

**MEMO:**

**To:** Advisory & Finance Committee  
**From:** Community Preservation Committee  
**Date:** February 20, 2003  
**Re:** Community Preservation Committee Town Meeting Warrant Articles

---

The Community Preservation Committee (“CPC”) voted unanimously on Thursday February 13, 2003 to recommend warrant article 16 and 16a for consideration by the Annual Town Meeting.

Article 16 is a recommendation to Town Meeting to set aside the Community Preservation Act (“CPA”) accounts for fiscal 2004. The Department of Revenue, Division of Local Services, requires that CPA communities act on estimated annual funds revenues each fiscal year. The CPA requires that annually at least 10% be appropriated or reserved for later appropriation in each of the three CPA categories: Historic Resources Community Housing and Open Space (excluding recreational uses).

The Community Preservation Committee, after consulting with the CPA implementation team, recommends appropriating the minimum amount (10%) required by Law for each of the three categories. The law also provides that up to 5% can be set aside for administrative costs. The CPC recommends 4% be set aside. This amount was determined based on evaluating expenditures in established CPA communities and the costs they have incurred in the course of CPA acquisitions. The costs the CPC expects to encounter are the legal and appraisal costs associated with acquisitions. This Article is the same as the CPA Article recommended at the Fall Town Meeting. The only difference is the Article was for the CPA account set up for fiscal 2003. In the future, the CPA account set up article will be yearly presented to Spring Annual Town Meeting and not the Fall Town Meeting.

There have been no fiscal 2003 administrative expenditures to date. The CPC has not utilized the 03 funds as yet because the CPA final application was only released to the public on January 11, 2003. This spring the CPC will begin a process of reviewing applications and opportunities in order to make recommendation for the Fall 2003 Town Meeting for the Fiscal 2003 recommendations. Only after experiencing a full fiscal year of implementing the CPA will the CPC have a clear indication of its administrative costs. The CPC is committed to running a cost efficient effort while at the same time recognizing its responsibility for the due diligence relative to administrating the CPA. The Committee asks that you support Article 16.

Article 16a is to appropriate up to \$3,000 from the Historic Resources fund to the Richard Sparrow House for the replacement of a wooden shingle roof. The funding is part of a matching commitment of up to \$3,000 made by the Richard Sparrow House towards this project. The Sparrow House application meets the requirements of the Community Preservation Act legislation. No other applications for funding have yet been made to the CPC. The CPC reviewed the Sparrow House application and determined that, even without any other applications against which to measure the project, the project was worthy of consideration and support and should be moved on expeditiously. The CPC therefore recommends this project to the Spring Town Meeting.

