



Community Preservation Committee (CPC) Membership Appointments

The Holyoke City Council is looking to appoint qualified volunteers to join the **Community Preservation Committee** of the City of Holyoke. Applicants should have an understanding of the Community Preservation Act and its implementation. All interested residents of the City of Holyoke are encouraged to send a resume and cover letter to the City Clerk's office for review.

Some of the responsibilities of the CPC committee are as follows:

Develop a Community Preservation Plan

The first responsibility is to study the needs, possibilities and resources of the community with regards to community preservation. In performing this research function, the CPC must meet and consult with other municipal boards and committees to get their input, and must hold at least one public hearing annually to get input from the general public. The public hearing must be posted publicly and advertised for two weeks preceding the public hearing in a local newspaper of general circulation. Following its research, the CPC is responsible for developing a local CPA plan to guide its decision-making on CPA project proposals. The Massachusetts Department of Revenue (DOR), which is the agency tasked by the statute with overseeing CPA, provides more information on this requirement in the [DOR Informational Guideline Release No. 00-209 \(amended version\)](#) - page 24, "Annual Needs Study." [View sample plans from existing CPA communities.](#)

Review and Recommend CPA Projects

The second responsibility of the CPC is to accept project proposals from the community, (typically on an application form that is developed locally), and conduct a thorough review of them, with the aim of selecting the most compelling projects for recommendation to the community's legislative body. Project proposals can be submitted to the CPC annually, biannually, or on a rolling basis, at the discretion of the CPC. Once the CPC has voted on a slate of projects to recommend, along with the specific dollar amounts and CPA funding sources it recommends to complete them, it forwards these to the community's legislative body for action. Typically the CPC will make a presentation to the Town Meeting or City or Town Council to describe its project recommendations and the reasoning behind its choice of that particular group of projects.

Keep Records and Report on the CPA Budget

The third responsibility of the CPC is a record keeping and budgetary responsibility. It is required to keep records of all CPC meetings, proposals, and recommendations, and to submit a CPA budget annually to the legislative body.

CPC Administrative Funds

In order to fund the work of the CPC, the CPA statute specifies that the committee may use up to 5% of the community's annual CPA revenues each year. However, the CPC must request these funds from the local legislative body (Town Meeting, City or Town Council, or Board of Aldermen) each year, in specific dollar amounts. The CPC's administrative funds can be used for the same kinds of expenses budgeted for any town department or committee to carry out its mission each year, such as employee salaries, office expenses and contractual services. [Learn more about the use of the CPC's administrative funds to hire administrative staff.](#)

Interested applicants are encouraged to send resume to:
Holyoke City Clerk's Office, 536 Dwight St., Room #2, Holyoke, MA 01040
or by email: Clerks@holyoke.org