- Contact Boards and Committees to verify new CPC appointments (template attached)

May

- Present at Annual Town Meeting (if not in April)
- Prepare and distribute Grant Agreements and MOUs to successful applicants, including terms and conditions
- Board of Selectmen and Town Committees appoint new CPC members by May 30

Community Preservation Committee Working Year

Ongoing:

- Update Town website
- Write and post all Meeting minutes and agendas
- Prepare & distribute informational articles/letters to Concord Journal
- 5-year review of Concord CPA (last done 2009)

Prepared by Gary Clayton, January 2007
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