

**RECEIVED**

By Karen Wilber at 3:28 pm, Nov 06, 2022

TOWN OF NORTHBOROUGH Community Preservation Committee

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Community Preservation Committee

October 6, 2022

Approved November 3, 2022

Members Present: John Campbell, Chairman; Andy Clark, Millie Milton, Sean Durkin, Jeff Leland

Members Absent: Leslie Harrison, Peter Martin, Todd Helwig, Andy Dowd

Staff: Laurie Connors, Town Planner; Jason Little, Town Accountant

Others Present: Scott Rogers, 26 Tomahawk Drive; Julianne Hirsh, 19 Smith Road; Tess Sabolboro, 20 A South Street

Meeting called to order at 7:05pm.

CPA Accounts Status Report from Town Accountant

Mr. Little, Town Accountant, provided an update for the CPA financials. (Handout to be attached to these minutes.)

The reimbursement received for FY22, based on FY21's levy was 43.9%. Although he had budgeted more conservatively at 25%, Mr. Little anticipated a state match of approximately 35% this November, bringing the revenue budget to \$770,000 for FY24. When the books are finally closed, he expected \$848,000 to be the unreserved fund balance. At least 10% has to be reserved from the revenue budget from each category (Open Space, Affordable Housing, Historic Resources). He projected \$1.8 million to be the total available for funding.

Discussion of the Role of CPA in the Future of White Cliffs

Mr. Campbell said there were so many CPC applications submitted in the prior year, he had hoped to have been able to fund all of them, all seemed viable. The housing projects had to be passed over as the State's commitment was not what had been projected, so that amount was not allocated and as a result, the CPA reserves are 'healthier' than they might have been. Then, when issues relating to White Cliffs became more urgent, such as the chimney falling, residents began asking what was going to be done to remedy those issues. The project has since ramped up, and Brett Pelletier, a marketing consultant from Kirkland & Co. has been hired to help find a buyer or partner interested in the reuse of that property.

Ms. Connors said the RFP is due to be released the following week and the deadline to respond is December 8. There could be a need for CPA funds to further support the preservation of White Cliff's historic character.

Mr. Durkin said White Cliffs was about to be demolished when the CPC stepped up to help save it. He doesn't know how much more this committee can do without financial assistance from another party, he believed that it hamstrung other projects.

Mr. Campbell wondered which portions can be carved out that can be budgeted for CPA. This committee will be involved in some contribution through the next step.

Mr. Durkin agreed. There is no other funding mechanism.

Ms. Milton asked if someone were to propose partnering, in a for-profit situation, could CPA funds go towards that? Or does it have to be nonprofit?

Ms. Connors said that if it is sold, it will have a preservation restriction which will specify what needs to be preserved long term.

Mr. Campbell said the Town is the current owner and obligated to honoring the historic restriction. White Cliffs will remain on the CPC agenda to balance against other applications that come in.

Mr. Campbell asked Ms. Connors, if Brett Pelletier were to understand the CPA cycle and to look ahead at the likelihood of what could come out of the RFP, what should the Town be prepared to fund at the next Town Meeting?

Ms. Connors said that is hard to say, many of the people Mr. Pelletier works with are in the hospitality field. November 1 is the site visit.

Review of CPA FY24 Applications Received or Proposed to Board Representatives

One application had been received by the Planning Department prior to the meeting. Algonquin Regional High School submitted an application that included renovations to the track, bleachers, ball fields, and other areas.

November 1st is the deadline, applications will be reviewed at the November meeting with applicants making presentations at the December meeting.

Old/New Business

Next proposed meeting dates: November 3, December 1, January 5.

Consideration of Minutes from June 6, 2022: Mr. Leland made a motion to approve the minutes from last meeting in June. Mr. Durkin seconded. All were in favor.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Michelle Cilley
Recording Secretary



CPA Finance Update

Community Preservation Committee
October 6, 2022



[Agenda]

■ Revenue Budget

- Received 43.9% FY2021 reimbursement with supplemental payment in January
- Anticipate 35% FY2022 match in November
- Revenue Budget for FY2024

■ Status of Reserves & Available Funds

■ Annual Obligations

- Spending/Reservation Requirements
- Debt Service for White Cliffs

Revenue Budget

<u>Fiscal Year</u>	<u>Net Tax Levy*</u>	<u>State Match</u>	<u>Date Received</u>	<u>Match %</u>	<u>Total</u>
FY2006	327,561				327,561
FY2007	353,136	327,561	10/13/2006	100.00%	680,697
FY2008	370,333	353,136	10/12/2007	100.00%	723,469
FY2009	386,417	250,573	10/16/2008	67.66%	636,990
FY2010	404,233	134,676	10/14/2009	34.85%	538,909
FY2011	413,349	109,959	10/14/2010	27.20%	523,308
FY2012	436,224	110,112	10/12/2011	26.64%	546,336
FY2013	453,755	117,056	10/15/2012	26.83%	570,811
FY2014	467,353	236,974	11/18/2013	52.23%	704,327
FY2015	489,617	147,053	11/14/2014	31.47%	636,670
FY2016	513,243	145,174	11/19/2015	29.65%	658,417
FY2017	542,359	105,609	12/1/2016	20.58%	647,968
FY2018	566,811	93,286	11/15/2017	17.20%	660,097
FY2019	594,339	107,778	11/16/2018	19.01%	702,117
FY2020	630,676	142,157	11/22/2019	23.92%	772,833
FY2021	648,956	180,541	11/13/2020	28.63%	829,497
FY2022	672,188	284,895	11/16/21 & 1/21/2022	43.90%	957,083
FY2023**	600,000	150,000	Nov-22	Est. 25% Match	750,000
Subtotal	8,870,551	2,996,540		36.23%	11,867,091
FY2024***	615,000	155,000	Nov-23	Est. 25% Match	770,000
*Net Tax Levy is surcharge assessed less all abatements issued during fiscal year (per State Form CP-1)					
**Per Tax Recap (A4) \$150,000 State Match was budgeted/\$750,000 Total revenue budgeted for FY2023					
***Anticipated 25% \$155,000 State Match/\$770,000 Total revenue budgeted for FY2024					

Reserves & Available Funds

FY2019 Closing through estimated FY2023		Open Space	Affordable Housing	Historic Resources	Unreserved Fund Balance
6/30/2019	FYE Reserve & Fund Balances	813	313	64,013	421,272
April 2019 ATM	Projects Voted from Revenue FY2020				(196,000)
	Actual FY2020 Revenues				879,666
	Net closed admin expenses				13,091
6/30/2020	FYE Reserve & Fund Balances	813	313	64,013	1,118,029
July 2020 ATM	Projects Voted from Reserves FY2021			(38,192)	(420,000)
July 2020 ATM	Articles Voted from Revenue FY2021		62,350		(553,728)
	Actual FY2021 Revenues				881,836
	Net closed admin expenses				23,700
May 2021 ATM	Projects Voted from Reserve FY2022			(20,000)	(400,000)
6/30/2021	FYE Reserve & Fund Balances	813	62,663	5,821	649,837
May 2021 ATM	Articles Voted from Revenue FY2022		65,200		(591,830)
	Actual FY2022 Revenues				857,865
	Net closed admin expenses				8,838
April 2022 ATM	Projects Voted from Reserve FY2023	(813)		(5,821)	(76,996)
6/30/2022	FYE Reserve & Fund Balances	-	127,863	-	847,713
April 2022 ATM	Articles Voted from Revenue FY2023		75,000		(609,952)
	Budgeted FY2023 Revenues				750,000
	Net closed admin expenses				-
April 2023 ATM	Projects Voted from Reserve FY2024				-
6/30/2023	Projected Reserve & Fund Balances	-	202,863	-	987,761

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FUND BALANCES: \$ 1,050,576 + FY2024 ESTIMATED REVENUE \$770,000 = \$1,820,576 TOTAL AVAILABLE

[Annual Obligations]

- **Spending/Reservation Requirements**

- At Least 10% for Open Space, Historic Resources, and Affordable Housing (\$77,000)
- Not more than 5% for Administration (\$38,500)

- **Debt Service for White Cliffs**

Debt Service for White Cliffs

FY2024 ESTIMATES						
	<u>FISCAL YEAR</u>		<u>PRINCIPAL BALANCE</u>	<u>PAYDOWN / PRIN</u>	<u>*INTEREST</u>	<u>TOTAL</u>
BAN	FY2019	1	\$ 1,700,000.00	\$ 208,000.00	\$ 46,617.91	\$ 254,617.91
BAN	FY2020	2	\$ 1,492,000.00	\$ 198,000.00	\$ 33,383.82	\$ 231,383.82
BAN	FY2021	3	\$ 1,294,000.00	\$ 204,000.00	\$ 16,175.00	\$ 220,175.00
BAN	FY2022	4	\$ 1,090,000.00	\$ 195,000.00	\$ 16,350.00	\$ 211,350.00
BAN*	FY2023	5	\$ 895,000.00	\$ 160,000.00	\$ 31,325.00	\$ 191,325.00
TAXABLE BOND WITH 5% INTEREST	FY2024	6	\$ 735,000.00	\$ 147,000.00	\$ 40,425.00	\$ 188,000.00
TAXABLE BOND WITH 5% INTEREST	FY2025	7	\$ 588,000.00	\$ 147,000.00	\$ 32,340.00	\$ 179,340.00
TAXABLE BOND WITH 5% INTEREST	FY2026	8	\$ 441,000.00	\$ 147,000.00	\$ 24,255.00	\$ 171,255.00
TAXABLE BOND WITH 5% INTEREST	FY2027	9	\$ 294,000.00	\$ 147,000.00	\$ 16,170.00	\$ 163,170.00
TAXABLE BOND WITH 5% INTEREST	FY2028	10	\$ 147,000.00	\$ 147,000.00	\$ 8,085.00	\$ 155,085.00
				\$ 1,700,000.00	\$ 265,126.73	\$ 1,965,701.73
*FY2022 BAN W/ NIC 2.3442% & STATED RATE OF 3%, \$895,000 BAN = \$26,850 Interest + .5% Issuance Cost 5/23 Issue						
\$188,000 INCLUDES .5% ISSUANCE COSTS, COULD RECEIVE PREMIUM						