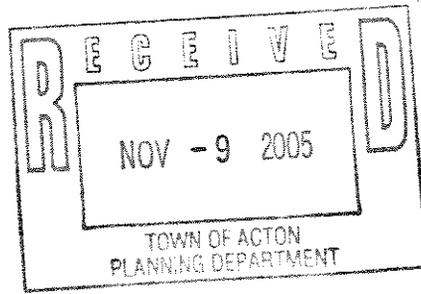




Town Manager



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**MEMORANDUM**

**To:** Community Preservation Committee **Date:** November 9, 2005  
**From:** Don P. Johnson, Town Manager  
**Subject:** CPA Administrative Support 2006

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To continue support services to the CPC and to sustain the CPA program in Acton I recommend that 5% of available CPA funds next year be set aside and paid to the Town of Acton for administrative support, as has been the case in previous years. The monies directly support staffing in the Planning and Finance Departments, which are the two principal entities burdened with the administrative responsibilities of CPA in Acton. The service that the Town provides for CPA also affects other Town operations. Following is a list of tasks and duties on behalf of the CPC and in support of CPA. This list is not meant to be all-inclusive.

**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.
- Monitoring/oversight for non-Town projects.

**Finance:**

- Public inquiry.
- Assist senior and low income taxpayers with CPA exemption applications.
- Review and prepare applications for Board of Assessors action.
- 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 funds.
- Disperse CPA refund checks.
- Fund reconciliation between Accountant/Collector/Assessor.

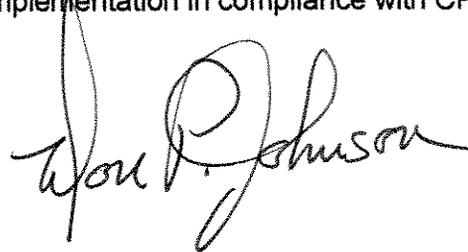
- Prepare forms for DOR to receive State matching funds.
- Tax recap preparation.
- General fund administration. Project finance management.

**Manager:**

- Review items for pre-legal compliance.
- Review annual Town Meeting warrant article.
- General oversight and direction on CPC matters.
- Monitoring/oversight for non-Town projects.

**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.

A handwritten signature in black ink, appearing to read "Wou R. Johnson". The signature is written in a cursive, flowing style with a large initial "W".

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