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

Minutes: Thursday, November 12, 2015, Town Hall Selectmen's Room 7:00PM
Present: Liz Allison, Anthony Ferrante, Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney, Andres Rojas, Margaret Velie
Absent: Floyd Carman, Jim Williams
Other: Michael Trainor

Margaret Velie called the meeting to order at 7:02 PM.

Introductory Remarks

Margaret Velie provided a history of the CPA in Belmont, including an explanation of how funding is derived from both a surcharge on property tax bills and from the annual State Match. Over the last three years, Town Meeting has approved approximately \$4.6M in CPA projects.

Final Application Process and Timeline, FY 2017

The following timeline will be adhered to for the remainder of the FY16 CPA application process:

December 4, 2015..... Final Applications Due
January 2016..... CPC selects projects to recommend to Town Meeting
Jan/Feb/March 2016..... Warrant, Selectmen, and Capital Budget – Financial Analysis
April 2016..... League of Woman Voters Meeting
May 2016..... Town Meeting

Projects Eligible For Final Applications

Town Hall Exterior Railings (\$75,000)

Gerald R, Boyle, Director, Belmont Facilities Department

John Marzec, Supervisor of Contract Management, Belmont Facilities Department

Gerald Boyle stated that the horizontal railings outside of the Town Hall building can be refurbished but the curved railings need to be replaced, due to excessive deterioration from age and the overgrown brush. The curved railings will be replaced with stock that matches the original railings. DPW will trim back the excess brush in order to help prevent future damage. The project would go through the public bid process, with a prequalification requirement so that only qualified vendors can submit bids. The Belmont Historic Society has given their written endorses to this project.

Margaret Velie inquired whether the School Department Building's railings could be included in the scope of the project. Gerald Boyle replied that, while he could not commit to including these railings at this time, the project sponsors have started investigating the historical nature of the School Department Building's railings and will try to include them in the project if at all possible. Lisa Harrington will research whether CPA funds could be used to replace or refurbish the window bars as well.

Lisa Harrington left at 7:14pm.

Conservation Fund (\$50,000)

Mary Trudeau, Belmont Conservation Agent

As a result of the recently completed Open Space and Housing Inventory, the Conservation Commission is in a position to make an educated decision should any open space acquisition opportunities arise. Having a dedicated fund for open space acquisition would allow the Conservation Commission to seize on purchasing opportunities more efficiently than it would be able to otherwise. The Conservation Fund is allowable under CPA and funds could only be used for CPA eligible projects. As \$50,000 is not substantial enough to address the vast majority of land purchases, the project sponsors anticipate returning to the CPC yearly with applications for additional funding in order to gradually build up adequate reserve funds.

Andres Rojas and Gloria Leipzig expressed interest in having more information about how the Conservation Funds program has succeeded in other municipalities. Andres Rojas also expressed concern that the Conservation Fund would ultimately not shorten the process, as Town Meeting approval would still be required before the Town could commit to a land acquisition. Mary Trudeau clarified that, while Town Meeting approval would still be required, the upfront capital would allow the Conservation Commission to perform the necessary preparation work in order to present Town Meeting all the information needed for them to make the final decision regarding any potential acquisition opportunities. Anthony Ferrante stated he was uncomfortable with the potential for annual CPA funding, noting a significant sum of money would eventually be accumulated that would ultimately be out of the CPC's control. As an alternative, a CPC controlled stabilization fund would allow the Town to address acquisition opportunities without removing any decision making authority from the CPC. Mary Trudeau agreed that such a stabilization fund would be a helpful alternative, specifically by enabling the Town to seize upon open space opportunities that would otherwise not be possible.

Liz Allison noted that three potential uses of the CPA grant had been described: 1) Funding a title search or the filing of a conservation deed restriction for a potential acquisition; 2) building reserves for a down payment on a potential acquisition; and 3) building reserves to put towards to the purchase price of a parcel of open space. The Final Application should explicitly state which of these three projects the CPA grant would be used to fund. The CPC would prefer that funds be used for a defined plan, such as performing a title search or filing the appropriate deed restrictions.

Construction of Intergenerational Walking Path at Clay Pit Pond (\$250,000)

Mary Trudeau, Belmont Conservation Agent

Using the master plan that was developed under prior year CPA funding, the project sponsors were able to identify the maintenance and ownership issues that should be considered when creating an intergenerational walking path. The path would help the Clay Pit Pond area to become a centerpiece for the Town at its current location in front of Belmont High School. The Conservation Commission has not yet discussed the CPC's suggested approach of dividing the project into two parts: 1) the public path, and 2) the school path, to be completed after the inevitable Belmont High School construction project. However, the two paths were identified separately by BETA, the vendor who drafted the master plan, so it is logistically possible for this to be a phased project. Focusing on the public path first would allow the Town to create a welcoming entrance way to the area, signaling that additional improvements are to follow.

The new path would be handicap accessible, with ramp entrances off of the street to make it

accessible to groups of all ages and physical abilities. Maintenance would need to be performed in a concerted effort by DPW, School Department, and other shareholders. The path itself would be created with heavily compacted, crushed stones. It would not be plowed during the winter, as heavy machinery like a plowing vehicle could damage the path.

PQ Park Revitalization (\$150,000)

Mary Bradley, Friends of PQ Park

The attached slides were discussed. After taking into consideration the CPC's suggestions, the project has been revised to focus on creating a master plan that encompasses the basketball court, the playground, and the adjacent parcel of open space. Flooding issues are also being investigated. The project sponsor also acknowledged that DPW was able to attend to many of the maintenance issues that were identified in the preliminary application, and DPW director Jay Marcotte assisted in creating the RFP.

Anne Marie Mahoney arrived at 7:49pm.

Andres Rojas asked what the revised funding request would be for on the Final Application. Mary Bradley estimated \$10,000, but the flooding issue might drive the price up to \$15,000. Once the responses to the RFP have been obtained the project sponsors can submit a firmer figure. Andres Rojas added that surveying the area will be required for this type of project and should be include in the scope of services contained in the RFP.

Liz Allison noted that the word "unsafe" should not be used when describing the playground, as it gives a false impression of the current state of this public asset. Instead, the wording should be changed to "does not meet current safety standards."

Preserving Belmont's Original Vital Records (\$100,000)

Ellen Cushman, Belmont Town Clerk

A conservation center has examined nearly 500 books of Town of Belmont vital records to determine their condition and the methods needed to preserve them. Using the information derived from this survey, the project sponsors will begin preserving vital records that were deemed to be of the highest priority.

Liz Allison inquired as to where the books were currently being stored. Ellen Cushman confirmed that the books were stored in a fireproof vault at the Town Clerk's Office. Representatives from the conservation center evaluated the sprinkler system in the vault and provided recommendations to Gerald Boyle. Eventually it is hoped that the Facilities Department will be able to perform these suggest improvements.

Digitizing Belmont's Town Meeting Records (\$60,000)

Ellen Cushman, Belmont Town Clerk

The original 1859 articles of incorporation for the Town of Belmont were discovered recently in the BMLD storage building. There are no additional copies in existence. These documents, and the original Town Clerk's records from the 1800's, are highly valuable. Only a portion of these records have been transcribed into typed reports. Original Belmont incorporation pamphlets from neighboring communities were also discovered, which provide valuable historical context. With that in mind, the final application will have an expanded scope to include digitizing the original incorporation pamphlets and other relevant ancillary documents.

Winn Brook Tennis Courts (\$325,000)

Jay Marcotte, Director, Belmont DPW

In 2010, DPW assessed all Town of Belmont tennis courts and identified serious maintenance issues with the Winn Brook and Pequossette facilities. In 2011, Town Meeting strongly supported repairing all tennis courts, but the subsequent contractor could not warrantee the repair work given the poor condition of the courts. The subsurface had been compromised, so any repairs made at that time could only act as a temporary solution. Last year the CPC awarded a grant to replace the Pequossette tennis courts, construction of which is scheduled completed in the spring of 2016. Using that project as template, project sponsors are requesting funds to replace the tennis courts at the Winn Brook location.

Anthony Ferrante asserted that no further tennis court projects should be approved until the Tennis Court Usage Study has been completed by the Recreation Commission. At this point the tennis needs of the Town are unknown and only anecdotal evidence is available regarding the actual usage of the current tennis courts. Once the number of tennis courts needed has been determined, and where these tennis courts should be located, then the project could be resubmitted to the CPC for consideration. It is anticipated that the study would be completed in 2016. Jay Marcotte agreed that the study was important, but was submitting the application now in order to be proactive against losing a currently deteriorating town asset.

Jay Marcotte confirmed that the Master Recreation Plan would examine tennis courts, but only from an operational standpoint. The usage activity would still fall under the mission statement of the Tennis Subgroup's study. Anthony Ferrante noted that the Master Plan may identify additional recreational opportunities for the Town, which could result in replacing some of the tennis courts into alternative recreational facilities.

Gloria Leipzig asked how long the Winn Brook tennis courts could last, if the Town waits for the Tennis Court Usage Study to be completed. Jay Marcotte confirmed that, in their current condition, the public can safely play on the Winn Brook tennis courts. However, water will only worsen the already existing cracks and the extent of damage to be expected from the impending winter weather is unknowable. Anthony Ferrante agreed that the Winn Brook locations may not survive the winter months. However, the Town will have new tennis courts at the Pequossette location in the spring of 2016 that could address any usage issues should the Winn Brook tennis courts need to be closed for a season.

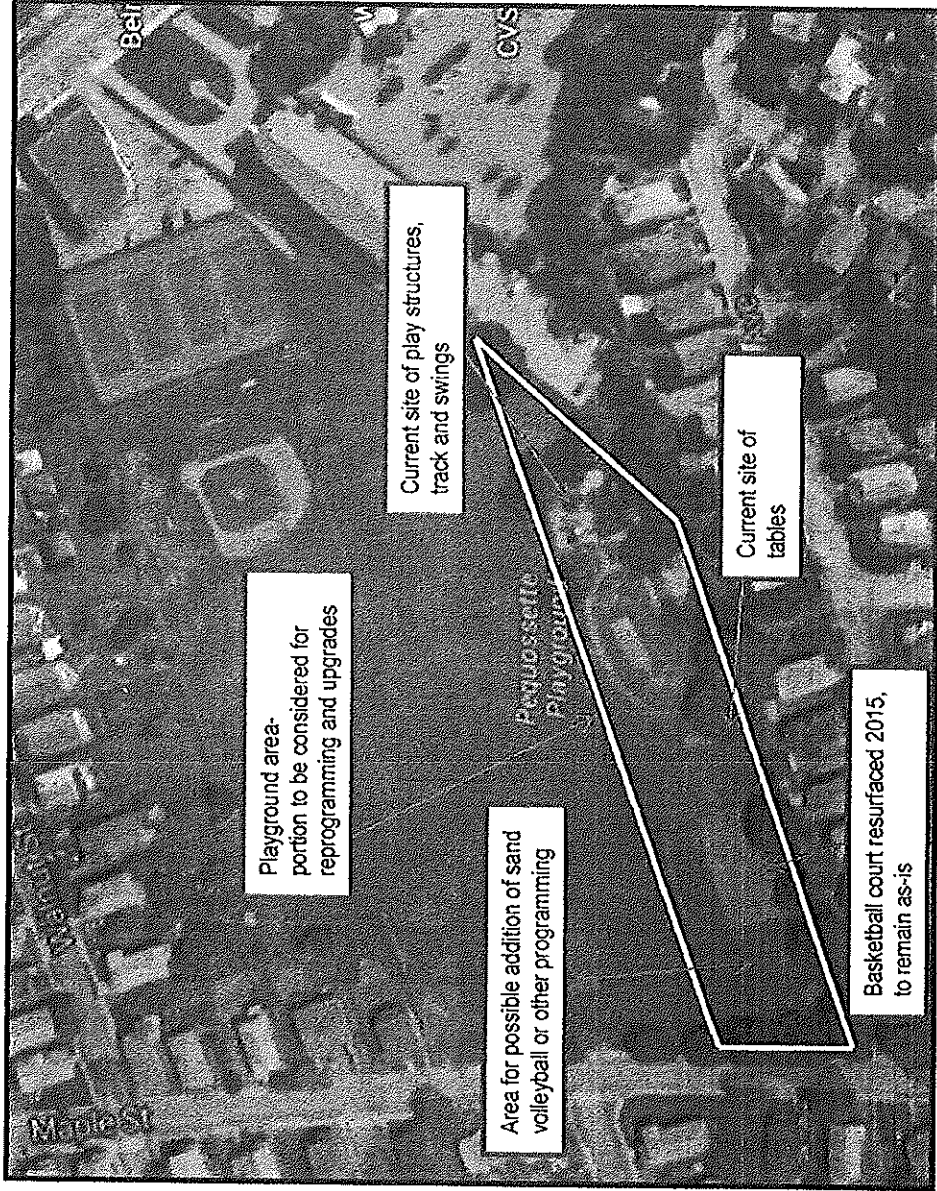
The meeting was adjourned at 8:39PM.

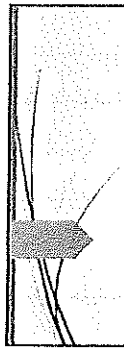
Respectfully submitted,

Michael Trainor

Link to image: <http://1drv.ms/1O66ndq>


PQ Park Aerial






Revitalization of PQ Park

Presented to the Park Dept with a grant from the City of Madison to revitalize the playground area
 1000 E. WILKINSON ST. Madison, WI 53704



PQ Park is a vital space for the community

- Play Space for preschoolers
- Soccer fields for youth sports programs
- Base for education of the youth on history and baseball
- Field for permitted dog walks in the community
- Walkers and joggers
- Gathering place for family, friends, social groups, and events



PQ Park is rife with people and potential but the playground area needs a little TLC

Primary areas of concern:

- Dilapidated equipment
- Outdated equipment
- Flooding
- Unsafe

Evolution of an Application

- The application requested \$50K for
 - renovation of playground and unused recreational space
 - graffiti and cement patch removal
 - fencing and signage
 - Re-plant trees
- Current application revised to two phase project
 - FY17 Requests funds for a Master Plan for the playground footprint area and recreational space
 - FY18 Implementation of Master Plan

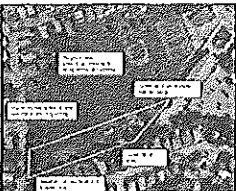
• CPA will be a greenway, greenwalk or other special application this year and next


Action to Date:

- Revised our application
- Created a coalition campaign
- Initiated conversations with a few of our potential partners
 - BSA
 - BYAB
 - Garden Club
 - Historical Society
 - Be Well Belmont
- Conducted pay and flight to discover:
 - CPA Best Practices
 - DPW responsibilities
 - BFP application
- Blue Hill Road project to track landscape architecture firms


The Master Plan


- Analyzing the site existing conditions
- Researching display structures and possible pathways
- Identifying recreation uses for the crushed to the east corner of Popoville Park
- Tree planting, tree water management, tree preferences




 **Next steps before the May Town Meeting**

- Select Landscape Architecture Firm for Master Plan
- Continue the conversation with potential partners
- Ramp up Social Media campaign
- Start an aggressive fundraising campaign




 **Following Town Meeting Approval**

- Give Landscape Architecture Firm go-ahead
- Work with the Landscape Architect and community to select the playground treatment
- Continue fundraising efforts



• Start again again in September 2015

 **Open Issues/questions ?**
