

MOVING CPA FORWARD IN THE TOWN OF LAKEVILLE

MAJOR TASKS	ACTIVITIES	RESPONSIBLE PARTY	PROPOSED TIMEFRAME
Enact internal mechanisms for Community Preservation Act [CPA] acceptance and administration	<p>Notify the DOR of the Town's acceptance of the CPA on the April 2022 ballot.</p> <p>Clarify/confirm expectations and requirements internally between Town Administrator, Accounting, Assessors, Treasurer and Town Clerk to ensure July 1, 2022 tax surcharge begins on time.</p> <p>Develop anticipated revenue figure. The CPC must allocate annually 10% for open space preservation, 10% for historic resource preservation, 10% for affordable housing, and may allocate up to 5% for administrative support.</p>	<p>Town Clerk</p> <p>Town Admin.</p> <p>Treasurer/ Accounting</p>	<p>April 2022</p> <p>April 2022</p> <p>Fall 2022</p>
Appoint a CPC	<p>Select Board requests applications for CPC positions and designations from committees named in the by-law.</p> <ul style="list-style-type: none"> The CPC by-law outlines the CPC's composition, length of member terms, the appointment of at-large positions by the Select Board, and the responsibilities of the new committee. The by-law states that the CPC may have up to eight members, five required members (one from each of the following: Conservation Commission, Planning Board, Historical Commission, Housing Authority and Park Board) and three at-large members. In addition, the by-law as adopted in 2021 includes a member from the housing authority, a body which does not currently exist. <p>Select Board appoints five required CPC members from the respective town boards and three at-large members of the general public.</p>	Select Board/ Appointing Committees	May – June 2022
Develop and adopt a Community Preservation Plan [CPP]	<p>CPC meets and develops CPP with the support of staff.</p> <ul style="list-style-type: none"> The CPC will develop and adopt an outline for the first Community Preservation Plan [CPP], that should include a study of the needs, possibilities and resources of the community with regards to community preservation and should include meeting with other municipal boards and committees (e.g. Conservation Commission, Historic Commission, Open Space Committee and Park Commission) to get their input. Subsequent meetings, public hearing/s provide opportunities for the CPC and general public to deliberate and prioritize community needs to be articulated in the CPP draft. Once its research is complete, the CPC is responsible for developing a local CPA plan that will guide its decision-making on CPA project proposals. CPC support staff or Town staff develop "final" draft CPP for CPC and public review/comment. CPC adopts plan. 	CPC/Planning	July-October 2022

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Creating framework for receiving proposals	Administrative protocols are created with staff support. <ul style="list-style-type: none"> The CPC develops applications and reviews procedures and deadlines for submission, review and recommendations. Process should be transparent and open to all eligible applicants. 	CPC/Planning	October-November 2022
Selecting and executing proposals	Funding proposals requested, returned and recommended. <ul style="list-style-type: none"> Funding solicitations made. Proposals reviewed and evaluated with recommendations for the most compelling projects prepared for Town Meeting. CPC develops recommended funding package for Annual Town Meeting. Town Meeting considers and votes on funding package.	CPC/Planning Town Meeting	December 2022 -May 2023
Monitoring and evaluating selected proposals	CPC oversees funded activities. <ul style="list-style-type: none"> CPC and/or staff monitors ongoing funded activities and provides interim and final reports as to progress, activities and budgeting. Preparations are made for next round of funding and programming. 	CPC/Planning/ Town Accountant	June 2023