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**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE (CPC)**

Minutes: Wednesday, February 10, 2016, Town Hall Conference Room #1, 5:00PM
Present: Liz Allison, Floyd Carman, Anthony Ferrante, Lisa Harrington, Gloria Leipzig,
Anne Marie Mahoney, Andrés Rojas, Margaret Velie, Jim Williams
Other: Michael Trainor

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

Approve Minutes

Motion to approve minutes of January 13, 2016 passed with seven votes.

- Lisa Harrington and Andrés Rojas were not present at the time voting took place

Lisa Harrington and Andrés Rojas arrive at 5:03pm.

FY14 Project Extension – Comprehensive Cultural Resources Survey

Lisa Harrington explained that the project is expected to be completed shortly. She is meeting with the contractor next week. It is hoped that the survey will be an important document for the Town when the Demolition Delay Bylaw is reexamined.

Motion to grant the Comprehensive Cultural Resources Survey Project a deadline extension to June 30, 2016 passed unanimously.

PQ Playground Park Application Update

Andrés Rojas expressed his support for the updated final application, as it incorporates the necessary changes to ensure the resulting Final Plan for the PQ Playground will be “bid- ready”. Floyd Carman agreed, though clarified that the bids for this and all other CPA projects should be sent to and opened in the Treasurers Office in order to verify that the appropriate procurement procedures are being followed.

Motion to approve the updated Final Application for PQ Park Revitalization (Phase I) Project passed unanimously.

Michael Trainor will send confirmation of the CPC’s vote to the project sponsors. Floyd Carman will forward the updated Final Application to the Warrant Committee for review.

Annual Report – FY15

The Annual Report for the CPC has been completed and submitted to the Town Administrator’s Office. Beginning next fiscal year, the first draft of the Annual Report will be presented to the CPC earlier in December to allow additional time for comments and corrections before the submission deadline.

Town Meeting Preparation

Update on Warrant Committee

The Warrant Committee will be discussing the proposed FY17 CPA project proposals at their meeting on March 2, 2016. The meeting will be held at the Chenery Middle School and is scheduled to commence at 7:30pm. Both CPC members and project sponsors will be in attendance.

Additionally, the FY17 CPA project proposals will be discussed by the Capital Budget Committee (March 10, 2016) and by the Board of Selectmen (March 14, 2016).

Report to TM Members – Project Summary and CPA Fund Balance

Preliminary Project Summaries and a draft of the CPA Fund Balance will be submitted to the Warrant Committee in response to their inquiries to the CPC. The final version of these documents will be approved by the CPC before distribution to Town Meeting Members in April 2016.

Project Monitor Reports

FY15 Project Monitor Reports

(Belmont Village) Electrical Upgrade – After receiving approval from the Town's electrical inspector, work to upgrade the electrical work has commenced.

First Time Homebuyer Assistance – Although grant recipients have been selected, finding eligible housing stock has become increasingly difficult. Project sponsors are likely to reassess their options at the close of FY16.

FY16 Project Monitor Reports

Digitization of Belmont Newspapers (1890 -1923) – After a slight delay after transitioning to a new project sponsor, preliminary work on the project has resumed.

1853 Homer House Rehabilitation and Restoration – Lisa Harrington will be meeting with the project sponsors to help complete the first complete draft of the RFP.

Wellington Station Exterior Restoration and Rehabilitation – Project sponsors have begun soliciting written quotes for the project.

Open Space and Housing Inventory Discussion

Names of property owners and address locations for parcels of land that have been identified as being potential future Open Space and Housing opportunities in Belmont have been removed in response to privacy concerns raised by the CPC. Margaret Velie will send the updated draft to the CPC for review.

Other Business

- Motion to approve for payment of \$1,091.07 (27 hours @ \$40.41) to Michael Trainor for January/February administrative work passed unanimously.

The next meeting is scheduled for Wednesday, March 9, 2016 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 5:38 PM.

Respectfully submitted,

Michael Trainor