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

Minutes: Wednesday, April 13, 2016, Town Hall Conference Room #1, 5:00PM  
Present: Floyd Carman, Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney,  
Andrés Rojas, Margaret Velie, Jim Williams  
Absent: Anthony Ferrante, Liz Allison  
Other: Donna Hamilton, Michael Trainor

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

Approve Minutes

Motion to approve minutes of March 9, 2016 as amended passed with five votes.

- Gloria Leipzig and Andrés Rojas abstained from voting as they were not present for the March 9, 2016 meeting.

Community Housing Update

**Interior Wiring**

Currently ten buildings (forty apartments) have had their internal wiring upgraded, which represents almost 50% of the work for the entire project. The contractor has been progressing at a rate of one apartment per day since January 2016. The new outlets are already making a noticeable difference, as the units are now able to provide adequate power to all appliances and electronics without using a dangerous configuration of extension cords. Disruption of the walls in each unit has been minimal and external wire channels are only required to be used on firewalls. It is hoped that the work will be completed by June 2016. The contract with Richard T Losordo Electrical Services, Inc states that the completion date cannot extend beyond July 15, 2016.

Donna Hamilton will send another update to the CPC on the morning of Town Meeting in preparation for follow up questions from Town Meeting members.

**First Time Homebuyer**

Gloria Leipzig stated that rising real estate prices in Belmont will likely be a hurdle that the First Time Homebuyer program cannot surmount. The current program does not provide substantial enough down payment assistance to assist low to moderate income families purchase a home in Belmont given the price of the available housing stock. The grants are scheduled to expire by the end of May 2016. Should the CPA grant not be used, the funding will return to the general Housing CPA Fund and the project sponsors will pursue other community housing opportunities through next year's CPA grant application process.

*Donna Hamilton left the meeting at 5:23pm.*

Town Meeting Preparations and FY17 Projects Update

**Warrant, Capital Budget, Selectmen**

All three boards and committees have reviewed the proposed FY17 CPA projects and have offered unanimous support.

Anne Marie Mahoney noted that, while she voted to reject the Winn Brook Tennis Court Project at the CPC meeting, she voted in support of the project at the Capital Budget meeting. The project was compatible with needs and goals of the Capital Budget committee, and her vote was made with this perspective in mind.

#### **Town Meeting Education Materials/Project Summaries**

The CPA Project Summary packet was delivered to the Town Clerk in both electronic and hardcopy form. The Town Clerk distributed copies to Town Meeting members on April 8, 2016.

#### **Financial Overview and Recommendation for FY17 Appropriation**

Floyd Carman distributed a draft of the CPA articles to be voted on at the 2016 Annual Town Meeting. The Town will make its appropriations based off of an estimated FY17 CPA surcharge collection of \$1,013,000. This estimate was provided by the Town Assessor. As no projects are being proposed for Community Housing in FY17, 10% of the annual receipts will be reserved for in the Community Housing CPA Fund.

Jim Williams noted that the proposed PQ Playground project does not have a consistent title, with various iterations present in the materials being distributed for Town Meeting. Furthermore, the Town Meeting articles refer to this project as "Pequossette Park Revitalization", which does not effectively communicate that the focus of the project will only be the playground. Floyd Carman agreed that consistency is important and has already alerted the project sponsors of this issue. The CPC agreed it would not be necessary to call an amendment on the floor of Town Meeting to change the project's name in the article, as long as the introductory remarks on the project noted that the focus was just playground and not the entire park.

#### **League of Women Voters/Warrant Committee Meeting**

Floyd Carman has urged the Warrant Committee to adhere to a more consistent schedule so that CPA project sponsors may be better prepared and to avoid last minute scheduling notifications.

#### **Presentation Discussion**

Margaret Velie will send the CPC Town Meeting slides to Michael Trainor by Monday, April 18, 2016. Photos of previous projects will include the Underwood Pool, Joey's Park, the Town Hall Doors, and the WWI Veteran's Memorial.

#### **Project Monitor Reports**

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

*Comprehensive Cultural Resources Survey* – Lisa Harrington and Belmont Historic District Commission met with the consultant for a status update. It was explained to the consultant that the project needed to be finished by June 30, 2016. The Historic District Commission is in the process of reviewing the work that has already been completed for quality assurance. After the entire project has been completed, the vendor will present the final survey at a public meeting. Copies will be distributed to the CPC and Board of Selectmen for their review. It is likely that additional work, outside the scope of the original project, will be proposed as a future CPA project.

Andrés Rojas stressed that the consultant be reminded that no further deadline extensions will be granted for this project, making June 30, 2016 the "drop dead date."

*Irrigation Improvements at Rock Meadow Community Gardens* – The remaining funds may be used to connect the water line from the street to the individual Victory Gardens.

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

*Daniel Butler School Playground Project (Phase II)* – Roughly \$2,000 of work remains on the project, which was delayed while the contractors waited for more favorable weather conditions. It is expected that the project will be completed by the end of the fiscal year.

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

*1853 Homer House Rehabilitation and Restoration* – Project sponsors are in the designer selection stage of the project. An Invitation or Bids will be drafted once construction documents have been generated.

*Pequossette Tennis Courts Rehabilitation and Restoration* – A vendor has been selected and it is hoped that the project will be completed by mid-June 2016.

*Wellington Station Exterior Restoration and Rehabilitation* – The vendor has been selected and the contract is in the process of being signed by all relevant parties.

#### Open Space and Housing Inventory Discussion

Motion to accept the Open Space and Housing Inventory passed unanimously.

Margaret Velie will provide a brief written explanation of why the document is necessary under current CPA legislation and include it in the Open Space and Housing Inventory Packet. The Open Space and Housing Inventory Packet will then be sent to the Board of Selectmen for review. It is hoped that the Board of Selectmen will discuss the document at an open meeting in the fall of 2016. The CPC will update the document should the Board of Selectmen identify any changes that need to be made. Floyd Carman and Michael Trainor will place the Open Space and Housing Inventory on the CPC's website and file the document with the Town Clerk.

#### Other Business

- Motion to approve for payment of \$1,252.71 (31 hours @ \$40.41) to Michael Trainor for March/April administrative work passed unanimously.
- Gloria Leipzig will discuss other community housing opportunities for the CPC to consider at the next meeting.

The next meeting is scheduled for Wednesday, May 11, 2016 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:15pm.

Respectfully submitted,

Michael Trainor