

**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE**

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Minutes: Wednesday, February 11, 2015, Town Hall Conference Room #1, 5:00PM
Present: Floyd Carman, Anthony Ferrante, Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney, Andres Rojas, Paul Solomon, Margaret Velie
Absent: Charles Clark
Other: Michael Trainor

Margaret Velie called the meeting to order at 5:01 PM.

Approve Minutes

Motion to approve minutes of January 14, 2015 as amended passed unanimously

FY16 Projects

Warrant Committee, Capital Budget Committee and Board of Selectmen Update

The Warrant Committee submitted questions to the CPC regarding the proposed FY16 CPA projects. Project sponsors were contacted and instructed to provide their responses.

To date, the CPC has received responses from four of the five project sponsors. There were no questions for the Wellington Station Rehabilitation Project, and response is pending regarding the Pequossette (PQ) Tennis Court Project. Anthony Ferrante will follow up with the PQ project sponsors to obtain their answers to the Warrant Committee's questions.

The CPC will then disperse the collected responses to the Warrant Committee, Capital Budget Committee and Board of Selectmen. The Warrant Committee will meet on February 25, 2015 to discuss the CPA projects. Should they have any further questions, Margaret Velie and the project sponsors will be available upon request to attend a subsequent meeting.

1853 Homer House Rehabilitation and Restoration Project

Lisa Harrington will work with the project sponsors to ensure they understand the steps that need to be taken before presenting their proposal to Town Meeting; including reviewing the deed restriction requirements, obtaining "bidable" documents, and preparing a well-defined scope for the project.

While a deed restriction will also be needed for the Wellington Station Restoration Project, the Homer House will likely require a more complex document, leaving little overlap in terms of preparation work. Floyd Carman will confirm with Town Counsel, and ask what the timeframe would be to file the appropriate deed restrictions.

The CPC acknowledged that many logistical issues surrounding the project need to be resolved, including whether the soft costs associated with filing the deed restriction would be reimbursed to the Town should the property ever be sold. However, the CPC will continue to educate themselves on the intricacies surrounding this process in order to assure Town Meeting that sufficient measures have been taken to protect the Town.

CPC Website Discussion

The CPC reviewed a draft of the new website. Paul Solomon stated that the "PROCESS" section should reference the two public meetings that are annually held by the CPC. Margaret Velie noted that pictures of current and pending projects should be added to the website. Margaret Velie and Michael Trainor will continue their work to update the website.

Projects Discussion - FY'14 and FY'15 Project Monitor Reports

FY14 Project Monitor Reports

Comprehensive Cultural Resources Survey – The project is currently on schedule. A meeting is scheduled for next week for a status update.

Preserving and Digitizing Belmont's Vital Records – The Town Clerk anticipates that indexing vital records will continue through the end of February 2015.

FY15 Project Monitor Reports

Daniel Butler School Playground Project (Phase II) – Andres Rojas is working with Joseph DeStefano of the Planning Board to define the scope of the project. Once completed, the project will be put out to bid. The goal is to complete as much of the work as possible during the spring, but the bulk of the work will likely occur during the summer of this year.

(Belmont Village) Electrical Upgrade - Interior Wiring – The contractor is developing a scope for the project. The project sponsors will focus on a single building first and use that experience as a model for completing the rest of the project.

First Time Homebuyer Assistance – Weather and health issues have delayed the approval of the program. However, the project is scheduled to be reviewed next by the Department of Housing and Community Development. Once the program has received approval and is advertised on the Town's website, the 60 day cycle will commence and potential homeowners will begin submitting applications.

Winn Brook Field Renovation – A few remaining invoices are still pending.

Open Space and Housing Inventory Discussion

The CPC will review the Open Space and Housing Inventory that was supplied by Vanasse Hangen Brustlin Inc (VHB) and provide any comments or revisions at the March 11, 2015 meeting. VHB will be asked to update the document based on the CPC's revisions. This final document will then be presented to the Planning Board, the Warrant Committee, the Board of Assessors, Community Development, and the Board of Selectmen.

Other Business

- Administrative Expenses
 - Motion approved unanimously for payment of \$742.00 (20 hours @ \$37.10) to Michael Trainor for December/January administrative work.
 - Motion approved unanimously for payment of \$630.70 (17 hours @ \$37.10) to Michael Trainor for January/February administrative work.

- Floyd Carman distributed information to the CPC from Town Counsel regarding the deed restrictions.
 - The CPC will review and discuss at the March 11, 2015 meeting.
 - Michael Trainor will send an electronic copy to the sponsors of the Homer House Project.
- Michael Trainor will update the online CP-3 form with the correct community asset categories for each current and prior year CPA project.

The next meeting is scheduled for Wednesday, March 11, 2015 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:10PM.

Respectfully submitted,

Michael Trainor