

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

2018 APR 3 PM 3:36

Minutes: Wednesday, February 14, 2018, Town Hall Conference Room #1, 5:00PM
Present: Anthony Ferrante, Lisa Harrington, Edward Sanderson, Gloria Leipzig, Anne Marie Mahoney, Margaret Velie, Adam Dash, Floyd Carman
Other: Patrice Garvin, Glen Castro
Absent: Andy Rojas

Margaret Velie called the meeting to order at 5:00 PM.

Approved Minutes

Motion to approve minutes, as amended, for Wednesday, January 10, 2018 regular meeting, passed unanimously.

- Floyd Carman moved to approve meeting minutes as amended.

Town Meeting Preparations

Updates on Projects

Anne Marie Mahoney stated that the Capital Budget Committee (CBC) members met but have not voted on CPA projects. Susan Burgess-Cox had a question regarding a court decision last fall and how it would affect the Grove Street project. Gloria Leipzig asked when the Warrant Committee (WC) will distribute their questions for project sponsors. Adam Dash would follow up with the WC. Floyd Carman stated that the WC should get two or three of their members to visit Community Preservation Committee (CPC) members to discuss CPA projects. Adam Dash suggested the WC appoint a liaison to CPC. He noted that it was suggested to him by some members of the WC that the CPC put money aside for the Community Path Project and develop a long range policy. Edward Sanderson asked; what is the question to Stuart Saginor?

Educational Materials to Town Meeting (TM) Members

Margaret Velie stated that project summary should be sent to project sponsors to complete for TM member's packet. The CPC financial overview should be updated as well. Margaret Velie suggested reviewing the draft warrant language for recreation. Floyd Carman stated Wednesday, February 28, WC meeting, and Wednesday, May 2, when CPA projects come up at the Annual Town Meeting.

Veterans Memorial --- Lisa Harrington stated that Joe White spoke at the Historic District Commission (HDC) meeting. The stone walls by the pond and at the corner of Concord Ave. and Underwood were the only historic features. The HDC has asked the Veterans Memorial to

be involved in the design and development. Lisa Harrington stated the Veterans Memorial project was in the bidding document stage. Anne Marie Mahoney stated Kevin Ryan did a beautiful job in front of the Lions Club but retired and moved out of Town. Floyd Carman asked to have Veterans meet with the CPC and the Board of Parks to understand the scope of their project. Edward Sanderson asked; who did Veterans talked to in Town about their project? Floyd Carman and Adam Dash stated that no one in the Town Administration was involved in the project conversation. Lisa Harrington stated Clay Pit Pond, the whole area, is considered historic by the Mass. Historic (please see attachment).

McLean Barn Stabilization --- Lisa Harrington stated the condition assessment cost estimates from the consultant phase I estimate \$260K and phase II \$300K.

PQ Park Playground Fundraising

Floyd Carman stated the CPA request for PQ project is \$615K and that the Town has control of \$35K raised by the Friends of the PQ Park. The total PQ project cost should be \$650K when it goes out to bid. If the project comes in less, the remaining balance is not to be used for additional things of the project. Edward Sanderson stated the PQ project cost estimate increased to \$675K that includes adding a fence extending to Maple Street as it was in the area of improvements. Edward Sanderson stated \$550K cost estimate bid document going out on the street as suggested by Jay Marcotte, Director of Public Works, and WDG Consultant. (Floyd Carman suggested the CPC come up with a private fund raising policy.) Floyd Carman stated that any monies turned over to the Town do so in open session and defined how the monies are going to be used. Edward Sanderson stated creating a 501c3 to turnover monies to the Town required more work versus an alternative approach that's simplistic way for private fund raising. Floyd Carman suggested setting up a bank account and depositing the check once a week and write a policy how the money will be used. Patrice Garvin stated to setup a gift fund. Floyd Carman stated that it makes no difference but just defined how you want to use the money. Anthony Ferrante asked; how does Donna Ruvolo do it? Donna Ruvolo did not want to setup a 501c3. Floyd Carman stated CPC did not asked Donna Ruvolo to setup a 501c3, wasn't asked of Underwood Pool, and PQ. Anne Marie Mahnoey asked; is the alternate bid document being sent out? Edward Sanderson stated no and that the bid is out for \$650K. Gloria Leipzig asked; when does the bid come in? Edward Sanderson stated in three weeks through Jay Marcotte's office. Adam Dash stated guidelines needed to be place for fund raising for rules to be upfront and no confusion from the outset. Anne Marie Mahoney stated the size of some of these projects require an Owner's Project Manager (OPM).

Project Updates

FY14 Preserving and Digitizing Belmont's Vital Records

Floyd Carman stated Ellen Cushman provided a note that all the bills are in for the FY14 project Preserving and Digitizing Belmont's Vital Records.

Motion to close out Preserving and Digitizing Belmont's Vital Records

Anthony Ferrante moved to close out Preserving and Digitizing Belmont's Vital Records, passed unanimously.

FY15 Daniel Butler School Playground Project (phase II)

Floyd Carman stated all the bills are in

Motion to close out Daniel Butler School Playground Project

Floyd Carman moved to close out Daniel Butler School Playground Project, passed unanimously.

FY16 Electrical Upgrade

Floyd Carman stated that all the bills are in for the interior of electrical upgrade at the Belmont Housing Authority.

Motion to close out Electrical Upgrade

Gloria Leipzig moved to close out the Electrical Upgrade, passed unanimously.

FY16 Digitizing of Belmont Newspaper

Floyd Carman stated that this was a Library project digitizing old newspapers and putting them online. All the bills have been submitted and came in under budget.

Motion to close out Digitizing of the Belmont Newspaper

Floyd Carman moved to close out Digitizing of the Belmont Newspaper, passed unanimously.

FY16 PQ Tennis Courts Rehabilitation and Restoration

Floyd Carman stated that all the bills have been submitted by Judi Carmody.

Motion to close out PQ Tennis Courts Rehabilitation and Restoration

Floyd Carman moved to close out the PQ Tennis Courts Rehabilitation and Restoration, passed unanimously.

Floyd Carman stated the only project that remained in the FY16 is the 1853 Homer House project. Wendy Murphy is the contact person. Lisa Harrington stated two bids came in and they should award the project shortly. An approval of an extension is required by the Historic District Commission and CPC.

Margaret Velie stated the walking path design documents have been received.

Gloria Leipzig stated the executive director will be meeting with the Mass. Housing project to assist with the scope and services of the housing project next Thursday at Sherman Gardens.

Other Business

- Administrative expenses
 - Motion to approve administrative expenses
 - Floyd Carman move to approve administrative expenses for Glen Castro
- Next Meeting: Wednesday, March, 14, 2018 at 5pm

The meeting was adjourned at 6:25 pm.

Respectfully submitted,

Glen Castro