

**TOWN OF BELMONT  
COMMUNITY PRESERVATION COMMITTEE (CPC)**

Minutes: Wednesday, December 13, 2023, Zoom Public Meeting  
Present: Elizabeth Dionne, Margaret Velie, Aaron Pikcilingis, Gloria Leipzig, Carol Berberian, Anne Marie Mahoney, David Lind, Juliet Jenkins  
Other: Matthew Haskell, Brandon Fitts  
Absent: Jacqueline Appel (HDC designee)

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Elizabeth Dionne called the meeting to order at 5:31 PM.

1. Review Final FY25 CPA Funding Applications
  - a. PQ Turf Construction
    - i. The sponsor did not pursue a final application for this cycle, but would likely try for a similar application in a future cycle.
  - b. Chenery Park Design and Engineering - \$300,000
    - i. Elizabeth pulled up this application and noted that Brandon Fitts was available on the call if there were any questions.
    - ii. Juliet asked that this project get a letter of support from the School Department. Juliet followed up asking that when this is designed that there are non-traditional uses considered as well as getting input from many of the recreational programs in Town and not only the obvious uses that the Chenery Park already serves. Juliet asked about the idea of the CPC bringing back the fundraising requirement for CPA projects.
    - iii. Margaret asked about the price increasing from \$105,000 to \$300,000 between the preliminary and final applications. Brandon answered that the price estimates for the total construction of the project have been between \$2M and \$3M and that the market rate for design and engineering right now is at 10% of the estimated total project cost. Margaret added that Brandon should be sure to get a letter of support from the Recreation Commission and the DPW.
    - iv. Anne Marie reiterated the need to get a letter from the School Department. It would be prudent to have the letter identify what portions of the land that the Town controls and what portion the schools control.
    - v. Carol asked how this will affect the stormwater in the area, especially with the knowledge that stormwater requirements will be more stringent in the near future. Aaron noted that there are stormwater drains and swales in existence. There is one in the grass that the fields drain to, and there is another near the basketball courts that the hard surfaces drain to.
  - c. Chenery Park Funding - \$1,000,000

- i. Brandon added that he would pursue new estimates for the design/ engineering as well as the total expected project cost.
  - d. FY2025 Project Contingency Fund Annual Appropriation - TBD (a % of total proposed projects)
    - i. There were questions of the process of how these funds would be used. Elizabeth noted that these funds would sunset at the conclusion of the next fiscal year. This would be an annual appropriation and not left open for multiple years.
    - ii. Juliet suggested that the date of the 30-month sunset as well as the expected annual deliverables should be added to the award letter.
  - e. Fund to Support New Affordable Housing - \$250,000
    - i. Gloria stated that the project is to incentivize current developers to include more affordable housing in their projects, and that hopefully this would create more affordable housing in different areas around Belmont.
    - ii.
    - iii. At the end of the final application is a draft Notice of Funding Availability. Juliet wanted to be sure that there is something included to help the Town and the fund to protect these funds from favoritism and conflicts of interest.
    - iv. David asked how many people/families these funds are expected to assist. Carol agreed with David's comment that this funding might be better used to help more families through larger projects like the Housing Authority.
    - v. Anne Marie agreed that more affordable housing is necessary in Belmont. She asked if adding these funds to the Sherman Gardens project could get more units for that amount of funding. Gloria responded that the Housing Authority could apply for this funding in the future as the Housing Authority projects move forward.
  - f. Affordable Housing for Town Employees - \$250,000
    - i. This is still being reviewed by Town Counsel for eligibility review.
    - ii. Carol noted that this could become problematic if the Town has a property that is rented or leased to an employee and then that person leaves Town employment.
  - g. Homer House Exterior Paint Restoration - \$99,000
    - i. Anne Marie noted that, outside of the Town-owned historic properties, this House is one of the only privately-owned historic buildings owned by a non-profit.
    - ii. Aaron asked about lead remediation and stated that, if there was indeed a need to do lead remediation, this estimate would be too low. Carol agreed.
    - iii. Carol said that the Woman's Club is coming before the Planning Board on December 19, 2023 to have a restriction removed from their deed that currently blocks Town employees from parking on the Woman's Club property. There is no known reason why this restriction was added, so she is hopeful that they will vote to remove it.
    - iv. Juliet said that she knows that the CPC has asked for a 10% contribution for private entities, but perhaps there should be a threshold for total funding (perhaps covering a period of years) that when reached imposes a higher percentage.

2. Approve Invoices
  - a. Anderson & Kreiger
    - i. David moved to approve the A&K invoice dated 11/29/23 in the amount of \$110. Seconded by Anne Marie. The motion was unanimously approved: 8 Yeas, 0 Nays, 0 Abstentions.
3. Approve Minutes
  - a. June 14, 2023
    - i. Gloria moved to approve the minutes as amended. Seconded by Margaret. The motion was unanimously approved: 8 Yeas, 0 Nays, 4 Abstentions (Aaron, Juliet, Carol, Anne Marie).
  - b. August 9, 2023
    - i. Gloria moved to approve the minutes as amended. Seconded by Margaret. The motion was unanimously approved: 8 Yeas, 0 Nays, 1 Abstention (Anne Marie)
  - c. September 13, 2023
    - a. Gloria moved to approve the minutes as amended. Seconded by Margaret. The motion was unanimously approved: 8 Yeas, 0 Nays, 0 Abstentions.
4. Review Administrative Coordinator Compensation
  - a. Will come with a proposal in January for a monthly stipend to be paid to the Administrative Coordinator instead of tracking monthly hours. The committee was in agreement with this idea.

Gloria moved to adjourn the meeting at 6:45PM. Seconded by Juliet. The motion was adopted by unanimous consent.

Respectfully Submitted,  
Matt Haskell