

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

Minutes: Wednesday, July 14, 2021, Zoom Public Meeting, 5:00PM
Present: Elizabeth Dionne, Margaret Velie, Michael Chesson, Gloria Leipzig, Stephen Pinkerton, David Kane, Sarah Caputo, Juliet Jenkins
Other: Glen Castro, Matthew Haskell
Absent: Mark Paolillo

Elizabeth Dionne called the meeting to order at 5:00 PM.

Chair Elizabeth Dionne began by welcoming the two new members, Juliet Jenkins and Sarah Caputo. The new members introduced themselves and then the current committee members introduced themselves.

I) Confirm New Committee Administrative Assistant

Elizabeth announced that Glen Castro would be leaving his position as the committee's administrative assistant and that the Town Administrator had suggested Matt Haskell as his replacement. The committee members all thanked Glen for his work with the committee and said that he will be missed.

Motion to confirm Matt Haskell as the new Administrative Assistant

- Gloria moved to confirm Matt Haskell as the new Administrative Assistant. Seconded by Stephen. The motion passed, 6 Yeas, 0 Nay, 2 Abstentions (Sarah and Juliet as they had not yet been sworn in)

II) Approve Meeting Minutes

Motion to approve the regular meeting minutes, as amended for May 12, 2021.

- Stephen moved to approve the regular meeting minutes as amended. David seconded. The motion passed, 6 Yeas, 0 Nay, 2 Abstentions (Sarah and Juliet as they were not committee members at that time)

III) 2022 CPA Plan Proposed Updates

Elizabeth did a general review of the current CPA plan. Add Winn Brook tennis court to administrative fees (chart p.6). Delete Belmont Municipal Light Department from the same list, as approved administrative funds were never spent. On page 8, review table for funding amounts and sources. All budgetary tables to be updated by Matt. Relevant sections to be updated as necessary by Conservation Commission, Historic District Commission, Housing Authority, and Recreation Commission.

IV) CPA Invoice Approvals

Motion to approve the CPA Annual Coalition Dues in the amount of \$4,350.00.

- David moved to approve the payment of the CPA Annual Coalition Dues. Seconded by Gloria. The motion passed, 6 Yeas, 0 Nay, 2 Abstentions (Sarah and Juliet).

Motion to approve the June 10, 2021 Anderson & Kreiger invoice in the amount of \$1,067.50 for matters relating to the grant agreement for Homer House and other matters.

Elizabeth had approved this invoice previously to avoid payment of late fees and so that this would be accurately counted against FY21 administrative expenses.

- Michael moved to approve the payment of the June 10, 2021 Anderson & Kreiger invoice. Seconded by Margaret. The motion passed, 6 Yeas, 0 Nay, 2 Abstentions (Sarah and Juliet).

Motion to approve Glen Castro administrative expenses in amount of \$1,516.00.

Glen noted that he had encumbered money from FY21 to make this payment.

- Gloria moved to make payment of \$1,516.00 to the Administrative Coordinator. David seconded. The motion passed, 6 Yeas, 0 Nay, 2 Abstentions (Sarah and Juliet).

As an aside, Elizabeth mentioned that if in the future that if a project seems to have a need for legal funds that it should be allocated to be taken out of the projects funds and not from the administrative funds for the CPC.

V) CPA Signs

Will post approved signs design to the CPC website. Gloria asked if there can be signs added to projects that were previously approved. Matt to follow up with DPW director.

VI) Discussion of Town Meeting Approval of Increased Administrative Funds

Elizabeth noted that Town Meeting approved and appropriate \$80,000 in administrative funds for FY22. Elizabeth mentioned to David that this should allow more funds for a study of Recreation assets. David said that he has been in touch with Jon Marshall, Town liaison to the Recreation Commission.

There was a discussion of using these increased funds to commission an inventory and conditions study of important historic assets. This would assist the CPC in prioritizing projects and also be helpful for the Town's Long Term Capital Plan. Elizabeth noted that if

the Historic District Commission responded to a study request from the CPC, that there should now be sufficient funding for that as well.

VII) Other Business

- Updates from Liaisons: Long Term Capital Planning Committee, Historic District Commission, Recreation Commission, Housing Trust, Select Board, Warrant Committee

Long Term Capital Planning Committee

Elizabeth explained how many members of that committee are stretched and will be asking the fall Special Town Meeting to create the Comprehensive Capital Committee, encompassing the work of both the Capital Budget Committee as well as the Long Term Capital Committee.

Historic District Commission

Michael said that there is no update at this time.

Recreation Commission

David said that the Town Field project has gone out to bid and hopefully construction will begin soon.

The Recreation Commission met last night to discuss the tennis courts. The plan is to have bids out by mid-August with the end of project projected to be on or before October 15, 2021.

Housing Authority

Gloria said that the Cambridge Housing Authority is going to be doing a presentation on the Sherman Gardens and Belmont Village. Elizabeth mentioned that Frank French has approached her and noted his interest in building affordable senior housing on his property on Pleasant Street.

Warrant Committee

Elizabeth said that there would be a communications subcommittee created by the Warrant Committee to help stop misinformation. The Warrant Committee is planning to have a more active presence at the precinct meetings before Town Meeting. Given events preceding the most recent Town Meeting, the CPC should also consider having a presence at precinct meetings.

Juliet brought up the idea that creating a FAQ on the CPA/CPC to be available on the website could be helpful. Elizabeth asked if Juliet wanted to try to generate a list of questions and volunteered to help with the answers. Margaret also volunteered to help with the answers. Gloria added that the FAQ would help with the general public's understanding of where these funds go and how much of the money comes from the State. Stephen mentioned that this dovetails well with getting the plaques added to older projects.

Planning Board

In the interest of time Stephen deferred his updates until the next meeting.

- Project Updates

Project Updates deferred

- Finalize Committee Calendar for 2021-2022

Elizabeth discussed the proposed meeting calendar. The Committee agreed to move the meeting times to 5:30 PM for normal meetings to help accommodate those committee members commuting to work.

Motion to approve the committee calendar as amended

- Steve moved to approve the committee calendar as amended. David seconded. The motion passed, 6 Yeas, 0 Nay, 2 Abstentions (Sarah and Juliet).

General Locations for the meetings were outlined as written below:

August - Zoom

September – In person

October- Zoom

November – In person

December - Zoom

- Discuss communications/outreach strategy (if any) for new projects

Elizabeth stated that she will reach out to Community Path Project Committee. Each liaison should reach out to their respective committees to remind them of application deadlines. Elizabeth spoke to Town Administrator Patrice Garvin and also said that the CPC's 2021-22 calendar should be shared with the Town Clerk so that it can be sent to all Town Meeting Members.

Motion to adjourn the meeting was made at 6:35PM

- Stephen moved to adjourn the meeting. David seconded. Elizabeth took vote by unanimous consent for this motion, the motion passed.

Respectfully submitted,

Matt Haskell