

**TOWN OF BELMONT  
COMMUNITY PRESERVATION COMMITTEE**

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Minutes: Wednesday, August 12, 2015, Town Hall Conference Room #1, 5:00PM  
Present: Liz Allison, Floyd Carman, Anthony Ferrante, Anne Marie Mahoney,  
Paul Solomon, Margaret Velie  
Absent: Lisa Harrington, Gloria Leipzig, Jim Williams  
Other: Michael Trainor, Franklin Tucker

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Margaret Velie called the meeting to order at 5:02 PM.

Approve Minutes

Motion to approve minutes of July 8, 2015 passed with four votes.

- Liz Allison and Floyd Carman abstained from voting as they were not present for the July 8, 2015 meeting.

Meet Belmont – Tuesday, August 25<sup>th</sup>. 6-8:30pm Chenery

Floyd Carman and Michael Trainor will represent the CPC at the annual Meet Belmont event, distributing handouts and answering any questions the public may have about the Community Preservation Act.

Public Meeting – September 17, 2015 discussion

As in previous years, all available CPC members will be in attendance for the public meeting. Margaret Velie will deliver the introduction and provide a brief history of the CPA in Belmont. Floyd Carman will give an update on the previously approved CPA projects before discussing the current application process and timeline. Potential applicants will then have the opportunity to ask the CPC any questions regarding their project proposals. The CPC acknowledged that, while historically attendance has been low, a number of important questions and issues have been raised during these public meetings. The meeting will be held in the Selectmen's Room at 7pm.

Project Updates

**FY14 Project Monitor Reports**

*Landscape Plan for Intergenerational Walking Path at Clay Pit Pond* – BETA Group Inc is updating the Final Plan to reflect comments made at the public meeting held on June 15, 2015. Once these updates have been made, CDs and hardcopies of the Final Plans will be made available to the CPC.

**FY15 Project Monitor Reports**

*Daniel Butler School Playground Project (Phase II)* – Although no invoices have been submitted yet, a portion of the work has already been begun. The project is expected to be completed by the end of the summer 2015.

*(Belmont Village) Electrical Upgrade* – The revised IFB will be released in September and the project could be completed as soon as December 2015. Project sponsors will be asked to attend the next CPC meeting to provide a more detailed update.

*First Time Homebuyer Assistance* – Project sponsors are creating a new marketing plan with the hopes of providing another subsidy with the remaining funds from the CPA grant. More information will be provided at the next CPC meeting in September.

*Winn Brook Field Renovation* – Motion approved unanimous to close the Winn Brook Field Renovation Project and return the remaining \$3,626.46 into the Undesignated CPA Fund balance.

#### **FY16 Project Monitor Reports**

*Belmont Veterans Memorial Project* – Project sponsors have selected a vendor, and the contract is currently being reviewed.

*Digitization of Belmont Newspapers (1890-1923)* – Project sponsors have selected a vendor. It is expected that the project will be completed mid-winter and under budget.

*1853 Homer House Rehabilitation and Restoration* – Town Counsel will be providing the CPC with information on deed restrictions and other means of legal protection necessary for this project.

*Wellington Station Exterior Restoration and Rehabilitation* – Project sponsors have been given the appropriate procurement information in order to proceed with their vendor selection process.

#### CPA Website

The CPC reviewed the new website and provided feedback for improvements, including strengthening the search functionality and adding additional hyperlinks for easier page navigation. Michael Trainor will coordinate with the Town to facilitate these changes.

#### Other Business

- FY16 Budget – According to Floyd Carman, the FY16 revenue collection is estimated at \$1,172,000. After appropriated project (\$1,021,723.24) and administration expenses (\$56,200), the remaining available FY16 available balance is approximately \$94,000. When added to the projected FY17 collections, the anticipated available funding for FY17 projects is estimated at \$1.2 million.

Floyd Carman again suggested that the CPC consider adopting a stabilization fund policy in order to prepare for substantial, unforeseeable CPA eligible projects. A unanimous vote from the CPC would be required in order to access the stabilization fund for a CPA project. Such a policy would allow the CPC to avoid using debt services, to further ensure the public that sound business practices are being followed, and to potentially fund more projects through the additional interest that would be collected.

Liz Allison noted that such a policy would make it possible for the CPC to address land acquisition opportunities. Paul Solomon suggested that the annual contribution to the stabilization fund, were the policy to be adopted, be at the discretion of the CPC and not a mandatory transaction. Floyd Carman will gather additional comments from CPC members and present a draft of the stabilization fund policy at the next CPC meeting.

Margaret Velie questioned whether, in conjunction with the stabilization fund policy, the CPC might wish to consider limiting annual project funding to revenues collected during

its respective fiscal year. In the past, the CPC has used prior year collections and Town Meeting estimated appropriated revenues to fund approved projects.

- Update on CPA Project (CP-3) Reporting to State – Site instability and browser compatibility issues have prevented the completion of the CP-3 report. However, Michael Trainor will upload the remaining Belmont CPA data by the September 15, 2015 deadline.
- Open Space and Housing Inventory – Margaret Velie distributed copies of the most recent draft of the Open Space and Housing Inventory Report. While the CPC will review the document in greater detail prior to the next meeting, some initial concerns were raised.

Anne Marie Mahoney questioned whether identifying private residences as potential Open Space or Housing stock would encroach on individual property rights, and whether parcels with limited open space and housing potential should be included in the document. Anthony Ferrante responded by noting that the document does not force the Town to take any specific actions, nor does it indicate whether a property is available for purchase. The weighted ranking system merely allows properties to be prioritized should acquisition opportunities arise. Liz Allison questioned the basis for the current weighted criteria and suggested sending the full excel file to the CPC members in order to better understand the data being summarized in the Inventory Report.

The CPC will vote whether to accept the Final Inventory Report at the next meeting. Should the Inventory Report receive CPC approval, copies will be made available through the Town's website and distributed to the Town Clerk, Board of Selectmen, and Community Development.

- Motion approved unanimously for payment of \$808.20 (20 hours @ \$40.41) to Michael Trainor for July/August administrative work.
- Potential CPA Applications – Aside from the Grove Street Playground Project, the CPC is unaware of any potential projects for the FY16 CPA funding application process. Floyd Carman reiterated that the Board of Selectmen and Recreation Commission should be required to co-sponsor the Grove Street Playground Project should they wish to be considered for CPA grant funding.
- Signage – The CPC agreed that CPA signs for completed projects represent an unnecessary expense, given the number of projects and limited funding available.

The next meeting is scheduled for Wednesday, September 9, 2015 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:18PM.

Respectfully submitted,

Michael Trainor