



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 16, 2022

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: Ann Clifford, 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: Aclifford@concordma.gov

Signature of Applicant: Marcia Rasmussen, Director DPLM

Signature of Property Owner (if different): J. F. Leung, Town Manager

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 Community Preservation Act (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 local Community Preservation Committee (CPC), the CPA statute specifies that the committee may use up to 5% of the community's annual CPA revenues each year. CPC 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 at least \$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
2. Legal Advertisement for Public Hearing: \$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 FY22, \$27,090.45 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 for distribution to CPC committee and Town Clerk. Attends CPC meetings, prepares meeting minutes, 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; explains departmental programs and policies; and refers individuals to other resources as deemed appropriate.

3. Processes and assists in evaluation of funding applications as to eligibility, completeness and compliance with CPA provisions, rules and policies.
4. Performs administrative duties of office.
5. Processes 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 in CPC project 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 to the Commonwealth of Massachusetts.
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.

Fiscal Year: 2022 to 2022

Account Number and Description	Appropriations	Transfers and Supplementals	Encumbrances	Expenditures	In-Progress Transactions	Remaining Balance	% Used
1011 CPA ADMINISTRATION							
940 CPA ADMINISTRATION							
0010-940-940-1011-5111-2021 REGULAR FULL-TIME	2,199.50	.00	.00	2,199.50	.00	.00	100.00
0010-940-940-1011-5111-2022 REGULAR FULL-TIME	40,000.00	.00	.00	27,090.45	.00	12,909.55	67.73
0010-940-940-1011-5319-2022 OTHER PROF. TECHNICAL SERVICES	.00	.00	.00	4,350.00	.00	(4,350.00)	.00
Total 940 CPA ADMINISTRATION	42,199.50	.00	.00	33,639.95	.00	8,559.55	79.72
Total 1011 CPA ADMINISTRATION	42,199.50	.00	.00	33,639.95	.00	8,559.55	79.72
Accounts : 3	42,199.50	.00	.00	33,639.95	.00	8,559.55	79.72
**** Grand Total ****							

==== Selection Legend =====

Account Type: E
 FY: 2022 to 2022
 Department: 940 to 940
 From Division: 940 to 940
 From Fund: 0010 to 0010
 Account Sub Type: CP