

TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE

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Minutes: Wednesday, August 13, 2014, Town Hall Conference Room #1, 5:00PM
Present: Floyd Carman, Joe DeStefano, Anthony Ferrante, Anne Marie Mahoney, Andres Rojas, Paul Solomon, Margaret Velie
Absent: Lisa Harrington, Gloria Leipzig
Other: Michael Trainor

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

Approve Minutes

Motion to approve minutes of July 9, 2014 passed with four votes.

- Floyd Carman and Margaret Velie abstained from voting, as they were not present for the July 9, 2014 Meeting.
- Andres Rojas was not present at the time voting took place.

Andres Rojas arrived at 5:02pm

Update: Open Space Housing Inventory

On July 29, 2014 Gloria Leipzig and Margaret Velie met with Angela Vincent (Vanasse Hangen Brustlin, Inc), Mary Trudeau (Conservation Commission) and Judith Feins (Housing Trust). It was decided that a comprehensive inventory would be created by September 2, 2014, at which point prioritization of the potential stock can begin.

Floyd Carman reminded the Community Preservation Committee (CPC) that the funding for this administrative project has been encumbered as part of the fiscal year 2014 CPC budget. Michael Trainor will verify whether there is a deadline for payment before the funding must come from the FY15 CPC budget.

Committee's Update 2014/2015

Project Monitor Reports

Landscape Plan for Intergenerational Walking path at Clay Pit Pond – BETA Group is currently drafting the first iteration of the landscape plan.

Irrigation Improvements at Rock Meadow Community Gardens – Mary Trudeau is revising the request for bids in hopes of attracting more vendors.

(Town hall) Concord Avenue Door Remediation – The first door has been removed and it is hoped that the project will be completed by September 1, 2014.

Comprehensive Cultural Survey – A revised work plan has been submitted, which does not include the creation of a Historic District as part of the project objectives. Andres Rojas, who was the first to be made aware of the discrepancy between the contract and the May 2014 draft of the work plan, cautioned the importance of carefully monitoring CPA projects.

Preserving and Digitizing Belmont's Vital Records – The final report for the overall records is

currently being drafted, and the Town Clerk is waiting to receive bids for the “microfiche” phase of the project.

Daniel Butler School Playground Project (Phase II) – It is expected that work will begin in the fall, as that is the best time of year for plant and landscape work.

Winn Brook Field Renovation – Approximately half of the total sod and sprinklers required for the project have been installed. The invoices have, on average, been slightly under budget, and it is expected that Phase I will be completed by the end of August 2014.

First Time Homebuyer Assistance – Gloria Leipzig met with Metro West Collaborative Development and the Department of Housing and Community. Although there were a few minor questions and comments, the overall outcome was positive and it is anticipated that the residential preference will be approved for this project.

Underwood Pool – It is anticipated that a general contractor will be selected by Friday August 15, 2014.

Status Reporting per M Banker letter to Selectmen

In response to Michele Banker’s letter to the Selectmen (see attached), the CPC determined the format for a report that would show funding and completion status for all Belmont CPA projects. While detailed spreadsheets showing paid and pending invoices exist for each project, it was determined that a summary letter would be more appropriate in response to Michele Banker’s request. Andres Rojas and the other members of the Board of Selectmen will send notification to expect the CPC’s response in September 2014. Paul Solomon noted that this information is already provided in the Town’s Annual Report, in the CPA Plan, and at the Spring Town Meetings. Margaret Velie added that a status update of CPA projects is also routinely given at the September CPC public meetings.

CPA Plan Closing Process

The CPC acknowledged that, while the closing process states pictures of the completed projects must be kept on file, some projects are simply not “picture worthy.” One example is the William Flagg Homer House Building and Investigation Project, where the final report was used to satisfy the CPC’s requirement for a tangible deliverable.

Public Meeting September 18, 2014

The Public Meeting will provide residents the opportunity to learn the status of prior year CPA projects, ask questions about the current year application process, and to have the CPC comment on the CPA funding eligibility for potential projects. Applications and funding eligibility handouts will be provided, and the CPC will stress the expectation for all approved applicants to make project presentations to the Warrant Committee and at the Spring 2015 Town Meeting.

Other Business

Project Bills for Approval

Motion approved unanimously for payment of \$3,500 to the Community Preservation Coalition for 2014 dues.

Project Bills for Approval

Michael Trainor provided a spreadsheet of expenditures for each CPA project. Updates to these spreadsheets, including payment dates, will be sent electronically to the CPC each month. A list of completed CPA projects will be presented at the September 10, 2014 meeting so the CPC can vote to officially close all completed projects.

Potential Future Projects

While no final applications have been submitted at this time, Floyd Carman noted a number of potential projects that may be presented to the CPC during the current or subsequent CPA application process. Floyd Carman asked the other CPC members to notify him of any additional potential projects for tracking purposes.

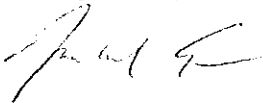
Other Business

- The CPC will be present for the annual Meet Belmont assembly at the Chenery Middle School on Tuesday, August 26, 2014.
- Margaret Velie will reach out to Stuart Saginor from the Community Preservation Coalition and schedule a training course to be conducting at a future CPC meeting.
- Floyd Carman reminded the CPC that the moratorium on bonding will expire in November 2015, at which point the CPC will have to reevaluate its position on borrowing. Joe DeStefano noted that bonding opens the door for larger project requests. Floyd Carman added that compliance restrictions, the inflexible regulations on borrowing, and the impact to the Town's overall debt service ratio must be considered when deciding whether or not the CPC should allow bonding for CPA projects.
- Motion approved unanimously for payment of \$930.02 (24 hours @ \$35.77) to Michael Trainor for administrative work.

The next meeting is scheduled for Wednesday, September 10, 2014 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:09 PM.

Respectfully submitted,



Michael Trainor