CPC Reporting Requirement Policy

Adopted December 6, 2017

Accurate record keeping and reporting are crucial to the successful management of CPC funded activities. Maintaining adequate documentation of CPC funded projects is important for the Town to track performance and to provide adequate support and oversight of projects.

Recipients of CPC funds shall establish and maintain the following records and those records shall be available to CPC if requested. All records shall be accurate, complete and orderly.

1. Administrative records
    a. Files and records that apply to the administration of CPC funded projects, including but not limited to:
        i. General program files
        ii. Legal files, including contracts
2. Financial records
    a. Includes chart of account, journals and ledgers, invoices, procurement information, and other records
3. Project files
    a. Documentation of activities undertaken with respect to the project.

Records shall include a full description of each activity funded with CPC funds, including amount spent.

The records shall document that the funds were spent in compliance with the Town Meeting vote and for the use approved by the Town meeting vote.

CPC shall receive from the recipient of the CPC Funds an Annual Report for each of their CPC funded projects or activities until the account has been spent down or the project deemed final. This report shall be submitted by October 15 of each year to the Director of Planning and Community Development. If the recipient of the CPA funds is a private entity, the Director of Planning and Community Development or designee shall interview the recipient to confirm the funds were received and spent according to the Town Meeting warrant article and complete the form on the recipient's behalf.

The Annual Report shall be submitted on the attached form.

Town of Sudbury

Community Preservation Committee

Annual Reporting Form

Name of Project including year of Town Meeting and Article Number: Open Space & Recreation Plan ATM 23-51

Date of Report: 5 November 2026

Date of Town Meeting Approval: May 2, 2023

Project Proponent: Planning and Community Development Department

Recipient of CPC Funds: Planning and Community Development Department

Name of Person Completing Form: Adam Burney

Description of Project:

Project funding will be used to update the Town's Open Space & Recreation Plan which expired in 2013. Development of a robust Open Space & Recreation Plan will help guide the Town for future acquisitions to be pro-active when lands/opportunities become available. Project funding will also cover the completion of an Athletic Fields Needs Assessment and Master Plan. The Needs Assessment will describe the current state of the athletic fields, and provide an assessment of unmet needs, demand from users, and expected future demand. The Master Plan will help the Town, and the Park & Recreation Commission in particular, dive into these issues more deeply.

Total Project Budget through CPC: $100,000

Total Spent in FY26 $31586.14

Total Spent in prior fiscal years:

Balance Remaining:

Is the project completed? Yes ☐ No ☑

Description of status of the project:

The Open Space and Recreation Plan is progressing. Data collection and public outreach efforts began in February 2026. These included a Town-wide survey, a public open house held in May, and outreach to individual Town Boards and Committees. Draft mapping and Plan sections will be submitted to the Town in early FY27 with a second public meeting scheduled for the fall. Town Staff will review the draft Plan and provide input in addition to that provided at the public meeting for the compilation of the final Plan. The OSRP should be submitted to the Department of Conservation Services in early 2027.

Project results, including any changes since Town Meeting:

Description of other pertinent information: