

**TOWN OF BOXFORD
COMMUNITY PRESERVATION COMMITTEE**

TASKS FOR CPC ADMINISTRATOR:

1. Act as liason with other town boards, public and others who need information on the CPA in Boxford.
2. Arrange schedules for vendor and other meetings that take place outside our monthly posted meetings, and arrange to get CPA personnel on the agenda of other town boards when needed.
3. Perform project manager functions on approved CPA projects. Monitor the progress of applicants on their projects, review vendor contracts, make sure procurement procedures are handled by CPO, and review expenditures from the CPA for projects.
4. Perform project manager & research functions on CPA projects being prepared for Town Meeting. Similar to #3, but these tasks would help CPC get ready for Town Meeting, including the preparation of presentations for Town Meeting.
5. Write and distribute press releases on CPA projects, and follow up with press to arrange interviews. Also write and distribute memos to other town boards, such as memos reminding everyone of our CPA deadline.
6. Process all CPA invoices (check for accuracy, obtain CPC signatures, copy, deliver to accounting department, field status calls from vendors).
7. Arrange all details for our annual Public Hearing, and other public CPA meetings (such as last year's housing forum in West Boxford).
8. Update CPA page on Town website and other related CPC websites.
9. Field questions on applying for CPA funding, help and advise applicants as they complete applications, check applications for accuracy, copy and distribute to CPC members.
10. Perform research functions on CPA projects. For example, for land and housing projects we often have to obtain assessor's information or research deeds, CR's, easements and other documents in files at the Town Clerk, Cons Com, Planning Board, etc.

Other tasks, as assigned by the Committee.