

FY 24 ANNUAL COMMUNITY PRESERVATION PROGRAM BUDGET

Submitted by: Department of Planning and Community Development

To see if the Town will vote to appropriate and reserve from Community Preservation Fund annual revenues or available CPA reserve funds the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2024, with each item to be considered a separate appropriation as follows:

<u>PURPOSE</u>	<u>RECOMMENDED AMOUNT</u>	<u>CPA FUNDING SOURCE</u> (If other than annual fund revenues)
<u>Appropriation</u>		
Community Preservation Committee - Administrative Expenses	<u>177,500</u>	
<u>Reserves</u>		
Budgeted Reserves	<u>1,977,500</u>	
Open Space & Recreation	<u>465,000</u>	
Historic Preservation	<u>465,000</u>	
Community Housing	<u>465,000</u>	

Or act on anything thereto.

EXPLANATION

The Community Preservation Committee (CPC) recommends a total budget of \$3,550,000 for FY24.

Under the Community Preservation Act (CPA), Brookline derives revenue from three sources: A one-percent CPA surcharge on the property tax, matching funds from the Massachusetts Community Preservation Trust account distributed yearly to each CPA participating community, and interest earned by the Brookline CPA accounts.

The CPA law requires that Town Meeting appropriate at least ten-percent of Brookline CPA annual revenue to the three allowed purposes under the act: Community housing, open space & recreation, and historic preservation. Up to five-percent may be appropriated each year for staff and administration.

The CPA law mandates that the Town create and the Select Board appoint a Community Preservation Committee. The committee has been meeting since June, 2022 and continues to meet monthly with subcommittee meetings in between full committee meetings.

The Community Preservation Plan Development and Implementation

June/July 2022	Training for CPC members.
August 2022 – November 2022	<ul style="list-style-type: none"> ○ Established the CPC’s organization and structure. ○ Developed and issued RFQ for procurement of consultant for assistance in developing CPA plan.
December 2022 – February 2023	<ul style="list-style-type: none"> ○ Reviewed applicant/consultant materials, ○ Interviewed and checked references. ○ Voted to approve contract with consultant.
March 2023 – May 2023	<ul style="list-style-type: none"> ○ Work with consultant to develop a draft CPA plan with community engagement. ○ Integrate relevant existing Town plans into the CPA plan. ○ Review of needs with boards/committees in targeted areas, i.e. housing, open space/recreation, and historic preservation.
June 2023 – September 2023	<ul style="list-style-type: none"> ○ Complete draft CPA plan. ○ Hold public hearing on draft plan (as required by State law). ○ Review and revise draft plan. ○ Approve final plan.
September 2023 – March 2024	<ul style="list-style-type: none"> ○ Accept applications for CPA funds. ○ Review applications and ensure that CPA regulations are met. ○ Make award recommendations. ○ Submit Warrant Article recommendations for May, 2024 Town Meeting.

The CPA plan will provide guidance for Town Departments and others seeking CPA funds: Spelling out goals, objectives, and priorities; providing information about the process for submitting and reviewing proposals; and a schedule geared to the deadline for submitting recommendations in time for the Town Meeting warrant.

A very important point: Town Meeting must ultimately vote the appropriation of CPA funds, but only for eligible projects the Community Preservation Committee has recommended. Town Meeting may reduce or reject a project, but cannot increase funding above the CPC recommendation.

Any additional funds remain unappropriated and available for future appropriation. Unspent funds accumulate year by year.

In Early April, the Department of Revenue will provide CPA eligible communities with an estimated FY 24 distribution from the CPA Trust Fund. The FY 24 distribution is likely to be less than the FY 23 distribution, but this information is currently unavailable. After the CPC

receives the Department of Revenue April 2023 estimated distribution, the CPC may, if needed, update the Committee’s recommendation.

The FY 23 CPA reserve appropriations for the community housing, open space and recreation, and historic preservation reserves did not comply with the 10% requirement. Therefore, the Committee is recommending an additional \$110,000 be added to these reserves, as a true-up:

FY 24 Revenue

Estimated FY 24 Local CPA Net Surcharge Revenue	\$2,800,000
Estimated FY 24 CPA Trust Fund Distribution	\$ 750,000
Total FY24 Recommended Appropriation	\$3,550,000

Required FY 24 Ten Percent Budgeted Reserves Distributions

Community Housing Reserve	\$355,000
Open Space & Recreation Reserve	\$355,000
Historic Preservation Reserve	\$355,000

	FY 23 True-up	FY 24 Required	FY 23 true-up plus FY 24 Requirement
Community Housing Reserve	110,000	355,000	465,000
Open Space & Recreation Reserve	110,000	355,000	465,000
Historic Preservation Reserve	110,000	355,000	465,000