

# COMMUNITY PRESERVATION ACT (CPA)

## COMMUNITY PRESERVATION COMMITTEE (CPC)



### CPA FUNDING GUIDE FOR APPLICANTS

#### **A. Submission of Application**

1. Consult the Community Preservation Committee *department* page on the Town of Westport website <http://www.westport-ma.com/community-preservation-committee/>

Look for *Useful Documents* found in the left margin of the CPC webpage. A review of posted documents will be useful to determine eligibility and to answer other questions about process.

2. Fill out the submission form for the project and email or deliver all relevant documents to the CPC Clerk at least one week in advance of a CPC meeting. Meetings are generally on the second Thursday of the month.
3. If you wish a preliminary review of the proposal by CPC before submission of a formal application please contact the CPC Clerk.
4. All applications under the historical preservation category must be reviewed by the Westport Historical Commission (WHC) which generally meets on the first Monday of the month prior to a CPC meeting that the item will be posted on. Applicant should contact the Chair of the WHC to be placed on the WHC agenda. If historic resource is a building or structure, recent photos of the resource must be submitted.

#### **B. Discussion of Project at a CPC Meeting**

1. Applicant should be prepared to explain the project in detail including the name and affiliation of the Project Manager and the involved town committee, if any.
2. Follow-up meetings to continue discussion may be needed.
3. CPC, after hearing the formal presentation, will make a decision as to whether the project meets the CPA criteria to go forward to the public hearing and is viable.
4. CPC will explain the requirements for bidding, grant agreements, conservation and other restrictions; payment of bills, reporting, signage and other relevant matters.

### **C. Public Hearing for Recommendation to Town Meeting**

Applicants (or a representative) should be prepared to describe briefly and answer questions about the project. For the May Annual Town Meeting, the public hearing is held in January of the same calendar year. All projects presented at the public hearing may not be accepted for various reasons.

### **D. Process of Awarding CPA Funding for Project at Town Meeting**

CPC recommendations for projects are taken to the May Annual Town Meeting for approval by a majority vote. The Town Moderator reads out each project. If there is a “hold” then the proponent and the objector may each be allowed a 10-minute presentation. However, the presentations must be approved in advance by the Town Moderator. CPC will work with the Project Manager to develop the presentation and obtain approval by the Town Moderator.

### **E. Availability of Funds for an Approved Project**

In general, funds become available on July 1 after the May Annual Town Meeting. In some cases, funds may be available immediately after Town Meeting. CPC will inform the Project Manager when to expect the funds will become available.

### **F. Implementing the Approved Project**

CPC will appoint a CPC member liaison for each project who will assist the Project Manager throughout the implementation of the project.

A project is considered “Private”, where the sponsoring entity is private. Lessors of town property are considered as “Private”, even though the property is owned by the Town. Non-profits, individuals and the like are “Private”.

All projects are subject to the relevant bidding requirements of the Town of Westport. If a Request for Proposals (RFP) with a sealed bid is required, i.e., if the project cost is expected to be greater than \$25,000, CPC can supply a RFP template to the project manager and can help in coordination with the Town Administrator who is the Procurement Officer. The RFP template is different for Town and “Private” projects.

Private projects are NOT subject to prevailing wage requirements under procurement regulations.

All projects may be subject to a mutually agreed upon Grant Agreement with the CPC/Town.

In many cases contracts need to be drawn up with vendors/contractors. CPC will help the Project Manager to decide if that is required and may provide a template if requested.

Before implementation of a project, Project Managers need first to be placed on the CPC agenda to report intentions at a CPC meeting. Please contact Liaison and/or Clerk.

#### **G. Reporting to CPC**

All Project Managers must report before beginning a project, during the project implementation if it is complicated, and at the completion of the project as shown on the website, in a Grant Agreement or as explained by the CPC Liaison. Project Manager should contact the liaison or CPC Clerk for placement on the agenda.

#### **H. Requesting Payment for Project Expenses**

**All original invoices** for both private and town projects are to be submitted to the CPC Clerk and the CPC member liaison should be asked by the project manager to review the work for which invoices are submitted. CPC approves the payment of the invoice and the CPC clerk makes the request for payment to the Town Accountant. W-2 forms are necessary for any *NEW* vendors/contractors and the responsibility of the project manager. Note that there are often delays in payment of up to 3 weeks, lack of complete paperwork can cause longer delays. In certain cases, the Chair and/or Co-Chair can authorize payment in advance and then the payment is reported to the CPC at a meeting. The CPC clerk can give you more information if that need arises.

**Private projects.** Because of the anti-Aid amendment and public purpose requirements, all payments must go directly to the Project Manager or his/her entity. For reimbursement, the check will be paid to the Project Manager or his/her entity alone. If an invoice is submitted to the CPC, the check will be paid to the Project Manager or his/her entity and also to the vendor/contractor. The Project Manager or his/her entity will then endorse the full payment to the vendor/contractor.

#### **I. Completion of Project**

Project Managers should inform the CPC member Liaison of completion of a project. Project Managers will be placed on an agenda to report to the CPC.

#### **J. CONTACTS**

Town Website: <http://www.westport-ma.com/community-preservation-committee/>  
CPC Clerk: [CPC@Westport-MA.Gov](mailto:CPC@Westport-MA.Gov)  
CPC Chair: Betty Slade [dcolebslade@aol.com](mailto:dcolebslade@aol.com)  
CPC Vice-chair: Tim Gillespie [tgillespie@charter.net](mailto:tgillespie@charter.net)  
Westport Historical Commission Chair: William Kendall [jkendallll@aol.com](mailto:jkendallll@aol.com)

As of November 1, 2017