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

Minutes: Wednesday, May 10, 2017, Town Hall Selectman's Room, 5:00PM
Present: Floyd Carman, Anthony Ferrante, Gloria Leipzig, Anne Marie Mahoney, Margaret Velie
Absent: Adam Dash, Karl Haglund, Lisa Harrington, Andrés Rojas
Other: Michael Trainor

Margaret Velie called the meeting to order at 5:21pm.

Approve Minutes

Motion to approve minutes of April 12, 2017 with four votes.

- Floyd Carman abstained from voting as he did not attend the April 12, 2017 meeting.

Town Meeting and FY18 Project Update

League of Women Voters Meeting

The League of Women Voters meeting did not provide time for project presentations. In past years, project presentations were followed by a Q & A session that allowed project sponsors to better prepare themselves for Town Meeting. The CPC expressed disappointment in this change in format. It was noted that Town Meeting had an especially full agenda this year.

Precinct Meetings

The CPC acknowledged that attending precinct meetings is an effective approach to educating the public about potential CPA projects.

Budgeted Reserve/Stabilization Fund Discussion

Floyd Carman will reconcile the CPA fund balance once fiscal year 2017 has been closed, at which point a status update will be presented to the CPC.

Floyd Carman proposed that the amount to be reserved in a stabilization fund to always equal the estimated CPA revenue for the upcoming fiscal year. This would allow the calculation of the stabilization fund balance to be transparent and to be adjusted automatically for inflation. The current estimate for fiscal year 2018 CPA revenue is \$1.3 million.

The CPC will consider this proposal. Once preliminary agreement has been reached, a policy will be drafted with a list of criteria for accessing funds. It is anticipated that the CPC will vote on this written policy at their meeting on September 13, 2017. If it is approved, the CPC will present the written policy on CPA stabilization funds to the Board of Selectmen.

Town Hall Retaining Wall Investigation – Use of Administrative Funds

The damage to the retaining wall requires additional work outside the scope of the original CPA grant. A study needs to be conducted in order to evaluate the extent of this damage.

Motion to use \$5,050 of the administrative funds to evaluate the damage of the Town Hall retaining wall and stairs passed unanimously.

CPA Plan – Update and Timeline for Next Year

Margaret Velie noted that scheduling the second public meeting on the same dates as the regular CPC meeting may not be feasible if the CPC receives a large number of applications.

Further discussion will need to be had to determine whether the CPC should limit the amount of projects eligible to receive CPA funding involving the DPW, or to put a moratorium on DPW projects until the Town is able to address their prior commitments.

Gloria Leipzig left the meeting at 5:57pm

Project Updates and Project Monitor Reports

FY14 Project Monitor Reports

Preserving and Digitizing Belmont's Digital Records – The project will be completed by October 1, 2017, otherwise the remaining CPA grant will be transferred back to the Undesignated Fund.

FY15 Project Monitor Reports

Daniel Butler School Playground (Phase II) – The project will be completed by October 1, 2017, otherwise the remaining CPA grant will be transferred back to the Undesignated Fund.

FY16 Project Monitor Reports

Electrical Upgrade – Gloria Leipzig will suggest to the project sponsors that they write a publicity piece for the Electrical Upgrade project in the local paper, to be published in the fall.

1853 Homer House Rehabilitation and Restoration – Floyd Carman is working with Sami Baghdady and Town Counsel to put a deed restriction in place.

Wellington Station Exterior Rehabilitation and Restoration – Victoria Haase is the new project sponsor for the project.

Assigning FY18 Project Monitors

Assigning FY18 Project Monitors will be postponed until the July 12, 2017 meeting, to allow the new members (if any) to be involved in the process.

Other Business

- Motion to approve payment of \$929.43 (23 hours @ \$40.41) to Michael Trainor for April/May passed unanimously.
- Margaret Velie will be interviewed by the Belmont Media Podcast Network about the CPA.

The next meeting is scheduled for Wednesday, June 14, 2017 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:03pm.

Respectfully submitted,

Michael Trainor