

TOWN OF WELLFLEET COMMUNITY PRESERVATION COMMITTEE POLICIES AND PROCEDURES

The purpose of this document is to guide the Community Preservation Committee (CPC) as it manages the process of receiving and processing applications for funds from Town committees, departments, private organizations or individuals. The Wellfleet CPC operates in accordance with the Community Preservation Act MGL, Chapter 44B.

POLICIES:

- 1.) Applications must be submitted by October 16th for Annual Town Meeting. Present a comprehensive budget for your project as follow-up requests for additional funding are discouraged.
- 2.) The CPC must approve the application by a majority vote.
- 3.) Projects approved for funding must submit requests for reimbursement with proper documentation to the Coordinator of the CPC according to the Town Accountant's schedule.
- 4.) Contracts (Grant Agreement) for each project will be formed with conditions set between the CPC and the applicant and signed by the Town and the applicant.
- 5.) Applications that specify "by bonding" will be subject to a review by the Finance Committee and appropriate Town agents.
- 6.) Proposals of an emergency nature may require a special meeting of the CPC, and the CPC will work with the sponsor to try to meet what ever deadline is required without compromising the integrity of the review.
- 7.) An application which has been withdrawn shall require a formal resubmission to be considered at a later date.
- 8.) There will be an annual public hearing for Needs Assessment.
- 9.) CPC will retain responsibility for the process of paying off Land Bank debt and placing it as a Warrant Article at each Town Meeting even though the calculations are done by the Town Accountant.

OPERATING PROCEDURES:

- 1.) All applications must be submitted to the Coordinator of CPC on an application form that has been approved by the CPC.
- 2.) Applicants must have the consent of the appropriate boards for categories designated on the application form.
- 3.) Applications must have ten copies.
- 4.) The Coordinator will time-stamp the application when received and assign a file number.
- 5.) At the next meeting of the CPC, the committee will receive the application from the coordinator and take a vote on assigning the application to the appropriate committee (Historic, Housing, Open Space and Recreation) for a detailed review. The CPC Committee can waive the additional review.
- 6.) The advocate will be scheduled to present the application to the CPC at a subsequent meeting.
- 7.) When satisfied that all relevant materials have been submitted, CPC, mindful of warrant deadlines, will move forward with consideration of an application.
- 8.) Once a vote is taken the coordinator will notify the applicant in writing of the outcome. If the CPC votes to turn down a request, then a written letter will be sent to the sponsor stating the reason(s) for the decision.
- 9.) Once the application has been approved it will be submitted by the coordinator to the Town Administrator for inclusion in the Town Meeting Warrant. A proposed draft of the Article will be attached to the application.
- 10.) The person named as sponsor on the application shall become the advocate for the project and is expected to present the Article at Town Meeting and introduce the Article at Wellfleet Forum's Pre-Town Meeting.
- 11.) Once a project has been approved by the Town Meeting the CPC should receive an official record of the vote from the Town Clerk for its records.
- 12.) Housekeeping articles such as the allocations of the 10% to each interest area and for administrative expenses will be submitted to the Town Administrator by the CPC coordinator before the deadline for Articles for the Annual Town Meeting.

13.) CP-3 Forms on applications approved at Town Meeting are to be filed with the EOEEA through the Department of Revenue each year by September 15 in order to receive state matching funds.