



JOSEPH A. CURTATONE
MAYOR

Somerville CPA



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE**

Minutes

January 29, 2014

The Community Preservation Committee (CPC) held a meeting at 6:30pm in the Board of Aldermen Committee Room at City Hall, 93 Highland Avenue, Somerville, MA 02143.

Members Present	Chair Michael Capuano, Vice Chair Dick Bauer, Tanya Cafarella, Elizabeth Duclos-Orsello, Michael Fager, Arn Franzen, Ezra Glenn (left early), Courtney Koslow, and Uma Murugan
Members Absent	None
Staff Present	Emily Monea
Others Present	Stuart Saginor and Ria Knapp from the Community Preservation Coalition

Stuart Saginor, Executive Director of the Community Preservation Coalition, held a training session for the CPC members. He presented and the Committee members discussed the material in the presentation attached at the end of these minutes.

Upon motion from the Chair, seconded by Mr. Franzen, the Committee voted 8-0 to adjourn at 9pm.



Implementing the Community Preservation Act



**Community
Preservation Coalition**

Preserving our past. Building our future.

About the Coalition



The Community Preservation Coalition

- Technical assistance
- Website
- Email newsletter & bulletins
- CPA advocacy and legislation
- Ballot measures (adoption, changes)
- Training conferences, webinars, presentations, publications, workshops

Supported by membership dues from CPA communities

Coalition Website

The screenshot shows the Community Preservation Coalition website in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL <http://communitypreservation.org/>. The website features a logo with the text "Community Preservation Coalition" and the tagline "Preserving our past. Building our future." Below the logo is a search bar and a navigation menu with links for "About Us", "About CPA", "CPA News", "Success Stories", "CPA Projects Database", "Technical Assistance", and "Adopting CPA".

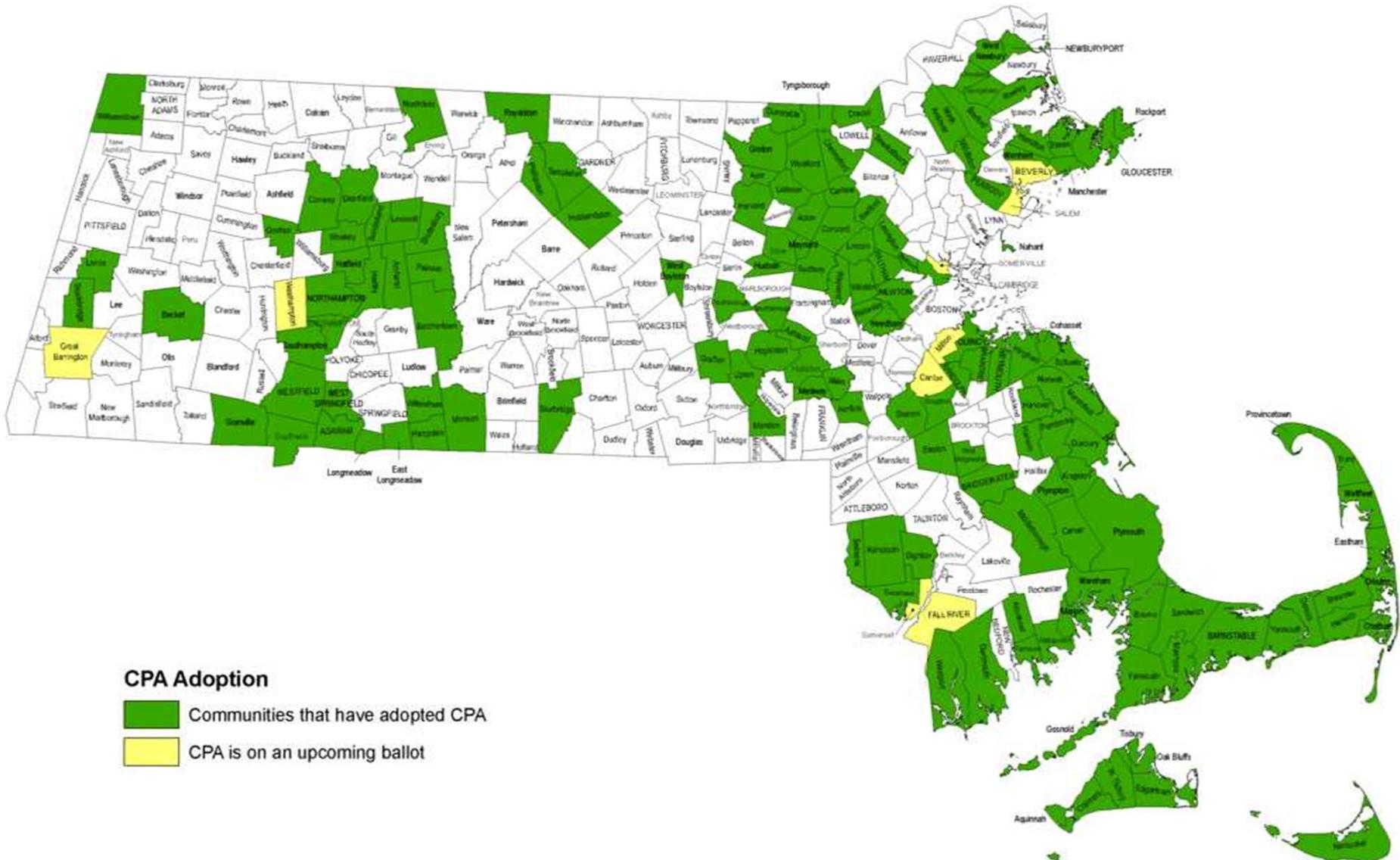
The main content area is divided into four columns, each with a title, an image, and a "Success Stories" button:

- HISTORIC PRESERVATION**: Image of a large bell.
- OPEN SPACE**: Image of a landscape with a rainbow.
- OUTDOOR RECREATION**: Image of a playground.
- COMMUNITY HOUSING**: Image of a multi-story apartment building.

Below these columns is a section titled "Working For The Community Preservation Act" with two paragraphs of text. To the right of this section is a "Latest CPA News" box with a date and a link. Below the news box is a "CPA Trust Fund collections are up!" box with a dollar sign icon and text about trust fund receipts.

The browser's taskbar at the bottom shows several open applications, including "Novell Group...", "CPC Program...", "CPA with all...", "Community...", "Stuart's Bob...", "Document2 - ...", "S:\National P...", and "Microsoft Po...". The system tray shows the time as 5:51 PM.

155 CPA Communities



CPA by the Numbers

(as of June 2013)

- 19,200 acres of open space preserved
- Funding for over 7,300 housing units
- 3,200 separate historic appropriations
- Over 1,000 appropriations for recreation
- Over a billion dollars raised for CPA projects!
(surcharge + match)

Initial Tasks for CPC Members

- Read the CPA statute!
- Review Open Meeting Law and Public Records Law
- Review bylaw or ordinance that created your CPC
- Develop project application and project selection criteria/procedures

CPA Plan – Within the First Year

- Assess Community Preservation needs of your city (Review Master Plan, Open Space Plan, Housing Plan, etc.)
- Meet with other committees and boards
- Hold public hearing to get input on plan
- Prepare *Community Preservation Plan*

CPC Ongoing Requirements

- Hold at least one public hearing per year
- Update *Community Preservation Plan*
- Review CPA account balances & spending
- Prepare CPA budget for legislative body
- Make project recommendations to legislative body

CPA Annual Budget

- Usually done at same time as city budget
(so FY15 budget done next spring)
- Final deadline for budget: Before tax rate set
- Requires CPC recommendation to legislative body
- Beginning in FY15, based on total expected revenue (local surcharge plus state match)

Annual Spending Requirements

CPA Annual Budget

- Required minimum spending (or reserve):
 - 10% of total revenue for housing projects
 - 10% for historic projects
 - 10% for open space & recreation projects
- Optional:
 - Additional project appropriations
 - Up to 5% for administrative expenses
 - Balance goes in a “budgeted reserve”

CPA FY2014 Budget

- Required Reserves (based on local revenue only – no state distribution this year):
 - 10% each for housing reserve, historic reserve and open space reserve
- City financial staff can make above reservation at end of fiscal year by special permission of DOR (in first year of CPA only)

Administrative Account

- For FY15, CPC can request up to 5% of estimated revenues
- Unspent balance returned to undesignated fund at end of FY
- For CPC expenses only, not reimbursements to other municipal departments or to pay other municipal staff

Administrative Account Common Uses

- Hire administrative assistance
- Professional help: Appraisals, consultants, legal assistance, general studies
- Due diligence on project recommendations
- Newspaper ads for public hearing
- Misc. expenses

The CPA Trust Fund

- Administered by the Department of Revenue (DOR)
- Funds come from \$10 and \$20 fees charged at the Registries of Deeds
- **New!!** Additional \$25 million from the state budget surplus for 2013. All towns received at least 52.23% match this year
- Next Year (Somerville's first match): ??????

Borrowing Permitted under CPA

- The only source of funds for FY14 projects
- Can only bond against local surcharge, not state match
- Two-thirds vote needed to pass bonded projects at Legislative Body
- Cannot pay debt service on non-CPA bonds

Determining Project Eligibility

It's all about the VERBS!

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	-	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	-	-	-	Yes
Rehabilitate and/or Restore	Yes – if acquired or created w/CPA \$\$	Yes	Yes	Yes – if acquired or created w/CPA \$\$

Basic Tenets of CPA Spending

- No supplanting general municipal revenue
- No maintenance or operating expenses
- Recreation – Outdoor projects only
- Asset Purchases – Must file permanent restriction with the state, held by 3rd party
- Historic – Follow flow chart for projects

How do CPA Projects Happen?

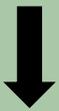
Project applicants submit applications to Community Preservation Committee (CPC)



CPC reviews projects, gets input



CPC recommends list of projects to Legislative Body



Majority vote of Legislative body required for each project



Project Recommendations

- Should include amount in dollars and the funding source (which CPA account?)
- Should include name of board/commission or other party that is carrying out project
- Should include details of the project
- Should include CPA “verbs” that justify project
- CPC may include specific conditions

Sample Project Recommendation/Warrant Article

ARTICLE 36. To see if the Town will vote to appropriate \$53,500 from the Historic Resources Reserve of the Community Preservation Fund to fund Phase I of the Boxford Town Clerk's project for preservation of historic town records; said funds to be expended under the direction of the Community Preservation Committee and Town Clerk.

Legislative Body Actions Are Limited

- Approve recommendations of CPC
- Reject recommendations of CPC
- Reduce amount recommended by CPC
- Reserve amount recommended by CPC to applicable reserve account, rather than approving the project (rarely used)

Windrush Farm, North Andover



Shovel Shop, Easton



Credit: Marc Belanger

Declaration of Independence, Mendon

In CONGRESS July 4, 1776. A DECLARATION
By The REPRESENTATIVES of the UNITED STATES
OF AMERICA. In GENERAL CONGRESS Assembled
When in the Course of human Events, it becomes necessary for one People to dissolve
the political Bands which have connected them with another, and to assume among
the Powers of the Earth, the separate and equal Station which the Laws of Nature &
of Nature's GOD entitle them; a decent Respect to the Opinions of Mankind re-
quires that they should declare the Causes which impel them to the Separation.
We hold these Truths to be self-evident, that all Men are created equal,
that they are indued by their Creator with certain unalienable Rights, that
among these, are Life, Liberty, and the Pursuit of Happiness: — That to secure
these Rights, Governments are Instituted among Men, deriving their just
Powers from the Consent of the Governed, that when any Form of Govern-
ment becomes destructive of these Ends, it is the Right of the People to alter-
or to abolish it, and to institute new Government, laying its Foundation
on such Principles, and organizing its Powers in such Form, as to them
shall seem most likely to effect their Safety & Happiness. Prudence, indeed,
will dictate that Governments long established should not be changed for

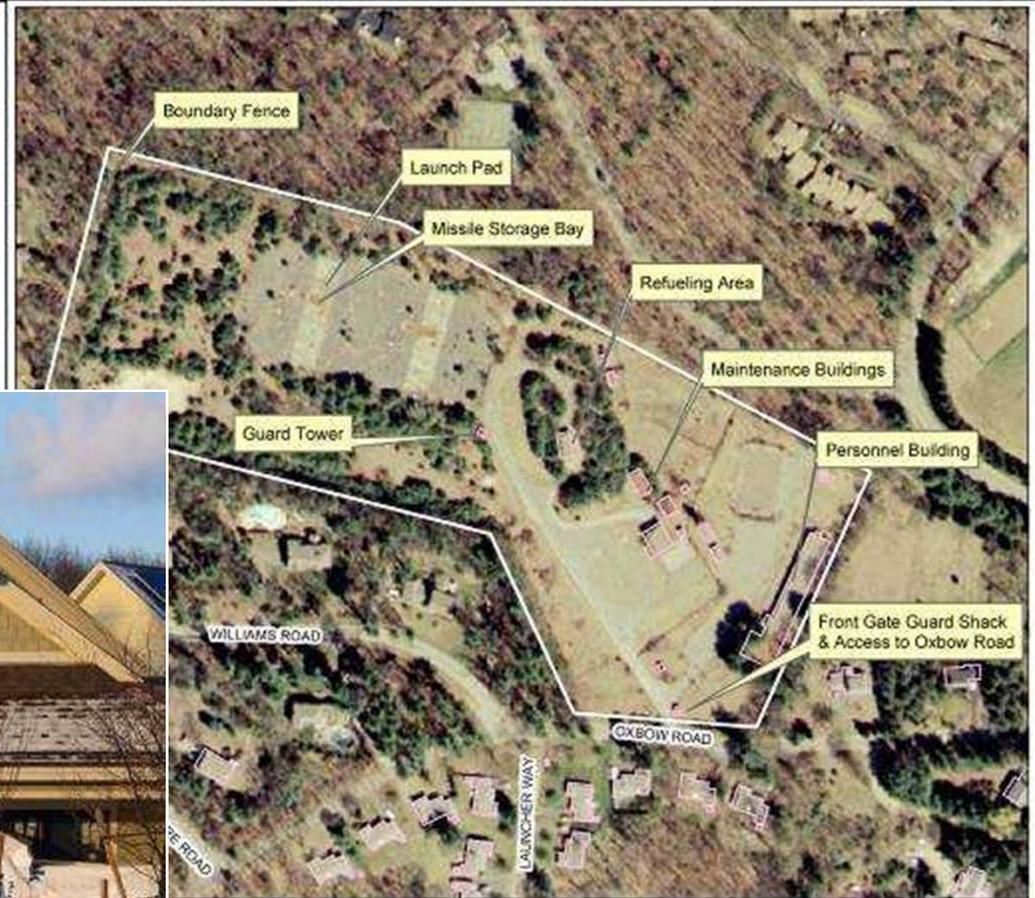
Town Hall, Needham



Lenox Library, Lenox



89 Oxbow, Wayland



Clipper City Rail Trail, Newburyport



Angino Farm, Newton



Specialty Housing

Douglas House, Lexington



Vet's Housing, Hingham

Contact Us

**Technical
Assistance Hotline**
617-367-8998

Stuart Saginor
Executive Director

Katherine Roth
Associate Director

Ria Knapp
Communications Director





Community Preservation Coalition

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Questions?