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**McLean Barn Temporary CPA Project Committee  
MEETING MINUTES**

Monday, November 20, 2017

Belmont Town Hall, Conference Room 1

8: 15 AM

**Committee members present:** Lauren Meier, Lisa Harrington, Terry McCarthy, from Historic District Commission, Ellen O'Brien Cushman, and Radha Iyengar from Land Management Committee for Lone Tree Hill.

Town Staff: Spencer Gober, Office of Community Development

Others present: Bonnie Freeman joined the meeting at 9 AM.

**1. 8:15 AM Meeting called to order.**

**2. Review of the McLean Barn CPA application status in preparation for December 4<sup>th</sup> submission**

Committee members discussed the CPA application requirements, reviewed the sections to be included in the document, and assigned tasks.

**Project Description Sections:**

- Goals – Ms. Meier and Ms. Cushman;
- Community Need – Ms. Meier and Ms. Cushman;
- Project Documentation – Ms. Harrington;
- Timeline – Ms. Harrington;
- Credentials – Ms. Cushman;
- Success Factors - Ms. Meier and Ms. Cushman;
- Budget – Ms. Harrington;
- Other Funding – Ms. Cushman;
- Town Properties - Ms. Meier and Ms. Cushman;
- Private Entity as Project Sponsor – Not applicable;
- Maintenance – Ms. Cushman;
- Impact on Town Budget – Ms. Cushman; and,
- Control of Site – Ms. Cushman.

**Additional Information Sections:**

- Control of Site - Ms. Cushman;
- Deed Restrictions – Ms. Meier and Ms. Cushman;
- Acquisitions – Not applicable;
- Feasibility – Ms. Meier;
- Hazardous Materials – Ms. Cushman and Mr. Gober;

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- Permitting – Ms. Meier;
- Environmental Concerns – Ms. Meier;
- Professional Standards – Ms. Harrington; and,
- Further Attachments – Ms. Meier and Mr. Gober.

The members also discussed the recently distributed RFP for Conditions Assessment and Stabilization Recommendations, and the pre-bid site visit planned for Tuesday, November 21, 2017, at 10:00 AM.

The next Committee meeting was discussed and scheduled for Monday, November 27, at 8:00 AM in Town Hall, Conference Room 1.

**3. Meeting adjourned.**

Respectfully submitted,  
Spencer Gober