

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

2017 DEC -1 AM 9:18

Tuesday, November 28, 2017
Belmont Town Hall, Conference Room 1
8 AM

Committee members present: Lauren Meier, Lisa Harrington, Terry McCarthy, Ellen O'Brien Cushman, and Radha Iyengar

Spencer Gober, Office of Community Development

- 1. 8:00 AM Meeting called to order.**
- 2. Review of the McLean Barn CPA application status in preparation for December 4th submission**

Committee members reviewed an initial draft of the CPA application, identified necessary revisions and additional information, and assigned tasks.

- Ms. Meier to incorporate Ms. Cushman's text;
- Text regarding vegetation removal to be removed from the scope and incorporated into the Maintenance and Town Budget sections;
- Ms. Cushman stated that the document needs to clarify that the study is being funded through CPC administrative funds, and that this application is only for the stabilization implementation work based on the study;
- Mr. Gober is tasked with uploading the RFP and National Register of Historic Places nomination documents to the Town's website, and then provide the links to Ms. Meier to be incorporated into the document;
- Members are to continue to ask for letters of support from the various contacts;
- Mr. Gober was asked to draft language for the Credentials section;
- Ms. Meier asked all present to review the draft she will distribute on November 29th and provide timely corrections, edits and clarifications; and,
- Ms. Cushman identified revisions to the draft locus map and agreed to provide additional information to Mr. Gober.

Members agreed on a timeline for incorporating the revisions and finalizing the document, with the goal of printing on Friday, December 1, in order to meet the deadline on Monday, December 4.

3. Meeting adjourned.

Respectfully submitted,
Spencer Gober