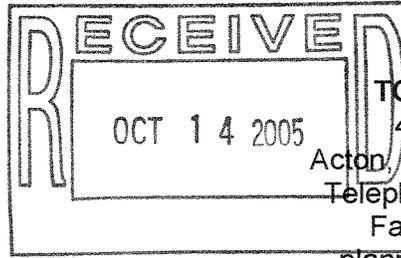




Planning Department



TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9636
Fax (978) 264-9630
planning@acton-ma.gov

10/17
(14)

MEMORANDUM

To: Don P. Johnson, Town Manager **Date:** October 14, 2005
From: Roland Bartl, AICP, Town Planner *R.B.*
Subject: CPA – Administrative Funding Requests

Attached please find last years statement in support of the Town's 5% funding from CPA for administrative support. The CPC has asked me to submit something similar again this year by the submission deadline.
It seems last year's memo is pretty much the model for this year, perhaps with some updates to highlight specific issues, such as the dealings and legal reviews about Jones Tavern.



Town Manager

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9612
Fax (978) 264-9630
Manager@acton-ma.gov

MEMORANDUM

To: Community Preservation Committee **Date:** February 24, 2005
From: John Murray, Assistant Town Manager *JM*
Subject: CPA Administrative Support

Planning:

- Attendance at Community Preservation Committee meetings; 20-25 meetings per year.
- Room arrangements and scheduling.
- Meeting preparation and follow-up as needed.
- Committee e-mails and phone calls.
- Interface with general citizenry, project proponents, and Town staff and boards.
- Webpage.
- Documents/record maintenance and public access.
- Town Meeting preparation, publicity/publications, article, presentation.
- Annual CP plan – various drafts and final.
- Annual public hearing preparation and advertisement.

Finance:

- Public Inquiry.
- Assist Seniors & Low Income taxpayer with CPA exemption application.
- Review and prepare application for Board of Assessor approval.
- Process exemptions and tax file maintenance.
- Manually post CPA payments to tax billing system & reconcile file.
- Manually post exemptions to tax billing system & reconcile file.
- Process CPA refunds.
- Disperse CPA refund checks.
- Fund reconciliation between Accountant/Collector/Assessor.
- Prepare forms for Department of Revenue to receive state matched funds.
- Tax recap preparation.
- General fund administration. Project finance management.

Manager:

- Review items for pre-legal compliance
- Review annual Town Meeting warrant articles.
- General oversight & direction on CPC matters.

Town Counsel:

- Review of project proposals for eligibility under M.G.L. Chapter 44B.
- Miscellaneous correspondence with Town Manager, Town Planner, and State agencies regarding community preservation projects' implementation in compliance with CPA and municipal finance laws.