TOWN OF ACTON
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Town Manager

MEMORANDUM

To: Community Preservation Committee ***Date:*** November 17, 2010

From: Steven L. Ledoux, Town Manager

Subject: **CPA Administrative Support 2011**

As the Community Preservation Committee enters another round of reviewing projects and funding proposals in preparation for recommendations to Town Meeting in April 2011, please keep in mind that the Town provides all administrative and program support to the CPA Program through staff in its Planning and Finance Departments. Since the inception of the CPA Program in 2004, the Community Preservation Committee has recommended and Town Meeting has appropriated 5% of the CPA revenues for these support functions. To continue these services I request that once again 5% of the CPA revenues available for spending at the 2011 Annual Town Meeting be appropriated to pay the Town of Acton for administrative and program support.

It is anticipated that the requested funding at the maximum allowed 5% level will amount to +/- $50,000. This is another year of significantly reduced State matching fund revenues. As a result the requested 5% for administrative support is significantly less in real dollars than in previous years (for instance $65,000 in 2008). Yet, the level of effort has and will remain constant. Therefore, the requested administrative support appropriation will cover the Town's expenses to a much lesser degree than in previous years.

The money directly supports staffing in the Planning and Finance Departments, which are the two principal entities burdened with the administrative responsibilities of CPA in Acton. Specifically, the administrative support consumes approximately 10 hours per week of the Planning Department and 40 hours per week in the Finance Department. The service that the Town provides for CPA also affects Town operations and expenses in other ways. For example, Town Counsel reviews project applications for eligibility under the statute and provides general legal support to the CPA program. An increasing amount of Town Counsel time is spent on the implementation of specific projects, for instance land purchases and projects that require historic preservation and other legal restriction.

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 maintenance.
- Documents/record maintenance and public access.
- Town Meeting preparation, publicity/publications, article, presentation.
- Award letters.
- Annual CP plan – various drafts and final.
- Annual public hearing preparation and advertisement.
- Monitoring/oversight/correspondence related to implementation of 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.
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- 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/correspondence related to implementation of non-Town projects.

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

Cc: Board of Selectmen
Steve Barrett

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