



COMMUNITY PRESERVATION COMMITTEE (CPC)

FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT CPC PROCEDURES

When are meetings scheduled?

Meetings are scheduled for the second Thursday of each month at 7 pm at Town Hall in the Board of Selectmen's room on the second floor. Please check postings of meetings at the Town Clerk's office. There is a special public hearing in April for those projects which have been approved in previous meetings.

How do I obtain forms to submit projects for consideration by CPC?

The submission forms and other materials are available on the town website under Community Preservation Committee or at the Selectmen's Office. You should also consult the *Guidelines for Submission of Projects to CPC* and examine the chart entitled *Community Preservation Fund Allowable Spending Purposes. Questions and Answers* give you further information.

How do I know if my project can be funded with Community Preservation Act (CPA) funds?

The chart entitled *Community Preservation Fund Allowable Spending Purposes* gives a very good idea of the eligibility of projects. However further information is available at <http://www.communitypreservation.org/index.cfm>. You also may consult with the chair of the Westport CPC.

When and where do I present my submission sheet?

Once you have completed your submission sheet, it should be given to the Town Hall Office of the Selectmen at least 5 days prior to the next scheduled meeting. Please ask that it be date-stamped and placed in the CPC mailbox. The CPC Clerk will then scan the submission sheet and send it to the members. You will be placed on the agenda and will be expected to explain your project in detail. You will be notified that you are on the agenda. You also may wish to bring 10 copies of your Submission documents to the meeting. If you have questions please consult the CPC Chair.

Who can submit a project for consideration?

The applicant may be an individual who may act on behalf of himself/herself or a private or public entity, e.g., Historical Commission, Historical Society, Westport Grange, Fishermen's Association, or Town Clerk, etc. This affiliation, if any, must be stated on the application and there must be evidence that the supporting entity has reviewed and approved the project. CPA funds may go to private entities as long as there is a clear

public purpose demonstrated by the applicant. If there is any doubt the CPC will require some guarantee that there will be a public purpose.

What are the first steps when the project is in the historical preservation category?

The applicant should do two things: (1) check the Westport Historic Inventory list on the town website under the Westport Historical Commission (WHC) to determine if the historic resource is on that list. (2) Contact the CPC representative of the WHC, Norma Judson, about being placed on the WHC agenda for a review of the project.

There are two scenarios: The historic resource is on the Westport Historic Inventory or it is not. In both cases, the WHC will review the project. Note carefully that if it is not on the Inventory, the WHC must make a determination as to whether the historic resource (building, structure, object) is locally significant. If the WHC determines it is not, then the project is not eligible for funding under the Historical Preservation Category of the Community Preservation Act (CPA). If the historic resource is on the Inventory, then the WHC will provide assistance to the CPC's review of a project's scope of work. You should therefore be prepared to give full details of your proposal to the WHC at a meeting. See Flow Chart *Qualifying Historic Projects for CPA Funding*.

How is a project approved?

A project is first reviewed by the CPC for its eligibility under CPA. Applicants are asked about other financing available for that project including possible matching funds. The project itself is examined for its clarity and scope, public purpose, and completeness. Recommendations are given by CPC as to required bid process and other matters. Often the applicant must return with further information – it is not common that a project is approved at one meeting. The CPC, once it approves a project, will have a public hearing for that project, and submit it to the warrant of Town Meeting (usually held in the spring) where it is subject to a vote for approval. Applicants should factor in this time consuming process into their plans.

How are expenditures reimbursed for approved CPC projects?

Each CPC approved project gets a project number and name assigned by the Town Accountant. The submitter of the project should ask for this project number and for voucher forms from the Town Accountant and should write the project number and name on the voucher for each request for payment under this project. The submitter should also verify with his or her signature that the work has been done and sign the voucher. All original bills should be stapled to the voucher. The voucher and attached bills should be submitted to the CPC at the office of the Board of Selectmen. In most cases, the request is then considered at the next CPC meeting and at least five CPC members must sign the voucher authorizing the payment. Payment is then made within the next few weeks directly to the person/entity doing the work. The project submitter should follow up on these matters. (Be sure you photocopy your paperwork.)

Can CPA funds be released in advance of work being done under the project?

Yes, in special cases the CPC has the right to release funds in advance for such reasons as acquiring matching funds. In such a case, a formal agreement needs to be drawn up, signed by the CPC and the Board of Selectmen. It should be noted that the funding for the project must have already been approved at Town meeting before any funds can be released.

Is acknowledgement of CPA funding necessary? If so, how?

Yes, all recipients of CPA funds in Westport must make acknowledgement of the source of these funds in promotional and online materials, printed programs, signage, press releases and educational materials. If written credit is not applicable, verbal credit should be given.

Do recipients of CPA funds have to report to the CPC?

Yes, recipients should report back to the CPC either in writing or in person on a quarterly basis after the project is approved at Town Meeting.