

Project Liaison Policy for Town Projects

In order to ensure that allocated Community Preservation Act (CPA) funds for Town projects are more efficiently managed, the Community Preservation Committee (CPC) hereby establishes this policy for assigning Town personnel to oversee the implementation of CPA-funded Town projects. This document is intended to assist the CPC and the Town in providing a clear and concise path to project completion.

Massachusetts General Law¹ prescribes that publicly funded construction projects over \$1.5 million hire an independent third party as Owner's Project Manager (OPM), in order to ensure that such projects are carried out expeditiously, and in the best interest of the public. Most CPA-funded projects are smaller than that, or do not involve construction if they are on that scale². It is therefore established that the CPC shall assign a Town employee to serve as Project Liaison (PL), who would fulfill a role similar to an OPM on appropriately designated CPA-funded Town projects under \$500,000.³ The CPC shall request an outside consultant be designated on projects at or above \$500,000. The cost of said consultant for the CPA-eligible portion of the project shall be added to the cost of the project such that the additional cost would be eligible for CPA funding.

In this manner, there would be a person who would serve as a control point in order to oversee the progress of the project, and who would serve as a contact for the project, and be responsible for providing periodic updates to the CPC as required or requested. A staff member or paid consultant should perform the duty of overseeing a given project. Board and committee members are volunteer positions, and although they may and often do have important information regarding a project, they are not paid employees, and it is not proper to place that level of responsibility on a volunteer.

This memo is intended to assist in determining whether a PL is necessary on certain Town projects, and further to identify who the PL would be. For example, the Executive Director of Development Services interacts with the Building Department and Town

¹ MGL Ch. 149, s. 44A½

² To date, the only CPA project that would have required an OPM was cancelled prior to its inception.

³ For the purposes of this policy, construction costs refer to the CPA-funded portion only, and are exclusive of the cost of an OPM or PL.

Planner, and supervises the Environmental Affairs Officer and the Engineering Department.

The CPC has identified a number of project types that could fall under that person's authority:

1. Building Department - The Building Department enforces decisions of the Planning Board and the Zoning Board of Appeals. CPA projects often require building permits. The Engineering Department and the Town Engineer often interact on the permitting process for CPA projects.
2. Planning Department and Planning Board - Although that particular person does not directly oversee the Planning Board, decisions the Planning Board makes are enforced by the Building Department, and the Engineering Department is often involved in the permitting process.
3. Environmental Affairs Officer - Includes open space and passive recreation projects. This is a category of particular interest to the CPC. Additionally, CPA projects often involve wetlands issues that fall under the EAO's jurisdiction.
4. Engineering Department - The Engineering Department has often partnered with boards and committees to develop projects.

Certain other projects may better fall under the supervision of other Town staff. For example, an appropriate Project Liaison on playground projects could be the Director of Recreation. Much of the Town building restoration or work may fall under the Director of Facilities.

It is worth noting that many if not most of these functions are already being performed by someone at the Town level, but not necessarily under a formally established policy.

When recommending a project, the CPC would like to be able to easily identify who would serve as the Project Liaison for that particular project. With a PL in place, we believe that going forward we can avoid the lengthy delays we have experienced on some of our projects up to this point.

Approved by the Community Preservation Committee, January 5, 2022.



Mark Zumanian, Chairperson