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**TOWN OF BELMONT  
COMMUNITY PRESERVATION COMMITTEE**

Minutes: Wednesday, May 13, 2015, Town Hall Conference Room #1, 5:00PM  
Present: Floyd Carman, Anthony Ferrante, Lisa Harrington, Gloria Leipzig,  
Anne Marie Mahoney, Paul Solomon, Margaret Velie, Jim Williams  
Other: Michael Trainor

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

Approve Minutes

Motion to approve minutes of April 8, 2015 passed with seven votes and one abstention.

- Jim Williams abstained as he was not a member of the CPC at the time of the April 8, 2015 meeting.

FY16 Projects Discussion and Update

League of Women Voters - Warrant Committee Meeting

The CPC agreed that the LWV provided project sponsors the opportunity to become more comfortable delivering their presentations in advance of Town Meeting. While this platform also helps identify any issues Town Meeting members may have with the CPA project proposals, Floyd Carman suggested Precinct Meetings may provide an additional means of educating the public on the CPA. Given the attendance and format of the Precinct Meetings, the CPC may be able to address more complicated questions through focused discussions. Floyd Carman will contact Town Clerk Ellen Cushman and coordinate scheduling for next year's Precinct Meetings.

Town Meeting

In addition to the LWV Warrant Committee Meeting, the Project Summary package that was sent to Town Meeting members was a contributing factor to the CPC's success at the Annual 2015 Town Meeting. As an aside, Jim Williams informed the CPC that he intends to submit a citizen's petition that would require boards and committees to provide Town Meeting with written article opinions (see attachment).

Approval to Hire Town Counsel

Motion approved unanimously to hire Town Counsel to draft a contract that addresses deed restrictions, liens, right of first refusal, and requirement for increased public access for the Homer House and Wellington Station CPA projects. Lisa Harrington will work with the project sponsors to define a measurable level of public access in order to keep the Town in compliance with the Massachusetts Anti-Aid Amendment.

CPA Plan Update and Timeline for Next Year

Motion approved unanimously to accept the FY16 CPA Application timeline as amended. The CPC will review the current draft of the FY16 CPA Plan and provide feedback by June 10, 2015. Updating the "Possible Areas of Focus" for each of the community asset categories will be a high priority.

### FY16 CPA Budget

The CPC agreed that the format used to present the budget in the Town Meeting Project Summary package was effective. Floyd Carman anticipates having actual FY15 figures by the August 12, 2015 meeting, after which point the CPA Plan can be updated.

### Other Business – Belmont Village Electrical Upgrade

*This item was moved forward in the agenda so all CPC members could comment.*

Donna Hamilton, project sponsor for the Electrical Upgrade Project, will submit any available invoices for Phase One to the Treasurers Office by June 26, 2015. Gloria Leipzig will give a project status update at the July 8, 2015 meeting, which will later be forwarded to Town Meeting members. Written quarterly progress reports will be submitted to the CPC, as well as a final progress report for each completed phase of the project.

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

#### **FY15 Project Monitor Reports**

*First Time Homebuyer Assistance* – An info session was held at the Belmont Library on April 30, 2015 and was well-attended by the public. Another info session is scheduled for June 6, 2015. There is a high level of interest for the program and the Belmont Housing Authority anticipates receiving a fair number of applications by the June 15, 2015 deadline.

*Gloria Leipzig left the meeting at 5:45pm*

*Belmont Community Moving Image Archive* – Anne Marie Mahoney met with project sponsors to verify the status of the project. The project sponsors intend to purchase a piece of equipment in order to begin the archival process. Anne Marie Mahoney will continue monitoring the project to ensure progress continues to be made and that invoices are submitted to the Town in a timely fashion.

*Daniel Butler School Playground Project (Phase II)* – A list of vendors has been acquired, with some work being donated by Joseph White, Sr. It is anticipated that the project will be completed by the fall.

*Underwood Pool* – It is anticipated that pool will be completed by August 7, 2015.

*Winn Brook Field Renovation* – Michael Trainor will verify with Joe Urciuolo whether the CPA needs to reimburse the Town for electrical work on the project.

#### **FY14 Project Monitor Reports**

*Comprehensive Cultural Resources Survey* – Lisa Harrington will be meeting with Lisa Mausolf on May 14, 2015 for an update on the project. A detailed update will be provided to the CPC at the June 10, 2015 meeting.

*Irrigation Improvements at Rock Meadow Community Gardens* – After changing the scope of the project and resubmitting an IFB, project sponsors received and accepted a bid for approximately \$8,000.

*Landscape Plan for Intergenerational Walking Path at Clay Pit Pond* – A public meeting is scheduled for June, at which point the Final Plan will be presented. Floyd Carman suggested that, in addition to the written plan, the minutes for this public meeting should be submitted as part of the final deliverable to the CPC.

*Preserving and Digitizing Belmont's Vital Records* – The project is on schedule and expected to be completed by the end of the summer.

#### Open Space and Housing Inventory Discussion

Gloria Leipzig, Margaret Velie, and Mary Trudeau are continuing their work to revise the Open Space Land and Housing Inventory. The Conservation Commission will also provide feedback at their meeting in June.

#### CPC Website Discussion

Margaret Velie and Michael Trainor will continue working to update the CPC website.

#### Other Business

- Motion to approve for payment of \$740.20 (20 hours @ \$37.10) to Michael Trainor for April/May administrative work passed unanimously.
- Grove Street Playground Master Plan – As the CPA was identified in the press as a potential funding source for the upcoming Grove Street Playground Project, Anthony Ferrante and Jim Williams will keep the Recreation Commission and Board of Selectmen (respectively) informed of the project status and solicit their feedback. Floyd Carman suggested that the CPC withhold support for the, at this time, unconfirmed CPA project proposal unless it is endorsed by both the Recreation Commission and Board of Selectmen. Anthony Ferrante added that, if project sponsors wish to submit an application for the Grove Street Playground, the CPC should require a completed engineering study to be included as part of their application packet.

The next meeting is scheduled for Wednesday, June 10, 2015 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:25 PM.

Respectfully submitted,

Michael Trainor