

*Town of Pembroke  
Community Preservation Plan  
Overview*

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## **Introduction**

The residents of Pembroke voted to adopt the Community Preservation Act (CPA), in April 2007. The Pembroke Community Preservation Committee (CPC) was formed in October 2007 to make recommendations to Town Meeting on how to utilize the funds raised through the 1% surcharge and the state CPA funds.

The CPA requires that at least 10 percent of the CPA funds received in each fiscal year be spent or reserved for each of the CPA's three main purposes: open space, historic resources, and community housing. CPA funds that are not expended in one year may be “banked” or carried over to subsequent years. However, once CPA funds are banked for a specific purpose, they must ultimately be used for the purpose for which they were banked. The remaining 70 percent of CPA funds in each fiscal year are available to be appropriated or banked, according to the Town's discretion, for one or more of four purposes: the three listed above, as well as for recreational uses. In addition, subject to certain restrictions, up to five percent of the CPA funds raised annually may be used for administrative activities related to the work of the CPC.

The CPC consists of nine members, including members appointed by and from the Conservation Commission, the Historical Commission, the Planning Board, the Housing Authority, the DPW, the Open Space Committee and the Recreation Commission, as well as two members appointed by the Board of Selectmen.

The CPC is required to study the “needs, possibilities and resources” for community preservation in Pembroke. To that end, we have reviewed existing plans and documents bearing on the four purposes designated for funding under the CPA: open space, recreation, historic resources and community housing.

In reviewing new projects, the CPC:

- Will be a catalyst for projects, not an initiator;
- Will be a donor, not a developer;
- Will utilize community goals previously set forth in other public documents that have received wide scrutiny and public input;
  
- Will attempt to meet multiple community preservation goals in each project; and
- Will communicate its mission and goals to the general public.

## **Purpose**

This Plan is a summary of our work in developing community preservation goals for Pembroke. We have attempted to synthesize all planning efforts addressing the four purposes identified in the CPA. We have reviewed Pembroke's current resources and have outlined the needs and possibilities for community preservation activities enhancing open space, recreation, historic resources and community housing. We have set out the guidelines we will use to evaluate project proposals as well as the process we will follow during this undertaking.

This Plan sets out the goals and aspirations of the CPC as we begin our first year of implementation. The purposes of this Plan are to

- \* Provide both broad and specific goals that lie behind the CPC's recommendations.
- \* Specify the framework CPC will use in formulating its recommendations, both for the applicants and the understanding of Town Meeting.

Pembroke has a long-standing history of carefully assessing our Town's needs and goals in light of our shared values. The Pembroke Master Plan, the Open Space and Recreational Plan, and the Town's Housing Strategy and Plan were created in this spirit. We expect that the CPA will become a resource for carrying out the thoughtful community preservation recommendations contained in these studies.

The subsequent sections of this Plan discuss community goals and projects specific to preservation within each of the four designated purposes of the CPA. In addition to these goals, the CPC has articulated a set of overarching guidelines that apply to all projects, regardless of the categories under which they fall. The CPC will use these guidelines in its review and decision-making process. They are intended to provide additional guidance to those preparing applications for funding. Not all guidelines will be appropriate for every project.

## **Decision Guidelines**

The Pembroke Community Preservation Committee will only consider proposals that are eligible for Community Preservation Act (CPA) funding according to the terms of the CPA legislation; specifically, proposals for;

- The acquisition, creation, and preservation of open space.
- The acquisition, preservation, rehabilitation, and restoration of historic resources.
- The acquisition, creation, and preservation of land for recreational use.
- The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
- The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.

Preference will be given to proposals that meet as many of the following general criteria as possible:

- Are consistent with current planning documents that have received wide scrutiny and input and have been adopted by the town;
- Preserve the essential character of the town as described in the Comprehensive Plan;
- Save resources that would otherwise be threatened;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

The general guidelines stated above apply in combination with category-specific goals outlined below in the next four sections of this plan.

## **Process**

The Town Administrator, Town Boards and Departments, Civic Organizations, and Residents may bring proposals for funding to the CPC. In some instances, the CPC may be the catalyst for projects that meet the goals of this plan. The CPC will give favorable consideration to those proposals which best meet our guidelines and are consistent with Pembroke's goals in the areas of open space, recreation, historic resources and/or community housing.

The CPC does not have the power to appropriate funds for particular projects, only to make recommendations to Town Meeting. Under the law, the power to appropriate CPA funds is reserved solely for Town Meeting, acting only upon the recommendations of the CPC. For these reasons, we want to provide a strong and consistent rationale for our recommendations.

The CPC seeks a Town-wide and long-term perspective. It expects to recommend projects that will have a significant long-term impact on the Town. We may choose to recommend to Town Meeting that some or all of CPA funds be "banked" or reserved for significant projects and opportunities in the future. We are seeking to create an effective process through which organizations and citizens may gain access to the CPA funds for projects that will enhance our Town.

### **Further Information**

Copies of this document, as well as an **Application for Community Preservation Funding**, are available at the Town Hall.

This Community Preservation Plan is respectfully submitted to the residents of Pembroke in the hope that it will provide a focus and catalyst for significant enhancement of community preservation goals in Pembroke.

Adopted by the Community Preservation Committee on February 28, 2008.