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**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE**

2015 NOV 13 AM 9:27

Minutes: Wednesday, October 14, 2015, Town Hall Conference Room #1, 5:00PM
Present: Floyd Carman, Anthony Ferrante, Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney, Andres Rojas, Margaret Velie, Jim Williams
Absent: Liz Allison
Other: Donna Hamilton, Michael Trainor

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

Approve Minutes

Motion to approve minutes of September 9, 2015 passed with six votes.

- Andres Rojas and Jim Williams were not present at the time voting took place.

Project Updates – (Belmont Village) Electrical Upgrade

Donna Hamilton, sponsor of the Electrical Upgrade Project, provided a progress update to the CPC. The invitation for bids has been published on the Central Register (see attached). The submission deadline is October 30, 2015. Work is expected to commence by the beginning of December 2015 once the responsive and responsible bidder has been selected. It is expected that the project will be completed by the end of March 2016. Since the work will be limited to one apartment at a time, inclement winter weather is not expected to have an impact on the working timeline.

Andres Rojas arrived at 5:10pm

Gloria Leipzig confirmed that only a few locations on the pilot apartments required the use of wire molding, with the bulk of the wiring being installed behind the existing drywall. Donna Hamilton assured the CPC that the Belmont Housing Authority will be given access to an additional \$115,000 in funding should the project budget exceed the amount of the original CPA grant. Floyd Carman requested that Donna Hamilton attend the CPC meeting in February 2016 to provide another update, and to give a presentation at the next Town Meeting to update the public once the project has been completed.

Jim Williams arrived at 5:13pm

Review September 17, 2015 Public Meeting

Margaret Velie noted that the Public Meeting was poorly attended this year, with only one audience member. However, the CPC agreed that the meeting had been advertised adequately and no additional promotional strategies would be considered at this time.

Motion to approve notes of the September 17, 2015 Public Meeting passed with four votes.

- Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney, and Andres Rojas abstained from voting, as they were not present for the September 17, 2015 Public Meeting.

Review and Approval of Preliminary Applications Eligible for Final Applications

The CPC accepted/rejected the following preliminary applications based on the eligibility criteria as defined by current CPA legislation as well as consideration of the guidelines outlined in the CPA Plan. The CPC's acceptance of a preliminary application does not signify that the project has been approved; only that the applicant has been invited to submit a more comprehensive Final Application for the CPC's further review.

HP-1: Town Hall Exterior Railings Improvements

Lisa Harrington verified that at least some of the Town Hall railings are considered historic, but further research would need to be conducted in order to accurately identify all of the historic railings. Margaret Velie proposed adding the additional metal work in front of the ground level windows facing Concord Ave to the scope of work. Anne Marie Mahoney questioned why the railings at the School Department Building were not included in the application.

- Motion to accept Town Hall Exterior Railings Improvements Project for Final Application passed unanimously, under the condition that the Belmont Historic Society provides a written endorsement and the Belmont Historic District Commission is consulted before submitting the Final Application by December 4, 2015.

OSR-1: Conservation Fund

Floyd Carman expressed concern that this project would transfer the decision-making authority to the Belmont Conservation Commission. If these funds were instead put into a CPA stabilization fund, the CPC would be able to address significant acquisition opportunities for all CPA asset categories; not just open space opportunities.

Gloria Leipzig countered that, although the Conservation Fund would seem to perform a similar function as the CPA stabilization fund, the Conservation Fund would give the Belmont Conservation Commission the ability to capitalize on opportunities that may not be possible if CPC and Town Meeting approval was required. The project would essentially give the Belmont Conservation Commission pre-approval to seize on any acquisition opportunities that they identify as advantageous. Jim Williams stated that he was less concerned about the CPC losing control and more interested in the decision-making being distributed through the appropriate boards and commissions, as exemplified in this project proposal.

Anthony Ferrante noted that \$50,000 was likely an inadequate amount for a down payment in an open space acquisition, and that any seller interested in doing business with the Town should be aware that such real estate transactions always take some time to complete.

- Motion to accept Conservation Fund Project for Final Application passed unanimously, under the condition that the Final Application provides detailed examples of similar CPA projects from comparable municipalities, specific eligibility criteria in order to access the Conservation Fund, and an explanation as to why this is more advantageous than a general CPA stabilization fund.

OSR-2: Construction of Intergenerational Walking Path at Clay Pit Pond

Floyd Carman and Anne Marie Mahoney expressed concern that the proposal did not consider the impact of the impending Belmont High School project. Andres Rojas added that a large scale project like that being considered for the Belmont High School would inevitably impact the areas surrounding it due to staging equipment and other realities of construction. Anthony Ferrante suggested that the sponsors narrow the scope of the project to only address the sections of the path that do not abut Belmont High School. As a multi-phased project, a CPA application for the remaining construction needs could be submitted upon the completion of the Belmont High School project.

- Motion to accept Construction of Intergenerational Walking Path at Clay Pit Pond Project for Final Application passed unanimously, under the condition that the Board of Selectmen and School Committee provide written endorsements with the Final Application by December 4, 2015.

OSR-3: Hittinger Field Renovation

Margaret Velie noted that the main objective of the project, replacing the existing grass with artificial turf, is discussed in Chapter 44B section 5.b.2 of Massachusetts General Law, which states "With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited."

Again, there was concern that the proposal did not consider the impact of the impending Belmont High School project. The project would also require written endorsements from the Board of Selectmen, the School Committee and the Recreation Department.

- Motion to reject Hittinger Field Renovation Project for Final Application passed unanimously.

OSR-4: PQ Park Revitalization

Floyd Carman remarked that a master plan would be needed before construction could be approved. Anthony Ferrante suggested that the sponsors change the scope of the project so that it focusses solely on obtaining a master plan. As a multi-phased project, a CPA application for the remainder of the project could be submitted upon the completion of the master plan. Margaret Velie will verify whether the master plan could be funded through the CPA Administrative Fund or if it would be required to be submitted as a CPA project. Lisa Harrington questioned whether accessing the CPA Administrative Fund for the master plan, which would only benefit a single project, would lead to a negative CPC public perception regarding favoritism.

- Motion to accept PQ Park Revitalization Project for Final Application accepted unanimously, under the condition that the Board of Selectmen and Recreation Commission provide written endorsements with the Final Application by December 4, 2015.

OSR-5: Winn Brook Tennis Courts

While the project is legally eligible to receive CPA funding, Anthony Ferrante argued that the Tennis Working Group should be allowed to complete their Town Wide Tennis Court Usability

Study before any additional tennis court projects are allowed to move forward. Jim Williams noted that this project had been endorsed by the Board of Selectmen at their most recent meeting.

- Motion to accept Winn Brook Tennis Courts Project for Final Application passed unanimously, under the condition that project sponsors coordinate efforts with the Tennis Working Group of the Recreation Commission before submitting the Final Application by December 4, 2015.

HP-2: Preserving Belmont's Original Vital Records

- Motion to accept Preserving Belmont's Original Vital Records Project for Final Application passed unanimously.

HP-3: Digitizing Belmont's Town Meeting Records

- Motion to accept Digitizing Belmont's Town Meeting Records Project for Final Application passed unanimously.

Preparation for November 12, 2015 Public Meeting

Margaret Velie reiterated that the Public Meeting offers a chance for the CPC and the public to ask sponsors direct questions regarding their project proposals.

Other Business

- CPA State Surplus Distribution – It was announced at the 15th Anniversary of CPA on October 6, 2015 that the state legislature and the Baker Administration have both committed to transferring \$10 million from the state budget surplus to the CPA Trust Fund if the surplus is sufficient when the state closes its books at the end of October. There are still many variables that will determine that amount of Belmont's subsequent state match, but Margaret Velie believed that amount could be comparable to what was received last year (approx. \$290,000).
- Motion approved unanimously for payment of \$889.02 (22 hours @ \$40.41) to Michael Trainor for September/October administrative work.

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

The meeting was adjourned at 6:50PM.

Respectfully submitted,

Michael Trainor

Section 00.11.00
ADVERTISEMENT TO BID

The **Belmont HOUSING AUTHORITY**, the Awarding Authority, invites sealed bids from **Electrical Contractors** for the **Interior Electrical Upgrade Phase II, DHCD#026047** in Belmont, Massachusetts, in accordance with the documents prepared by **Macritchie Engineering Inc.**

The Project consists of: The partial electrical upgrades of duplex receptacles, light switches, wiring and loadcenters in Belmont Village for 49 two (2) bedroom unit and 49 three (3) bedroom unit.

All Work either shown on the drawings or included in the specifications unless specifically indicated as not to be done.

The work is estimated to cost **\$663,343.**

Bids are subject to M.G.L. c.149 §44A-J & to minimum wage rates as required by M.G.L. c.149 §§26 to 27H inclusive.

THIS PROJECT IS BEING ELECTRONICALLY BID AND HARD COPY BIDS WILL NOT BE ACCEPTED. Please review the instructions in the bid documents on how to register as an electronic bidder. The bids are to be prepared and submitted at www.biddocsonline.com. Tutorials and instructions on how to complete the electronic bid documents are available online (click on the "Tutorial" tab at the bottom footer).

General bidders must be certified by the Division of Capital Asset Management and Maintenance (DCAMM) in the following category of work, **Electrical**, and must submit a current DCAMM Certificate of Eligibility and signed DCAMM Sub-Bidder's Update Statement (Form CQ 3).

General Bids will be received until **2:00 PM on Friday, 30 October 2015** and publicly opened online, forthwith.

Filed Sub-bids for the trades listed below will be received until on and publicly opened online, forthwith.

SUBTRADES

NONE

All Bids should be submitted online at www.biddocsonline.com and received no later than the date and time specified above.

800 SmartSpec - DHCD MCL c. 142 over \$100K - 16JAN2015

General bids and sub-bids shall be accompanied by a bid deposit that is not less than five (5%) of the greatest possible bid amount (considering all alternates), and made payable to the **Belmont HOUSING AUTHORITY**.

Bid Forms and Contract Documents will be available for pick-up at www.biddocsonline.com (may be viewed electronically and hardcopy requested) or at Nashoba Blue, Inc. at 433 Main Street, Hudson, MA 01749 (978-568-1167).

There is a plan deposit of **\$50.00** per set (maximum of 2 sets) payable to BidDocs ONLINE Inc.

Plan deposits may be electronically paid or by check. This deposit will be refunded for up to two sets for general bidders and for one set for sub-bidders upon return of the sets in good condition within thirty (30) days of receipt of general bids. Otherwise the deposit shall be the property of the Awarding Authority.

Additional sets may be purchased for **\$50.00**

Bidders requesting Contract Documents to be mailed to them shall include a separate check for **\$ 40.00** per set for UPS Ground (or \$65.00 per set for UPS overnight), non-refundable, payable to the BidDocs ONLINE Inc., to cover mail handling costs.

General bidders must agree to contract with minority and women business enterprises as certified by the Supplier Diversity Office (SDO), formerly known as SOMWBA. The combined participation goal reserved for such enterprises shall not be less than 10.4% of the final contract price including accepted alternates. *See Contract Documents - Article 3 of the Instructions to Bidders.*

PRE-BID CONFERENCE / SITE VISIT:

Date and Time: Friday, 23 October 2015 at 10:00 AM

Address: Belmont Village

59 Pearson Road

Belmont, MA 02478 , Belmont

Instructions:

SITE VISIT BY APPOINTMENT:

For an appointment call Donna Hamilton at (617) 484-2160.

The Contract Documents may be seen, but not removed at:

Belmont HOUSING AUTHORITY

59 Pearson Road

Belmont, MA 02478

Nashoba Blue Inc.

433 Main Street

Hudson, MA 01749

978-568-1167

END OF SECTION

ADVERTISEMENT TO BID

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