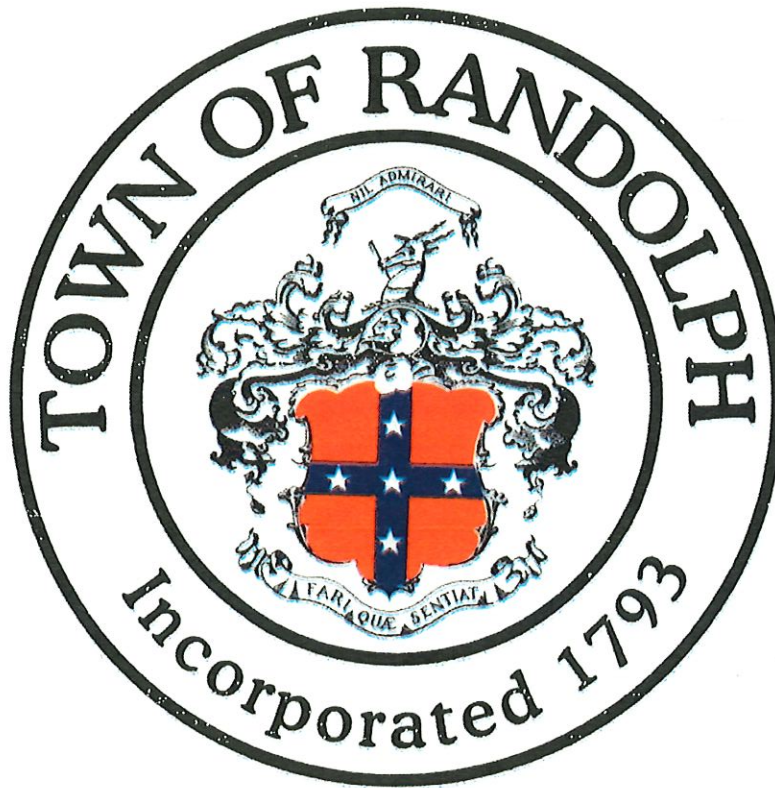


Town of Randolph

Report to the Town Council

FY 2025 Randolph Community Preservation Committee

August 12, 2024



**Town of Randolph
FY 2025 CPC Report to the Town Council**

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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 2025 CPA revenue of approximately \$1,152,727 is expected to be matched by the State in November 2024 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, 2024)

- Housing Authority Member.....Ronald Lum, Chairman
- Recreation Committee Member.....Coleen Burgess
- 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 two 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.

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>
Historic Commission Chairman	Oakland Cemetery Gravestone Restoration	\$15,000	Historic
Building Commissioner	Vital Records & Historic Documents Preservation	\$75,000	Historic

Table 2 2025 CPA Expenditures Approved by Category/Type

Historic	
Oakland Cemetery Gravestone Restoration	\$15,000
Vital Records & Historic Documents Preservation	\$75,000
Administrative	
FY2024 Administrative Costs	\$69,164
Payments	
Bond Payment	\$262,596

A. Housing Coordinator (\$72,587- Housing)

Withdrawn

B. Oakland Cemetery Gravestone Restoration (\$15,000- Historic)

This project will hire a professional company to evaluate and restore about 24-28 of the oldest gravestones and markers in the east end of the historic Oakland Cemetery. Many of the stones and markers proposed for restoration are those of veterans of the American Revolution and Civil War dating between 1795-1865. The stones have been broken, buried, damaged overtime and some improperly repaired in the past. The project will clean, repair and reset stones identified for treatment. The project will also mitigate existing environmental conditions where possible to help prevent future damage.

Committee's Comments:

Whereas one of the Community Preservation Act's core purposes is to preserve history and this project continues the work of a previously approved restoration project in Oakland Cemetery and the project is expected to receive matching funding from the Massachusetts Veterans Heritage Grant the CPC feels this is a great use of CPA funding and a worthwhile project that will help preserve this historic area. We commend the Historic Commission for applying for the matching fund grant. The CPC feels it is important that we preserve our Town's history.

C. Vital Records & Historic Documents Preservation (\$75,000- Historic)

The Town has numerous historical records that need to be maintained permanently across various departments. This project would allow the Town to purchase a scanner and continue in-house scanning and digitizing of maps, photos and documents, to make them searchable on a database. It will make it easier to comply with public records requests by residents, genealogists and historians. Some documents may need mending, rebinding or deacidification to help preserve them. Part-time and volunteer staff will be utilized to carry out the scanning. The information is then loaded into indexing software. Records will be designated by the Historical Commission.

Committee's Comments:

Whereas one of the Community Preservation Act's core purposes is to preserve history and this project continues the work of a previously approved document preservation project, the CPC feels this a great use of CPA funding. This project will allow the Town to purchase a scanner to allow for the continuation of the scanning and digitizing across departments; ultimately preserving the Town's records. The Town will also be able to complete the entire process in-house, saving money from outsourcing the work.

Bond Payment

(\$262,596)

The Finance Director has determined a bond payment of \$262,596 this year. After the payment is made the remaining debt will be \$293,159; for Outdoor Recreation, Powers Farm Phases I and II and the Grove Street Trail project with a scheduled payoff in 14-years. The Outdoor Recreation bonds from 2012 and 2014 will be paid off in August 2024.

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 \$262,569.

V. Randolph CPC Financial Overview

See attached FY2025 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, Town Clerk/Registrar's Office, Town Planner, Town Counsel and Town Manager.

FY 2025 Community Preservation Committee Recommendations

	Received	2025 Appropriations	Balance
001 CPA General Fund Account			
FY25 local receipts	\$1,137,348		
FY25 estimated abatements/exemptions	-\$12,737		
2.5% Tax	\$28,115		
State Match	\$230,545		
To Community Housing Account		\$138,327	
To Open Space/Rec. Account		\$138,327	
To Historic Preservation Account		\$138,327	
To Budgeted Reserve Account		\$636,531	
To Administrative Account		\$69,164	
To FY 25 Bond Payment		\$262,596	
		<u>\$1,383,272</u>	
Total Reciepts for FY 2025	\$1,383,272		
002 Community Housing Account			
FY24 Balance	\$390,636		
Community Housing account 10% Set Aside	\$138,327		
Total Account Balance	<u>\$528,963</u>		
Balance after 2025 appropriations			\$528,963
003 Open Space and Recreation Account			
FY24 Balance	\$83,728		
Open Space & Recreation account 10% Set Aside	\$138,327		
Total Account Balance	<u>\$222,055</u>		
Balance after 2025 appropriations			\$222,055
004 Historic Preservation Account			
FY24 Balance	\$227,813		
Historic Preservation account 10% Set Aside	\$138,327		
Total Account Balance	<u>\$366,140</u>		
To: Building Commissioner- Vital Records & Historic Documents Preservation Project		-\$75,000	
To: Historical Commission- Oakland Cemetery Gravestone		-\$15,000	
Balance after 2025 appropriations			\$276,140
005 Administrative Account			
CPA Admin Account from 5% of FY25 CPA Estimated Revenue	\$69,164		
Balance after 2025 appropriations			\$0
006 CPA Budgeted Reserve Account			
Budgeted Reserve account from FY25 Estimated Reserves	\$636,531		
Total Account Balance	<u>\$636,531</u>		
Balance after 2025 appropriations			\$636,531
Total CPA Estimated Accounts Balance**			\$1,663,689
Outstanding Debt- \$293,159			

**The Admin. Acct. remaining balance gets turned back into the CPA Undesignated Fund Balance at the end of the Fiscal Year.