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

Minutes: Wednesday, November 9, 2016, Town Hall Conference Room #1, 5:00PM
Present: Anthony Ferrante, Lisa Harrington, Anne Marie Mahoney, Andrés Rojas,
Margaret Velie
Absent: Floyd Carman, Karl Haglund, Gloria Leipzig, Jim Williams
Other: Michael Trainor

Margaret Velie called the meeting to order at 5:05 PM.

Approve Minutes

Motion to approve minutes of October 12, 2016 passed unanimously.

Preliminary Applications Discussion and Update

HP-1: Belmont Headquarters Sons of Italy – Historical Artifacts Preservation

Lisa Harrington is scheduled to speak with the project sponsors about their objectives and gather information for the Belmont Historic District Commission to review before the commission votes whether or not to support the project.

Margaret Velie provided the attached article concerning the CPA eligibility of historic documents.

OSR-2: Music Hatch at Payson Park

Stuart Saginor of the Community Preservation Coalition, in response to an inquiry from the CPC, sent written confirmation this project would be CPA eligible, provided that the building is not a closed structure.

OSR-3: Grove Street Park Intergenerational Walking path Construction Site Plan

The project sponsors have reached out to some of the stakeholders of Grove Street Park for support. While additional outreach efforts are needed for the overall project, the current proposal is for the site plan only and would not require these lingering items to be resolved before the Final Application submission deadline.

OSR-4: PQ Playground Revitalization Project (Phase 2)

Margaret Velie noted that, while the Preliminary Application had a requested grant amount of \$300,000, the most recent public meeting hosted by the Friends of PQ indicated the Final Application could have a requested grant amount of as much as \$650,000. The cost increase appears primarily due to the expense associated with storm water drainage. It is unclear whether storm water drainage could legally be funded through CPA funds. Andrés Rojas further cautioned that the proposed storm water drainage may in fact be servicing the entire Pequossette recreational facility, since the playground is the lowest point in that parcel of land.

While the state of Massachusetts and Belmont require that storm water is captured onsite and not allowed to flow onto an adjacent parcel of land, it is unclear what actions the Town is required by law to take. Margaret Velie added that, if it is not required for this type of construction project, then it may not be eligible for CPA funding.

Anne Marie Mahoney, as part of a broader discussion, raised the issue of whether the CPC and project sponsors should do further work to determine how potential CPA projects fit into a larger Town Plan. Andrés Rojas added that the CPC should determine whether there is a “critical mass” for CPA projects in terms of the additional workload they impose on the DPW and other Town Departments.

Preparation for November 10, 2016 Public Meeting

Margaret Velie will begin the public meeting by giving a brief introduction about the CPA and Belmont’s grant application process before project sponsors present their CPA proposals.

Project Monitor Reports

FY14 Project Monitor Reports

Comprehensive Cultural Resources Survey – A draft copy of the deliverable will be given to the project sponsors by November 30, 2016, with comments to be returned to the vendor by December 7, 2016. The vendor will present the deliverable in a public meeting that will take place either December 6 or 8, 2016. The final deliverable will be due by December 16, 2016.

FY15 Project Monitor Reports

Daniel Butler School Playground Project (Phase II) – Although a small amount of work remains, a deadline extension might be necessary given unfavorable winter weather conditions.

FY16 Project Monitor Reports

1853 Homer House Rehabilitation and Restoration – Construction is expected to begin in spring 2017.

FY17 Project Monitor Reports

Construction of Intergenerational Walking Path at Clay Pit Pond – BETA will do the Construction Documents for this project, pending contract review by the Town.

Other Business

- Motion to approve payment of \$1,050.66 (26 hours @ \$40.41) to Michael Trainor for October/November passed unanimously.
- Due to the lack of a budget surplus, the state will not be transferring an additional \$10 million towards the annual CPA state match in FY17.

The next meeting is scheduled for Wednesday, December 14, 2016 at 5:00PM, Town Hall

Conference Room 1.

The meeting was adjourned at 5:35pm.

Respectfully submitted,

Michael Trainor



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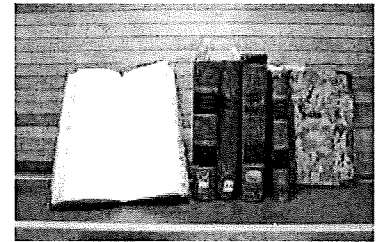
Documents Are Historic Resources, Too



By Jennifer M. Goldson, AICP

April 2009: In March 2006, the CPA statute was amended to include “documents and artifacts” within the definition of historic resources. Since that time, many communities have used CPA funds for document preservation projects, including document conservation and restoration projects and improvements to storage systems, such as installing climate controls.

However, in the process of reviewing applications for preservation of documents, CPCs and commissions have questioned which documents should qualify as “historic” under the definition contained in the CPA legislation. Since documents are not included on the State Register, it is necessary for the local historical commission to determine historic significance of documents per Section 2 of the Community Preservation Act (MGL c.44B). So what evaluation criteria can commissions use?



Determining the Historic Significance of Documents

In discussions with document conservation professionals at the Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC), the generally accepted criteria for determining the significance of buildings can be translated to documents to some extent, however, age of documents may not be as important as other factors.

As Walter Newman, [former] Director of Paper Conservation at NEDCC points out, the Society of American Archivists defines the term “historic” as “noteworthy among past events or old things” and goes on to note that the term “historic” connotes significance, whereas “historical” implies nothing more than age.

To determine significance of documents commissions can refer generally to the National Register Criteria: Is the document associated with a significant event or person? Does it have distinctive characteristics or yield important information?

As Gregor Trinkaus-Randall, Preservation Specialist at MBLC, explains, records designated as permanent on the state’s records retention schedules for municipal records have an importance to the community that transcends age – that is why permanent records, like birth, marriage, and death records, can be considered historic resources under CPA if the Historical Commission determines per the statute that they are significant in “. . . the history, archeology, architecture, or culture of a city or town.” However, it is important to remember that, per MGL c.44B Section 6, “The community preservation funds shall not replace existing operating funds, only augment them.” You’ll want to be careful that you are not using CPA funds to pay for expenditures or staff that are included in the municipality’s general budget, as you would be in violation of Section 6.

First Ensure a Quality Storage Environment

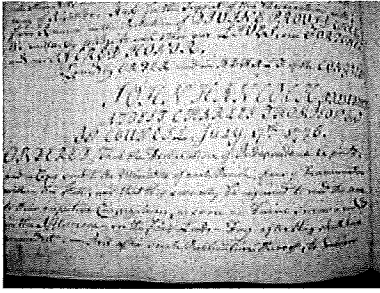
Mr. Trinkaus-Randall also advises that before a community considers funding the preservation of individual documents, it should first ensure that the quality and environment of the storage area and containers meet archival standards. Appropriate environmental controls in the records’ storage areas are generally considered the most cost-efficient preservation step that can be taken for a large quantity of records. Furthermore, it does no good to spend funds on conservation work only to return the documents to conditions which would continue the deterioration of the materials.

As Valarie Kinkade, principal of **Museum and Collector Resource** and a member of the Concord CPC, points out, “It’s critical to explain that providing proper storage materials, such as archival quality boxes and shelving, is just as much a preservation activity as sending documents off to a conservator.”

Additionally, for document preservation as with any type of CPA project, it is wise to determine the level of need for the project – for example, what condition are the documents in and what is their level of risk for deterioration?

Project Example: Mendon Preserves the Declaration of Independence

As reported by the **Milford Daily News** in March 2009, Mendon Town Meeting approved the appropriation of \$80,000 of CPA funds to resolve humidity and drainage problems in the vault where records, which date to the 17th century and include a copy of the Declaration of Independence, are stored. The photograph on the left shows Mendon's copy of the Declaration of Independence. Peter Denton of Mendon's Community Preservation Committee explains that he was glad to support the project because there was a clear need to remove the mold and stop the deterioration of the pages. "If they continue to get moldy they will be unreadable," said Mr. Denton.

**More Information**

For more information about document conservation, contact:

Gregor Trinkaus-Randall, Preservation Specialist at MBLC, at gregor.trinkaus-randall@state.ma.us, 1-800-952-7403 x 236 or Michael Lee, Director of Paper Conservation at NEDCC, at mlee@nedcc.org, 978-470-1010, ext 228.

Jennifer M. Goldson, AICP, is a freelance planner who focuses on helping communities implement the Community Preservation Act. She can be reached at jennifer@jmgoldson.com or 617-990-4971.

The views expressed in this article are those of the author, are not intended to be used as legal advice, and do not necessarily reflect the views of the Community Preservation Coalition.

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