



# TOWN OF LAKEVILLE MEETING POSTING & AGENDA

Town Clerk's Time Stamp  
received & posted:

48-hr notice effective  
when time stamped

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §18-22 (Ch. 28-2009). Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

Name of Board or Committee:	<u>Community Preservation Committee</u>
Date & Time of Meeting:	<u>August 15, 2023 7pm</u>
Location of Meeting:	<u>Lakeville Police Station 323 Bedford Street Lakeville</u>
Clerk/Board Member posting notice:	<u>Nancy Yeatts</u>

Cancelled/Postponed to: \_\_\_\_\_ (circle one)

Clerk/Board Member Cancelling/Postponing: \_\_\_\_\_

## A G E N D A

### R e v i s e d

1. CPA Budget review & clarification / CP3 filing update / discussion
2. CPA professional services/ discussion/ possible vote
3. Process for accepting future project applications/ discussion/ possible vote
4. Signs identifying CPA funded projects/ discussion/ possible vote
5. Old Business: Approve past minutes that needed editing: 9/29/22

Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the \_\_\_\_\_ arise after the posting of this agenda, they may be addressed at this meeting.

07/12/2023 13:45  
1344thassett

Town of Lakeville  
YEAR-TO-DATE BUDGET REPORT  
FISCAL YEAR 2023

P 1  
glytdbud

FOR 2023 12

ACCOUNTS FOR: 2800	COMMUNITY PRESERVATION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
170 COMMUNITY PRESERVATION COMM								
28017000 REV - COMMUNITY PRESERVATION								
28017000	412523 2023 CPA SURCHA	-175,000	0	-175,000	-220,882.03	.00	45,882.03	126.2%
28017000	412524 2024 CPA SURCHA	0	0	0	.00	.00	.00	.0%
28017000	417100 PENALTIES & INT	0	0	0	215.55	.00	-215.55	100.0%*
28017000	462000 EARNINGS ON INV	0	0	0	-389.73	.00	389.73	100.0%
TOTAL REV - COMMUNITY PRESERVATION		-175,000	0	-175,000	-221,056.21	.00	46,056.21	126.3%
28170200 CPC - COMMITTEE EXPENSES								
28170200	510000 PROFESSIONAL SE	0	6,000	6,000	950.00	.00	5,050.00	15.8%
28170200	534400 ADVERTISING	0	500	500	180.00	.00	320.00	36.0%
28170200	542000 OFFICE SUPPLIES	0	1,000	1,000	49.99	.00	950.01	5.0%
28170200	571000 MEETINGS & TRAV	0	250	250	.00	.00	250.00	.0%
28170200	573000 DUES & MEMBERSH	0	1,000	1,000	875.00	.00	125.00	87.5%
TOTAL CPC - COMMITTEE EXPENSES		0	8,750	8,750	2,054.99	.00	6,695.01	23.5%
TOTAL COMMUNITY PRESERVATION COMM		-175,000	8,750	-166,250	-219,001.22	.00	52,751.22	131.7%
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TOTAL REVENUES		-175,000	0	-175,000	-221,056.21	.00	46,056.21	
TOTAL EXPENSES		0	8,750	8,750	2,054.99	.00	6,695.01	



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28017000	417100 PENALTIES & INT	0	0	0	215.55	.00	-215.55	100.0%*
28017000	482000 EARNINGS ON INV	0	0	0	-389.73	.00	389.73	100.0%
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28170200	534400 ADVERTISING	0	500	500	180.00	.00	320.00	36.0%
28170200	542000 OFFICE SUPPLIES	0	1,000	1,000	49.99	.00	950.01	5.0%
28170200	571000 MEETINGS & TRAV	0	250	250	.00	.00	250.00	.0%
28170200	573000 DUES & MEMBERSH	0	1,000	1,000	875.00	.00	125.00	87.5%
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-175,000	8,750	-166,250	-219,001.22	.00	52,751.22	131.7%

\*\* END OF REPORT - Generated by Todd Hassett \*\*

### CPC Process for Reviewing Applications

- Utilize checklist to be sure all projects meet the proper criteria
- Review Step 2 Applications for completeness
  - Discuss adding check boxes to list of required backup documentation
- Send Step 2 Applications to CPA Coalition for Review



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\*\* END OF REPORT - Generated by Todd Hassett \*\*

**TOWN OF LAKEVILLE**  
**Community Preservation Committee**  
**Meeting Minutes**  
**September 29, 2022 – 6:00 PM**

On September 29, 2022, the Community Preservation Committee held a meeting at 6:00 PM at the Lakeville Police Station, 323 Bedford Street. The meeting was called to order at 6:01 PM by Chairman Nancy Yeatts. Community Preservation Committee Members present were: Nancy Yeatts, Amy Knox, Barbara Standish, Nancy LaFave, Michele MacEachern and Susan Spieler. Absent were Michael Smith and Kathleen Barrack. LakeCAM was recording the meeting for broadcast and noted that there were technical difficulties at the start of the meeting.

**JOINT MEETING WITH SELECT BOARD TO DISCUSS IMPLEMENTATION OF THE COMMUNITY PRESERVATION ACT**

*Select Board Chairman LaCamera, L. Fabian and L. Carboni were present for the discussion.* Chairman LaCamera noted that the Select Board and the CPC are not on the same page. He referenced the September 13, 2022 meeting and noted that it was supposed to be a training only but instead there was a violation of the Open Meeting Law. The Attorney General's Office is watching and members can be removed or fined. It was stated that the Town Clerk has given out information on the Open Meeting law and the Select Board cannot tolerate this happening and that there should have had a full committee when taking a vote like that.

Chairman LaCamera referenced the Town Officers that have experience with the Community Preservation Act. He explained that they are trying to help the Community Preservation Committee but are not being well received. There is no debate about the figures. The figures come from the Board of Assessors, Town Accountant and Treasurer and are certified. He spoke about the Community Preservation Coalition and how they are not a state agency and that they are lobbyist. They are not supposed to be giving advice to the Committee or legal options.

Chairman LaCamera stated that they would rather have the numbers certified by the Assessors and those numbers would have automatically gone into the reserve accounts. He referenced the Administrative Expenses and noted that any employee hired has to be approved by the Wage & Personnel Board and go through Human Resources. He stated that the Town is providing secretarial services and legal services that they are not charging for.

He referenced the draft Community Preservation plan. He noted that according to the bylaw it is supposed to be studied over a period of time not over three meetings and they have a draft plan. He stated that there are a lot of mistakes to be corrected and the Select Board has not officially reviewed it either. There is discussion on the two trainings that were setup, one for the staff and one for the Community Preservation Committee. Chair N. Yeatts spoke about how they are new a committee

Select Board Member Carboni spoke about how sometimes violations of the Open Meeting Law can happen accidentally. They will work together to get this process moving along. CPC Member S. Spieler spoke about how the consultant explained that they should pass the budget now

otherwise we will not be able to utilize any funds until FY 2024. It was noted that the instructor from the Community Preservation Coalition was advocating for the group to take action and he was actually interfering with the Town's process. He explained that the difference between Town Meeting in the spring and FY '24 is only six weeks. Select Board Member Fabian spoke about how the group needs to have a level of trust in the Town Staff. It was noted that the funding for this runs on an annual basis and is based on the certified revenues. There are estimates used to project what the budget will be. This can be coordinated with the Assessors.

The members of the Community Preservation Committee spoke on the information that was provided from the Town Clerk regarding the Open Meeting Law and how the events of the September 13, 2022 discussion unfolded. Chair Yeatts spoke about agreeing to put anything on the agenda at the request of the members for the purpose of discussion. The members all agreed to work together moving forward. They agreed not to have the situation happen again.

Upon motion made by Member N. LaFave and seconded by Member B. Standish, the Community Preservation Committee voted unanimously to adjourn at 8:10 PM.



Michele MacEachern <shell42880@gmail.com>

8/15/2023 4:54 PM

## Fwd: CPA Project Budgets

To Susan Spieler <sspieler@comcast.net>

Are you able to print this for tonight?

Sent from my iPhone

Begin forwarded message:

**From:** Stuart Saginor <stuart.saginor@communitypreservation.org>  
**Date:** August 15, 2023 at 4:41:56 PM EDT  
**To:** shell42880@gmail.com  
**Cc:** Chase Mack <chase.mack@communitypreservation.org>  
**Subject:** CPA Project Budgets

Hello Michele:

*Thanks for your inquiry regarding CPA project applications and cost estimates.*

As we discussed, the CPA legislation requires that all proposed projects are accompanied by an estimated cost budget prior to being recommended by the CPC to Town Meeting. When the CPC does their due diligence on project applications, it's the individual line items in the project budget that you look at to determine if a project is eligible for funding. You need to examine each line item in the project budget to make sure it is eligible for CPA funding.

For example, let's say you are asked to consider funding for rehabilitation of an eligible historic building. The project description looks fine – the applicant wants \$100,000 to rehabilitate the historic structure according to the Secretary of Interior's Standards. So far, so good. But as you review the project budget, you see that \$10,000 is on a budget line to purchase new furniture for the building. Unfortunately, CPA funds cannot cover furniture so the CPC can't approve that portion of the budget. CPA is for capital improvements that are attached to the structure only, according to the following definition in Section 2 of CPA:

*"Capital improvement", reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.*

Assuming all else was fine, the CPC would then vote to recommend a \$90,000 appropriation to Town Meeting for the rehabilitation of the building. Had the CPC just approved the project based upon the description and bottom line cost of \$100,000, you would have approved funding for an ineligible expense.

As you can see, having a detailed budget included with every project application is the only way the CPC can determine eligibility. Everyone understands that the submitted budget is an estimate at that point, but it's

critical that it be included in the application. The CPC shouldn't review projects until the budget is submitted.

I hope that is helpful to you and your CPC, but let us know if you have any follow up questions.

Best,  
Stuart

**Stuart Saginor**  
**Executive Director**  
Community Preservation Coalition  
6 Beacon St, Suite 615  
Boston, MA 02108

Direct: 617-371-0540

[stuart.saginor@communitypreservation.org](mailto:stuart.saginor@communitypreservation.org)

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