

Guidelines for the Implementation of CPA Funded Projects Tewksbury, MA Community Preservation Committee

1. The CPC (Community Preservation Committee) cannot authorize the release of funds for any use that does not meet the criteria of the State's CPA (Community Preservation Act). In addition, the CPC is limited to releasing appropriated funds only to projects that adhere to the specific language of the published CPA warrants approved at the Town Meeting.
2. Please submit all proposals for work to the CPC for review prior to beginning work or entering into a contract for work *if* your project has changed in *any* way from your application for CPA funding. Submit all proposals for work, for which you anticipate CPA funding, to the CPC for review prior to entering into a contract or beginning work if your CPA warrant approved at Town Meeting did not specify the details of the work to be undertaken, if the CPC has not had the opportunity to review a written proposal for the project, if the CPC has not had an opportunity to review any component part(s) of the proposal. The CPA is very specific about what the CPA can fund. For example, the creation of a trail on public land for recreational use may be funded by the CPA; the maintenance of a trail cannot be funded by the CPA.
3. As the Applicant for CPA funding, you are responsible for procuring the work and/or goods. Please remember that specific bidding laws may apply to your project and as such would be subject to all Mass General Laws regarding procurement. The Chief Procurement officer (CPO) of the town should be consulted before procuring any goods or services. If it is necessary to execute a contract on behalf of the town, the CPO should be a part of that process. Please provide a copy of the final contract for goods/services to the CPC as soon as possible after your receipt of the contract. In the case of appropriations that may provide for more than one contract, please provide copies of all contracts as they become available.

If your project does not require a contract under MGL Chapter 30B then you should contact the CPO and request that a purchase order be completed. Please contact:

**Town of Tewksbury
Finance and Accounting
Karen Kucala, Finance Director
Pamela Alfano, Assistant Town Accountant
Town Hall Annex
11 Town Hall Avenue
Tewksbury, MA 01876
Tel: 978-640-4320**

4. Once the contracts are initiated and the project has begun, invoices should be signed by the Chairman of an applicant's committee or, when there is not a committee involved, by the funding applicant overseeing the acquisition of the goods/services. The invoices shall then be forwarded for a determination of compliance with expected use of funds, approval and signature to the Town Manager and then to the Chairman of the CPC for the same determination and signature. Any discrepancies as to compliance with expected use of CPA funds, not resolved by the Town Manager and the CPC Chair, will be determined by the CPC

at a duly held public meeting. . We will then apply the proper CPA account code and submit the invoice to the town for payment directly to the vendor.

5. In cases where there will be multiple invoices over time, each invoice should be submitted as it comes in. Vendors should itemize specific goods or services, so that there is a record of goods/services provided that can be matched to the specific component of the contract. For example, if software is being purchased and training and/or support is provided, please have the vendor include the service and/or training as a line item on the invoice. Please be careful to insure that the total of all invoices does not exceed the Town Meeting appropriation for the project.