

Town of Carver
Community Preservation Committee
Project Oversight Guidelines

1. Each approved project shall have a member of the CPC assigned for oversight. This will be a member of the Committee who has no direct tie with that specific project. This assignment will be before the project gets underway (to include any interviewing of potential contractors, etc.).
2. It shall be the responsibility of the selected Committee member to work with the project coordinator to ensure that:
 - a. Project time lines are being met,
 - b. Project expenditures are reviewed prior to submission for approval by the Committee.
 - i. Expenditure approval shall be by not less than the member assigned for oversight (preferable, but not an absolute) and two (2) other members of the CPC.
 - c. Project expenditures are within budgeted amounts,
 - d. Photographs (preferably digital) are taken to show the project's progress,
 - e. Approved signage remains at the site for the duration of the project.
3. It is desirable that the Committee member provide a brief update of the project at each monthly meeting.
4. Should the designated Committee member feel that a portion (or portions) of the project are not proceeding in accordance with the time line as established or there are significant problems with the project, this person should communicate with the Chair or Vice-Chair to determine if a special meeting of the CPC needs to be called.
5. The designated Committee member shall obtain assurances from the applicant that they conform with all applicable state and local regulations (including procurement, construction, etc.).
6. The designated Committee member shall ensure that the Memorandum of Understanding (if any) between the applicant and the Town is in place.