

From: Stuart Saginor [<mailto:Stuart.Saginor@communitypreservation.org>]

Sent: Thursday, January 10, 2013 11:06 AM

To: Community Preservation Committee; Kristen Domurad-Guichard; Roland Bartl; ksghia-hughes@azuredynamics.com; Roland Bourdon; Ken Sghia-Hughes

Subject: Acton Coalition Membership Dues

Dear Roland, Ken, Roland, and Kristen:

The Community Preservation Coalition is deeply grateful for the support of our member communities. Community support is critical to our ability to provide reliable technical assistance to local CPCs, to hold local CPA training sessions and regional conferences, and to be a strong advocate for CPA statewide.

It is now time to renew your community's membership to the Coalition. We've enclosed a pdf of your membership invoice and w9 form (which your municipal officials may need to process the invoice for payment). Once again this year, the Coalition Steering Committee voted not to increase the dues amount in each of our eight membership categories, which are based on the size of your local CPA surcharge.

The Community Preservation Coalition was able to accomplish a great deal in 2012 on behalf of the 155 cities and towns who have adopted CPA. Attached, please find the Coalition's "2012 Year in Review" report, documenting the progress of our organization in the past year. We would encourage you to share this report with your entire Community Preservation Committee.

Thanks once again for your support, and do not hesitate to email or call if you have any questions.

Regards,
Stuart

PS: PLEASE NOTE: The Coalition moved in mid-2012, so your accounts payable records will need to be updated. Please remit payment to our new address:

Community Preservation Coalition
Attn: Stuart Saginor
10 Milk Street, Suite 810
Boston, MA 02108

Stuart Saginor
Executive Director
Community Preservation Coalition
10 Milk Street, Suite 810, Boston, MA 02108

Tel: 617-371-0540
stuart.saginer@communitypreservation.org

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Please Note: The Community Preservation Coalition does not render legal opinions or advice, and recommends consulting with an attorney.



THE COMMUNITY PRESERVATION COALITION 2012 YEAR IN REVIEW



CPA ADVOCACY: LEGISLATIVE SUCCESS IN 2012!

In July 2012, the Coalition celebrated the successful conclusion of more than six years of effort to pass *An Act to Sustain Community Preservation*. Among the highlights of the legislation were an additional \$25 million in funding for the statewide CPA Trust Fund from the FY 2013 budget surplus. A long-awaited amendment allowing communities to use their CPA funds to rehabilitate existing parks, playgrounds and athletic fields was also included, as well as a new optional exemption for the first \$100,000 of commercial and industrial property value. Although this legislative breakthrough puts the CPA program on much stronger footing, the Coalition will have to remain active on Beacon Hill every year to ensure that the \$25 million is once again included in the state budget.



Along with our strong legislative partners, the Coalition also monitored and took action on a small number of Beacon Hill bills that would potentially harm CPA. Our ongoing CPA educational efforts at the State House have dramatically reduced the number of such bills in recent years.

CPA TECHNICAL ASSISTANCE AND COMMUNICATIONS

A new educational and technical assistance tool was launched by the Coalition this year – webinars! Coalition staff developed and presented two live, online webinars on the changes to CPA resulting from legislative amendments passed in July. The webinars were well attended, with close to 250 CPC members and municipal officials participating. Coalition staff plan to make webinars a regular part of training, advocacy and educational outreach in 2013.

The Coalition's website was completely overhauled in late summer and early fall to update dozens of pages on the legislative amendments to CPA. In addition, Coalition staff began a project to improve the online CPA project database and develop a more user-friendly interface to this popular feature.

The Coalition continued its outreach to CPA communities on CPA best practices and other news of note through its electronic newsletter *CPA Update*. Regular email bulletins and website postings were also provided to member communities throughout the year. And our technical assistance service had another busy year, responding to almost 4,000 technical assistance requests via email and telephone.

CPA ADOPTION

Legislative success spilled over to adoption success in 2012, as seven new communities adopted CPA on November 6, 2012, including four cities. New CPA communities include Beverly, Canton, Fall River, Great Barrington, Salem, Somerset, and Somerville. The CPA amendments brought new energy to the CPA program, and welcoming more communities to the program, especially cities, has already strengthened the Coalition's advocacy profile on Beacon Hill.

CPA STATEWIDE CONFERENCES & LOCAL PRESENTATIONS

The Coalition's Northeast Massachusetts Regional conference was held on December 1st in Chelmsford at the Chelmsford Art Center. Representatives from over 50 different CPA communities attended, including some from as far away as Cape Cod and Western Massachusetts. Plans are already underway for the next CPA conference, to be held in Northampton in 2013.

In addition, the Coalition traveled to many CPA communities in 2012 for in-person presentations, providing updates on recent developments with CPA and training for all newly-appointed Community Preservation Committees. Lastly, with help from a grant from the Open Space Institute, the Coalition undertook a variety of activities to help CPA communities use the state's new BioMap2 online mapping to prioritize open space land acquisitions.

COALITION OPERATIONS

As in previous years, the vast majority (96%) of eligible CPA communities joined the Coalition in 2012. The Coalition is grateful for the support of its member communities, which allows it to continue its statewide efforts on behalf of the CPA. We also continue to receive support from four charitable foundations and our seven Coalition partners.

We conducted an online survey in 2012 to help us understand how the Coalition could improve its services. Results of the survey were very positive, with the Coalition earning especially high marks for its technical assistance services and advocacy work. Respondents offered a number of suggestions, and Coalition staff will continue to act on these suggestions in the coming year.

Coalition Steering Committee member Andrea Langhauser from Norfolk, one of four community representatives on the Steering Committee, stepped down during 2012. We are grateful for Andrea's generous contribution of time to further community preservation statewide. The Coalition launched a search for a new community representative in late summer, and Robert Wagner, Chair of the Hatfield Community Preservation Committee, was chosen to fill the vacant position. The Steering Committee was pleased to have our first (long overdue) representative from Western Massachusetts.

Lastly, the Coalition moved offices in 2012, relocating along with The Trust for Public Land Massachusetts office to an historic office building next to the Old South Church near Downtown Crossing in Boston. Come visit the next time you are in the area!

FISCAL YEAR 2012 COALITION FINANCIAL REPORT

REVENUE

Foundation Grants	\$57,900
Community Members & Misc.	\$278,100
Total Revenue	\$336,000

EXPENSES

Personnel Costs:	\$186,600
Benefits & Personnel Overhead	\$62,100
Advocacy Costs	\$16,000
Professional Services	\$1,950
Travel and Meeting Costs	\$8,200
Rent and Office Costs	\$26,000
Legal, Financial, Admin. & Misc.	\$27,200
Total Expenses	\$328,050





10 Milk Street, Suite 810
Boston, MA 02108
Phone: 617-367-8998
Fax: 617-367-9885

January 8, 2013

Community Preservation Committee
Town of Acton
Acton Town Hall
472 Main St.
Acton, MA 01720

2013 Community Preservation Coalition Dues Notice

Calendar year membership dues.....\$3,000

Please make checks payable to: Community Preservation Coalition

PLEASE NOTE: The Coalition has moved!

Please remit to our new address:

Community Preservation Coalition
Attn: Stuart Saginor
10 Milk Street, Suite 810
Boston, MA 02108

Contact the Community Preservation Coalition with any questions at 617-367-8998.

www.communitypreservation.org

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific
 Instructions on page 2.

Name (as shown on your income tax return)
The Conservation Campaign

Business name/disregarded entity name, if different from above
a Program of The Conservation Campaign, Community Preservation Coalition

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.)
10 Milk St., Ste. 810

City, state, and ZIP code
Boston, MA 02108

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

0	4	-	3	5	1	5	3	4	1
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶ 

Date ▶ *6/15/12*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.