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TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE (CPC)

Minutes: Wednesday, December 9, 2015, Town Hall Conference Room #1, 5:00PM
Present: Liz Allison, Floyd Carman, Anthony Ferrante, Gloria Leipzig, Anne Marie Mahoney, Andres Rojas, Margaret Velie, Jim Williams
Absent: Lisa Harrington
Other: Vincent Stanton, Michael Trainor

Margaret Velie called the meeting to order at 5:03 PM.

Approve Minutes

Motion to approve minutes of November 10, 2015 passed with seven votes.

- Andres Rojas abstained from voting, as he was not present for the November 10, 2015 meeting.

Motion to approve minutes of November 12, 2015 passed with six votes.

- Floyd Carman and Jim Williams abstained from voting, as they were not present for the November 12, 2015 meeting.

Review Final Applications

Conservation Fund (OSR-1) –Margaret Velie reached out to the Community Preservation Coalition in advance and they hold the opinion that a Conservation Fund is preferable over the CPA Open Space Reserve Fund for open space acquisitions. They never recommend putting more than 10% in the Open Space Reserve, as once that money is put in it cannot be transferred out. A Conservation Fund would allow the Town to more quickly access money for a down payment or filing a deed restriction. Margaret Velie also noted that, while the CPC would ultimately be relinquishing its decision-making authority to the Conservation Commission, the law would still require that the Conservation Fund to be used for CPA eligible projects only and the rules of the CPA follow the money.

Gloria Leipzig added that having a Conservation Fund with a relatively smaller balance would create a better public image than having a larger CPA Stabilization Fund, as the general public could interpret the high balance Stabilization Fund as evidence that the Town is not using the collected taxpayers' money to better the community.

Liz Allison remarked that the amount of the grant being requested was within the dollar range of the Town's preexisting revolving funds. However, the CPC had previously suggested that the Final Application should have a narrow focus to include just deed restrictions and surveys. The submitted Final Application suggests that the funds could be used for down payments for acquisitions. Andres Rojas argued that, while the Conservation Commission will be required to use the money for CPA eligible projects only, the CPC would lose its ability to weigh the political implications of the eventual proposed usage of funds. Floyd Carman questioned whether the public would view this transfer of decision-making authority negatively and, given the upcoming tax bill increase due to the FY16 override, whether the public's subsequent lack of confidence in the CPC could result in campaigns to repeal the CPA.

The CPC will contact the project sponsors to obtain further detailed examples of how similar programs have worked in comparable communities and to suggest resubmit a revised Final Application that focuses just on conservation deed restrictions.

Construction of Intergenerational Walking Path at Clay Pit Pond (OSR-2) – The CPC recommendations were reflected in the Final Application, with a reduced scope that focuses on the portions of the Walking Path that would not be affected by the inevitable Belmont High School Construction Project. If the CPC and Town Meeting approve the proposal, project sponsors should coordinate with the Town to avoid any potential conflicts with the large scale BHS project.

Preserving Belmont's Original Vital Records (HP-2) – The CPC remarked how thorough and persuasive the project sponsor's presentation of this proposal was at the November 12, 2015 public meeting. The Final Application is a result of thorough research and consulting work.

Digitizing Belmont's Town Meeting Records (HP-3) – As with the Preserving Belmont's Original Vital Records Project, the CPC remarked how thorough and persuasive the project sponsor's presentation of this proposal was at the November 12, 2015 public meeting. Margaret Velie questioned whether the Town Meeting records were going to be preserved as well under HP-2 or if this would be performed under a future project. The CPC will request clarification from the project sponsors.

Town Hall Exterior Railings Improvements (HP-1) – The CPC agreed that the project sponsors would need to include a letter stating that they will commit to using outside funding to prune or replace the bushes currently covering the Town Hall railings, and to maintain the landscaping in that area in perpetuity in order to prevent any damages to the historic assets.

PQ Park Revitalization (OSR-4) – The CPC recommendations were reflected in the Final Application, with a reduced scope that focuses on just the playground and basketball court. However, the RFP included with the Final Application lacks clarity in terms of how services are to be delivered. It is also not written in such a way that would enable the construction project to be "shovel ready" upon completion of the master plan. Andres Rojas will reach out to the project sponsors and assist them with drafting a more appropriately detailed RFP, potentially using the Grove Street Playground's RFP as a guiding document.

Winn Brook Tennis Courts (OSR-5) – Anthony Ferrante stated that the Town was receiving bids for the Recreation Strategic Master Plan and that the Tennis Working Group has met to discuss conducting a usage study for all tennis courts in Belmont. As the results of both the Strategic Plan and the usage study will not be available until summer 2016, the proposed CPA project should be tabled until it has been determined how many tennis courts are needed in Belmont and where these courts should be located for optimal public usage.

Floyd Carman noted that the pending Belmont High School Construction Project will likely require using the BHS tennis courts for staging, and that there could be the possibility of the Town needing to place modular buildings at the Chenery School tennis courts due to the growing middle and elementary school populations. Given the expansion of Belmont schools and the deterioration of the current Winn Brook tennis courts, the CPC could take a proactive stance by replacing these courts. Anthony Ferrante countered that doing so would act against the purpose of the usage study and that Town has proven itself in the past to be able to manage tennis court

shortages if necessary. Floyd Carman suggested waiting to see whether the Town receives confirmation from the Massachusetts School Building Authority in December regarding funding the BHS construction project, and reexamine the current condition of the Winn Brook tennis courts, in order to make an informed decision as to whether to approve or deny the CPA proposal at the January 13, 2016 meeting.

Project Closure Discussion and Vote

Motion to close the Landscape Plan for Intergenerational Walking Path at Clay Pit Pond Project and return the remaining \$1,030 from the original CPA grant to the CPA undesignated fund balance passed unanimously.

Motion to close the Belmont Veterans Memorial Project and return the remaining \$33,200 from the original CPA grant to the CPA undesignated fund balance passed unanimously.

FY14 Project Extensions

Given that FY14 sponsors have until December 31, 2015 to complete their projects, the CPC decided to table the issue of project extensions until the next meeting on January 13, 2016.

Project Monitor Reports

FY15 Project Monitor Reports

Daniel Butler School Playground Project (Phase II) – According to the attached expense spreadsheet provided by Andres Rojas, the project is expected to be completed soon and to fall under budget.

Other Business

- Motion approved unanimously for payment of \$929.43 (23 hours @ \$40.41) to Michael Trainor for October/November administrative work.
- The CPC will adhere to the current schedule of holding meetings on the second Wednesday of every month for the remainder of FY16.

The next meeting is scheduled for Wednesday, January 13, 2016 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:32PM.

Respectfully submitted,

Michael Trainor

BUTLER SCHOOL PLAYGROUND - PHASE 2		UPDATE					12/9/2015
Butler Elementary School, Belmont MA							Rojas Design, Inc.
Task - Item	Budget	Actual	Construction Status	Invoice Status	Vendor		
1. Baseball Backstop - remove fabric, paint and cut down posts, new 2" sq, black vinyl coated CLF fabric - 12' high.	\$7,200.00	\$7,200.00	100% Completed	PAID	ML Fence Co. LLC		
2. Baseball Backstop - new 6' high black vinyl coated CLF Dugout Fencing in front of player benches. 40 LF Total (2 @ 20 LF)	\$1,900.00	\$1,900.00	100% Completed	PAID	ML Fence Co. LLC		
3. Baseball Backstop - Metal Player Benches (4 req'd).	\$1,292.00	\$1,292.00	100% Completed	PAID	UltraPlay-MRC		
4. Ball Field - Strip lawn, Roto-till, Lime, Roll and Hydroseed	\$14,590.00	\$14,590.00	100% Completed	PAID	Muzzioli Associates, Inc.		
5. New 6' Metal Ribbon Bicycle Rack (1 req'd).	\$452.00	\$452.00	100% Completed	PAID	UltraPlay-MRC		
6. New Custom Miralene Sign (1 req'd) - Installed	\$1,950.00	\$1,950.00	Waiting Del & Install	Pending	Creative Recreation		
7. New Metal Trash Receptacles - Permanent Mount (2 req'd).	\$704.00	\$704.00	100% Completed	Pending	Creative Recreation		
8. Basketball Courts - New Chain Nets (3 req'd).	\$120.00	\$120.00	100% Completed	Pending	Creative Recreation		
9. MiraTech Solar Sitebright Lighting System (1 req'd) - Installed	\$11,596.00	\$11,596.00	100% Completed	Pending	Creative Recreation		
10. Basketball Courts - Crack Sealing, Sealcoating & Striping.	\$7,250.00	\$7,250.00	100% Completed	PAID	East Coast Sealcoating, Inc.		
11. Rubber Play Surfacing - Repairs.	\$3,000.00	\$0.00	100% Completed	NA - Free Service	Creative Recreation		
12. New Metal & Slat Benches for Outdoor Classroom (6 req'd)	\$2,088.00	\$2,088.00	100% Completed	PAID	UltraPlay-MRC		
13. Misc. Concrete Footings and Equipment Installation - Player & Classroom Benches, Trash Receptacles, Bike Rack.	\$6,500.00	\$5,665.00	100% Completed	PAID	Muzzioli Associates, Inc.		
14. Brick - supply and set bricks at narrow divider strip between courts and playground.	\$1,200.00	\$1,200.00	100% Completed	PAID	Muzzioli Associates, Inc.		
15. Ball Field - Aged Compost Fill for Leveling.	\$0.00	\$0.00	Pro-bono	NA - Free Service	Belmont DPW		
16. Ball Field - Fill - Spreading, Grading and Leveling.	\$0.00	\$0.00	100% Completed	Pro-bono	Joe White, Sr.		
Phase 2 - Construction Total	\$59,842.00	\$56,007.00					
10% Construction Contingency & Freight Charges	\$5,984.20	\$401.00	Freight	PAID	UltraPlay-MRC		
		\$600.00	Irrigation Extra	PAID	Muzzioli Associates, Inc.		
			Extra Brick Work Req'd.	Pending	Muzzioli Associates, Inc.		
			Extra Turf Work Req'd.	Pending	Muzzioli Associates, Inc.		
			Extra Trash Receptacle	Pending	Creative Recreation		
			Extra Electrical Work & Vault Dry-Well	Pending	Creative Recreation		
Phase 2 - Project Total (Construction & Contingency)	\$65,826.20	\$60,283.00					
2015 - CPA Grant Total	\$66,524.00	\$66,524.00					