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TOWN OF ACTON

COMMUNITY PRESERVATION PLAN 2026

COMMUNITY PRESERVATION COMMITTEE

September 23, 2025

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INTRODUCTION

The Acton Community Preservation Committee ("the Committee") is pleased to present the 2026 Acton *Community Preservation Plan* ("the Plan"). This Plan describes the process for administering the Community Preservation Act ("CPA") in Acton. The Plan presents a description of the CPA as it applies to the Town, a definition of CPA goals, and a methodology and procedure by which the CPA is administered. As such, it represents an informational document for the residents of the Town, a guideline and instructional document for applicants seeking project funding through the CPA, and a guidance document for this and future CPA Committees in making recommendations to Town Meeting for project funding.

The Committee thanks the multitude of Town residents, Town and State officials, the Massachusetts Community Preservation Coalition, and Committee members, as well as members of neighboring towns' community preservation committees for their help in the development of this Plan.

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org. For information on Acton's Community Preservation activity, visit the Town website at www.actonma.gov.

THE COMMUNITY PRESERVATION ACT IN ACTON

The Community Preservation Act, M.G.L. c. 44B as amended on July 1, 2012, ("the CPA") allows Massachusetts cities and towns to raise monies through a surcharge or through other locally raised revenue sources of up to 3% of the real estate tax levy¹. These funds may then be used to acquire, create, and preserve open space; acquire, preserve, rehabilitate and restore historic resources; acquire, create, preserve and support community housing; acquire, create, preserve, rehabilitate and restore land for recreational use; and rehabilitate open space and community housing acquired or created with CPA funds. The CPA also provides significant matches from the State's CPA trust fund. The trust fund's primary source of revenue is collection of fees dedicated to CPA at the Registries of Deed. Annual State CPA trust fund distributions matched 100% of Acton's locally raised CPA funds in 2003 through 2007. Since then, the growing number of communities that have adopted the CPA, and reduced State trust fund revenues, resulted in lower State distributions. From 2008 through 2024, Acton receipts from the State's CPA trust fund varied between 17% and 67% of the local surcharge.

As of June 24, 2025, 201 Massachusetts cities and towns have adopted the CPA. Each year the state match is distributed in three rounds to the participating cities and towns based on formulas established in the CPA. Only cities and towns that fund the CPA at a 3% level from the local surcharge or other funding sources allowed under CPA as amended on July 1, 2012, can participate in the second and third rounds each year to receive a higher state match. Currently, 80 of the 201 cities and towns that have adopted the CPA charge the full 3% local surcharge.

Acton voters approved the Community Preservation Act, M.G.L. c. 44B, at the 2002 Annual Town Meeting and in the November 2002 General election. Acton elected to fund the CPA account through a 1.5% surcharge on all real estate property tax bills with two exemptions:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing.
- \$100,000 of taxable value of all residential real property².

In Acton, the collection of CPA surcharges began with Fiscal Year (FY) 2003. Revenues (by source) and appropriations (excluding appropriations from set-aside funds) for FY2003 through FY2024 as audited are shown in *Table 1*. The FY 2025 State match from the CPA trust fund was 18.06%.

Table 1

¹ CPA as amended in 2012 allows cities and towns with a minimum 1% surcharge to vote by ballot to augment their local CPA contribution to up to 2% of their real estate tax levy with other municipal revenue sources "... including, but not limited to, hotel excises pursuant to chapter 64G, linkage fees and inclusionary zoning payments, however authorized, the sale of municipal property pursuant to section 3 of chapter 40, parking fines and surcharges pursuant to sections 20, 20A and 20A1/2 of chapter 90, existing dedicated housing, open space and historic preservation funds, however authorized, and gifts received from private sources for community preservation purposes; and provided further, that additional funds so committed shall not include any federal or state funds.

² CPA as amended in 2012 allows cities and towns to adopt an additional exemption of \$100,000 of taxable value of commercial and industrial properties.

Fiscal Year	Local Surcharge	State Match	Prior Year Reserve	Prior Years' Recapture	Revenues (\$)			Appropriations in following calendar year	Undedicated Reserve (\$)
					Interest Earned (less abatements & exemptions)	Gifts	Total		
2003	470,991	473,465	0	0	0		944,456	873,483	70,973
2004	539,237	534,467	70,973	0	4,155		1,148,832	1,083,867	64,966
2005	573,504	568,164	65,591	0	29,417		1,236,676	1,172,553	85,497
2006	656,254	652,082	85,497	67,745	58,502		1,520,080	1,331,380	188,700
2007	682,528	690,311	188,700	0	137,304		1,698,843	1,466,605	232,238
2008	703,908	473,581	232,238	15,751	101,371		1,526,849	955,155	571,694
2009	718,787	250,473	571,694	43,164	54,705		1,638,823	1,143,663	495,160
2010	746,873	202,879	495,160	101,055	30,322		1,576,289	1,251,696	324,593
2011	756,534	202,313	324,593	83,833	21,994		1,389,267	1,194,470	194,797
2012	783,628	208,957	194,797	4,279	23,688		1,215,348	953,388	211,960
2013	808,604	424,035	211,960	159,673	24,006		1,628,278	1,625,824	2,455
2014	839,329	263,941	2,455	71,823	21,469		1,199,016	1,153,505	45,512
2015	875,162	259,489	45,512	1,773	18,847		1,200,783	1,192,546	8,237
2016	913,029	187,873	8,237	71,152	15,898		1,196,189	1,139,954	56,235
2017	956,455	164,531	56,235	93,019	11,352		1,281,592	1,159,131	122,461
2018	1,001,384	188,586	122,461	257,323	30,646		1,600,400	1,586,155	14,245
2019	1,033,474	247,192	14,246	57,673	89,237	10,000	1,451,822	1,442,760	9,062
2020	1,082,385	309,966	9,061	242,842	83,710		1,727,966	1,727,714	252
2021	1,161,044	508,998	252	60,342	32,934		1,763,569	1,601,187	162,382
2022	1,213,347	467,277	162,382	75,629	17,212		1,935,847	1,927,772	8,075
2023	1,295,219	272,311	8,074	5,018.15	94,349		1,647,971	1,668,754	6,217
2024	1,447,839	261,496	6,217	73,951.67	224,505.75		2,014,009	1,993,386	20,624

Community Preservation Fund appropriations from Fiscal Years 2003-2025 have contributed a total of \$9,823,000 to the Open Space Set-Aside Fund³. Note that appropriations of each fiscal year's revenues do not occur until the following calendar year.

The CPC recommended, and Town Meeting approved, funding for seven open space purchases and two preservation restrictions from the Open Space Set-Aside Fund. *Table 2* shows the history of the Open Space Set-Aside Fund. The Town purchased with general CPA funds two additional open space parcels:

- 2007 Groener land purchase, \$100,000 appropriation: 193 Nagog Hill Road (rear); 12.5 acres.
- 2016 Central Street land purchase, \$400,000 appropriation: 176 Central Street; 11.9 acres.

³ Set-aside funds are funds "set aside" in one fiscal year for expenditure in a future year. Town Meeting may earmark Community Preservation Funds as Set-Aside Funds for specific Community Preservation purposes - Open Space, Historic Resources, Community Housing, or Recreation. Set-Aside funds cannot be expended without further appropriation by Town Meeting for the designated purpose, following the recommendation of the Community Preservation Committee.

Table 2

Town Meeting Year	Open Space Set-Aside Fund Activities		
	Appropriations to the Set-Aside Fund (\$)	Expenses from the Set-Aside Fund (\$)	Set-Aside Fund Balances (\$)
2004	200,000		200,000
2005	300,000		500,000
2006	400,000		900,000
2007	350,000		1,250,000
2008	500,000	508,965 (1)	1,241,035
2009	425,000		1,666,035
2010	500,000	830,000 (2)	1,336,035
2011	450,000		1,786,035
2012	500,000		2,286,035
2013	300,000	1,024,964 (3)	1,561,071
2014	450,000	330,000 (4)	1,681,071
2015	300,000	5,645 (4)	1,975,426
2016		13,781 (5)	1,961,645
2017	450,000	85,420 (5)	2,326,225
2017		769,300 (6)	1,556,925
2018	500,000	85,420 (5)	1,971,505
2019	450,000	81,600 (5)	2,339,905
2020	280,000	679,200 (5) (7)	1,940,705
2021	393,000	1,366,700 (8) (9) (5)	\$967,005
2022	600,000	132,300(5)(9)	1,397,782
2023	775,000	1,157,900 (5)(9)(10)	1,014,882
2024	550,000	123,500 (5)(9)	1,441,382
2024		1,300,000 (11)	141,382
2025	750,000	283,490 (5)(9)(12)	616,891

(1) +/-5.5 acres off Piper Lane in South Acton plus a conservation restriction on adjacent +/-0.2 acres (2008 Gaebel land purchase with house; from a \$730,000 appropriation from the Open Space Set-Aside fund).

(2) +/-10.2 acres off Stow and Martin Streets in South Acton plus a conservation restriction on +/- 3.1 acres of adjacent land (2010 Simeone/Caouette land purchase; initially \$1,000,000, later reduced to \$830,000 from Open Space Set-Aside).

(3) +/-20.7 acres at the intersection of Arlington Street and Newtown Road west of Acton Center (2013 Anderson land purchase; from a \$1,060,000 appropriation from the Open Space Set-Aside fund).

(4) +/-14 acres located at 18 Wright Terrace (\$330,000 appropriated up front from Open Space Set-Aside, the remaining balance was bonded under the Community Preservation Program pursuant to M.G.L c. 44B, S 11). Plus \$5,645 from \$7,000 Open Space Set-Aside appropriation for debt service on short-term borrowing for this bond.

(5) Wright Hill debt service.

(6) 161 Newtown Road Open Space Purchase, +/-11 acres abutting Grassy Pond; from a \$730,000 appropriation from the Open Space Set-Aside fund.

(7) +/-5.8 acres off Piper Lane in South Acton plus an existing house; at the September 2020 Special Town Meeting, the Town voted to appropriate and borrow from the open space set-aside fund \$1,200,000 for the purchase of the Piper Lane parcel. \$600,000 was appropriated from the open space set aside fund and an annual debt service of \$45,000 to \$60,000 is expected for the next 15-20 years.

(8) +/- 28 acres will be preserved through an Agricultural Preservation Restriction and +/- 23 acres will be preserved for conservation purposes at 79, 91 and 99 Martin Street, 10 Liberty Street, and 36 Stow Street (Stonefield Farm), both in perpetuity, for a total of \$1,230,000.

(9) Piper Lane Debt Service.

(10) +/- 56.9 acres at 549 Main Street will be preserved through a Conservation Restriction purchased by the Town: from a \$1,030,000 appropriation from the Open Space Set-Aside fund.

(11) +/-33.11 acres at 19 and 35 Wetherbee Street will be preserved through a Conservation Restriction purchased by the Town with assistance from the Local Acquisitions for Natural Diversity (LAND) Grant.

(12) 19 and 35 Wetherbee Debt Service.

Appropriations to date from the Community Preservation Fund (excluding appropriations from the set-aside funds) to projects in the four CPA target areas⁴ are as shown in *Table 3*.

Appropriations are not equal to actual amounts expended. This is because some projects did not proceed while others did not fully deplete their funding. The remaining balances in the appropriation account are recaptured on a regular basis and made available for new project appropriation in subsequent years. *Table 3* is for illustrative purposes only; all numbers are rounded to the nearest whole number.

Table 3

Town Meeting Year	Open Space	Historic Resources	Community Housing	Recreation	Administration	Total
2004	\$200,000	\$84,000	\$250,000	\$297,000	\$43,000	\$874,000
2005	\$300,000	\$225,000	\$180,000	\$325,000	\$54,000	\$1,084,000
2006	\$424,000	\$144,000	\$242,000	\$305,000	\$57,000	\$1,172,000
2007	\$450,000	\$100,000	\$269,000	\$447,000	\$65,000	\$1,331,000
2008	\$500,000	\$373,000	\$185,000	\$340,000	\$69,000	\$1,467,000
2009	\$425,000	\$119,000	\$352,000	\$0	\$59,000	\$955,000
2010	\$525,000	\$155,000	\$300,000	\$115,000	\$48,000	\$1,143,000
2011	\$450,000	\$604,000	\$150,000	\$0	\$47,000	\$1,251,000
2012	\$500,000	\$97,000	\$340,000	\$210,000	\$48,000	\$1,195,000
2013	\$374,000	\$100,000	\$280,000	\$200,000	\$50,000	\$1,004,000
2014	\$533,000	\$189,776	\$309,692	\$531,725	\$61,631	\$1,625,824
2015	\$387,077	\$113,035	\$185,000	\$413,230	\$55,163	\$1,153,505
2016	\$470,000	\$150,737	\$115,077	\$485,000	\$56,732	\$1,277,546
2017	\$450,000	\$110,090	\$110,090	\$402,000	\$55,045	\$1,127,225
2018	\$530,000	\$253,160	\$227,910	\$92,012	\$56,049	\$1,159,131
2019	\$450,000	\$362,227	\$310,429	\$404,000	\$59,499	\$1,586,155
2020	\$280,000	\$175,260	\$582,500	\$350,000	\$55,000	\$1,442,760
2021	\$393,000	\$139,235	\$574,000	\$555,000	\$66,478	\$1,727,714
2022	\$600,000	\$272,010	\$480,023	\$378,000	\$64,154	\$1,522,177
2023	\$775,000	\$257,119	\$525,400	\$257,835	\$67,317	\$1,927,772
2024	\$550,000	\$255,130	\$397,342	\$395,000	\$71,282	\$1,668,754
2025	\$750,000	\$448,536	\$342,560	\$379,835	\$72,454	\$1,993,385
TOTAL	\$10,316,077	\$4,727,315	\$6,708,023	\$6,882,637	\$1,280,804	\$29,687,948

⁴ The CPA allows spending in four target areas: (1) open space; (2) historic resources; (3) community housing; and (4) recreational resources (for more information on CPA allowable uses, see the chart on page 8. Also, the CPA allows for the reimbursement of administrative expenses up to 5% of the annual collections.

Overall, in %	35%	16%	22%	23%	4%	
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Community Preservation Committee: Formation and Responsibilities

Consistent with the terms of the CPA and with the Community Preservation Committee Bylaw adopted at the April 2, 2002, Town Meeting, the Community Preservation Committee has been formed to administer the CPA. It consists of three at-large members appointed by the Select Board; representatives of the Select Board, Conservation Commission, Historical Commission, Planning Board, Recreation Commission, and Acton Housing Authority; and up to two associate members. The Select Board has assigned the Planning Division to provide the Committee with staff assistance.

2025 Members

James Colman – Conservation Commission, Chair
 Stephen Trimble – Recreation Commission, Vice Chair
 Lori Cooney – At Large, Clerk
 Jaclyn Saltzman – At Large
 Michele Ellicks – At Large
 Peter Berry – Acton Housing Authority
 Victoria Beyer – Historical Commission
 Dean Charter – Select Board
 James Fuccione – Planning Board
 Lees Stuntz – Associate

This Plan evolved from the previous years' *Community Preservation Plans*. It incorporates lessons learned from the previous rounds of project selections and funding appropriations. The Committee seeks ongoing input from many interest groups, including Town departments and committees, environmental and land trust organizations, and the general citizenry. The Committee uses for reference and guidance the Acton 2020 Comprehensive Community Plan, the 2024-2034 Acton Open Space and Recreation Plan, the 2025 Housing Production Plan, the Climate Action Plan and other relevant planning documents. This Community Preservation Plan attempts to capture Acton's community preservation needs and goals in the four CPA target areas. This Plan also outlines the processes by which the Committee solicits, reviews, and recommends project proposals for CPA funding, and it includes the application form and instructions. It is updated every year to reflect changes in goals or emphasis.

CPA Funding Requirements

The CPA mandates that each fiscal year Acton must spend, or set aside for later spending, at least 10% of its annual Community Preservation Fund revenues that were collected from the local surcharge and State match for each of three of the four CPA target areas: open space, historic resources, and community housing. The CPA statute does not prescribe a minimum for recreation.

A favorable Committee recommendation and a Town Meeting appropriation are both required to spend Fund monies for any community preservation purposes. Appropriations from the Fund, except borrowing, are made by a simple majority vote. Borrowing for CPA purposes requires a two-thirds majority vote.

Town Meeting may approve, reduce, or reject any appropriation amounts recommended by the Committee. At the Committee's recommendation, Town Meeting may also set aside all or part of the annual Fund revenues for later spending into set-aside accounts for one or more community preservation purpose categories. Town Meeting may not, however, increase any recommended appropriation or set-aside, nor appropriate or set aside any fund monies on its own initiative without a prior favorable recommendation by the Committee.

All residents are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at Town Hall and on the Town website, www.actonma.gov. Written comments or questions are welcome and may be submitted via email to cpc@actonma.gov or directed to the Community Preservation Committee, c/o Planning Division, Town Hall, 472 Main Street, Acton, MA 01720.

Gifts to Community Preservation Fund

The Town of Acton can accept monetary gifts to the Community Preservation Fund. Gifts can be designated for specific purposes consistent with the four statutory categories – open space, community housing, historic resources, and recreation. Gifts may be made in a variety of forms, including cash and securities. Gifts to the Town of Acton are tax-deductible to the full extent allowed under the Internal Revenue Code. For more information please review the Town of Acton 2006 Guide to Giving at <http://doc.acton-ma.gov/dsweb/View/Collection-1632/Document-17630>

HOW CPA FUNDS CAN BE USED

CPA funds must be used for public community preservation purposes. The following guidelines summarize these public purposes.

Community preservation is defined by the CPA as, "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes, and the acquisition, creation and preservation of community housing."

Preservation is defined as, "the protection of personal or real property from injury, harm or destruction."

As detailed by the CPA, Fund monies may be spent to undertake the following primary community preservation purposes:

- The acquisition, creation, and preservation of open space. Open space, as defined by the CPA, "shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh water marshes and other wetlands, river, stream, lake and pond frontage, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use."
- The acquisition, creation, preservation, and support of community housing. The CPA defines community housing as, "low-and moderate- income housing for individuals and families, including low-or moderate- income senior housing." This means housing for persons and families with incomes below 100% of the Boston Primary Metropolitan Statistical Area's (Boston PMSA) median income as determined by the U.S. Department of Housing and Urban Development (HUD). The CPA defines the term "support of community housing" as including, but not limited to, "programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable".
- The acquisition, preservation, rehabilitation, and restoration of historic resources. The CPA recognizes historic resources as "a building, structure, vessel, real property (including a historic landscape), document or artifact that is listed on the State register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture, or culture of a city or town." For CPA purposes, the local historic preservation commission is the Acton Historical Commission.
- The acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use. The CPA defines recreational use as, "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground, or athletic field. 'Recreational use' shall not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure." The CPA also provides "that with respect to land for recreational use, 'rehabilitation' shall include the replacement of

playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use." A "capital improvement" is defined as: "reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time."

Community Preservation Act funds may also be used for the following purposes:

- The "rehabilitation or restoration of open space and community housing that is acquired or created" using CPA monies.
- Revenues "set aside" for "later spending."
- Annual "administrative and operating expenses" of the Committee, not to exceed 5% of the Fund's annual revenues.
- Annual principal and interest payments, preparation, issuance, and marketing costs for bonds or notes for borrowings for community preservation purposes.
- Damages payable to property owners for real estate interests taken by the Town by eminent domain for community preservation purposes.
- "Local share for state and federal grants" for allowable community preservation purposes.
- Property acquisition-related expenses including appraisals, land surveys, baseline studies to establish conservation values, title searches, legal fees, costs regarding the issuance of the required restriction on the land, and other closing expenses for the project.
- If a grant of a perpetual restriction to a not-for-profit conservation organization is intended, the amount requested at Town Meeting may include funding for the holder of the restriction for ongoing site monitoring and potential enforcement.

As of July 1, 2012, the CPA also encourages the Committee to consider "regional projects for community preservation".

Community Preservation Act funds may not be spent for the following purposes:

- As a replacement or substitute for Town operating funds. The CPA is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Payment for routine maintenance, defined in the CPA as "incidental repairs, which neither materially add to the value of the property nor appreciably prolong the property's life, but keep the property in a condition of fitness, efficiency or readiness."
- Gymnasiums, stadiums, or any similar structure.
- Acquisition of artificial turf for athletic fields.
- Projects without a public purpose or public benefit.

The following *Table 4* was provided by the Community Preservation Coalition:

Table 4

Determining Project Eligibility				
It's all about the VERBS!				
	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	NO	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	NO	NO	NO	Yes
Rehabilitate and/or Restore	NO, unless acquired or created with CP Funds	Yes	Yes	NO, unless acquired or created with CP Funds

The same table with more detail can be viewed at:
<https://www.communitypreservation.org/allowable-uses>

OPEN SPACE AND RECREATION

The Town of Acton Open Space and Recreation Plan 2024 - 2034 (OSRP) identifies four specific goals relating to the protection of the Town's open space and improving recreational opportunities:

1. Preserve and protect the historic, cultural, agricultural, and scenic features of Acton
2. Protect critical environmental resources, including ground and surface water, wildlife, diverse habitats and ecosystems
3. Improve and expand recreational opportunities for everyone
4. Incorporate sustainability in current and future open space and recreation decisions

The Acton 2020 Community Plan approved at the 2012 April Town Meeting also identifies the preservation of open space as a major goal of Town planning efforts. Specifically, the Plan states that a key goal is to "protect, acquire, and improve open space for conservation, farming, and recreation." The Plan states "that these efforts will be supplemented by continuing to purchase open space with CPA Funds."

The actions taken by the residents of Acton and these supporting documents continue to affirm the importance of the protection of open space and adequate passive and active recreational areas as critical to preserving the character of the Town and thereby the quality of life shared by its residents.

A. Open Space Resources, Needs, and Preservation Goals

The Town of Acton continues to be a green community with abundant natural, cultural and scenic resources, including dedicated and accessible conservation lands, active farmlands, historical sites, open fields and meadows, diverse woodlands, and wetlands and waterways. These unique resources contribute to making the Town an attractive place for all ages, experience nature, and live sustainably. Altogether, these desirable factors encouraged the growth of the Town's population and therefore the demand for more housing. The community has demonstrated an interest in preserving open space for future generations as well as addressing the need for more affordable housing in order to remain a thriving, green suburb of Boston.

Currently, about 19.2% or 2,496.8 acres of Acton's approximately 12,990 acres are considered protected as "conservation lands." The degree of protection offered these lands varies by the method of their original acquisition. State-approved conservation restrictions permanently protect about 305 acres of these 2,496.8 acres. The Acton Water District owns approximately 480.54 acres for water supply protection purposes, and approximately 805 acres have been set-aside for open space and/or recreational use in association with cluster housing developments under the Acton Zoning Bylaw (PCRC or OSD), but none of these lands are protected by permanent conservation restrictions. Since 2005 a number of open space parcels in Acton have been successfully preserved through purchase in fee by the Town, a local land trust (the Acton Conservation Trust), legislative actions or permanent conservation restrictions, including the Whitcomb land in Heath Hen Meadow Brook (16 acres) and the Kingman Pasture on Esterbrook Road (6.5 acres), the MCI Concord farm fields (107 acres), the Groener parcel at Nagog Hill (12 acres), the Haartz Corporation woods (21 acres), the Gaebel parcel at Great Hill (5.5 acres), the

Caouette-Simeone farm fields (8.5 acres), the Anderson property (20 acres), the Wright Hill land (14 acres), the Wood Lane land (1 acre abutting the Acton Arboretum), the Dunn land (6 acres), the 11.7 acre Donohoe land, the 12 acre 176 Central Street land, the 11 acres of the 161 Newtown Road Land, the 56.9 acre 549 Main Street^[1] land, and most recently the 33.11 acres at 19 and 35 Wetherbee Street. The increased demand for housing within Acton has grown alongside the residents' desire for more protected and preserved open space. The CPA offers a unique and significant tool for increasing the protection and preservation of the Town's open spaces, farmlands, and natural and cultural resources. This tool continues to enable Acton to grow sustainably with a balance of protected and preserved open spaces for generations to come and allowing for housing demands to be met.

The CPA allows and encourages the acquisition, creation, and preservation of open space. Town residents may designate CPA funds to protect open space by outright purchase, through bonding, through purchases made in conjunction with other private and/or public funds, and/or by extinguishing or limiting development rights through the purchase of permanent land conservation or agricultural preservation easements or restrictions. The CPA recognizes the prohibitive costs of land in communities such as Acton by identifying multiple land preservation and funding methods while recognizing that CPA funds alone will not be sufficient for the protection of significant tracts of land.

The CPC works with the town's Open Space Committee (OSC) in identifying potential open space resources for acquisition and protection. The OSC focuses much of its attention on parcels that are adjacent to existing town-owned parcels as well as parcels that have diverse habitats, lands that comprise combinations of uplands, agricultural fields, wetlands, meadows, and forests. The 2024-2034 Open Space and Recreation Plan includes a ranking and prioritization of key privately owned parcels in town⁵ and is a valuable tool for supporting requests to the CPC for protection of significant parcels undergoing change of use or availability for purchase.

To acquire open space under the CPA, an appraisal is required, and CPA funds used to acquire a parcel cannot exceed the appraised value of that property. However, other funds may be used to augment CPA funds. The town maintains an Open Space Acquisition and Preservation Fund, which is funded by the CPA and is used for property appraisals, site inspections, title searches and other items necessary for exploring and evaluating open space acquisition and preservation opportunities and advancing them for Acton Town Meeting. The fund may also be used for legal fees, conservation restriction expenses and stewardship endowments.

CPA funds may also be used to support land protection efforts through the development of land protection plans or strategies, such as the development of local Open Space Plans required by the State as a prerequisite for receiving funding for land purchases. Similarly, CPA funds may be used to establish land protection trust funds, the monies of which can be used to conduct preliminary land assessments and enable the Town to rapidly respond to land protection opportunities.

^[1]The Groener parcel, Gaebel parcel, Caouette-Simeone farm fields, Anderson property, Wright Hill land, 176 Central Street land and the 161 Newtown Road land were acquired with CPA funds.

⁵ See Appendix C of the 2024-2034 Open Space and Recreation Plan.

Conservation Restrictions are required for all lands acquired under CPA for Open Space and Recreation; until this document is completed and filed, the terms of the CPA acquisition have not been completed.

Open Space Preservation Goals (2024 – 2034 OSRP)

- Preserve and protect the historic, cultural, agricultural, scenic, and unique features of Acton for present and future generations, including the natural and constructed features that contribute to Acton such as wetlands, open fields, diverse forests, meadows, agricultural lands, woodlands, waterways, and scenic vistas.
- Preserve open space and develop additional public open spaces and parklands including, but not limited to, areas bordering Fort Pond Brook, Nashoba Brook, the Assabet River, and their tributaries.
- Improve access to and use of conservation areas by developing, extending, and maintaining trail networks throughout Town.
- Protect and maintain the remaining farmland in Town. Encourage continued or new farming enterprises. Protect existing open fields and meadows.
- Preserve large tracts of undeveloped land.
- Preserve small tracts of undeveloped land that contribute to other open space goals, such as smaller parcels that preserve village center characteristics, are located adjacent to existing protected open spaces, or that preserve corridor linkages between larger open space parcels. Acquire and develop pocket parks/commons in Acton villages.
- Preserve lands that protect the quality and quantity of Acton's water supply, wildlife corridors and wildlife habitat, and/or that restore polluted environmental resources.
- Obtain open space through the outright purchase of desirable land as well as through methods such as, but not limited to, acquiring development rights, and encouraging property owners to protect and/or preserve their land as open space through conservation restrictions, agricultural preservation restrictions, or other means, thereby guiding development towards more suitable parcels of land in Town and encouraging sustainable growth.

B. Recreational Resources, Needs and Goals

The CPA statute defines recreational use as "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field." The Town's priorities for recreational opportunities and facilities are documented in the 2024-2034 Town of Acton Open Space and Recreation Plan (OSRP). A key goal in that document is to improve and expand Acton's recreational opportunities for all, recognizing the importance of adequate passive and active recreational areas as critical to preserving the character of the Town and the quality of

life for its residents. The 2017 Town publication, "NARA Park Master Plan 2016-2026" documents recreation needs for the Nathaniel Allen Recreation Area (NARA Park).

Recreation Resources

Active recreation is an exceedingly high priority among Acton's youth and adults, many of whom participate in the Town's athletic leagues. NARA and Acton's active recreation fields, not including fields on school campuses, make up about 63 acres. CPA funds have helped to improve and expand opportunities for active and passive recreation.

Recreation Needs (from the 2024 – 2034 OSRP)

- Provide support for the Acton Dog Park Committee.
- Provide recreation capabilities for persons with disabilities, ensure accessibility for recreation activities (e.g., trails, picnicking, water-based recreation, and camping) at both recreational and conservation areas.
- Improve and expand recreational opportunities.
- Prepare for and address demographic trends.
- Ensure playground facilities are up-to-date, safe, and accessible.
- Enhance the quality of Acton's athletic fields through improved, environmentally conscious maintenance techniques.
- Optimize the condition and allocation of athletic fields to meet the needs of the Town's growing population.
- Acquire and develop pocket parks/commons in Acton's villages.
- Expand public outreach to better inform the public of available passive and active recreation opportunities.
- Identify and communicate which of 18 conservation areas are conducive to specific recreational activities.

Recreation Goals (from the 2024 – 2034 OSRP)

- Provide equipment storage for the maintenance grounds crew.
- Expand universal accessibility to open space and recreation sites.
- Maintain, improve, and expand the facilities at the NARA.
- Improve and update existing facilities.
- Create additional facilities to meet the diverse needs of the town.
- Ensure playground facilities are up-to-date, safe, and accessible.
- Enhance the quality of Acton's athletic fields.
- Acquire and develop pocket parks/commons in Acton's villages.
- Expand public outreach to better inform the public of available passive and active recreation opportunities.

COMMUNITY HOUSING

The CPA statute defines "community housing" as housing for low- and moderate-income individuals and families, including senior housing. "Low-income housing" is for households whose annual income is less than 80% of the area-wide median income. "Moderate income housing" is for households whose annual income is less than 100% of the area-wide median income. The area-wide median income is determined annually by the United States Department of Housing and Urban Development (HUD).

HUD publishes annual income limits for designated geographic areas throughout the country. These income limits are used to determine eligibility for diverse types of affordable housing. The Town of Acton is part of the Boston-Cambridge-Quincy, MA-NH HUD metropolitan area. As of 2025, the median income for a family of four for this area is \$160,900. However, for housing units to be counted toward Acton's 10% affordable housing goal set by the State, the units must serve households with annual incomes of 80% or less of the area median income (AMI). HUD's FY2025 80% AMI limits, according to household size, are:

1-person - \$92,650

2-person - \$105,850

3-person - \$119,100

4-person - \$132,300

5-person - \$142,900

CPA funds can also be used for units that serve households who earn 80%-100% AMI, even though they will not count towards Acton's 10% goal.

Acton has some lower-priced market housing units, primarily small one- and two-bedroom condominiums converted from apartments, but very few of these currently qualify as affordable housing units under State law. In Massachusetts, the term "affordable housing" applies to housing units made affordable to low-and moderate- income households by a recorded deed rider that restricts sale prices and rents in perpetuity to income eligible households. The Town may use CPA funds to subsidize the selling price of existing units in exchange for requiring recorded deed riders to restrict future re-sales to income eligible households at affordable prices. This buy-down was a strategy in the 2020 Housing Production Plan. Subsequently a study was conducted to determine the feasibility and costs.

CPA funds may be expended "for the acquisition, creation, preservation and support of community housing and for the rehabilitation or restoration ... of community housing acquired with CPA funds," but not including maintenance. The Acton Housing Authority and the Acton Community Housing Corporation are the local agencies primarily responsible for implementation of community housing projects.

Community Housing Resources and Needs

During the development of the *Acton 2020 Comprehensive Community Plan* (Master Plan adopted in 2012), residents of the Town reaffirmed their commitment to provide affordable housing by adopting the goal to Support Inclusion and Diversity. To retain Acton's community character, it is critical for the Town to encourage and enable a diverse range of resident households to live here. These include municipal and school employees, people who work locally, elderly residents, the adult children of Acton residents, and other first-time home buyers. The *Acton 2020 Comprehensive Community Plan* provides detailed information and should be referred to for additional discussion of community housing.

<http://implementation.acton2020.info/node/20>

Affordable housing opportunities help Acton attract and retain employees upon whom the Town depends on to provide public services. According to data in Acton's Housing Production Plan (HPP), updated in 2025, the median sales price of a single-family home in Acton in 2024 was \$952,500. The annual income needed to buy such a home is \$258,282, based on a 20% down payment, 30% of income dedicated to home purchase, a 6.5% fixed-rate 30-year mortgage, insurance, and real estate taxes. The median income in Acton (per 2022 American Community Survey data) is \$153,338, so we know at least half of the households in Acton could not afford a median priced single-family home in the current market. Given the high quality of education and municipal services that are sought by buyers, it is expected that house values will remain high long into the future.

A 1969 State law, called the Comprehensive Permit Law, created a standard for communities to provide a minimum of 10% of their year-round housing stock as affordable units, counted on the Subsidized Housing Inventory (SHI). In January, 2025, the Town of Acton reached the 10% threshold and received safe harbor certification with the addition of the Apartments at Powder Mill to Acton's Subsidized Housing Inventory.

In 2025, the Town developed an updated Housing Production Plan with the assistance of the Regional Housing Services Office and JM Goldson. The Plan is comprised of:

- A housing needs and demand assessment based on current data, population trends, and regional growth factors, including an analysis of town demographics, housing stock, and housing affordability
- An analysis of regulatory and non-regulatory constraints on the development of affordable housing
- Housing vision and goals, including:
 - A numerical annual housing production goal
 - The identification of specific sites where the Town will encourage 40B development
- Strategies for achieving goals
- An implementation plan

The Acton Community Housing Corporation and the Acton Housing Authority will use the Housing Production Implementation Plan to guide their future requests for Community Preservation Act funds. The Town used CPA funds from the ACHC and Community Housing grant funds from the Executive Office of Housing and Livable Communities to update the Housing Production Plan beginning in the spring of 2025. The current Plan expires in June 2030.

Since 2012, the CPA recommended and Town Meeting approved expenditures to provide funding for the Regional Housing Services Office based in the Town of Acton. This is an inter-municipal collaboration between Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland, Natick, and Weston. Member communities receive administrative housing services for an annual fee per an Inter-Municipal Agreement. These services include: Monitoring of all affordable units to ensure compliance with the regulatory agreements; Program Administration; assisting ACHC and Planning with local support and interaction with state housing agencies; and regional housing efforts. This has been an extremely valuable service to the Town of Acton.

Community Housing Goals

The Town of Acton has established the following goals from the 2025 Housing Production Plan.

1. Maintain the State's goal under Chapter 40B that at least 10 percent of Acton's year-round housing units are countable on its Subsidized Housing Inventory while also meeting other housing goals.

Acton has already met the state's ten percent SHI goal, with 10.58 percent of its housing stock currently subsidized (as of March 2025). Acton should ensure that it remains compliant with state affordable housing requirements while continuing to address local housing needs. The Town should also continue to promote initiatives that expand affordable housing opportunities beyond this threshold.

2. Encourage a diversity of housing types for extremely low, low, moderate, and middle-income households of all ages, and abilities.

Encourage a mix of housing options that supports a range of household types including families, seniors, young adults, and individuals with disabilities, and that supports housing that is affordable for individuals and families with incomes below the area's moderate level—especially those who are underserved by the current market. Housing options should be available to ensure that all household types have access to housing options that meet their evolving needs throughout their life. This will help Acton to welcome new residents, to attract and retain the local workforce and create affordable options for older adults to downsize.

3. Prioritize resources for infrastructure capacity to ensure that sufficient capacity exists for new and existing housing developments.

Develop and implement a targeted plan to allocate resources for the modernization and expansion of water, wastewater, and electric infrastructure for new cluster and mixed-use developments, existing developments with aging systems, and buildings that could be converted to housing; ensuring all have the necessary capacity for wastewater, water, and electricity. The plan should prioritize funding for aging systems, address disparities, and support environmentally sustainable practices to maintain water quality, public health, and achieve sustainability goals.

4. Continue encouraging the construction and renovation of sustainable, climate-friendly, and resilient housing.

As Acton continues to grow, it is essential to continue ensuring that new housing development and renovations align with the Town's climate goals, energy efficiency standards, and long-term sustainability objectives. Encouraging sustainable, climate-friendly, and resilient housing not only reduces greenhouse gas emissions but also lowers energy costs for residents, improves public health, and strengthens the community's ability to withstand the effects of climate change. For example, meeting the Acton Water District's Minimum Water Efficiency Requirements, sustainable groundwater and stormwater management.

5. Locate mixed-use and residential development in existing business centers, village districts, and near transit to increase vibrancy and promote smart growth principles.

Encouraging mixed-use and multifamily residential development in Acton's business centers, village districts, and transit-accessible locations will enhance economic vitality, promote walkable and vibrant neighborhoods, and support environmentally sustainable land-use practices. By concentrating housing near commercial areas and transit, the Town can reduce car dependency, lower greenhouse gas emissions, and support local businesses by increasing foot traffic and customer bases.

6. Increase Acton's capacity to implement housing initiatives through enhanced local and regional coordination and community outreach.

Acton is fortunate to have several organizations and Town partnerships helping to address housing needs in the community. These organizations provide affordable housing, financially support affordable housing development, and provide housing assistance or other related support, such as community education and advocacy. To further address local housing needs, the Town intends to continue to reinforce the work of existing local housing organizations with enhanced implementation capacity, expanded regional collaboration, and increased opportunities for community education including heightened awareness of Fair Housing issues.

7. Continue to preserve and support the long-term affordability of existing affordable units.

Preserving housing affordability is an important component of maintaining affordable housing stock and preventing displacement of existing Acton residents. As property owners pay off their subsidized mortgages, affordability restrictions can expire, meaning the loss of affordable units that were counted on the SHI. Planning ahead to ensure that these units are not lost due to affordability restriction expiration or deferred maintenance will help to maintain the Town's stock of affordable homes.

8. Assist in stabilizing housing by providing services and resources for Acton's vulnerable residents – especially those living in inadequate housing conditions, or at risk of homelessness.

Many Acton residents, particularly renters, older adults, individuals with disabilities, and low-income families, face increasing challenges related to housing affordability, eviction risks, and

substandard living conditions. Without targeted support, these groups are more vulnerable to homelessness, displacement, and housing insecurity. By strengthening partnerships with local organizations and increasing funding allocations for housing stability programs (such as critical home repairs), the Town can support its most vulnerable residents. This should encompass both people living in deed-restricted affordable units, as well as Naturally Occurring Affordable Housing (NOAH).

9. Combine new residential development with conservation through the creation of market-rate and affordable homes that are densely clustered to preserve open space, natural resources, and existing scenic vistas.

By promoting the conservation of land alongside housing development, Acton can address both affordable housing needs and open space preservation priorities. By clustering homes together, large tracts of land can be permanently preserved as open space, helping to protect Acton's remaining undeveloped areas. This approach allows for the development of new housing while also promoting environmental protection.

HISTORIC RESOURCES

The CPA defines Historic Resources as buildings, structures, vessels, or real properties that are listed on the State Register of Historic Places or are significant in the history, archeology, architecture, or culture of Acton as determined by the Acton Historical Commission. CPA funds may be used for the acquisition, preservation, restoration, or rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Unless such historic resources are in public ownership, the public purpose of investments in historic resources must be apparent, and/or must be protected by a preservation restriction that ensures a public benefit. All projects funded in the Historic Resources category must meet the Secretary of the Interior Standards for Rehabilitation (see Appendix 5).

Currently, Acton has a considerable number of historic assets including municipal buildings, private homes, and ancient artifacts. Listed on the State (MACRIS) and National Registers of Historic Places are the Acton Women's Clubhouse, the Faulkner House, the Jones Tavern, the Exchange Hall, the Jonathan Hosmer House, the John Robbins House, the former Acton High School (1926), the Isaac Davis Trail ("Line of March" of the Acton Minutemen in 1775), and the Acton Center Historic District, which includes over 40 buildings and structures. Listing on the State and National Registers recognizes the importance of these properties as resources. Acton's three Local Historic Districts are the Acton Center District, the South Acton District, and the West Acton District. Local Historic District designation under M.G.L. 40C adds all the properties within them to the State Register and provides regulatory protections to preserve the historic integrity of the districts and their buildings, structures, and sites. In addition, the Acton Cultural Resource List and Historic Properties Survey Forms itemize and describe approximately 400 buildings, structures, and sites town wide. Many of these are outside any of the Local Historic Districts.

Some of the projects aided by CPC funds are: Restoration of the Town Monument; Jones Tavern chimney, roof, gutters & storm windows; Faulkner Homestead Window Restoration, storm windows & exterior paint; slate roof replacement & restoration of 1864 windows on Town Hall; Windsor Avenue Antique Fire House Exterior; West Acton Residents' Library windows and exterior; Town Archaeological Survey; update of Cultural Resource List; restoration of historic windows and exterior building envelope for the Acton Community Center, Inc. (Theatre III); the Acton Women's Club interior and exterior work; Town Hall clock mechanicals; the original Memorial Library windows; exterior rehabilitation, preservation, and landscape to the National Register Hosmer House complex; Forest Cemetery National Register of Historic Places application; Woodlawn Cemetery Gates & Stone Piers, Approximately 400 Revolutionary War gravestones restored; and Historic District Study.

Historic Resources and Needs

Acton's rural, agricultural, and historic character is threatened by the rapid rise of local land values. It is often more economical to remove older structures and replace them with new, much larger structures that are frequently out of scale with their neighborhood and setting, a development trend which damages the historic integrity of the Town. The lost structures which gave a sense of history and cultural character to the neighborhood are gone forever.

Placement on the Acton Cultural Resource List provides an opportunity to explore alternatives to the demolition of historically significant buildings or structures under Acton's Demolition Delay Bylaw. Some historic resources remain unlisted and are at risk of demolition. The CPA gives Acton the opportunity to realize the goals of the *Acton 2020 Comprehensive Community Plan* (Master Plan adopted in 2012). These goals become much more attainable with a dedicated funding source.

Historic Resources Goals

- Protect, preserve, rehabilitate, and/or restore historic properties and sites throughout Acton, which are of historical, architectural, archeological, and cultural significance. Work to assist owners with adaptive re-use of historic properties.
- Protect threatened properties of historical significance by fully documenting and updating the architectural and/or historical significance on survey forms for Acton's Cultural Resource List, MACRIS, the online Massachusetts Cultural Resource Information System, and National Register application forms when applicable. Investigate and, if deemed feasible, adopt preservation restrictions for historic properties.
- Preserve the existing rural/historic character of the Town, including, but not limited to, residential and non-residential buildings, barns, outbuildings, burial grounds, markers, monuments, stone walls, fields, cart paths, historic land and streetscapes, scenic vistas, and archaeologically sensitive areas.
- Provide education and community outreach regarding the extensive historical and cultural resources within Acton. Acton developed a signage program to increase public awareness of historical and cultural assets.

THE CPA FUNDING APPLICATION PROCESS

The Committee invites CPA funding applications for the upcoming funding round. It is the responsibility of the Committee to review all applications and to make recommendation(s) to Town Meeting as to which, if any, of these applications should be funded. The Committee expects to bring its recommendations to the 2026 Annual Town Meeting. The Committee has developed the following process for reviewing, recommending, and funding of CPA proposals:



Project applications follow these steps:

Recommended Preliminary Consultation:

The Committee strongly recommends that applicants schedule a meeting with the Committee prior to submitting a CPA application.

Special Considerations for Project Applications above \$300,000

Project applicants are encouraged to request time with the CPC prior to the application submission, no later than October 31st, to preview the major elements of the proposal and to provide an early opportunity to identify any points of concern and potential options to mitigate them.

The Committee may request the Acton Finance Committee liaison's review of the financial elements of the application once received.

Step 1. Submit Completed Application by November 24th, 2025.

Applications must be received by November 24th, 2025 to be eligible for ordinary consideration at the 2026 Annual Town Meeting. The Committee reserves the right to extend or waive the deadline due to exceptional circumstances.

Applications for CPA funding must be submitted electronically to cpc@actonma.gov in *.doc or *.pdf format* only.

Any revisions submitted by the applicant must receive prior consent of the committee.

(See detailed instructions under Guidelines for Submission later in this document)

Step 2. Community Preservation Committee Review and Public Comment

A. Application Review: The Community Preservation Committee will review submitted applications to determine whether the proposed projects are:

1. Eligible for Community Preservation funding; and
2. Sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration; and
3. Consistent with the goals for CPA funding as set forth in this Plan; and
4. Signed by the property owner.

B. Project Review Meetings: The Committee will require applicants to meet with the Committee or its representatives to discuss their applications. All Committee meetings are open to the public and publicized according to Town requirements. The Committee will seek public comments on proposed projects. Applicants are encouraged to meet and consult with other appropriate Town committees to assist with the vetting process, for instance with the Open Space Committee for open space acquisition proposals or with the Historical Commission for Historic Resources project proposals.

C. Notification: The Committee will notify applicants of its decisions concerning recommendations. It may ask eligible applicants to submit additional information.

D. Committee Recommendations: The Committee will make its final recommendations for funding in the form of one or more warrant articles included at the 2026 Annual Town Meeting. The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. The Committee's recommendations to Town Meeting may include detailed project scopes, conditions, and other specifications as the Committee deems appropriate to ensure CPA compliance and project performance.

Step 3. Town Meeting Vote

The Committee will present its recommendations to the 2026 Annual Town Meeting for discussion and vote. Town Meeting has the final authority to award funds from Acton's Community Preservation Act Fund. A simple majority vote is required to approve funding. A two-thirds vote is required for borrowing.

Step 4. Award Letter

For projects approved by Town Meeting, the Committee will issue award letters with information on funding amount, funding conditions, project modification as voted by Town Meeting (if any), Town staff contact information, and guidelines for project execution. A sample letter can be found in the Appendix.

Step 5. Project Execution

Funding for approved projects will be available following the issuance of the award letter subject to conditions contained in the award letter. CPA monies are public funds. Projects financed with CPA funds must comply with all applicable State and municipal requirements, including the State procurement law (M.G.L. Chapter 30B), which requires special procedures for the selection of products, vendors, services, and consultants.

All CPA funds are administered and disbursed by the Town of Acton. All bid documents or requests for proposals must be approved by the Town Manager before publication. All purchases of goods and services require a Town of Acton purchase order issued by the Town Manager or his designee. Final decisions regarding the selection of goods and services are the responsibility of the Town Manager. All contractual agreements with vendors or service providers must be approved and signed by the Town Manager. Payments are made only after the receipt of goods or services. The Town Manager may approve partial payments for partially completed service as may be specified in a Town-approved service contract or on a case-by-case basis at his discretion.

Where a private funding source supplements a CPA appropriation for a project to be carried out by the Town of Acton or on land owned by the Town of Acton, all such private funds must be donated to the Town of Acton before any goods or services are procured for the project and must be utilized first before CPA funds can be accessed.

The guidelines do not strictly apply where a CPA appropriation is made as a grant to a non-governmental entity. However, the Community Preservation Committee and the Town Manager, or his designee, may require accounting and reporting procedures that are appropriate in the context of the project and satisfy the Town's need to comply with municipal finance laws.

For questions about procurements and other financial requirements and procedures, the applicant should contact the Town Treasurer at (978) 929-6623 or treasurer@actonma.gov. General questions concerning the application process should be directed to the Planning Division via email at cpc@actonma.gov, or by calling (978) 929-6631. Planning Division staff will assist prospective applicants directly or will refer them to other appropriate Town staff.

The Committee will request project status updates from Fund recipients. The purpose of such updates is to aid the Committee in tracking the project progress, identifying issues, and refining the Plan.

Upon commencement of the Project, Recipient agrees to post, in a location mutually acceptable to the parties, a temporary sign provided by the Committee stating that the Project was funded through the Town of Acton's Community Preservation Act Program. The temporary sign shall be posted outside in an area conspicuous to the public view for the duration of the construction period.

Upon completion of the Project, the Recipient shall post a permanent sign with a Committee approved design and in a location mutually acceptable to the parties stating that the Project was funded through the Town of Acton's Community Preservation Act program. This permanent sign may be inside of the building, if any, in a conspicuous area, and it must remain in place after the Completion Date of the Project. Signs must contain the following statement: "This project was funded in part by the Residents of Acton through the Community Preservation Act." The sign may also identify the Project component being funded with the CPA funds. All signs shall comply with applicable regulations.

Recipients shall also identify that the Project was funded through the Town of Acton Community Preservation Act in its written and verbal publicity materials about the Project.

CPA projects must commence within 3 years and 1 month from the date of the Town Meeting appropriation (see Acton Town Charter) with the exception of any appropriations to the Community Housing Program Fund which shall continue to be available for the purpose specified until expended for that purpose. The funding for any project not started within said time is automatically rescinded unless Town Meeting has expressly waived the time lapse period or voted to renew the appropriation. Any funds that are unused and left over after the completion of a project are recaptured and returned to the CP Fund for future CPA project appropriations.

Procurement process for CPA projects performed by private and non-profit entities

There is no legal requirement for private or non-profit entities to comply with State procurement rules. However, the Community Preservation Committee needs to make sure that taxpayer funds are properly stewarded, and that the best value is obtained. Therefore, the following procurement rules will apply to private and non-profit entities utilizing CPA funds. These rules are based on the standards and thresholds applicable to public projects. Grant recipients must document their efforts to comply when applying for reimbursement. The Community Preservation Committee recognizes that vendors and contractors for certain services are limited. Grant recipients do not need to receive the number of quotes specified below; they only need to document that a good faith effort was undertaken to obtain those quotes.

Projects under \$10,000

Sound Business Practice

"Defined as periodically soliciting price lists or quotes from a bidder who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance".

Projects above \$10,000

Solicit quotes

"Use a written scope of work statement to solicit written responses from no fewer than 3 persons who customarily perform such work and who have the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance".

There are certain requirements for municipal projects above \$10,000 for design or construction. Depending on what type of project, sealed bids may be required. [HERE](#) is the procurement sheet that outlines state requirements and thresholds for each project type. Please contact the Planning Department and/or the Town Manager's Office for further guidance.

GUIDELINES FOR SUBMISSION

The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Plan goals, and in conjunction with the "Review and Recommendation Criteria" section of this Plan.

- Each project funding application must be submitted using the *Community Preservation Plan* "Project Application Form." Additional pages should be added as necessary.
- Project funding applications shall consist of:
 - 1 electronic copy of the complete application in *.doc or *.pdf format, and

Applications must be received by November 24th, 2025. to be considered at the 2026 Annual Town Meeting. Submit applications to: cpc@actonma.gov

- Funding applications should be for projects that can commence immediately and that can be completed within 5 years.
- Funded projects are required to post permanent signage once the project is complete. Please include information on how you plan to address the signage requirements listed on page 25.
- If submitting multiple applications, projects should be submitted in order of priority.
- Applicants should review the CPA, the Acton CPA Bylaw (Chapter S), and this *Community Preservation Plan* prior to submitting CPA funding applications.
- Applicants should prepare itemized project scopes, with details describing each item and its estimated cost.
- Prior to submittal, applicants are encouraged to clarify with the Committee, the Planning Division, or their own legal counsel as to the eligibility of their project under the Community Preservation Act (M.G.L. Ch. 44B)
- If applicable, applicants should be prepared to provide their own legal counsel for matters relating to conservation and historic preservation restrictions and/or legal filings.
- Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained.
- Every project proposal involving the rehabilitation of a historic resource should include a quote or detailed cost estimate for certification by a qualified individual that the project as conducted and completed complies with the Standards for Rehabilitation stated in the United States Secretary of the Interior Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68. The qualified individual should be listed on the most recent Preservation Directory compiled by Preservation Massachusetts or have considerable experience with United States Secretary of the Interior Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.

- If the funding application is part of a longer-term project that will rely on other existing or anticipated funding sources, including additional future CPA project applications, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under "Review and Recommendation Criteria":

Community Resources:

- encourage and preserve open space and agriculture
- promote/maintain diversity in housing stock
- preserve historic resources
- re-use existing structures
- enhance social, economic, cultural, historical, and natural resources, and their diversity
- preserve/revitalize historic centers/districts
- acquire/preserve threatened resources
- be consistent with Town planning documents
- Promote Smart Growth and sustainable development principles

Community Impact/Needs:

- provide present and future uses
- increase/expand recreational facilities
- protect environmental/water resources
- address community need/fill void in community
- maximize number of people affected/benefiting
- meet needs of under-served populations
- meet multiple needs and populations

Fiscal Impact:

- initial cost
- ongoing maintenance or program costs
- minimize financial impact on taxpayers
- debt commitment
- multiple funding sources
- revenue generation
- feasibility

Other Factors:

- degree of urgency
- required timeline or impending deadlines
- complexity of execution

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org. For information on Acton's Community Preservation activity, visit the Town website at www.actonma.gov.

REVIEW AND RECOMMENDATION CRITERIA

It is the responsibility of the Committee to review all projects proposed for funding through the CPA Fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded. To be considered eligible for review by the Committee, a project must at a minimum meet the statutory requirements of the CPA.

A project submitted to and deemed eligible for consideration by the Committee will be evaluated in relation to the following "Review and Recommendation Criteria." Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. The Committee will also give consideration to the urgency of the project, with consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant.

- The project is consistent with the goals of the Town of Acton *Community Preservation Plan*.
- The project is consistent with the Acton 2020 Comprehensive Community Plan, the Town of Acton *Open Space and Recreation Plan*, the 2025 Housing Production Plan, the Climate Action Plan, and other Town planning documents that have received wide scrutiny and input. These are available at the Acton Planning Division, the libraries, and on www.actonma.gov. In the case of Historic Resource projects, the work specified is consistent with the Secretary of the Interior Standards for Rehabilitation – see Appendix 5.
- The project is economically or otherwise reasonably feasible to implement.
- The project serves a currently under-served population.
- The project serves multiple needs and populations and/or addresses more than one focus area of the CPA.
- The project leverages additional or multiple sources of public and/or private funding.
- The project utilizes, preserves, protects, or enhances currently Town-owned open space, recreation, historic and/or housing assets.
- The project is consistent with recent Town Meeting actions.
- The applicant/applicant team has successfully implemented projects of similar type and scale or has demonstrated the ability and competency to implement the project as proposed.
- The applicant has site control, or the written consent by the property owner to apply.
- The applicant has given notice of the proposed project to abutters and the neighborhood where the project is proposed.

Any projects proposed for Town owned property must be vetted and prioritized by the Select Board by January 1, 2026. The CPC will use the prioritization as one factor in the discussion.

PROJECT APPLICATION FORM – 2026

Due Date: November 24th, 2025

Applicant:

Submission Date:

Applicant's Address:

Purpose: (Please select all that apply)

E-mail:

- Open Space
- Community Housing
- Historic Resources
- Recreation

Town Committee (if applicable):

Project Name:

Project Location/Address:

Amount Requested: \$

If above \$300,000, did you meet with the CPC prior to this application? YES / NO

***Funded projects are required to post permanent signage once the project is complete. Please include information on how you plan to address the signage requirements listed on page 25. To account for signage cost, please add \$1,000 to your requested amount to pay for permanent signage.**

***Please round to the nearest dollar amount—no cents.**

Project Summary: In the space below, provide a summary of the project. Please be sure to include details on how your project aligns with the relevant goals listed in the Plan, and an overview of the budget with projected final costs.

Estimated Date for Commencement of Project:

Estimated Date for Completion of Project:

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Submit:

- **1 electronic copy of the complete application in *.doc or *.pdf format.**
- **For projects involving the Rehabilitation of Historic Properties please include in the project budget a line item for the confirmation by a qualified professional that the completed work meets the Secretary of the Interior Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68 (see also Guidelines for Submission and Appendix 5).**

to: cpc@actonma.gov

Submission Deadline: November 24th, 2025

Attach the following with all applications:

- **Narrative:** A complete and detailed description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the residents of Acton and how the project is consistent with the Community Preservation Plan's "Guidelines for Submission" and "Review and Recommendation Criteria." Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Project Scope:** An itemized project scope, with details describing each item and its estimated cost.

For example:

Item	Quantity	Estimated Cost
Total		

- **Cost Estimate:** Professionally prepared appraisal; or professionally prepared quotes or cost estimate (or detailed cost estimate with full explanation by line item and back-up material). All contingencies should include a clear rationale.
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or

historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.

- **Neighbor(hood) Outreach:** For new development projects, such as new community housing or new recreation facilities, provide evidence that neighbors have been contacted and had an opportunity to comment on the proposed project. Provide documentation on how the project application is responsive to the neighbors' comments and concerns.
- **Maps:** USGS topographical map, assessors map, or other map as appropriate, showing location of the project.
- **Photographs** of the site, building, structure, or other subject for which the application is made.

Include the following, if applicable and available:

- Record plans of the land.
- Natural resource limitations (i.e., wetlands, flood plain).
- Zoning (district, dimensional and use regulations as applies to the land).
- Inspection reports.
- 21E Reports and other environmental assessment reports.
- Cost estimate for the preparation of baseline documentation and conservation and/or historic preservation restriction.
- Cost estimate for ongoing site monitoring and potential enforcement of a restriction.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.
- Historic Properties Inventory Form.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful for the Committee in considering the project.

Notes:

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals. The Committee may ask an applicant to provide a Historic Properties Inventory Form as part of their application. The Committee may request from the applicant a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will collaborate with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements before its favorable funding recommendation to Town Meeting or as a condition in the award letter.

- For projects involving the Rehabilitation of Historic Resources, please include in the project budget a line item for the confirmation by a qualified professional that the work meets the Secretary of the Interior Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68 (see also Guidelines for Submission and Appendix 5).

APPENDIX

1. 2025 Project Proposals and Committee Funding Recommendations

Applicant	Project	Requested Amount	Final Recommended Amount
Town of Acton	Interpretive Panel at Heath Hen Meadow	\$ 3,000.00	\$ 3,000.00
Town of Acton	Disc Golf Design and Construction	\$ 40,835.00	\$ 40,835.00
Town of Acton	Greening the Red House: A Living Example of Community & Climate Resilience	\$ 78,000.00	\$ 78,000.00
Friends of the Acton Arboretum	Acton Arboretum Draft Master Plan Design, Layout, and Copy Editing	\$ 7,000.00	\$ 7,000.00
Town of Acton	53 River Street Construction	\$ 201,000.00	\$ 201,000.00
Town of Acton	53 River Street Historic Signage	\$ 26,000.00	\$ 26,000.00
Infant Toddler Children's Center	ITC: Hapgood Family Farmhouse	\$ 445,475.00	CPC Not Recommended
Theatre III	Theatre III Stabilization and Historic Preservation of Building Exterior	\$ 132,200.00	\$ 132,200.00
RH Adhesives	RH Adhesives Fire Suppression Upgrades	\$ 97,786.00	\$ 97,786.00 (\$40,458.68 funded from Historic Resources Set-Aside Fund)
Town of Acton	Acton Library Preservation Assessment & Collection Identification	\$ 9,063.20	\$ 9,063.20
Acton Historical Society	Window Repair, Reglazing, and Selected Interior Painting	\$ 17,666.00	\$ 17,666.00

Town of Acton	17 Woodbury Lane Community Space – Window Shutters Replacement & Hardscape	\$ 155,000.00	\$ 106,280.00
Acton Housing Authority	McCarthy Village Window Replacement	\$ 242,560.00	\$ 242,560.00
Acton Housing Authority	Sachem Way Playground and Garden	\$ 50,000.00	\$ 50,000.00
Town of Acton	Regional Housing Services Office (1 Year)	\$ \$50,000.00	\$ 50,000.00
Town of Acton	Community Housing Program Fund	\$ 200,000.00	\$ 50,000.00
Town of Acton	Open Space Acquisition and Set Aside	\$ 750,000.00	\$ 750,000.00
Town of Acton	CPA Admin Support	\$ 72,454.00	\$ 72,454.00

The 2025 Annual Town Meeting adopted all the Committee's recommendations in the above table.

The remaining general CP Fund balance after the 2025 Town Meeting appropriations is \$20,623.90. The Open Space Set-Aside Fund appropriations are cumulative and subject to future appropriations by Town Meeting for specific projects or land acquisitions. The Open Space Set-Aside Fund balance after the 2025 Town Meeting appropriations into the fund and from the fund is \$616,891.72. The balance in the Historic Resources set-aside account is \$0. The balance in the Community Housing set-aside account is \$0.

2. 2025 Annual Town Meeting – Community Preservation Project Article

Article 10 (Majority vote) Community Preservation Program – Direct Appropriations from Fund Balances

To see if the Town will appropriate or set aside for later appropriation, and authorize and direct the Select Board and the Town Manager to expend or set aside, the amounts listed below for community preservation purposes, with such expenditures to be subject to conditions listed in the Article's Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation:

Item	Project	Description	Category	Recommended Amount
A	Interpretive Panel at Heath Hen Meadow	Design and install informational panel at Heath Hen Meadow Conservation Land boardwalk bridge & finish railing.	Recreation	\$3,000
B	Disc Golf Design and Construction	Design and construct a 6-hole disc golf course (plus 1 practice basket) abutting NARA.	Recreation	\$40,835
C	Greening the Red House: A Living Example of Community & Climate Resilience	Build accessible patio, bioswale, signage, and community environmental education space for the Climate Resilient Park at 468 Main Street.	Recreation	\$78,000
D	Acton Arboretum Draft Strategic Plan Design, Layout, and Copy Editing	Draft & complete Acton Arboretum Strategic Plan by a professional copy editor.	Recreation	\$7,000
E	Acton Housing Authority – Sachem Way Playground and Garden	Prepare site for a new playground at Sachem Way which includes moving existing community garden.	Recreation	\$50,000
F	53 River Street Construction	Fund final grading and construction for the park at 53 River Street.	Recreation	\$201,000
G	53 River Street Historic Signage	Research, design, fabricate, and install historical signage for the park at 53 River Street.	Historic Resources	\$26,000
H	Antique Fire Apparatus Restoration	Restore two Acton 1936 antique fire engines.	Historic Resources	\$100,000
I	Theatre III Stabilization and Historic Preservation of Building Exterior	Stabilize and preserve the building including: repair rotted wood, railings, boiler room ventilation, and evaluating exterior walls.	Historic Resources	\$132,200
J	RH Adhesives Fire Suppression Upgrades	Install & connect fire suppression system throughout an historic mill building.	Historic Resources	\$97,786 (\$40,458.68 funded from Historic Resources Set-Aside Fund.)
K	Acton Library Preservation Assessment &	Assess the Town's historical documents and artifacts at the Acton	Historic Resources	\$9,063.20

Item	Project	Description	Category	Recommended Amount
	Collection Identification	Memorial Library & prioritize them for preservation.		
L	Acton Historical Society Window repair, reglazing, and selected interior painting	Repair & reglaze 49 windows on the three buildings at the Hosmer House site & paint interior of Hosmer House.	Historic Resources	\$17,666
M	17 Woodbury Lane Community Space – Shutters Replacement & Hardscaping	Install shutters & hardscape, including accessible walkways & seating.	Historic Resources	\$106,280
N	Acton Housing Authority – McCarthy Village Window Replacement	Replace 158 existing windows located at 1-2 Sachem Way.	Community Housing	\$242,560
O	Regional Housing Services Office	Fund one year of service to meet the administrative, compliance and monitoring needs for the Town's existing affordable housing units and to further regional housing goals.	Community Housing	\$50,000
P	Community Housing Program Fund	Replenish the Fund to acquire, create, preserve, and support community housing.	Community Housing	\$50,000
Q	Open Space Acquisition and Set-Aside Fund	Replenish the Fund to acquire, create, preserve, rehabilitate, or restore open space.	Open Space	\$750,000
R	CPA Admin Support	Fund administrative and legal expenses incurred in connection with the support of the Community Preservation Act.	Admin Support	\$72,454
S	Wright Hill Open Space Land Acquisition – Debt Service	Pay annual debt service for purchase of Wright Hill Open Space in 2014. Pay-off date: 7/1/31	Open Space	\$67,800 funded from the Open Space Acquisition and Set-Aside Fund.
T	Piper Lane Open Space Land Acquisitions – Debt Service	Pay annual debt service for purchase of Piper Lane Open Space in 2020. Pay-off date: 3/15/36	Open Space	\$46,900 funded from the Open Space Acquisition and Set-Aside Fund.
U	19 and 35 Wetherbee Street Open Space Land Acquisitions – Debt Service	Pay anticipated debt service payment for FY26 for 19 and 35 Wetherbee Street, authorized for purchase at the November 2024 Special Town Meeting.	Open Space	Up to \$168,790.28 from the Open Space Acquisition and Set-Aside Fund.

And to meet such appropriation, expend:

- \$1,993,385.52 from the FY 2024 Community Preservation General Fund balance;

- \$40,458.68 from the Historic Resources Set-Aside Fund balance; and
- Up to \$283,490.28 from the Open Space Set-Aside Fund balance.

And, provided that, pursuant to Town Charter Section 6-5 that the appropriation to the Community Housing Program Fund shall not lapse three years and one month following the effective date of the vote on this article, and that this appropriation and all prior appropriations to the Community Housing Program Fund shall continue to be available for the purpose specified until expended for that purpose or until the CPC recommends and Town Meeting votes to rescind the appropriation of any unspent funds appropriated for this purpose.

And, whereas Massachusetts General Laws Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the FY 2024 Community Preservation Fund Revenues at least 10% for open space, 10% for historic resources, and 10% for community housing, and the recommended appropriations for open space, historic resources, and community housing each meet or exceed 10% of the FY 2024 Community Preservation Fund Revenues, but recognizing that Town Meeting may vote to delete or reduce any of the recommended amounts to see if, in the event that recommended amounts are deleted or reduced, the Town will vote to appropriate as a set-aside for future spending from the FY 2024 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% (\$170,933.50) of the FY 2024 Community Preservation Fund Revenues for open space, historic resources, or community housing; or take any other action relative thereto.

Summary

This article would make appropriations from the Town's Community Preservation Fund balance, and from the Community Preservation Set-Aside Funds. The Community Preservation Committee recommends all items listed.

In 2002, the Town adopted the Community Preservation Act, Massachusetts General Laws Chapter 44B (CPA). This established Acton's Community Preservation Fund through a 1.5% annual surcharge on real estate property tax bills with certain exemptions and made the Town eligible to receive annually additional monies from the Massachusetts Community Preservation Trust Fund, which are added to the Town's Community Preservation Fund. Under the CPA, the Community Preservation Fund may be used to acquire, create and preserve open space; to acquire, preserve, rehabilitate, and restore historic resources; to acquire, create, preserve and support community housing; to acquire, create, preserve, rehabilitate and restore land for recreational use; to rehabilitate and restore open space and community housing that were acquired or created with Community Preservation Funds; and for certain related expenses in support of the foregoing. Community housing is defined as housing for low- and moderate-income individuals and families.

In September 2024, the Community Preservation Committee published its 2025 Community Preservation Plan (<https://doc.acton-ma.gov/dsweb/View/Collection-18530>) with guidelines for the submission of projects seeking funding. The Committee reviewed the applications, interviewed proponents, and solicited legal opinions on the proposals to help evaluate their eligibility under the Act. This article represents the Committee's overall recommendation for appropriations, which includes recommended funding from the available Community Preservation Fund balances for the proposed projects and programs, debt service on a prior year bonds, and administrative program support. The recommended funding levels may differ

from the amounts requested by the projects' proponents; some of the proposed projects have undergone transformations from how they were proposed originally; and some proposed projects were not recommended for funding.

For further information on the recommended appropriations, please see the applications at <https://doc.acton-ma.gov/dsweb/View/Collection-18663>

Direct Inquiries to: Kristen Guichard, AICP, Planning Director:
planning@actonma.gov / (978) 929-6631
Select Board Member: Dean Charter: sb@actonma.gov / (978) 929-6611

Recommendations: Select Board Finance Committee

3. COMMUNITY PRESERVATION COMMITTEE 2024 ANNUAL REPORT

The Community Preservation Committee (CPC) is responsible for the administration of the Community Preservation Fund, the selection of projects for recommendation to Town Meeting for funding, and the monitoring of the progress of funded community preservation projects. By statute, Community Preservation Funds may be allocated to acquire, create and preserve open space; acquire, preserve, rehabilitate and restore historic resources; acquire, create, preserve and support community housing; acquire, create, preserve, rehabilitate and restore land for recreational use; and rehabilitate open space and community housing acquired or created with CPA funds.

In May, the Annual Town Meeting appropriated \$1,668,754 from the Community Preservation Fund.

The appropriation funded 13 projects:

- \$50,000 to the Acton Community Housing Corporation – Community Housing Program Fund
- \$40,000 to the Town of Acton – Regional Housing Services
- \$307,342 to the Acton Housing Authority – McManus Village Window Replacement
- \$200,000 to the Town of Acton – 53 River Street Phase II
- \$100,000 to the Town of Acton – Acton Community Dog Park
- \$40,000 to the Town of Acton – Jones Playground Shade Structure
- \$55,000 to the Town of Acton – NARA Sports Plaza Shade Structure
- \$14,750 to the Town of Acton – National Register of Historic Places Application for Woodlawn Cemetery
- \$23,500 to the Town of Acton – Woodlawn Cemetery Iron Gates
- \$42,900 to Iron Work Farm – Rebuild Faulkner Homestead Chimneys
- \$100,000 to Theatre III – Theatre III Restoration & Repainting
- \$84,626 to the Town of Acton – Town Hall Gutter Restoration & Repainting
- \$71,282 for Administrative Support

It added the following amounts to set-aside funds:

- \$550,000 to the Open Space Set-Aside Fund for the Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration;

And, it funded the following ongoing programs/projects:

- \$69,600 to the Wright Hill Open Space Land Acquisition - Debt Service
- \$53,900 to the Piper Lane Open Space Land Acquisition – Debt Service

To date, CPC funds have supported more than 156 community preservation projects throughout the community. Some community preservation projects that were completed during 2024 were:

- NARA Bridge Boardwalk Reconstruction
- Camp Acton Road Regrading
- Elm Street Tennis Courts
- NARA Sports Pavilion
- East Acton Village Green
- 26 Carlisle Road
- Memorial Library Davis Etchings

The Town raised \$1,447,839 from the local CPA surcharge for FY 2024 and received \$261,496 in State matching funds. In addition, total available funds at the end of calendar year 2024 include \$6,217 in the General CPA fund, \$73,951.67 in recaptured funds from previous project appropriations, and \$1,441,382 in the Open Space Set-Aside Fund*, \$40,458.68 in the Historic Preservation Set-Aside Fund, and \$0 in the Community Housing Set-Aside Fund. The total funds in the CPA General Fund available for appropriation in 2025 is \$2,014,009.42.

*At the November 25, 2024 Special Town Meeting, the town voted to appropriate up to \$1,300,000 from the open space set-aside fund and borrow for a repayment term of not less than 15 years and not more than 20 years up to \$1,300,000 towards the 19 and 35 Wetherbee land acquisition.

In November 2024, the Committee received nineteen project and program applications for funding in 2025, for a total request of \$2,778,039. The CPC reviews all project proposals and interviews each applicant. The CPC then deliberates and decides which projects and at which funding level to recommend to the 2025 Annual Town Meeting. In its deliberations, the CPC considers available funding, the applicants' proposals, legal opinions, applicant interviews, input from Town Boards, including the Select Board and Finance Committee, and comments from the general public.

Since the COVID-19 Pandemic, the CPC has been conducting hybrid meetings. All CPC meetings are open to the public and the Committee welcomes public participation throughout its annual process. Townspeople may e-mail the Committee at cpc@actonma.gov or contact the Town Planning Division at (978) 929-6631 with questions, comments, and feedback. For additional information and to view the current Community Preservation proposals, citizens may visit the Community Preservation page on the Town website at www.actonma.gov. The CPC would like to thank the Planning Division, which provides Town staff support to the Committee.

2024 CPC Members:

James Colman – Conservation Commission, Chair
Stephen Trimble – Recreation Commission, Vice Chair
Lori Cooney – At Large, Clerk

Jaclyn Saltzman – At Large
Michele Ellicks – At Large
Peter Berry – Acton Housing Authority
Victoria Beyer – Historical Commission
Dean Charter – Select Board
Jon Cappetta – Planning Board
Lees Stuntz – Associate
Walter Foster – At Large, Resigned 2024

4. *Sample Award Letters*

For a collection of the Committee's recent award letters please go to <http://doc.acton-ma.gov/dsweb/View/Collection-12509>.

5. The Secretary of the Interior Standards for the Treatment of Historic Properties

The Secretary of the Interior is responsible for establishing standards for all national preservation programs under Department authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. There are four distinct, but interrelated, approaches to the treatment of historic properties -- Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

STANDARDS FOR REHABILITATION

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical and physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

6. *LINK TO PROJECTS AWARDED CPA FUNDS:*

[Community Preservation Coalition Data Bank](#)