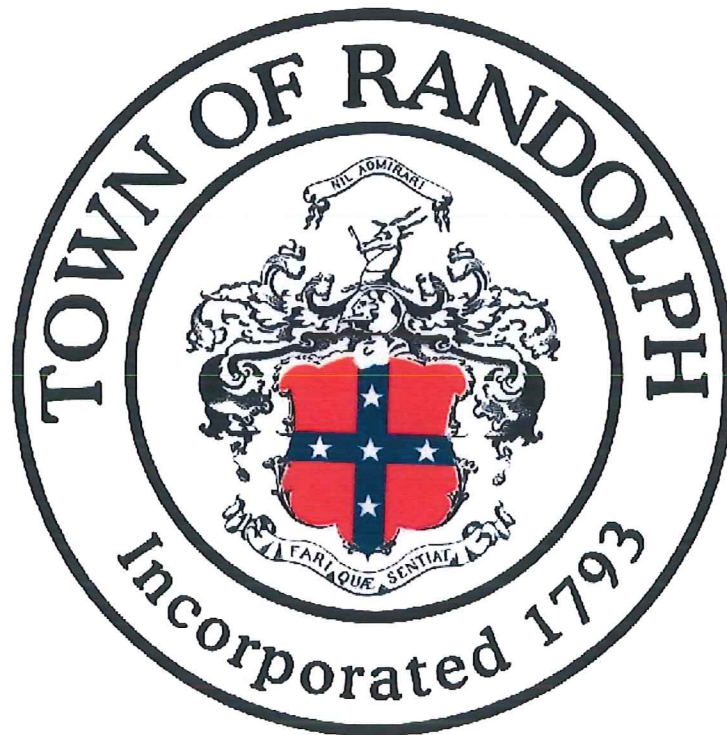


**Town of Randolph**  
**Report to the Town Council**

*FY 2023 Randolph Community Preservation Committee*

*August 22, 2022*



**Town of Randolph**  
**FY 2023 CPC Report to the Town Council**

**Table of Contents**

CPA Report

- I. Overview of CPA
  - II. Summary of CPA in Randolph
  - III. Activities of Community Preservation Committee
  - IV. Applications Received
    - A. Shared Housing Services- \$11,520
    - B. Theodore Luddington Memorial Park- Phase 2- \$25,000
    - C. Belcher Park Girl Scout House Rehabilitation- \$29,850
    - D. Stetson Hall- Insulation- \$20,000
    - E. Stetson Hall- Gutters Installation- \$40,000
    - F. Stetson Hall- HVAC Renovation- \$70,000
    - G. Stetson Hall- Roof & Wood Repair- \$100,000
    - H. Stetson Hall- Veteran Memorial Plaques Rehab- \$35,000 (Not Approved)
    - I. Fin, Fur & Feather Preservation- \$816,000 (Not Approved)
    - J. Reservoir Walk Signage- \$153,000 (Not Approved)
    - K. Open Space & Rec Plan- \$15,000
    - L. Belcher House Rehab- \$247,000
    - M. Deer Park Signage- \$4,000 (Withdrawn)
    - N. Powers Farm Signage- \$1,975 (Withdrawn)
    - O. Signage Best Practices- \$20,000 (Withdrawn)
    - P. South Randolph Signage- \$10,000 (Amended by Applicant)
  - V. Financial Overview
  - VI. Forward Looking Statement
- 

I. Overview of CPA

The Community Preservation Act (hereafter referred to as “CPA”), M.G.L. c. 44B, allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property. In November 2004, Town Meeting voted a 2% annual real estate levy against real property. This was ratified at the Annual Town Election held on April 5, 2005. Town Meeting did accept two exemptions from this surcharge as permitted by law: an exemption of \$100,000 of the value of each taxable parcel of residential real property and an exemption for low income. Exemptions for low-income applications are available in the Assessor’s Office.

These CPA funds are to be used for four core purposes: to acquire, create and preserve open space; to acquire, rehabilitate, restore and preserve historic resources; to create, preserve and support community housing; and to acquire, preserve and utilize land for recreational use. The Act also provides significant State matching funds.

A minimum of 10% of the annual revenues of the fund must be appropriated for each of the three core community concerns. The remaining 70% can be allocated for any combination of the allowed uses, or for land for recreational use.

Property taxes traditionally fund the day-to-day operating needs of safety, health, schools, roads, maintenance, and more. Until the CPA, there was no steady funding source for preserving and improving a community's infrastructure. The Community Preservation Act gives a community the funds needed to control its future.

## II. Summary of CPA in Randolph

Randolph's fiscal year 2023 CPA revenue of approximately \$1,016,794 is expected to be matched by the State in November 2022 at 20%.

Consistent with the terms of the CPA and with the Community Preservation Committee (hereafter referred to as "CPC") bylaw adopted at the November 2004 Town Meeting, the Randolph Community Preservation Committee was appointed in July 2005 to administer the CPA.

### Randolph Community Preservation Committee (as of May 1, 2022)

Housing Authority Member.....	Ronald Lum, Chairman
Recreation Committee Member.....	Vacant
Town Council Member.....	Ryan Egan
Community Member-Business.....	Bruce Fleischmann
Community Member- Resident.....	Thomas Fisher
Community Member- Resident.....	Marcell Robateau
Conservation Commission Member.....	Vacant
Historical Commission Member.....	Mary West
Planning Board Member.....	Alexandra Alexopoulos

## III. Activities of the Community Preservation Committee and Town Council

The Community Preservation Committee met six times this fiscal year to discuss Randolph's CPA plan, accept proposals, study the proposals, seek additional information, deliberate, and make the recommendations included in this document. Furthermore, for several of the projects, the CPC solicited additional information, such as outside reports and evaluations of the proposed projects.

The CPA Statute and the DOR Guidelines dictate that Town Council may only appropriate funds for a project pursuant to a recommendation of the CPC. The Statute and DOR Guidelines make clear that Town Council cannot approve an appropriation for a project on its own initiative. Consequently, the Statute and Guidelines dictate that Town Council cannot alter the scope of a project recommended by the CPC, as doing so would result in approval of a project that is different from that recommended by the Committee.



#### IV. Applications Accepted by the Committee

Table 1 Applications Accepted

<i>Applicant Name</i>	<i>Project Type</i>	<i>Project Cost</i>	<i>Purpose</i>
Town Planner	Shared Housing Services	\$11,520	Housing
Library Director	Theodore Luddington Memorial Park- Phase 2	\$25,000	Open Space & Recreation
Community Programs Director	Belcher Park Girl Scout House Rehab	\$29,850	Open Space & Recreation
Town Planner & Stetson Trustees	Stetson Hall Insulation	\$20,000	Historic
Town Planner & Stetson Trustees	Stetson Hall Gutters Installation	\$40,000	Historic
Town Planner & Stetson Trustees	Stetson Hall HVAC Renovation	\$70,000	Historic
Town Planner & Stetson Trustees	Stetson Hall Roof & Wood Repair	\$100,000	Historic
Randolph Women's Club	Belcher House ADA Rehab	\$161,000	Historic
Councillor Gordon	Open Space & Rec Plan	\$15,000	Open Space & Recreation
Councillor Gordon	Signage-South Randolph & Other Areas	\$9,500	Open Space & Recreation

Table 2 2023 CPA Expenditures Approved by Category/Type

<b>Historic</b>	
Stetson Hall Insulation	\$20,000
Stetson Hall Gutter Installation	\$40,000
Stetson Hall HVAC Renovation	\$70,000
Stetson Hall Roof & Wood Repair	\$100,000
Belcher House ADA Rehab	\$161,000
<b>Open Space &amp; Recreation</b>	
Theodore Luddington Memorial Park- Phase 2	\$25,000
Belcher Park Girl Scout House Rehab	\$29,850
Open Space & Rec Plan	\$15,000
Signage-South Randolph & Other Areas	\$9,500
<b>Housing</b>	
Shared Housing Services	\$11,520
<b>Administrative</b>	
FY2023 Administrative Costs	\$61,008
<b>Payments</b>	
Bond Payment	\$282,616

#### Stetson Hall Insulation

*(\$20,000- Historic)*

Installation of insulation in the roof at the east end of Stetson Hall to fill an existing gap that allows snow and ice to melt off the main and porch roofs over the ramp/handicap access to the building, making it hazardous to visitors.

#### **Committee's Comments:**

**Whereas Stetson Hall has previously received CPA funding, and this installation is approved by the Historic Commission and will help maintain the integrity of the structure and will protect those trying to access the building, the CPC feels this project meets the guidelines of the CPA and supports this project.**

#### Stetson Hall Gutter Installation

*(\$40,000- Historic)*

Installation of historically appropriate copper gutters, brackets and downspouts to the main building, porch and addition at Stetson Hall. This funding will be used to apply for a matching grant from the State to reimburse the Town for up to 50% of the appropriation.

#### **Committee's Comments:**

**Whereas new gutters are needed to prevent ice dams that are forming and water runs off the roof onto the pavement and is seeping into the basement causing issues and extended gutters will help with rot and draining issues, helping to preserve the building, and the Town will be reimbursed part of the monies appropriated, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

#### Stetson Hall HVAC Renovation

*(\$70,000- Historic)*

This project will replace HVAC controllers at Stetson Hall. Honeywell Jace 8000 controllers will be installed, for the boiler and chiller, along with new thermostats, discharge air sensors, relays, status relays and establish a communications network. New programming schedules and graphics will be introduced. Costs include training to end users.

#### **Committee's Comments:**

**Whereas this upgrade to equipment is expected to improve (reduce) utility costs for heating/cooling Stetson Hall and eliminate the frequent emergency repairs to the existing aged system and this upgrade will help control the climate at the Hall aiding in the preservation of the historic structure, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

#### Stetson Hall Wood and Roof Repair

*(\$100,000- Historic)*

The contractor will locate the source of the leak on the roof/cupola; strip, repair (including replacement of any damaged wood), replace shingles and repair the damaged plaster in the balcony of the great Hall. This project includes identifying and repairing all locations where wood has rotted around exterior windows and doors and along the stairs/ramp at the east entrance.

#### **Committee's Comments:**

**Whereas Stetson Hall enjoys designation on the National Register of Historic Places, is used for community and private functions, and maintaining this asset is important to the overall history of Randolph, and conducting these repairs will prevent further damage to the facility which would result in increased costs for repair and potentially limit use for**



**functions/events, therefore the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

Belcher House ADA Rehabilitation

*(\$161,000- Historic)*

The Jonathan Belcher House is over 100 years old; due to its age, the house does not meet many ADA requirements of today. This rehabilitation will include the installation of a lift, widening of doorways and installation of handicap restrooms. The funding from the Town will be a match to monies already received from the Mass Cultural Facilities Fund. The Women's Club will be raising the additional money needed through additional grants and fundraising. The State Grant does have a time limit and the complete funding must be raise by June of 2024.

**Committee's Comments:**

**Whereas the Jonathan Belcher House is on the National Register of Historic Places, and making the facility ADA accessible is important, and the project is going to be funded through multiple sources the CPC feels this project meets the guidelines of the CPA and supports this project for funding with the funding only to become available when full financing is reached along with contingency backup funds in case of cost overruns.**

Theodore Luddington Memorial Park- Phase Two

*(\$25,000- Open Space & Rec)*

This is the second phase of the project between the Turner Library and the Central Fire Station. This phase will complete the work begun in phase one by enclosing and securing the antenna tower for the Fire Department, installing the game tables and benches along with the bike racks. Grass and native plants along with artwork and site rule signage will be added to round out the space.

**Committee's Comments:**

**Whereas one goal of the CPA is open space and recreation and the CPC committed to this project in phase one, and this project promotes recreation activities for residents of all ages while enjoying outdoor open space, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

Belcher Park Girl Scout House Rehab

*(\$29,850- Open Space & Rec)*

The roof to the "Girl Scout House" is in need of replacement. There are some mold and insect issues that were addressed, but now the damage they have caused needs to be replaced. The House is used for storage, and by the Summer Recreation Program and local Girl Scouts.

**Committee's Comments:**

**Whereas the Belcher Park area is utilized by many for outdoor recreation and by the Summer Recreation Program and local Girl Scout Troops and provides storage for these groups/programs and the structure needs to be weathertight and safe for those entering the building, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

Open Space & Rec Plan

*(\$15,000- Open Space & Rec)*

The Open Space & Recreation Plan (OSRP) is filed with the State and allows the Town of Randolph to be eligible for OSRP-required grant proposals. This project will finish the OSRP that was started in 2017. The OSRP is supposed to be one outcome of the Master Plan, focusing on the "Open Space and Recreation" recommendations of the Master Plan. The Master Plan was

completed in 2017, but there was no Master Plan Implementation Committee until 2022, and the OSRP component remains incomplete.

**Committee's Comments:**

**Whereas Open Space & Recreation are one of the components of the CPA and the Town has several projects in mind that they would like to apply for State and Federal Grants to off-set the cost to the Town and the OSRP is required to apply, and the CPC has supported this project in the past before it was abandoned, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

Signage- South Randolph and other areas

*(\$9,500- Open Space & Rec)*

This project will add signage to some entrances near area parks and trail locations, denote parking, include wayfinding other information such as rules. This project also includes funding for the DPW to maintain the signage and trails leading from those entrances. Locations may include, the Lokitis Conservation area in South Randolph, Powers Farm, the Blue Hills Entrance near the Donovan School, Reservoir Walk and the Old Colony Rail Trail.

**Committee's Comments:**

**Whereas this project is to help promote outdoor recreation on existing trails and in parks and this signage supports the Community Wellness Plan by indicating areas residents can utilize in South Randolph they may not realize are accessible and this signage will meet guidelines used by the DCR and this project will also include funding for maintenance of the signs and the area surrounding the signage, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

Shared Housing Services

*(\$11,520- Housing)*

This funding request is to support the Town's participation in a Shared Housing Services Organization (SHSO) to track, administer, support, and promote affordable housing. The Shared Housing Services Organization (SHSO) is a collaboration with seven other communities to augment existing staff capacity by providing the expertise and staffing needed to manage and monitor the affordable housing track on a continual basis. The SHSO would provide Monitoring Services to ensure and enforce compliance of existing affordable housing restrictions with the goal of preserving the affordable units, provide local support value-added responsibilities focusing on assisting specific projects and locally sponsored unit creation development and administration, and regional services which will provide training, workshops and referrals of resources to existing owners and renters by connecting them to programs and services available regionally.

**Committee's Comments:**

**Whereas Housing is one of the components to the CPA and the Town does not have a designated person or department that oversees housing numbers and reports required data to the State and there is a cost-saving advantage to collaborating with other communities and not having to hire additional town staff while still offering much needed information and assistance to the residents, the CPC feels this project meets the guidelines of the CPA and supports this project for funding.**

Bond Payment

*(\$282,616)*

The Finance Director has determined a bond payment of \$282,616 this year. The current debt of \$901,823 for Outdoor Recreation, Powers Farm Phases I and II and the Grove Street Trail

project is scheduled for a 16-year payoff. After the payment is made the remaining debt will be \$619,207.

**Committee's Comments:**

**Whereas the Committee must pay the obligated amount on any CPC related bonding, the committee recommends this year's bond payment of \$282,616.**

V. Randolph CPC Financial Overview

See attached FY2023 recommendation spreadsheet.

VI. Acknowledgements

The Community Preservation Committee appreciates the extremely hard work this year's applicants devoted to their applications, answering CPC members' questions, and the support the Committee has received from every department in Town; specifically, the Finance Director, Treasurer/Collector's Office, Town Clerk/Registrar's Office, Town Planner, Community Programs Director, Town Counsel and Town Manager.



# FY 2023 Community Preservation Committee Recommendations

	Received	2023 Appropriations	Balance
<b>001 CPA General Fund Account</b>			
FY23 local receipts	\$1,016,794		
State Match	\$203,359		
Bond Payment FY23	-\$282,616		
To Community Housing Account		\$122,015	
To Open Space/Rec. Account		\$122,015	
To Historic Preservation Account		\$122,015	
To Budgeted Reserve Account		\$510,483	
To Administrative Account		\$61,008	
Total Reciepts for FY 2023	\$937,537		
<b>002 Community Housing Account</b>			
FY22 Balance	\$151,959		
Community Housing account 10% from CPA General Fund	\$122,015		
Total Account Balance	\$273,974		
To: The Town Planner for participation in Shared Housing Services		-\$11,520	
Balance after 2023 appropriations			\$262,454
<b>003 Open Space and Recreation Account</b>			
FY22 Balance	\$17,881		
Open Space & Recreation account 10% from CPA General Fund	\$122,015		
Total Account Balance	\$139,896		
To: Director of Community Programs for the Girl Scout House Rehab		-\$29,850	
To: Library Director for Luddington Park Phase 2		-\$25,000	
To: Councillor Gordon for Signage-South Randolph and other areas around Town		-\$9,500	
To: Building Commissioner for completion of the Open Space & Rec plan		-\$15,000	
Balance after 2023 appropriations			\$60,546
<b>004 Historic Preservation Account</b>			
FY22 Balance	\$404,916		
Historic Preservation account 10% CPA General Fund	\$122,015		
Total Account Balance	\$526,931		
To: The Stetson Trustees for Stetson Hall Insulation		-\$20,000	
To: The Stetson Trustees for Stetson Hall Roof & Wood Repair		-\$100,000	
To: The Stetson Trustees for Stetson Hall Gutter Installation		-\$40,000	
To: The Stetson Trustees for Stetson Hall HVAC Renovation		-\$70,000	
To: Randolph Women's Club for Belcher House ADA Rehab		-\$161,000	
Balance after 2023 appropriations			\$135,931
<b>005 Administrative Account</b>			
CPA Administrative account from CPA General Fund	\$61,008		
Balance after 2023 appropriations			0**
<b>006 CPA Budgeted Reserve Account</b>			
Budgeted Reserve account from CPA General Fund	\$510,483		
Total Account Balance	\$510,483		
Balance after 2023 appropriations			\$510,483
<b>Total CPA All Accounts Balance</b>			<b>\$969,414</b>
<b>Outstanding Debt- \$619,207</b>			

\*\*The Administration Acct. remaining balance gets turned back into the Budgeted Reserve at the end of the Fiscal Year.