

COMMUNITY PRESERVATION COMMITTEE
Thursday, June 17, 2021 4:30pm to 6pm
John Zon Community Center- Large Room •35 Pleasant Street, Greenfield, MA 01301
MEETING MINUTES

Action items are listed in yellow.

Attending:

- MJ Adams (City of Greenfield), Yanis Chibani (recently moved from Boston), Travis Drury (serves on Conservation Commission), Tom Guerino (Greenfield Housing and CPC of Bourne, MA), Alyssa Larose (FRCOG), Mark Maloni (Planning Board), John Passiglia (historic preservation), Wisty Rorabacher (general community interest), Garth Shaneyfelt (general community interest), Roxann Wedegartner (Mayor of Greenfield, MA), Susan Worgaftik (Skate Park), and Barbara Zaccheo (Recreation Commissioner).

Welcome:

- Mayor Wedegartner thanked everyone for their service.

Overview of Community Preservation Act:

- Alyssa Larose of Franklin County Regional Council of Governments (FRCOG) presented a Power Point presentation entitled "Community Preservation Act 101."
- Main points of the presentation included: Overview of the CPA, CPA Surcharge and Exemptions, State Trust Fund Distributions, Eligible Uses of CPA Funds, and Local Administration of CPA funds.
- Greenfield is the eighth City in Franklin County to vote in the CPA. The surcharge will be 1% on local property taxes. Taxpayers will see this surcharge in January 2022 for the first time.
- Funds can be used regionally and unused funds go into reserves not the General Fund.
- Eligible uses include 10% for Open Space/Recreation, 10% Historic Preservation, 10% Community Housing and 70% are undesignated and can be used in any of the allowable CPA categories.
- Through a grant that expires in 2024, Alyssa will work with the Committee the first year to provide technical assistance. The Community Preservation Coalition staff and website will also provide invaluable guidance to the Committee.
- **Alyssa and MJ will work to schedule the next meeting agenda with guest Stewart of the Community Preservation Coalition to provide further training.**

Update from City Clerk's office:

- **Each Committee member is asked to stop by City Clerk's office to be sworn in and receive open meeting law and conflict of interest information.**

Staff Change, Elections, and Upcoming meetings:

- Robin Fordham has her final day of employment with City of Greenfield in July. A new hire will begin work on July 6, 2021 as Grant Program Assistant in the Community and Economic Development Department for the City of Greenfield. The new person will report to MJ Adams and provide administrative support to this Committee.
- Mark Maloni volunteered to be Chair of the Committee, Tom Guerino volunteered to serve as Vice Chair, and Barbara Zaccheo volunteered to take minutes at each Committee meeting. Yanis made a motion to approve these CPC responsibilities, Travis seconded and all voted in favor.
- **MJ will set up a shared Google Drive for CPC to share resources such as Greenfield Master Plan, Sustainable Greenfield Plan, and Open Space and Recreation Plan. This will be used only in compliance with Open Meeting Law.** This idea was shared by Travis.

Next Meeting Date and Time:

- 5:30-7pm on July 22, 2021 at John Zon Community Center

Meeting Adjourned at 5:53pm


- Mark made the motion and John seconded, all voted in favor.

Community Preservation Act 101

GREENFIELD COMMUNITY PRESERVATION COMMITTEE MEETING

THURSDAY JUNE 17, 2021



-
- Overview of the Community Preservation Act (CPA)
 - CPA Surcharge and Exemptions
 - State Trust Fund Distributions
 - Eligible Uses of CPA Funds
 - Local Administration of CPA Funds
- 

Overview of CPA

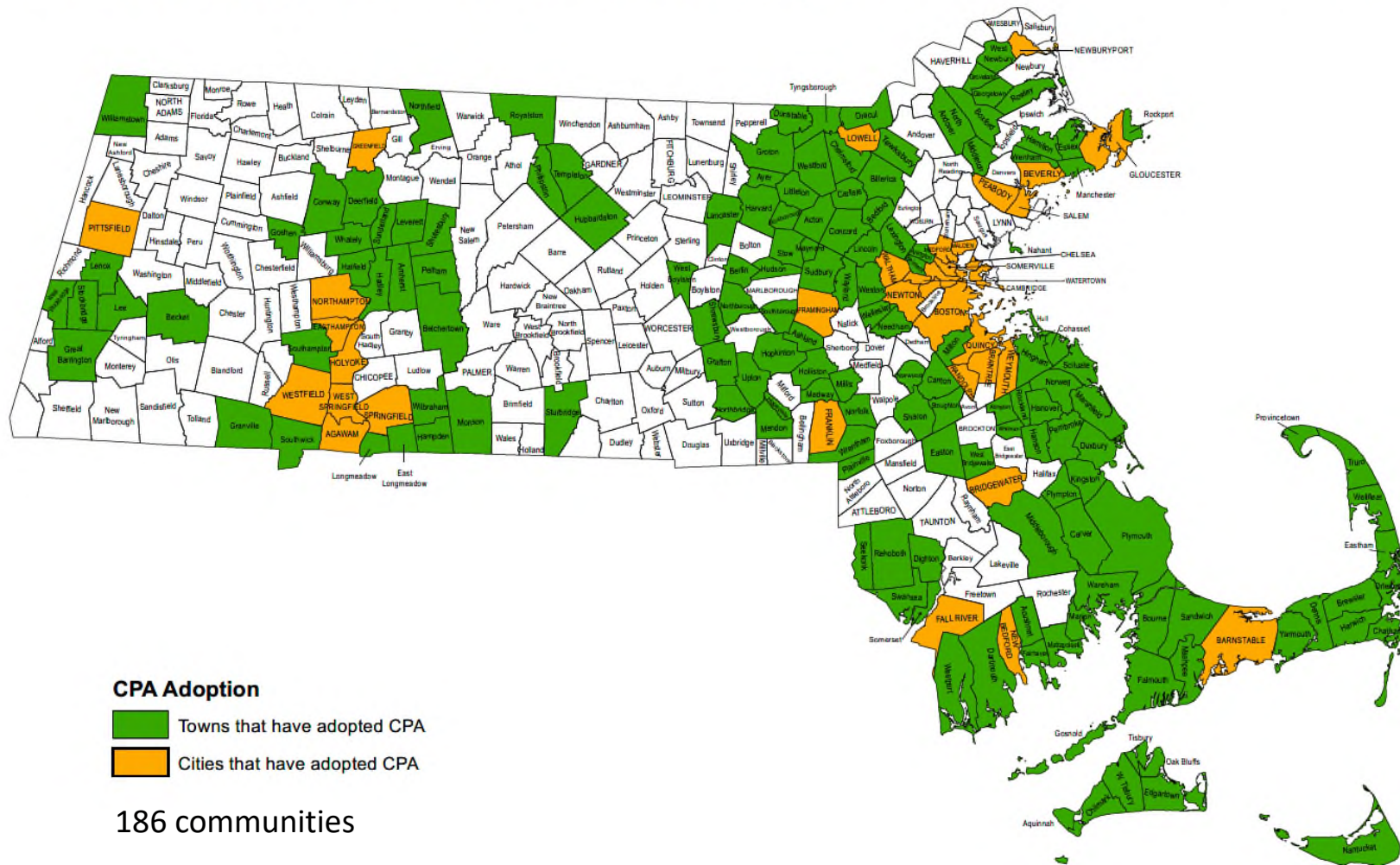
CPA is a state law passed in 2000 that allows Massachusetts communities to conduct a referendum to add a small surcharge on local property taxes. When combined with matching funds from the statewide Community Preservation

Trust Fund, **this dedicated fund is used to build and rehabilitate parks, playgrounds, and recreational fields, protect open space, support local affordable housing development, and preserve historic buildings and resources.**



Community Preservation Act Adoption

November 2020




Source: Community Preservation Coalition: <https://www.communitypreservation.org/>

5 facts about CPA's statewide impact:

1  **186** **cities and towns** adopted CPA, 65% of MA residents live in CPA community.

2 The **amount raised** for community preservation funding statewide: **\$2.5 billion** 

3  **31,861** acres of open space preserved. | **2,700** outdoor recreation projects including ball fields, trails, and parks. 

4 Housing units **created:** **7,700**  Housing units **supported:** **12,700**

5 **5,800** historic preservation projects. 

CPA Funding Sources

Communities that adopt CPA raise money through a local property tax surcharge up to 3%

These local funds are matched each year with funding from a **Statewide CPA Trust Fund**

- State CPA Trust Fund revenues are derived from a surcharge placed on all real estate transactions at the state's Registries of Deeds.
- The surcharge for most documents filed at the Registries is \$50. Municipal lien certificates are subject to a \$25 surcharge.
- **Only communities that have adopted CPA are eligible to receive these matching funds each year!**

CPA Surcharge and Exemption Options

Community preservation monies are raised locally through the imposition of a surcharge of not more than 3% of the tax levy against real property

The CPA surcharge does not raise the tax rate for the adopting community; it assesses a surcharge on property tax bills after they have been calculated based on the community's current tax rate

Exemptions that may be adopted and offered to property owners:

- Low income / low-moderate income senior property owners (annual application)
- The first \$100,000 of taxable value of residential real estate (automatically applied)
- The first \$100,000 of taxable value of class three commercial, and class four industrial properties

Any portion of a taxpayer's real property taxes that are exempt under Chapter 59 of Massachusetts General Laws are also exempt from the CPA surcharge

State CPA Trust Fund Distributions

Every CPA community receives a distribution from the trust fund at a formula-based percentage of what is raised locally.

The Department of Revenue determines the amount each community receives through a 3-round funding process

Round One: 80% of annual CPA State Trust Fund revenue is distributed to all CPA communities as a fixed percentage of local revenue.

Rounds Two and Three:

- Only communities that adopt CPA at a 3% surcharge can proceed beyond Round One.
- Communities with the lowest equalized property valuations and smallest populations are favored, providing higher matches in the second and third rounds.

State CPA Trust Fund Distributions to Franklin County Towns

November 15, 2019 CPA Trust Fund Distribution (Figures include funding from second distribution made in January 2020 from state budget surplus funds)							Total FY 2019 CPA Revenue (Town Surcharge + State Match)
Municipality	FY 2019 Local Surcharge Raised	Round 1 Distribution	Round 2 Equity Distribution	Round 3 Surplus Distribution	Final Total Distribution	Final Percentage Reimbursement	
CONWAY	\$ 86,661	\$ 20,728	\$ 65,933	\$ -	\$ 86,661	100.0%	\$173,322
DEERFIELD	\$ 226,344	\$ 54,138	\$ 66,438	\$ 42,179	\$ 162,755	71.9%	\$389,099
LEVERETT	\$ 99,444	\$ 23,786	\$ 66,438	\$ 9,220	\$ 99,444	100.0%	\$198,888
NORTHFIELD	\$ 21,058	\$ 5,037	\$ -	\$ -	\$ 5,037	23.9%	\$26,095
SHUTESBURY	\$ 43,499	\$ 10,404	\$ -	\$ -	\$ 10,404	23.9%	\$53,903
SUNDERLAND	\$ 115,864	\$ 27,713	\$ 77,511	\$ 10,640	\$ 115,864	100.0%	\$231,728
WHATELY	\$ 86,297	\$ 20,641	\$ 65,656	\$ -	\$ 86,297	100.0%	\$172,594

DOR Issues Estimate for Fall 2021 CPA Trust Fund Distribution

POSTED ON: APRIL 14, 2021 - 4:12PM

The Department of Revenue (DOR) has released its CPA estimate for municipalities, projecting a **32.3%** base match for the November 2021 first round CPA Trust Fund distribution. How should communities use this information to prepare their FY22 CPA budget?

Communities with a local surcharge LESS THAN 3%:

When preparing their FY22 CPA budget, these communities should use the 32.3% figure to estimate their November 2021 trust fund distribution. To calculate the dollar figure for your community's estimated trust fund distribution, multiply your FY21 estimated local revenue by 32.3%.



Greenfield: Adopted CPA at 1% surcharge

Exemptions - first \$100,000 of residential property value; first \$100,000 of commercial property value; low income and low and moderate income senior homeowners

Projected local revenue - \$190,000

Projected State match at 32.3% - \$61,370

Projected Total FY22 Revenue - \$251,370

CPA Eligible Uses

Open Space / Recreation

Historic Preservation

Community Housing

- Communities must spend, or set aside for future spending, a minimum of 10% of total annual CPA revenues for each of three categories: open space/recreation, historic preservation, and community housing.
- The remaining 70% of the funds are undesignated, and can be used for any allowable project in any of the CPA categories.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes <small>(if acquired or created with CPA funds)</small>	Yes	Yes	Yes <small>(if acquired or created with CPA funds)</small>

CPA Eligible Uses – Open Space

DEFINITION

Land to protect existing and future well fields

Aquifers, recharge areas, and watershed land

Agricultural land

Grasslands, fields and forest land

Fresh and salt water marshes and other wetlands

Ocean, river, stream, lake and pond frontage

Beaches, dunes, and other coastal lands

Lands to protect scenic vistas

Land for wildlife or nature preserve

Land for recreational use

USE OF FUNDS

Acquisition, creation, and preservation of open space, and rehabilitation or restoration of any open space that has been acquired or created using CPA funds

A permanent deed restriction is required for all real property interests acquired

- Conservation Restriction (CR)
- Agricultural Preservation Restriction (APR)

Open Space Project Examples

Whately – Funded the local portion of Agricultural Preservation Restrictions for 12 farmland protection projects totaling roughly 180 acres

Sunderland – School pollinator garden

Leverett – Purchase of land and Conservation Restrictions totaling roughly 280 acres

Conway – South River floodplain restoration and riverbank stabilization, invasive species control



Conway CPA funds helped preserve Natural Roots Farm

CPA Eligible Uses – Historic Preservation

DEFINITION

A building, structure, vessel, real property, document or artifact that is either:

- listed on the State Register of Historic Places; or
- determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town.

USE OF FUNDS

Acquisition, preservation, rehabilitation and restoration of historic resources

Communities using CPA funds on historic resources must adhere to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties

Historic Preservation Project Examples

Many projects related to:

- Cemeteries
- Town buildings
- Town records preservation
- Churches
- Memorials
- Privately-owned buildings



Northfield has used CPA funds to rehabilitate and preserve portions of the Dickinson Memorial Library building.

CPA Eligible Uses – Community Housing

DEFINITION

Housing that serves households at or below 100 percent of the area median income (AMI), as determined by the federal Department of Housing and Urban Development (HUD)

Household Size	100% AMI Income Limit
1	\$59,570
2	\$68,080
3	\$76,590
4	\$85,100
5	\$91,908
6	\$98,716

USE OF FUNDS

Acquisition, creation, preservation and support of community housing

Rehabilitation or restoration of community housing that has been acquired or created using CPA funds

All CPA-funded affordable housing projects or programs should include some type of affordability restriction or recapture provision recorded through a deed, mortgage, or contract that assures a public benefit

Community Housing Project Examples

Leverett – Buy-Down and Down-Payment Assistance Programs for homebuyers

Sunderland - Affordable senior housing development at 120 North Main Street

Shutesbury – Support for Pioneer Valley Habitat for Humanity’s purchase of land to construct a home on West Pelham Road



**LEVERETT
HOMEOWNERSHIP
ASSISTANCE
BUYDOWN
PROGRAM**

HRA DEVELOPING BETTER COMMUNITIES

Program administered by the
**Franklin County
Regional Housing and
Redevelopment
Authority**

33 units of affordable senior housing in Sunderland center – just broke ground this month!



Pioneer Valley Habitat for Humanity, rendering of affordable home in Shutesbury

<https://www.pvhabitat.org/about/homes/shutesbury/>

https://www.mhp.net/writable/resources/documents/CPA-guidebook-2016_lowres.pdf

**Create, preserve,
support**

*Using Community Preservation Act funds
to foster local housing initiatives*

Prepared by
The Massachusetts Housing Partnership
March, 2016

CPA Eligible Uses - Recreation

DEFINITION

The focus for CPA recreational projects is on **outdoor** passive or active recreation, such as (but not limited to) the use of land for:

- Community gardens
- Hiking & multi-use trails
- Noncommercial youth and adult sports
- Parks, playgrounds or athletic fields

USE OF FUNDS

Acquisition of land to be used for recreation

Creation of new recreational facilities on land a community already owns

Rehabilitation of existing, outdoor recreational facilities, including playground equipment

PROHIBITED USES:

- ordinary maintenance or annual operating expenses
- horse or dog racing facilities
- stadium, gymnasium, or similar structure
- artificial turf

Recreation Project Examples

Town and school playgrounds

Tennis courts, ballfields

Recreational trails

Trail signage, maps, trailhead parking, etc.

Bicycle / multi-use pathways

River access



Sunderland's 8-acre Riverside Park offers:

- Boat ramp
- Accessible trail & overlook
- Riverwalk and pedestrian loop
- Ball fields and volleyball court

\$435,000+	Cost of project, including boat ramp
12.5% (1/8)	Percent of cost that came from Sunderland CPA collections
7:1	How much local CPA collections were matched by other sources
\$65	Average contribution per Sunderland property

Other Eligible Uses of Funds

Administrative funds (up to 5%)

Planning, design, feasibility

Multi-category projects

Regional collaborations

Matching funds to leverage State grants

Local Administration of CPA

Each community that adopts the Community Preservation Act is required to establish a **Community Preservation Committee (CPC)** to administer the program

Five required voting members, one each from the following City Committees/Boards:

- Conservation Commission
- Planning Board
- Historical Commission
- Housing Authority
- Board of Park Commissioners (Recreation Department or Committee)

A town can identify the comparable committee/ organization if one has not been formed. Individuals in the community can also be asked to serve who have expertise in the field

Up to four “at large” memberships can be established as either elected or appointed positions

Ex: Open Space Committee



CPC Responsibilities

Develop a Community Preservation Plan

- Guide decision-making on CPA project proposals
- Study the needs, possibilities and resources of the community with regards to community preservation
- Consult with other City departments, boards and committees
- Hold at least one public hearing for public input

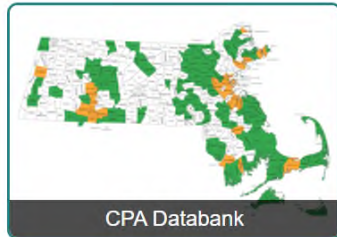
Review and Recommend CPA Projects

- Solicit and accept project proposals from the community
- Review and recommend projects and funding amounts to City Council
- Applications may be submitted on an annual, bi-annual, or rolling basis

Keep Records and Report on the CPA Budget

- Keep records of all CPC meetings, proposals, and recommendations, and submit a CPA budget annually to the legislative body

Community Preservation Coalition



Stay Connected

Tweets by @CPA_Coalition

Community Preservation Coalition
@CPA_Coalition

The Ernestina-Morrissey Schooner has had many lives, from fishing vessel to Arctic voyager. Now, the 100+ year old vessel is used for education. #Communitypreservationact funding has helped restore the schooner to its glory. @nbhistory @NewBedfordMA communitypreservation.org/cpa-success-st...



Embed View on Twitter

Success Stories



The Heart of Holliston: CPA Restores the Upper Charles Rail Trail & Historic 8-Arch Bridge »

At first glance, some CPA success stories can appear quite simple: in this case, the town of Holliston utilized...



Boston Uses \$5 Million in CPA Funds for Creative First-Time Homebuyer Program »

Boston mayor Kim Janey announced that the City's Community Preservation Committee (CPC) awarded \$5 million, for...



Oriole Landing in Lincoln: CPA Allowing Investment into Community Housing »

For many CPA communities, especially those in suburban or rural areas, affordable housing can be a difficult CPA...

<https://www.communitypreservation.org/>

<https://www.communitypreservation.org/technical-assistance>