

TOWN OF BELMONT
COMMUNITY PRESERVATION FUND
Proposed FY17 CPA Projects
April 19, 2016

Proposed FY17 Projects	Recommended Appropriation	
Construction of Intergenerational Walking Path at Clay Pit Pond	\$	228,350
Preserving Belmont's Original Vital Records	\$	80,000
Digitizing Belmont's Town Meeting Records	\$	85,000
Town Hall Exterior Railings Improvements	\$	75,000
PQ Playground Revitalization (Phase I)	\$	25,000
Winn Brook Tennis Courts	\$	325,000
TOTAL	\$	818,350.00

Final Applications Rescinded By Project Sponsors Prior To Vote	Original Request	
Conservation Fund	\$	50,000.00

Preliminary Applications Rejected by CPC	Original Request	
Hittinger Field Renovation	\$	1,000,000.00

**Community Preservation Committee
Town of Belmont**

CPA Funding - Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 4pm on December 4, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Construction of Intergenerational Walking Path at Clay Pit Pond
Applicant/Contact Person Mary Trudeau, Agent
Organization Belmont Conservation Commission
Mailing Address 19 Moore Street, Belmont, MA 02478
Telephone 617-993-2667 **E-mail** mtrudeau@belmont-ma.gov
Signature Mary Trudeau **Date** December 4, 2015

CPA Category (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input checked="" type="checkbox"/> Recreation |

Amount Requested \$228,350

Total Project Cost \$228,350

Processed By
Town of Belmont
Town Treasurer
Town Collector
15 DEC -2 PM 3:05

CPC USE ONLY:
Application# OSR-2
Received 12/02/15
Control # FY16-FA2

Brief Description of Project

Include the address/location and current owner of the property, as well as any critical dates. Please attach supplemental information (photographs, drawings, documents, etc.) as desired

In 2013, the CPA funded the development of a master plan for the Clay Pit Pond property. While the master plan includes many elements, the focus of the design is the Intergenerational Walking Path which creates safe, accessible pedestrian paths throughout the parkland. This CPA proposal consists of the construction of the "public" portion of the walking path.

This "public" portion of the Intergenerational Walking Path consists of approximately 2500 linear feet of permeable (8) eight foot wide path running between Hittinger Street and the western school driveway at Concord Avenue. The path system proposed in this application includes rehabilitated entrances at Hittinger Street; Concord Avenue and Underwood Street; and Concord Avenue and the westernmost school driveway egress road. The restoration of the historic paths between Concord Avenue/Underwood Street and the proposed Veterans memorial area is included in this application.

Brief Description of Benefit

How does the project fulfill the General and Specific Criteria of the Community Preservation Committee Guidelines?

This project expands the existing recreational values of the Clay Pit Pond parkland, creating a safe and well drained, walking path along the south side of the Clay Pit Pond. The existing path system, while well used, is unsafe and accessible only to the most agile during several months of the year. Reconstruction of an (8) eight foot wide footpath will create fully accessible, ADA compliant trails through the site.

The property is one of the most historically important park lands in the Town of Belmont. Loring Underwood, a locally prominent landscape architect designed the original park, incorporating several unique and characteristic design elements. Portions of the park were constructed with WPA labor, transforming the former brickyard site to a public amenity. While time has obscured much of the original path design, this proposal includes the restoration and rehabilitation of several important Underwood design elements.

In its entirety, the Master Plan creates a visually harmonious public park accessible to all residents and users. The construction of the "public" portion of the path sets the framework and structure that will allow for the phased construction of a variety of secondary projects.

Intergenerational Walking Path Construction Clay Pit Pond Belmont, Massachusetts

Goals:

The Conservation Commission received a CPA grant in 2014 to fund a phased Master Plan detailing the development of an Intergenerational Walking Path at Clay Pit Pond. Using CPA funds, BETA group developed a landscaping plan that included a permeable and fully handicapped accessible walking path. The proposed Master Plan included a variety of secondary projects, including: rain gardens; furnishings (benches, trashcans and picnic tables); Veterans Memorial Area and monuments; restoration of the Ruth Ippen Arboretum; and several shore line restoration and vista creation projects. However, the centerpiece of the park is the construction of the Intergenerational Walking Path.

The goal of this CPA grant is to provide the funds for the construction of a well- drained, safe and handicapped accessible path to benefit the multiple user groups which currently enjoy the Clay Pit Pond parklands. The approximately 2500 linear feet of path, included in this funding request, will create improved access between a formalized entrance at Hittinger Street, traverse around the south side of the Clay Pit Pond, and connect to Concord Avenue at the western school driveway. The Intergenerational walking path will also include paths incorporating a Veterans Memorial site (memorials are not included in this proposal) and a rehabilitated entrance at Concord Avenue and Underwood Street. A second phase of the Intergenerational Walking Path will run along the north side of the Clay Pit Pond, and this work has not been included in the current proposal for CPA funding.

Clay Pit Pond is one of the most historically important parklands in the Town of Belmont. Loring Underwood, a locally prominent landscape architect created the original park design, incorporating several unique and characteristic design elements. The property contains the remnants of the original clay pit associated with a regionally important brick yard, and the Underwood design incorporated this feature in the original design. Today the park provides one of the iconic views of Belmont, and provides a visual entrance to the Town.

Community Need:

Clay Pit Pond Park provides a managed open space utilized by a wide variety of user groups. The parklands include approximately 13.5 acres of scenic water body located on the approximately 31 acre Belmont High School property. There is a well worn, albeit informal walking path at the perimeter of the Pond. This parkland is unique in that it is used by every age group in town. Paths are used by recreational walkers including

students at the high school; fitness walkers; and runners. Cross Country skiers and fishermen frequent the site during appropriate seasons, and the existing pathway is part of the Belmont High School Cross Country race course. While many of the visitors are active, benches provide the tranquility of a water view, and the potential for quiet moments. Reconstruction of the paths creates the opportunity for a fully accessible path system during much of the year.

Clay Pit Pond is a site with significant historical significance to Belmont. The Town of Belmont has owned the property since the late 1920's, with the closing of the New England Brick Company brickyard on the locus. The brickyard was a large operation, producing 15 million bricks a year and employing seventy five men. The clay was considered very high quality, and when the clay ran out in November of 1926 the plant was closed. The proposed design of the new walking path includes a tribute to the original clay pit. At each location where the path crosses the historic bank of the original clay pit, the path has a signature, decorative brick detailing on the walking surface. Preserving the history of this park is an important component of the Master Plan.

The Veterans of Belmont have been working towards developing a memorial area for several years. The Master Plan created an opportunity to have a professionally designed memorial area incorporated into the Clay Pit Pond parklands. While monuments are not included in this proposal, the paths which define a future memorial area will be constructed as part of this grant proposal. This will create a framework for the Veterans groups to develop and create appropriate memorials within a beloved, and frequented locale.

In 1928, the Town engaged the services of the locally renowned landscape architect, Loring Underwood, of Underwood and Caldwell to create a plan for the redevelopment and rehabilitation of this thirty eight acre parcel. The resultant landscaping plan created the Pond through the 1933 diversion of the Wellington Brook into the clay pit remaining from the brickyard operations. The plan resolved the remaining changes in grades between the pond and Concord Avenue, creating a gently graded slope and wide pathway around the perimeter of the pond. Interestingly, the Concord Avenue and Underwood Street areas were graded and landscaped into a park-like area through the use of a W.P.A. project. While the use of the pond included dumping of refuse and municipal debris until approximately 1958, a new park was finally completed in the 1960's. The Town evolving use of this property included the construction and completion of the High School in 1971. While the use of the site has changed over the years, aspects of the Underwood and Caldwell design remain intact at the south end of the site. The proposed landscaping plan, prepared by BETA Group, incorporates appropriate features and concepts from the 1928 Underwood and Caldwell plan. In particular, the entrances to the site, from Concord Avenue, will be restored to the original locations and with similar iconic path layouts. Again, preservation of these historical features is a key component of the designed Master Plan.

The Clay Pit Pond park provides a unique opportunity for the creation of a multi generational facility creating enhanced social connections, physical fitness and passive

recreational opportunities for a wide range of users while improving the environmental impacts of the current walkways. The current paths, while beloved, are not handicap accessible, and the generally poor condition of the walkways often precludes dry and safe foot traffic. Portions of the path system are located in close proximity to sensitive wetland resource areas associated with the Pond, and have the potential to discharge sediment laden flows to the Pond. The proposed strategic realignment and rehabilitation would be an environmentally sensitive improvement, and would improve water quality within Clay Pit Pond. Several of the secondary projects include storm water management strategies and opportunities for better management of runoff, development of the path system allows for these incidental projects to move forward.

The site is generally managed by the Belmont Department of Public Works, with assistance from the various community service groups in town. A formalized path system will assist both the DPW, and the various community service groups interested in contributing to the maintenance of the park in a meaningful way.

Community Support:

The Conservation Commission is the proponent of this project. Letters of support have been requested, and will be attached to this proposal as they are received. The following letters of support have been requested:

- Veterans Committee
- Shade Tree Committee
- Belmont Garden Club
- Recreation Commission (June Howell)
- Board of Health (Angela Braun)
- Tree Warden (Tom Walsh)
- Council on Aging (Nava Niv-Vogel)
- Alice Melnikoff (Community Service Director Belmont High School)
- Belmont High School Cross Country Coaching staff
- Belmont High School principal
- Department of Public Works (Jay Marcotte, Rick Bemis)
- Historic Commission (Mike Smith and Erik Rhodin)
- Community Path Advisory Committee
- Will Brownsberger – State Senator
- Dave Rogers – State Representative
- Disability Access Commission
- New England Mountain Bike Association (Thomas Grimble)
- League of Woman Voters

Project Documentation:

The following attachments include:

1. Community Intent documents
2. Existing Conditions documents
3. Color Layout of Proposed Design
4. Color Layout of Veterans Memorial Pathway
5. Layout, Section and Materials
6. Specifications (general)
7. Quantities and Cost Estimate

Timeline:

1. **Preparation of Construction Level Details:** While the plans prepared under the 2014 CPA Grant detail the materials and construction techniques to be employed in the construction of the new path, there are a few grading and engineering issues to be resolved. We have received a quote of \$2500 dollars to prepare these details. This task will take approximately one month.
2. **Preparation of Request for Proposal Documents:** Prepare a Request for Proposals for the development of the intergenerational walking path detailed in the BETA Group Landscaping Plan to create a fully accessible park at Clay Pit Pond.

Goal is to solicit at least three bids, and to choose a single applicant within ninety days of CPA approval.

3. **Award the Contract to the lowest qualified bidder:** This task will include preparation of a contract with the general contractor selected through the bidding process. This task includes review of the proposed agreement by the Board of Selectmen and Town Counsel.
4. **Construction of the Intergenerational Walking Path**

The plan is expected to be completed by Summer of 2017.

Credentials:

The Belmont Conservation Commission is the project proponent. Land Management is jurisdictional responsibility of the Conservation Commission, and an area of expertise for the Commission. Belmont's Commission currently manages Rock Meadow and the Community Gardens. These holding represent approximately 70 acres of open land which require annual maintenance to preserve and protect the existing meadows and woodlands.

The Conservation Commission has successfully managed several grants for work at Rock Meadow, and is currently engaged in a cost sharing program with the Wildlife Habitat Improvement Program at the USDA. This program has allowed the Commission to pay for mowing, control of invasive plant species, liming and meadow maintenance with minimal municipal funding. The value of this cost share program is approximately \$70,000.00 (Seventy thousand dollars) over the ten years of the program.

Other grants successfully administered by the Commission included a Rails to Trails grant funding the construction of paths, wooden bridges and elevated walkways throughout the meadow. This grant also included the purchase of a brush mower and trailer, allowing the Commission to maintain paths and hand mow specific sections of targeted meadow. This project was valued at approximately \$20,000 dollars, with a matching labor contribution organized by the Commission.

The Commission has undertaken responsibility for the maintenance of paths and walking trails at Rock Meadow and the Community Garden area. Mowing is done by an independent contractor and overseen by the Commission and their agent.

Other projects currently overseen by the Commission include the rental of approximately 140 garden plots; a bluebird management and breeding program; and three (3) bee hives at Rock Meadow. Recent Eagle Scout projects managed by the Commission included two work days to remove aged backstops from woodlands; construction and installation of wooden kiosks; and a signage program for the community gardens.

The Commission is currently overseeing a program to grow blight tolerant tomato plants for use in the Community Gardens. The program involves the use of a local nursery, volunteer labor from the Wellington School community, and the cooperation of a significant number of the 130 community gardeners at Rock Meadow. The goal of this project is to provide affordable, locally grown, healthy plants that will be tolerant of a recent blight that has affected local produce.

The Commission generally provides supervision for the Belmont Serves Work days; the Belmont High School Community Service days; one or two Garden Work days; and one or more non secular community service work projects each year. The Commission has a paid agent, who keeps regular hours in the Town Hall, and who has extensive experience in managing municipal contracts.

Success Factors:

The goal of this plan is to provide the framework for development of a well used, fully accessible, safe walking path for a variety of users. This portion of the project will be deemed successful upon the completion of a safe, well drained and fully handicap accessible path system. The Commission feels strongly that the strength of this proposal is in its ability to provide access, fitness, recreational opportunities and socializing areas for the entire local community. Using a phased plan will allow the Commission to construct portions of the project at various times, using a variety of volunteer, grant and other opportunities. Having a framework of projects and materials will allow for the

optimization of volunteer hours, and allow for the preparation of effective and successful grant applications.

Budget:

The Commission is requesting no more than \$228,350 (two hundred twenty eight thousand three hundred fifty dollars) to allow for the cost of engaging an independent contractor under the municipal bidding guidelines. These costs will include the following:

1. Preparation of construction level detail plans (\$3000.00)
2. Preparation of bid documents (\$1000.00)
3. Costs for postage, preparation, reproduction and advertising of the RFP for the Plan (\$1000.00 dollars)
4. Construction Costs for approximately 2500 linear feet of path (approximately 8 foot width) (\$210,000.00)
5. Furnishings (including trash receptacles (5) and (6) picnic tables) (\$13,350.00)

Other Funding:

The Commission has reviewed other grant opportunities and has not found any other source of funding for this pathway reconstruction portion of the Master Plan projects.

Maintenance:

Maintenance requirements are similar to those that occur in the park today. No changes to the maintenance schedule and program are expected.

1. COMMUNITY INTENT FOR ALL PATHS AT CLAY PIT POND

THE PATHS... CONCEPTUAL VISION

- Handicap accessible
- Walking mostly
- Permeable
- Runnable by High School team
- In keeping with historic, natural character of park

BETA

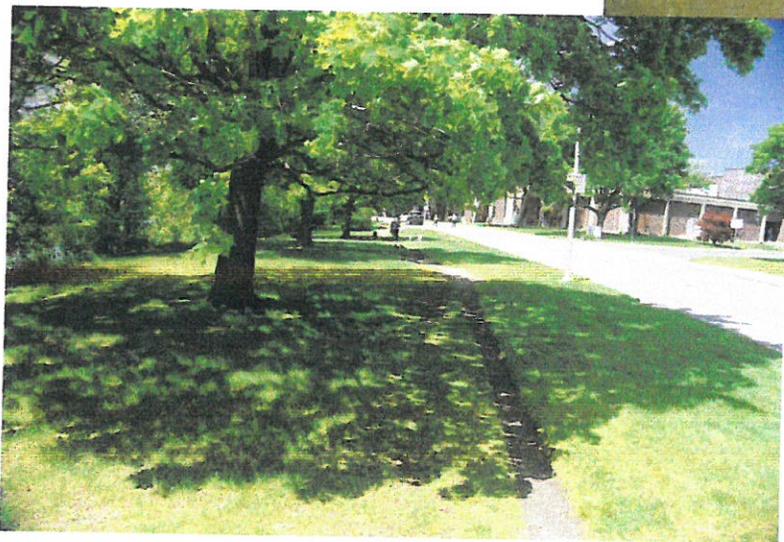
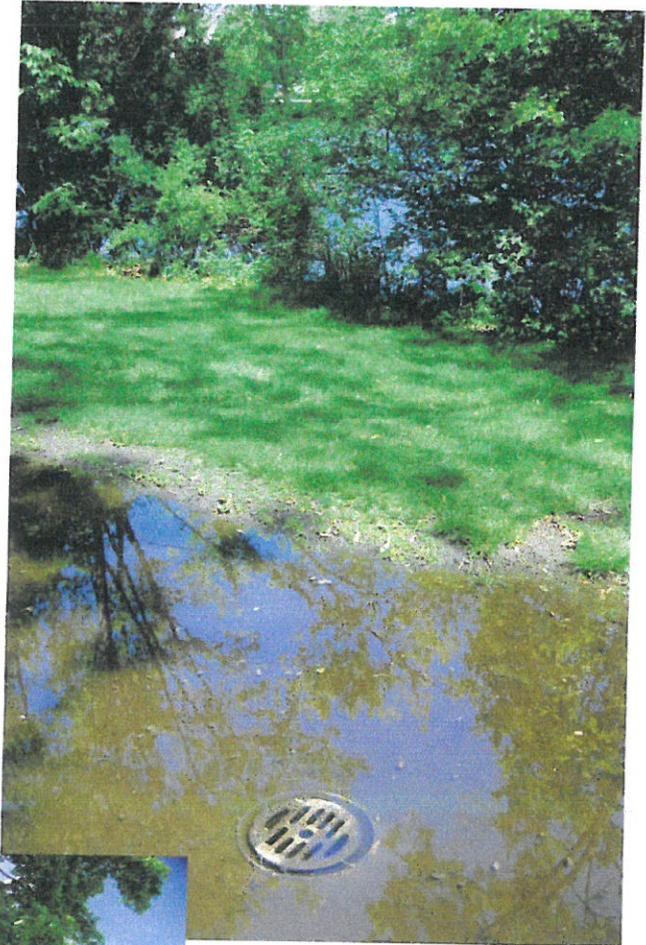
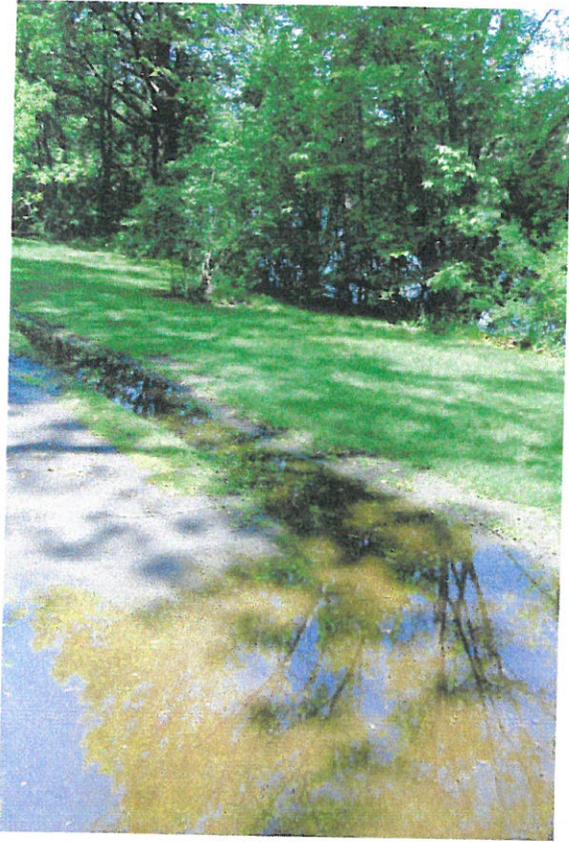


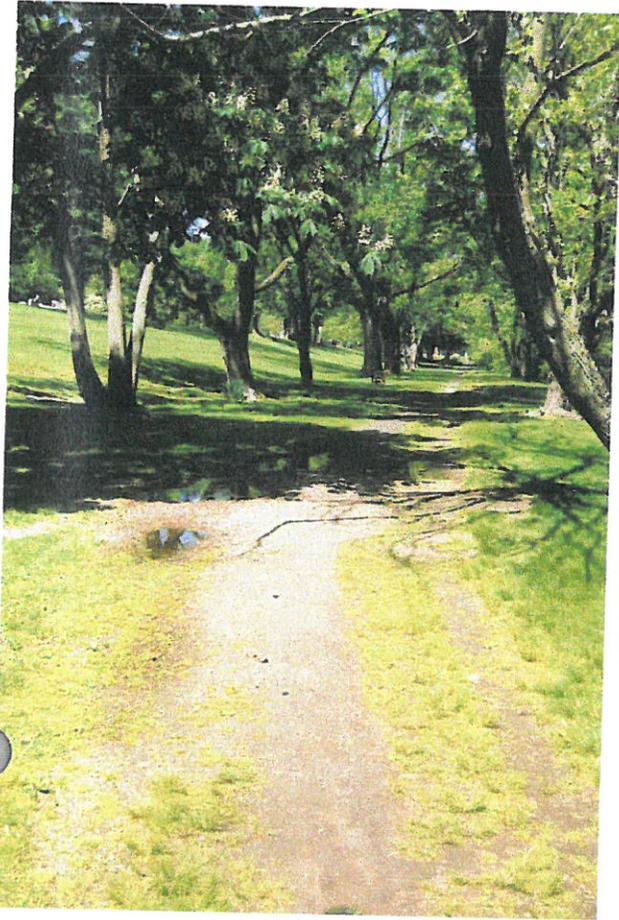
Clay Pit Pond Walking Path, Belmont, MA

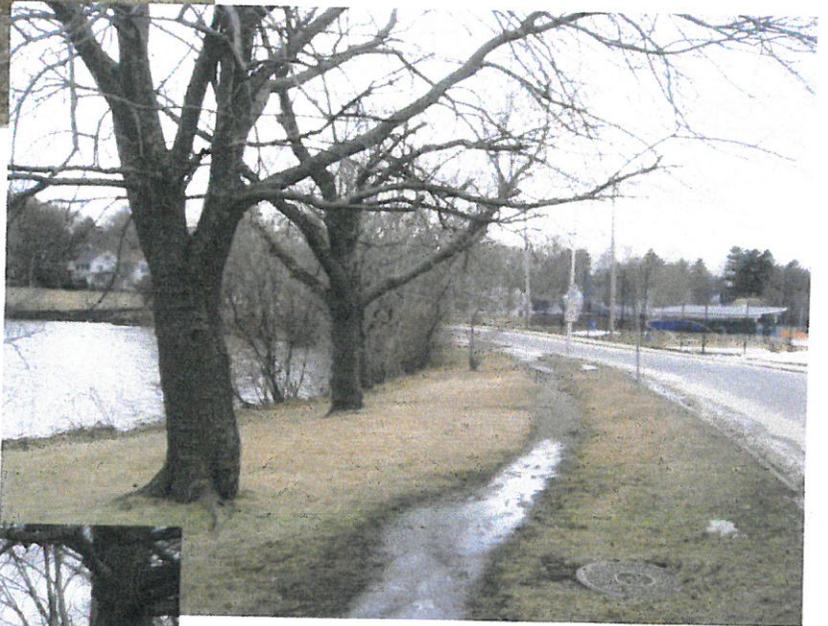
Intergenerational Walking Path at Clay Pit Pond, Belmont, MA

EXISTING CONDITIONS: PATHS

All photos taken 2014-2015







Paths and Pond Flooding at low-lying Hittinger Street end of park, December 2014





"SCHOOL ZONE"

- Path is 5 feet wide



TRANSITION POINTS
ARE AT THE EAST
AND WEST ENTRIES



"PUBLIC ZONE"

- Path is 8 feet wide

BETA

SPECIAL DESIGN ELEMENTS:
EVOKING THE 'GENIUS OF THE PLACE'



Clay Pit Pond Walking Path, Belmont, MA



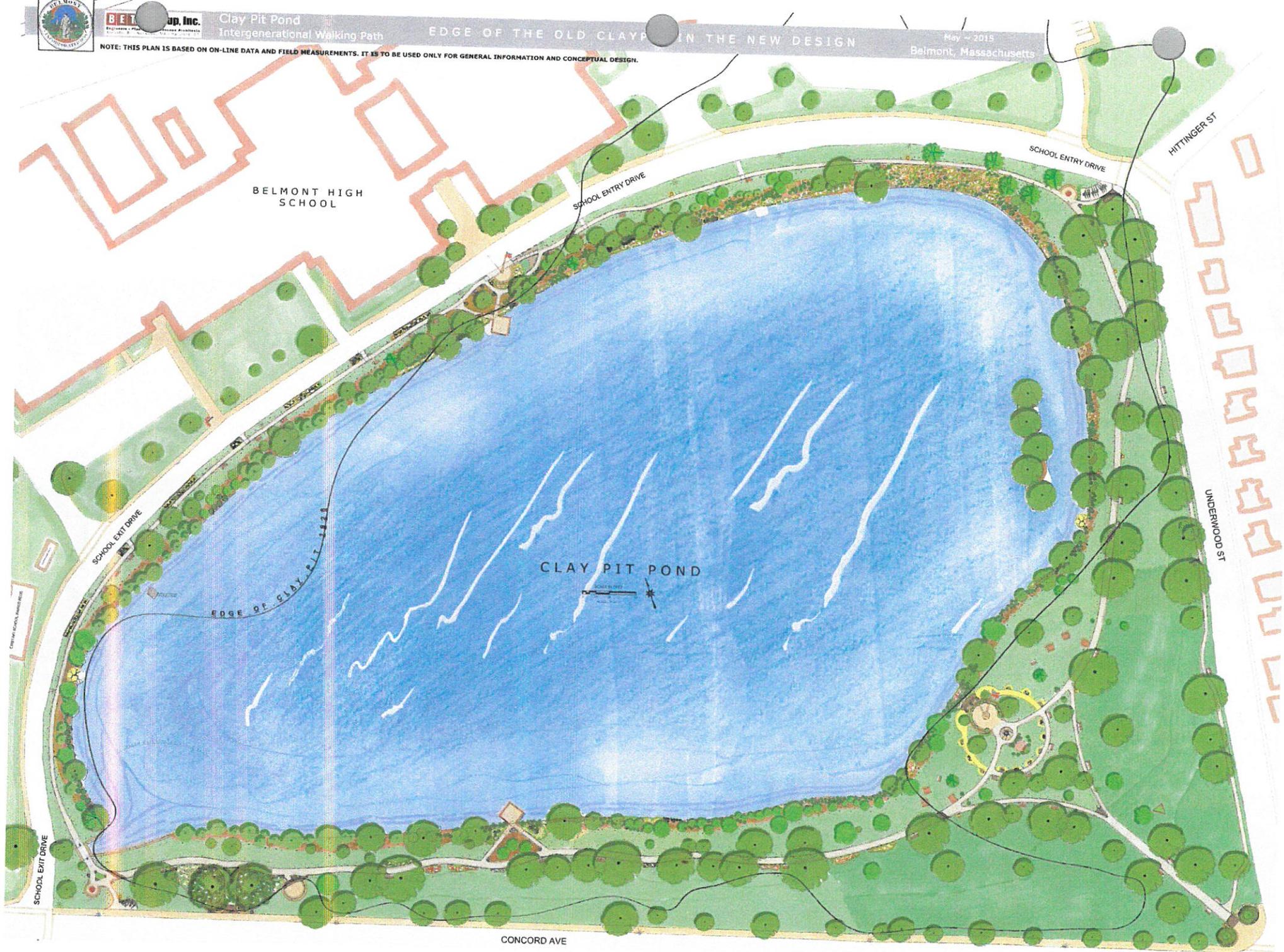
BET... up, Inc.
ENGINEERING & ARCHITECTURE

Clay Pit Pond
Intergenerational Walking Path

EDGE OF THE OLD CLAYPIT IN THE NEW DESIGN

May ~ 2015
Belmont, Massachusetts

NOTE: THIS PLAN IS BASED ON ON-LINE DATA AND FIELD MEASUREMENTS. IT IS TO BE USED ONLY FOR GENERAL INFORMATION AND CONCEPTUAL DESIGN.



BELMONT HIGH SCHOOL

SCHOOL ENTRY DRIVE

SCHOOL ENTRY DRIVE

HITTINGER ST

UNDERWOOD ST

CLAY PIT POND



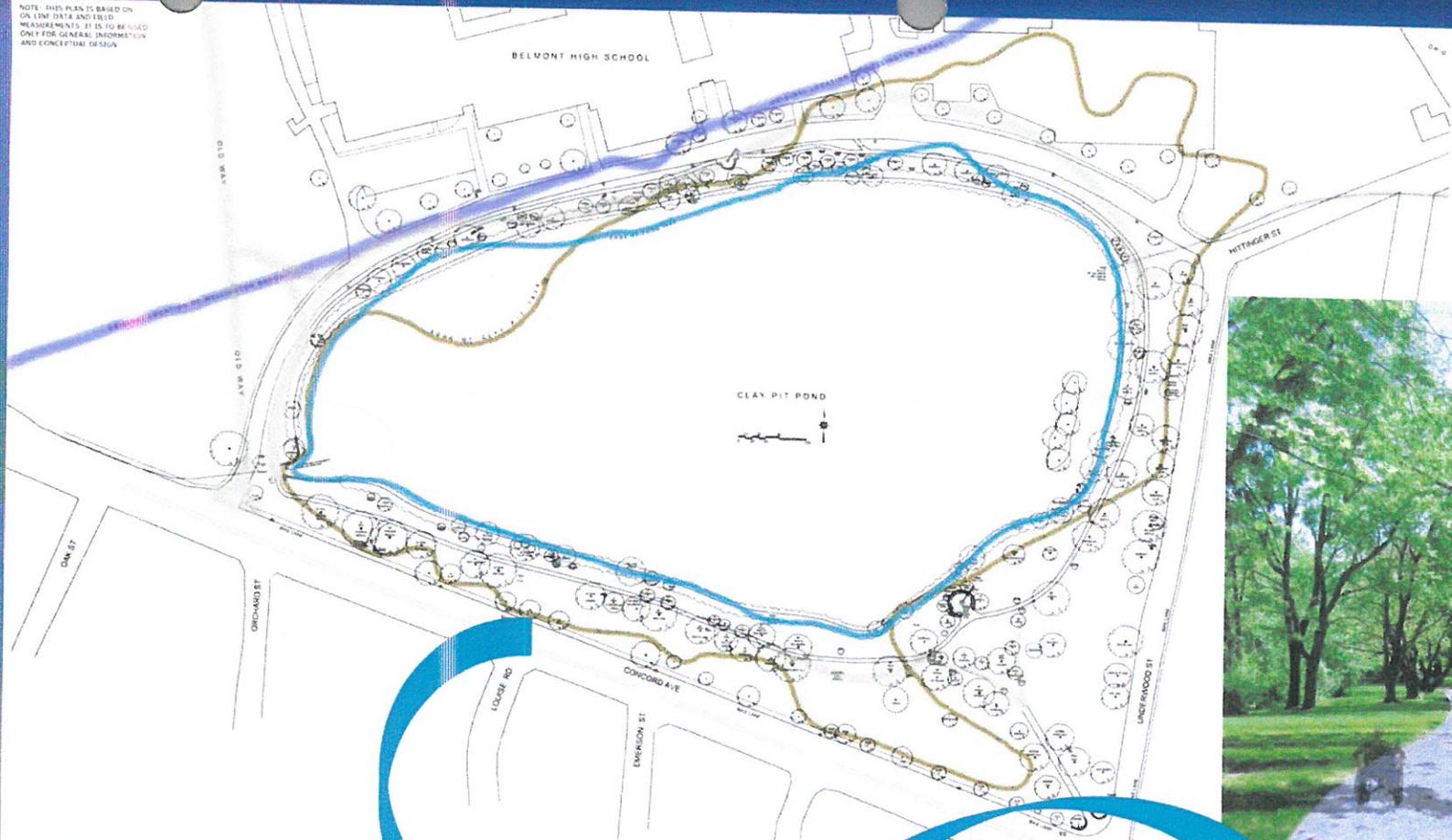
EDGE OF CLAYPIT

SCHOOL EXIT DRIVE

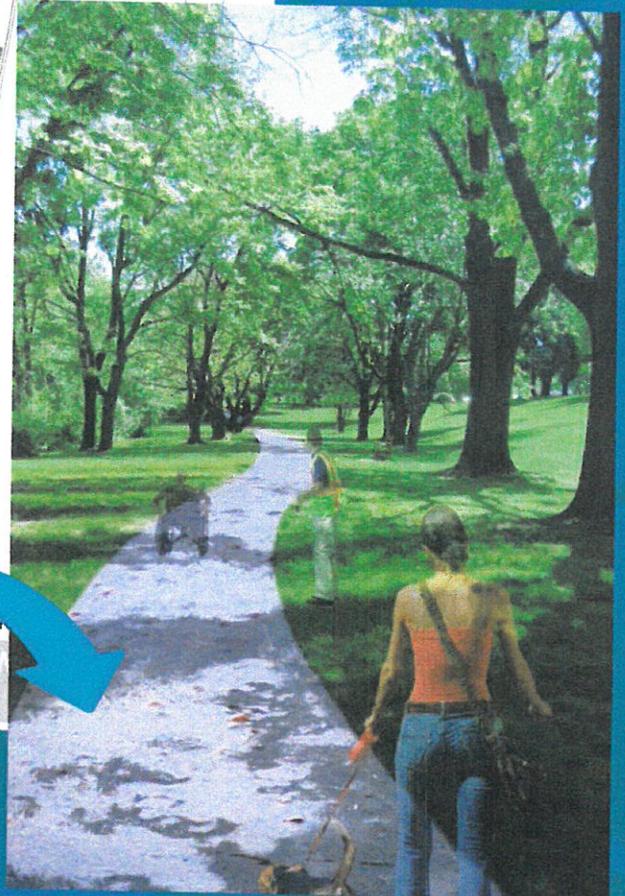
SCHOOL EXIT DRIVE

CONCORD AVE

NOTE: THIS PLAN IS BASED ON
ON-LINE DATA AND FIELD
MEASUREMENTS. IT IS TO BE USED
ONLY FOR GENERAL INFORMATION
AND CONCEPTUAL DESIGN.



PLAN OF CLAY PIT POND SHOWING HISTORICAL
Clay Pit Pond Intergenerational Walking Path
Belmont, Massachusetts



BETA Group, Inc.



Evolve the historic edge of the original clay pit, which was used to make bricks, by laying a brick band across the new path wherever the clay pit edge crosses it?

BETA

SPECIAL DESIGN ELEMENTS:
EVOKING THE 'GENIUS OF THE PLACE'

Clay Pit Pond Walking Path, Belmont, MA



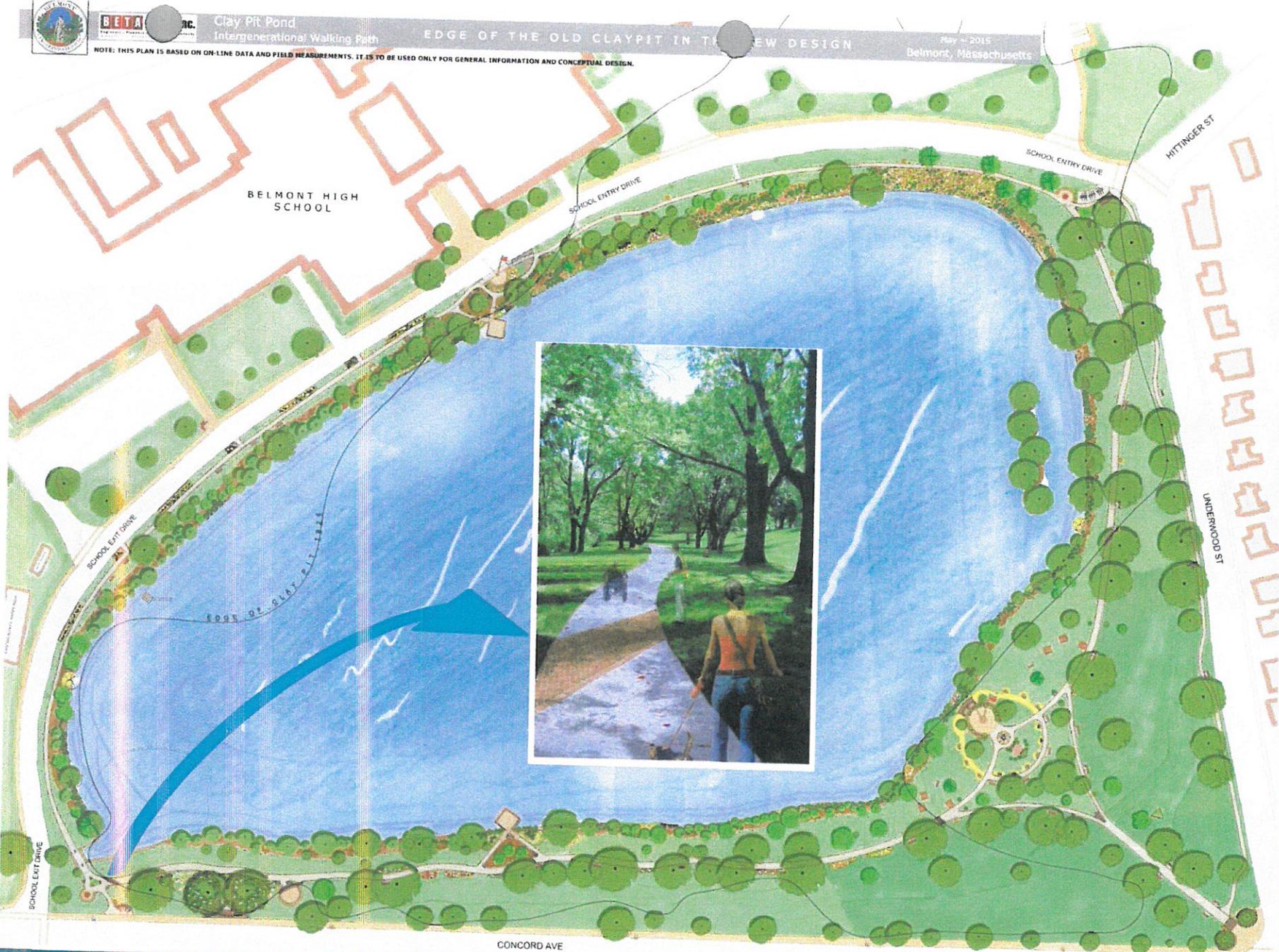


Clay Pit Pond
Intergenerational Walking Path

EDGE OF THE OLD CLAYPIT IN THE NEW DESIGN

May ~ 2015
Belmont, Massachusetts

NOTE: THIS PLAN IS BASED ON ON-LINE DATA AND FIELD MEASUREMENTS. IT IS TO BE USED ONLY FOR GENERAL INFORMATION AND CONCEPTUAL DESIGN.



SPECIAL DESIGN ELEMENTS:
EVOKING THE 'GENIUS OF THE PLACE'

Clay Pit Pond Walking Path, Belmont, MA

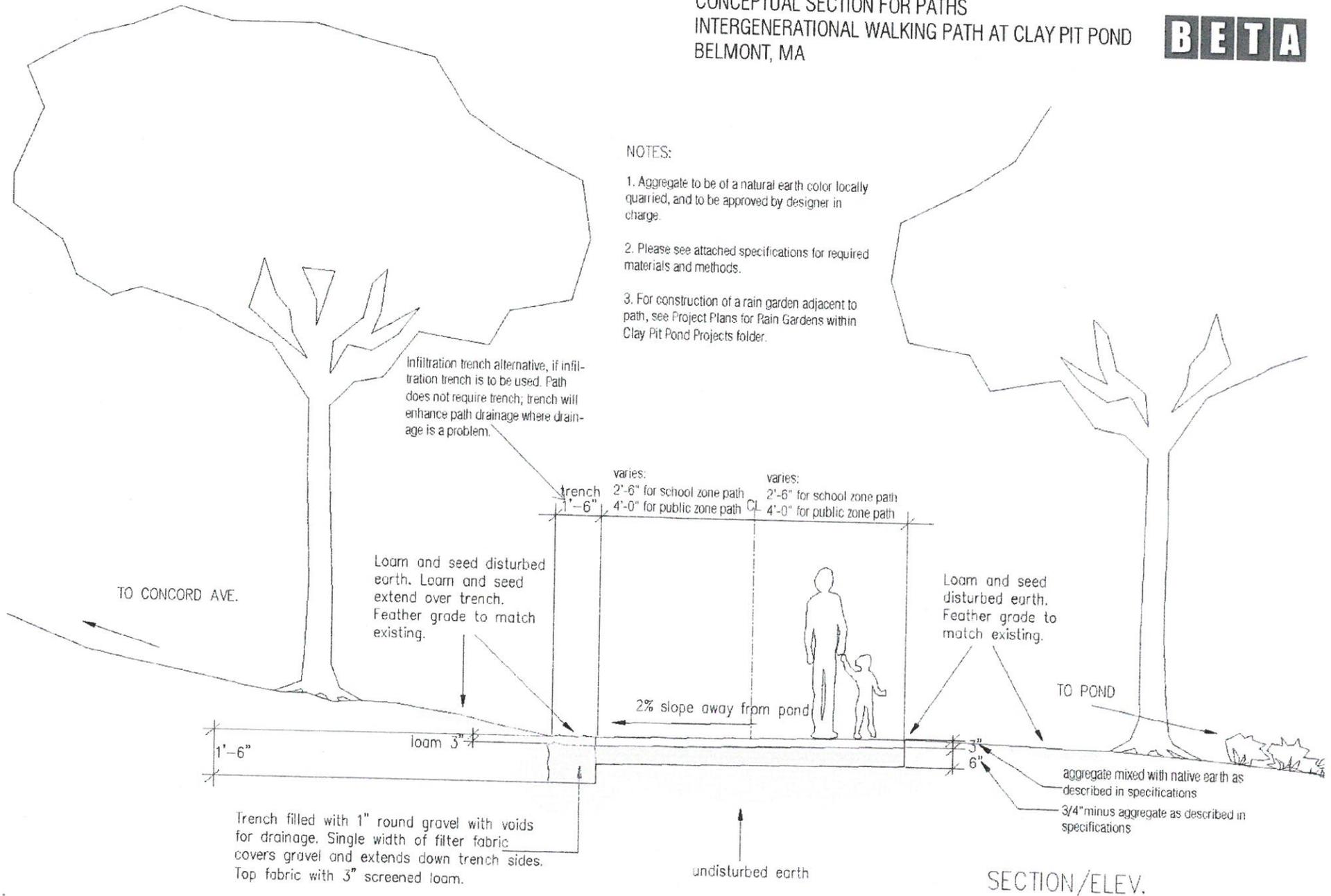


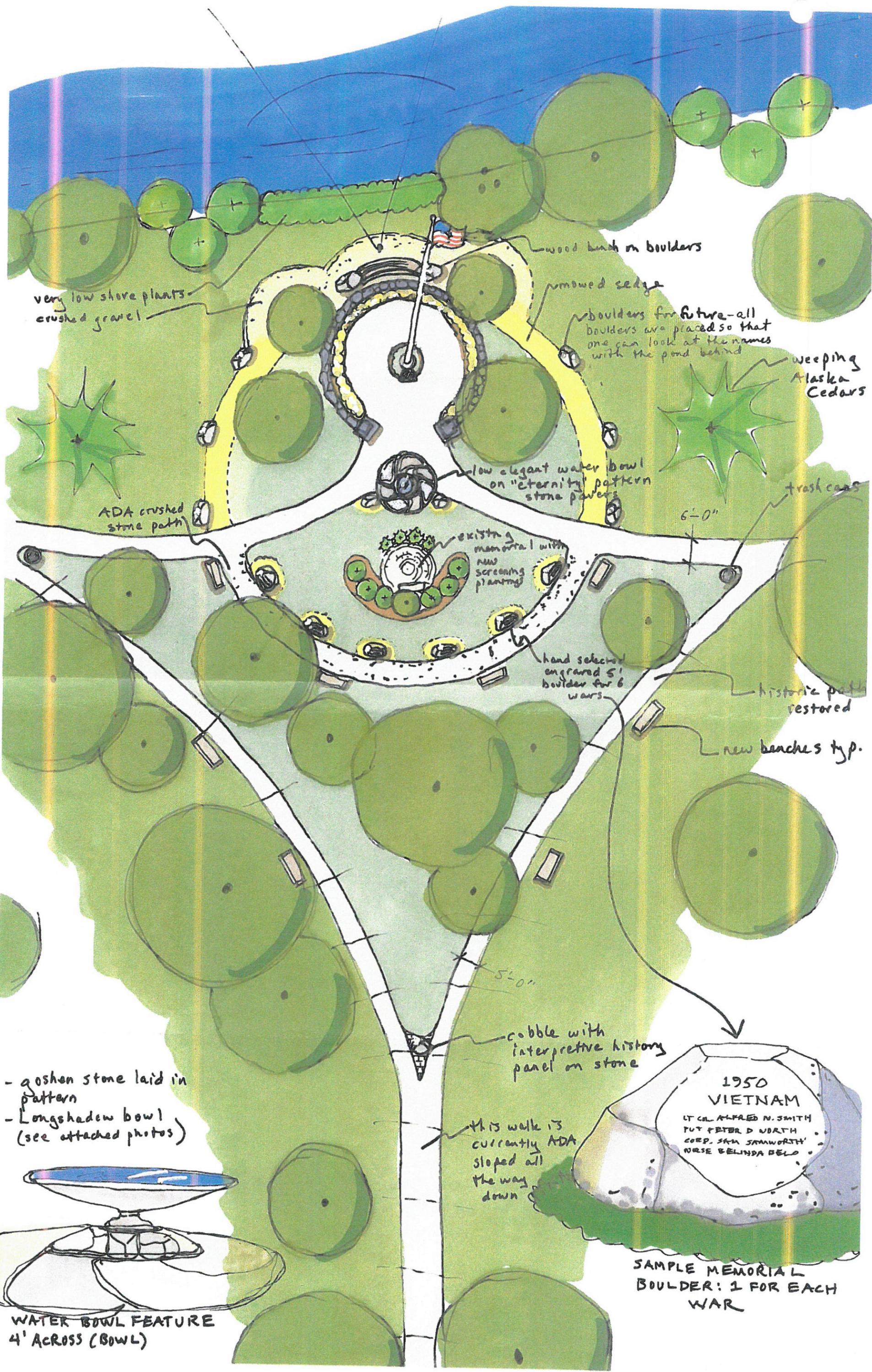
CONCEPTUAL SECTION FOR PATHS
 INTERGENERATIONAL WALKING PATH AT CLAY PIT POND
 BELMONT, MA



NOTES:

1. Aggregate to be of a natural earth color locally quarried, and to be approved by designer in charge.
2. Please see attached specifications for required materials and methods.
3. For construction of a rain garden adjacent to path, see Project Plans for Rain Gardens within Clay Pit Pond Projects folder.





very low shore plants - crushed gravel

wood bark on boulders

rimmed sedge

boulders for future - all boulders are placed so that one can look at the names with the pond behind

weeping Alaska Cedars

ADA crushed stone path

low elegant water bowl on "eternity" pattern stone pavers

trash cans

6'-0"

existing memorial with new screening planting

hand selected engraved 5' boulder for 6 wars

historic path restored

new benches typ.

5'-0"

cobble with interpretive history panel on stone

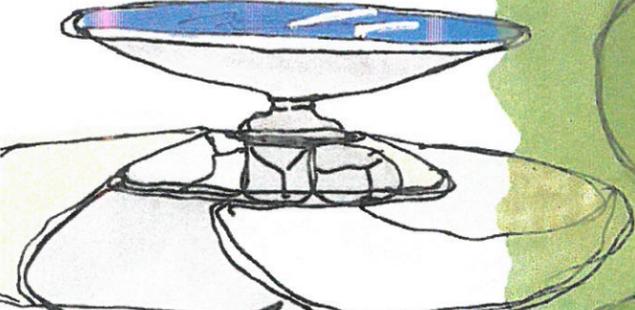
this walk is currently ADA sloped all the way down

1950 VIETNAM

LT COL ALFRED N. SMITH
 PVT PETER D WORTH
 CORP. SAM SAMWORTH
 NURSE BELINDA DELO

SAMPLE MEMORIAL BOULDER: 1 FOR EACH WAR

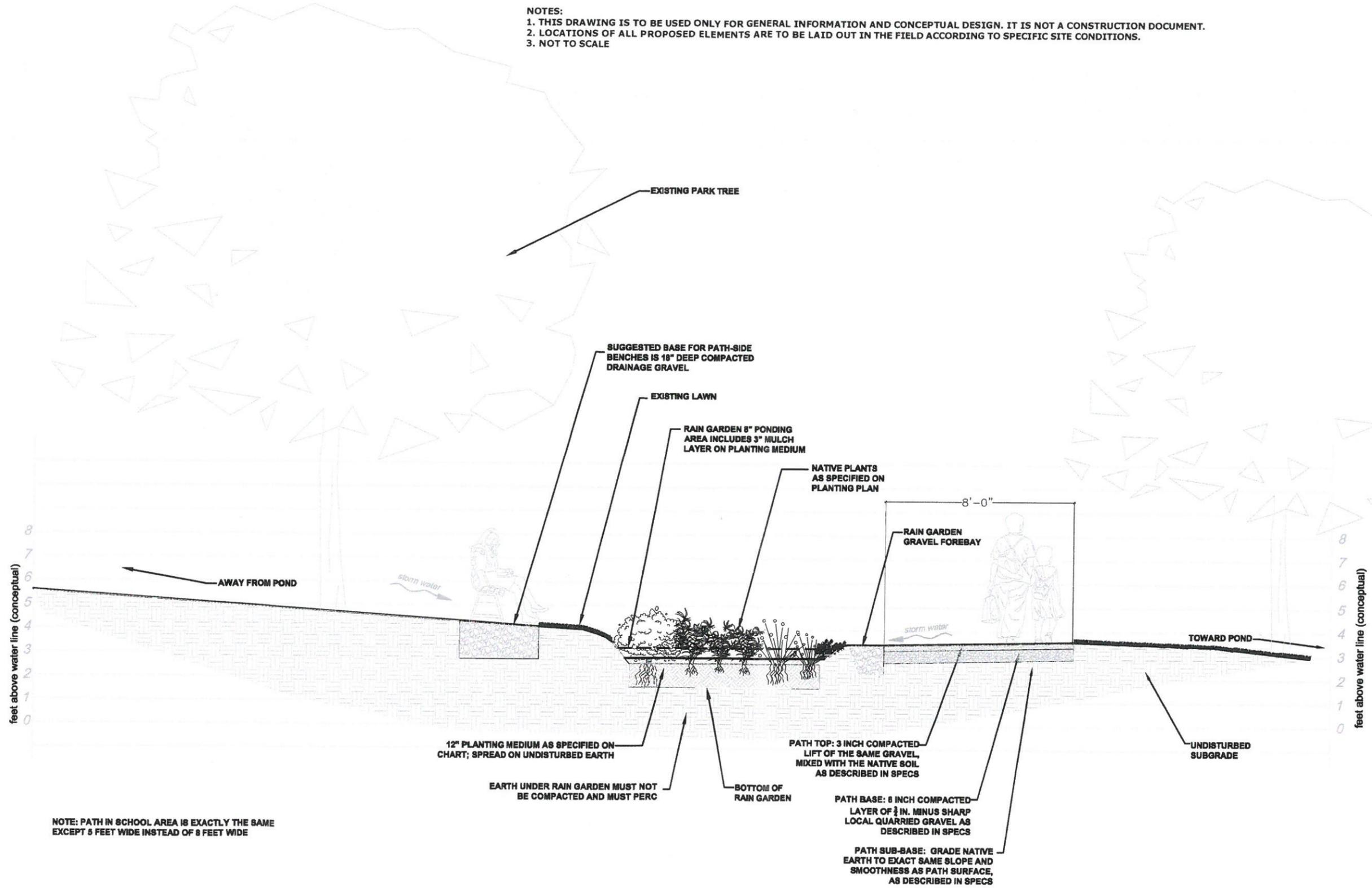
- goshen stone laid in pattern
- Longshadow bowl (see attached photos)



WATER BOWL FEATURE 4' ACROSS (BOWL)



- NOTES:
1. THIS DRAWING IS TO BE USED ONLY FOR GENERAL INFORMATION AND CONCEPTUAL DESIGN. IT IS NOT A CONSTRUCTION DOCUMENT.
 2. LOCATIONS OF ALL PROPOSED ELEMENTS ARE TO BE LAID OUT IN THE FIELD ACCORDING TO SPECIFIC SITE CONDITIONS.
 3. NOT TO SCALE



CONCEPTUAL SECTION FOR GRAVEL PATH WITH AN ACCOMPANYING RAIN GARDEN
(IN ARBORETUM (PUBLIC) AREA)

not to scale

BETA Group, Inc.

Engineers • Planners • Landscape Architects
Lincoln, RI - Norwood, MA - Hartford, CT

Landscape Improvements Order of Magnitude Estimate Template: Paths Clay Pit Pond Intergenerational Walking Path Belmont, MA

		Comments/Notes:
Project Number: 4788		
Contact Person: Amanda Sloan		
Preparation Date: May 2015		
Prepared by: AS		
Approved by: KC		

NOTE: BETA PROVIDES THIS TEMPLATE COST ESTIMATE SHEET WITH COMPREHENSIVE LINE ITEMS, COST ESTIMATES PER UNIT IN THE YEAR 2015, AND FORMULAS, AS A COURTESY FOR PROJECT PLANNING. CALCULATIONS OF QUANTITY FOR SPECIFIC ITEMS MAY CHANGE AS PLANS PROGRESS AND PROJECT PHASING IS IMPLEMENTED. FOR THIS REASON, QUANTITY TAKEOFFS CANNOT BE INPUT UNTIL THE SCOPE OF EACH PROJECT IS DEFINED AND ARE NOT INCLUDED HERE.

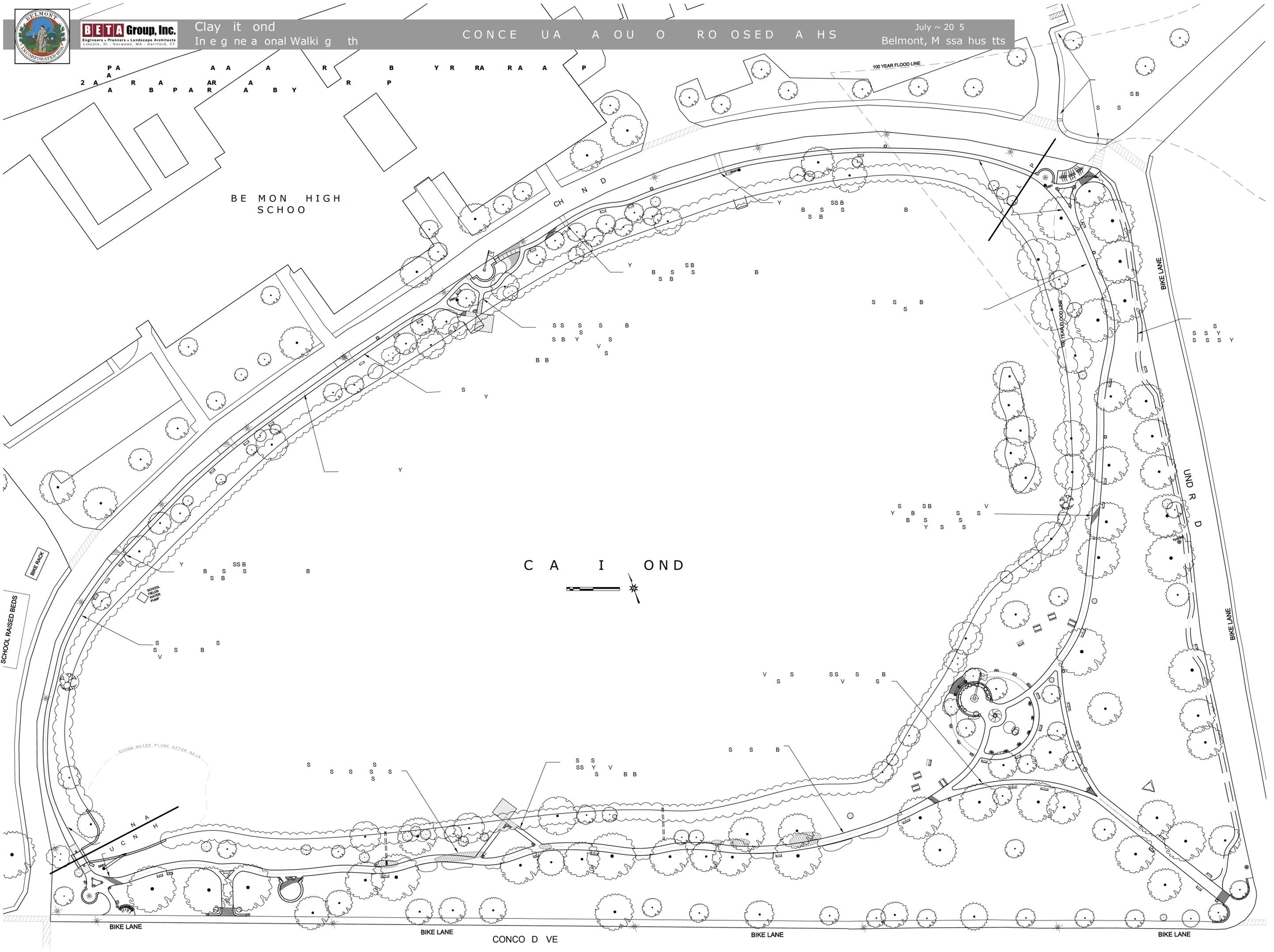
NOTE: APPROXIMATE LABOR COSTS ARE INCLUDED IN THE ITEM TOTAL FORMULA BY MULTIPLYING BY 2.5

ABBREVIATIONS: AL -- ALLOWANCE; LS -- LUMP SUM; LF -- LINEAR FOOT; CY -- CUBIC FOOT; SF -- SQUARE FOOT; FF -- FACE FOOT; EA -- EACH

Line #	Item	Qty.	Unit	Cost/Unit	TOTAL
Site Work					
	Demolition				
1	excavate, remove and salvage/stockpile/relocate existing path material	7,200	sf	\$ 0.20	\$ 3,600
2	excavate, remove and salvage/stockpile/relocate loam material in new path areas	7,200	sf	\$ 0.18	\$ 3,240
				Subtotal this Phase:	\$ 6,840.00
Site Improvements					
3	excavation/line grading of new path sub-base in existing earth	20,000	sf	\$ 0.20	\$ 10,000
4	furnish and install 6" depth compacted gravel base	20,000	sf	\$ 1.40	\$ 70,000.00
5	furnish and install 3" depth gravel mixed with native earth top	20,000	sf	\$ 1.40	\$ 70,000.00
6	furnish and install 3" loam and fine grade path edges	5000	sf	\$ 0.70	\$ 8,750.00
7	seed path edges to repair	5000	sf	\$ 0.15	\$ 1,875.00
				Subtotal this Phase:	\$ 160,625.00
				Estimate Subtotal:	\$ 167,465.00
				Contingency 10 %:	\$ 16,746.50
				TOTAL ESTIMATED COST:	\$ 184,211.50

Alternates					
8	furnish and install 5'x5'x5" Stormcrete Porous Concrete slab or equal	12	EA	call company	\$ 12,000
9	furnish and install brick paver accent bands in path	433	sf	\$ 7.00	\$ 7,577.50
10	accessible ramps from road and over bridge	410	sf	\$ 2.40	\$ 2,460
				Subtotal this Phase:	\$ 22,037.50
				Estimate Subtotal:	\$ 22,037.50
				Contingency 10 %:	\$ 2,203.75
				TOTAL ESTIMATED COST:	\$ 24,241.25

BETA has no influence on cost of labor, materials or equipment that are not directly our services. The methods of determining prices are based on BETA's knowledge and experience in Construction Costs. BETA cannot guarantee any pricing on this ESTIMATE OF COST. The client, at any time, can get independent estimates for any of the products listed.



BE MON HIGH SCHOO

C A I O N D



BIKE LANE

BIKE LANE

CONCO D VE

BIKE LANE

BIKE LANE

BIKE RACK

SCHOOL RAISED BEDS

STORM WATER PLUME AFTER RAIN

100 YEAR FLOOD LINE

100 YEAR FLOOD LINE

BIKE LANE

UND R D

BIKE LANE

P A A A A R B A P A R A B Y R P

Y R R A R A A P

CH N D

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S S B

U C N A H

Processed By
Town of Belmont
Town Treasurer
Town Collector

15 DEC -4 AM 7:42

Community Preservation Committee Town of Belmont

CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 4pm on December 4, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Preserving Belmont's Original Vital Records
Applicant/Contact Person Ellen O'Brien Cushman
Organization Town Clerk
Mailing Address 455 Concord Avenue, Belmont, MA 02478
Telephone 617-993-2604 **E-mail:** ecushman@belmont-ma.gov
Signature Ellen O'Brien Cushman **Date** December 1, 2015

CPA Category (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Community Housing | <input checked="" type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Recreation |

Amount Requested \$80,000.00

Total Project Cost \$80,000.00

CPC USE ONLY:

Application# HP-2
Received 12/04/15
Control # FY16-FA3

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. Goals: What are the goals of the proposed project?

The goal of this project is:

- Conservation of the original vital records of births, deaths and marriages in Belmont that was started as one component of our FY13 CPA project to digitize and preserve the original vital records

The Town Clerk is responsible for creating and archiving the records of the Town since its incorporation in 1859, including, but not limited to, vital records of births, deaths and marriages. Vital records are created and recorded daily by the Town Clerk's staff. The proper preservation of and access to these fragile original records is a major thrust for the Dept of Public Health for the Commonwealth as well as every town and city in the Commonwealth. The Belmont archive is the only source for these documents from 1859 to 1930, after which the Commonwealth Registry of Vital Records and Statistics was created and now stores a paper copy, but has not made electronic scans. The job of preserving and scanning has fallen to the individual Towns in the Commonwealth. We must preserve and conserve these individual vital record documents (birth certificates, death certificates, marriage certificates) to halt further degradation of the paper documents in addition to making digitizing them (our original FY13 CPA project).

2. Community Need: Why is the project needed? Does it address needs identified in existing Town plans?

Current Situation

3. The original vital records are bound in books measuring from 2.5x8x8 inches to 2x11x8 inches and number three books each year (one each for births, marriages and deaths, totaling more than 360 books of certificates and growing yearly), though during the baby boom and the post-World War II years, four volumes of births was commonplace. The current environment of the vault is not a controlled climate environment, neither temperature nor humidity, contributing to ongoing deterioration of these irreplaceable documents. Another capital improvement project involves the proper upgrade of the vaults themselves, however the vital records in the books are of paramount immediate concern.

Daily, the Town Clerk's office sells certified copies of our birth, death and marriage certificates for a fee to individuals required to produce them for other agencies, such as insurance, Social Security, State Department, Homeland Security, FEMA, Mortgages, State agencies such as the Registry of Motor Vehicles or Family Services, school registrations, health insurance, etc. In FY12, the fees for these documents alone amounted to more than \$30,000 of Revenues, some 1500 individual documents produced. Our FY13 project will allow us to limit the handling of the books reducing wear from now into the future however, we must stop the degradation of the original documents.

Our original FY13 project consisted of four phases:

- a. Conduct an item-by-item survey of the original bound books to prepare an action plan for preserving the records and books
- b. Digitize and index the vital records from Microfilm into a searchable database
- c. Digitize and index the vital records from paper books into a searchable database

- d. Select books to begin the preservation of the original documents per the preservation survey; engage a vendor to conduct the prescribed preservation

We have completed parts a through c above and are currently working on item d, which would continue into this project.

- 3. Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

Our original FY13 project received unanimous Town Meeting approval. This project is a continuation of that work.

- 4. Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

Please see the item-by-item conservation survey performed by the Northeast Document Conservation Center that was prepared after careful analysis of the collection. The survey assesses each item, provides a detailed action plan for each item, assesses priority and provides an estimated cost to complete the work using industry standard estimates.

- 5. Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?

We would be prepared to go out to bid immediately should the project be approved, to engage an appropriate vendor to perform the work, having selected the first books to undergo preservation. We would continue the practice book by book until the money runs out.

- 6. Credentials:** How will the experience of the applicant contribute to the success of this project?

It's not the experience of the Town Clerk we rely upon in this situation. We will work with our contacts in the State archival office, with whom we have established a relationship, other Town Clerks, and the Northeast Document Conservation Center as well as the chosen vendor. The vendor will have appropriate experience, credentials and insurance.

The Town Clerk's office has access to enormous wealth of free resources for advice from the bulk of the 350 other communities in Massachusetts who participate in the group's email system, from the very smallest towns and villages to the largest of cities. The Assistant Town Clerk and I routinely incorporate the advice, guidance, tips and alerts of this varied, experienced group into our everyday work, whether involving elections, vital records, town meetings, records, Ethics, Open Meeting Law, etc. We would certainly take up the offers of many for more detailed information and free visits and "consulting".

- 7. Success Factors:** How will the success of this project be measured? Be as specific as possible.

Beautifully preserved books, one at a time returned to Belmont's vaults available into the future.

- 8. Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)

We do anticipate that this project will take several years to complete. As mentioned in my presentation to the Committee, we will live within the budget as set by the Committee and

continue to divide the work into phases that we can handle until we're satisfied it has been completed.

- 9. Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

None identified at this time.

- 10. Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

No maintenance costs

No specific maintenance of the resultant materials is required because of the project. The State's Archives Records Management Unit guidelines apply regardless of this project. We will continue to work with the Town's Building Services department to identify and fund improvements to vault storage systems to adequately care for these records, whether this project is funded by the CPA or not. In years past, I have included a capital project for these improvements but the project has not progressed to date.

- 11. Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

No secondary budget effects

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

- 1. Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.

These documents and books are entirely in the control of the Town Clerk

- 2. Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.

n/a

- 3. Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.

n/a

- 4. Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.

n/a

- 5. Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.

n/a

6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.

n/a

7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

n/a

8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.

Procurement of the preservation services would follow industry expertise and standards as put forth by the Conservation Survey we have already obtained. Only vendors with the appropriate expertise, skill, insurance and credibility would be accepted.

9. **Further Attachments:** Assessor's map showing location of the project.

n/a

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Belmont's Procurement Coordinator before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

Roll/Num	Vital Record Type	Year(s)	Leaf Count	Misc #	Comments/Condition	Enclosure	Binding	Page Attachment	Size	Description Comments	Binding Issues	Paper Issues	Condition Comments	Insert Cataloged	Tentative Treatment	Priority	Recommended	Sensitive Cl	Examiner	
97	Birth	1999			multiple adoption paperwork, some blurred records		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Oversize, Folded, Loose Material Added	documents; if folded documents added after binding are removed bindings can be retained and imaged as is; evidence papers housed separately 1935, 85, 89, 91, 92, 93, 95, 97, 98, 99	2	6, 8, 9		High		\$0.00	MP
369	Death Cert	1876-1884		51	many taped pages, many folded pages, some torn records, some smudged ink on some records		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	printed forms with entries in a variety of manuscript inks; leaves vary in size	Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Oversize, Folded		4	2; 6; 8; 10; 11; 14		High	25000	\$0.00	MP
371	Death Cert	1890-1898		50	many taped pages, many folded pages, many torn records, some faded records		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	printed forms with entries in a variety of manuscript inks; the forms vary in size	Stable	Surface Dirt, Major Tears, Discolored, Acidic, Brittle, Pressure-Sensitive Tape, Folded		4	1; 2; 6; 8; 11; 14		High	25000	\$0.00	MP
372	Death Cert	1899-1903		50	many taped pages, many folded pages, many torn records, some faded records		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	printed forms with entries in a variety of manuscript inks	Water Damage, Loose Hinges, Boards Warped	Surface Dirt, Water Damage, Staples/Paper Clips, Minor Tears, Discolored, Acidic, Brittle, Pressure-Sensitive Tape, Oversize, Folded	inks have penetrated in some places where pages were water damaged; some inks have sunk and some soluble have transferred to adjacent pages;	4	1; 2; 6; 8; 11; 14		High	25000	\$0.00	MP
370	Death Cert	1885-1889		51	many taped pages, many folded pages, some torn records		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Brittle, Pressure-Sensitive Tape, Oversize, Folded, Detached Pages		4	1; 2; 6; 8; 11; 14		High	20000	\$0.00	MP
187	Marriage Cert	1923		450-62	marriage int. filed w/certificate, some torn pages		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Oversize, Folded	folded documents are inaccessible; paper perforated "stapling"	4	13; 2; 5; 8; 11; 14		High	20000	\$0.00	MP
188	Marriage Cert	1924		450-62	marriage int. filed w/certificate, some torn pages, some loose pages		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Staples/Paper Clips, Minor Tears, Discolored, Acidic, Folded, Detached Pages	folded documents are inaccessible;	4	13; 2; 5; 8; 11; 14		High	20000	\$0.00	MP
189	Marriage Cert	1925		450-34	marriage int. filed w/certificate, some torn pages, records not signed		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Oversize, Folded	folded documents are inaccessible	4	13; 2; 8; 11; 14		High	20000	\$0.00	MP
190	Marriage Cert	1926 (A-1)		350-34	marriage int. filed w/certificate, some torn pages, records not signed		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Folded		4	13; 2; 6; 8; 11; 14		High	20000	\$0.00	MP
368	Death Cert	1854-1875		51	many taped pages, many folded pages, some torn records		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	printed forms with entries in a variety of manuscript inks; leaves vary in size	Stable	Surface Dirt, Staples/Paper Clips, Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape		4	1; 2; 5; 6; 8; 11; 14	2; 6; 8; 11; 14	High	15000	#####	MP
185	Marriage Cert	1921		375-67	marriage int. filed w/certificate, some torn pages, many loose pages		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Oversize, Folded, Detached Pages	compensation stubs are damaging; folded documents are inaccessible	4	13; 2; 6; 8; 11; 14		High	15000	\$0.00	MP
204	Marriage Cert	1933 (A-1)		450-33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Surface Dirt, Staples/Paper Clips, Minor Tears, Discolored, Acidic, Oversize, Folded, Detached Pages		4	13; 2; 5; 8; 11; 14	1; 2; 5; 8; 11	High	15000	\$0.00	MP
184	Marriage Cert	1920		300-62	marriage int. filed w/certificate, some torn pages, some taped pages		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn, Boards Warped	Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Folded, Detached Pages		4	13; 2; 6; 8; 11; 14		High	12000	\$0.00	MP
209	Marriage Cert	1935 (M-2)		400-33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed		Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Minor Tears, Discolored, Acidic, Oversize, Folded, Detached Pages		4	13; 2; 8; 11; 14	1; 2; 8; 11	High	12000	\$0.00	MP

186	Marriage Cert	1922	350	62	marriage int. filed w/certificate, some torn pages, some loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Staples/Paper Clips; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Oversize; Folded, Detached Pages	compensation stubs are damaging; perforated "stapling" makes documents inaccessible; some folded documents are inaccessible	4	13; 2; 8; 11; 14	High	12000	\$0.00	MP	
192	Marriage Cert	1927 (A-1)	300	34	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Surface Dirt; Minor Tears; Discolored; Acidic; Oversize; Folded, Detached Pages		4	13; 2; 6; 8; 11; 14	High	12000	\$0.00	MP	
193	Marriage Cert	1927 (M-Z)	300	34	marriage int. filed w/certificate, some torn pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Minor Tears; Discolored; Acidic; Folded, Detached Pages		4	13; 2; 6; 8; 11; 14	High	12000	\$0.00	MP	
208	Marriage Cert	1935 (A-L)	500	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Staples/Paper Clips; Minor Tears; Discolored; Acidic; Oversize; Folded, Detached Pages		4	13; 2; 5; 6; 8; 11; 14	1; 2; 5; 6; 8; 11;	High	12000	\$0.00	MP
198	Marriage Cert	1930 (A-L)	300	34	marriage int. filed w/certificate, some torn pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Oversize; Folded, Detached Pages	some folded documents inaccessible	4	13; 2; 6; 8; 11; 14	1; 2; 11	High	12000	\$0.00	MP
194	Marriage Cert	1928 (A-L)	400	34	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Oversize; Folded, Detached Pages		4	13; 2; 6; 8; 11; 14		High	12000	\$0.00	MP
207	Marriage Cert	1934 (M-Z)	300	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Staples/Paper Clips; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Oversize; Folded	some folded documents are inaccessible	4	13; 2; 5; 6; 8; 11; 14	1; 2; 5; 6; 8; 11;	High	12000	\$0.00	MP
202	Marriage Cert	1932 (A-L)	250	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Surface Dirt; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Oversize; Folded		4	13; 2; 6; 8; 11; 14	1; 2; 6; 8; 11	High	10000	\$0.00	MP
200	Marriage Cert	1931 (A-L)	300	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Staples/Paper Clips; Minor Tears; Discolored; Acidic; Folded, Detached Pages	some folded documents are inaccessible	4	13; 2; 6; 8; 11; 14	1; 2; 11	High	10000	\$0.00	MP
203	Marriage Cert	1932 (M-Z)	275	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Staples/Paper Clips; Minor Tears; Discolored; Acidic; Folded, Detached Pages		4	13; 2; 5; 6; 8; 11; 14	1; 2; 5; 8; 11	High	10000	\$0.00	MP
195	Marriage Cert	1928 (M-Z)	200	34	marriage int. filed w/certificate, some torn pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Folded, Detached Pages		4	13; 2; 6; 8; 11; 14		High	10000	\$0.00	MP
183	Marriage Cert	1919	300	62	marriage int. filed w/certificate, some torn pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Minor Tears; Discolored; Acidic; Tape Staining; Oversize; Folded	folded documents inaccessible	4	13; 2; 6; 8; 11; 14		High	9000	\$0.00	MP
201	Marriage Cert	1931 (M-Z)	250	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Surface Dirt; Staples/Paper Clips; Minor Tears; Discolored; Acidic; Oversize; Folded, Detached Pages	folded documents are inaccessible	4	13; 2; 6; 8; 11; 14	1; 2; 5; 11	High	9000	\$0.00	MP
197	Marriage Cert	1929 (M-Z)	250	34	marriage int. filed w/certificate, some torn pages, some loose pages, some taped pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Surface Dirt; Minor Tears; Discolored; Acidic; Pressure-Sensitive Tape; Tape Staining; Folded, Detached Pages	some folded documents are inaccessible	4	13; 2; 6; 8; 11; 14	1; 2; 11	High	9000	\$0.00	MP

205	Marriage Cert	1933 (M-Z)	275	33	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	compensation stubs are damaging	Stable	Surface Dirt, Staples/Paper Clips, Minor Tears, Discolored, Acidic, Oversize, Folded, Detached Pages	4	13; 2; 5; 8; 11; 14	1; 2; 5; 8; 11	High	9000	\$0.00	MP	
199	Marriage Cert	1930 (M-Z)	200	34	marriage int. filed w/certificate, some torn pages, records not signed	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Folded, Detached Pages	4	13; 2; 6; 8; 11; 14	1; 2; 11	High	8000	\$0.00	MP	
196	Marriage Cert	1929 (A-I)	300	34	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Oversize, Folded	4	13; 2; 8; 11; 14	1; 2; 11	High	8000	\$0.00	MP	
2	Birth	1882-1890	300	59	some torn pages, few loose pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	mostly 6-1/4 x 8, info on both sides mostly	Worn, Loose Hinges	Clips, Minor Tears, Discolored, Acidic, Brittle, Pressure-Sensitive Tape, Tape Staining, Oversize, Folded, Detached Pages	4	1; 2; 5; 6; 7; 8;		High	7500	\$0.00	MP	
373	Death Cert	1904-1909		50	many folded pages, many torn records, some faded records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn	Surface Dirt, Minor Tears, Discolored, Acidic, Brittle, Pressure-Sensitive Tape, Folded	4	1; 2; 6; 8; 11		High	7500	\$0.00	MP	
177	Marriage Cert	1915		62	8.5x11 records, marriage int. filed w/certificate, some folded pages, many torn pages, some loose pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	printed forms with manuscript ink entries; some bound in upside down	Stable	Staples/Paper Clips, Minor Tears, Acidic, Pressure-Sensitive Tape, Folded, Detached Pages	4	1; 2; 6; 8; 11		High	7500	\$0.00	MP	
5	Birth	1902-1905		165	58	some loose records, taped pages, many smaller records, many 8.5x11" records (heavily folded), some tearing on pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	info on both sides	Worn, Loose Hinges	Surface Dirt, Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Detached Pages	4	1; 2; 5; 6; 7; 8; 10		High	7500	\$0.00	MP
191	Marriage Cert	1926 (M-Z)		200	34	marriage int. filed w/certificate, some torn pages, some loose pages, records not signed	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Staples/Paper Clips, Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Folded, Detached Pages	4	13; 2; 6; 11; 14		High	7500	\$0.00	MP
23	Birth	1927		550	53	some torn pages, some taped pages, some folded records, good condition	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Folded	2	4; 5; 6; 7; 8; 9		High	7000	\$0.00	MP
21	Birth	1925		450	54	some smaller records, taped pages, some folded records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Loose Material Added	2	4; 5; 6; 7; 8; 9		High	7000	\$0.00	MP
9	Birth	1913		300	57	taped pages, folded pages, minor tearing, loose pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	info on both sides; a few pages are legal - they can remain folded	Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Detached Pages	4	1; 5; 6; 7; 8		High	7000	\$0.00	MP
17	Birth	1921		400	55	taped pages, loose pages, folded pages, some smaller records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Surface Dirt, Worn, Loose Hinges	Surface Dirt, Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Folded, Loose Material Added	4	1; 5; 6; 7; 8		High	7000	\$0.00	JH
7	Birth	1908-1910		180	58	loose pages, heavily folded pages, taped pages, minor tearing	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Detached Pages	4	1; 5; 6; 7; 8; 10		High	6500	\$0.00	MP
10	Birth	1914		275	57	folded pages, torn pages, some loose pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Detached Pages	4	1; 5; 6; 7; 8; 11		High	6500	\$0.00	JH

4 Birth	1897-1901	300	58	some 8.5"x11" pages (heavily folded), many smaller records, some loose records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	many docs attached to stubs w/ tape, many longer than legal when unfolded	Surface Dirt;Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded;Loose Material Added	480' of tape -- gave R 25 hours???	4	1; 5; 6; 7; 8	High	6500	JH
3 Birth	1891-1896	275	59	more than half the records are half the size of the book, a few 8.5"x11" records (heavily folded)	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	info on both sides	Worn	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		4	1;5;6;7;8;10	High	6000	MP
18 Birth	1922	400	55	taped pages, minor tearing, loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	info on both sides	Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages	bad tape 205, okay tape 235	4	1;2;5;6;7;8	High	6000	\$9,000.00 MP
22 Birth	1926	450	54	some taped pages, some smaller records, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		2	6; 7; 8; 9	High	6000	\$0.00 MP
24 Birth	1928	550	53	some taped pages, some loose pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded		2	6; 7; 8; 9	High	6000	\$0.00 MP
13 Birth	1917	400	56	taped pages, folded pages, minor tearing, loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		4	1;2;5;6;7;8;11	High	6000	\$0.00 MP
1 Birth	1859-1881	400	59	loose pages, taped pages, some torn pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	2 oversize iron gall MS docs, most docs 5 1/2" x 8" text both sides, a few acidic docs	Surface Dirt;Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Major Tears;Discolored;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages;Loose Material Added	wash only MS docs ~5	4	1; 2; 5; 6; 7; 8; 10	High	6000	JH
14 Birth	1918	400	56	loose pages, taped pages, some torn pages, folded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Surface Dirt;Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded;Detached Pages;Loose Material Added	tape over punch holes in upper corner of many/most docs, MS ink on top of tape in some places - these not included in tape count. At least half of the tape is over punch holes.	4	1; 5; 6; 7;	High	6000	\$0.00 JH
11 Birth	1915	350	57	folded pages, taped pages, loose pages, minor tearing	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Surface Dirt;Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Major Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages;Loose Material Added	1 doc of unknown repro process -- discoloring adjacent pp	4	1; 5; 6; 7; 8	High	6000	\$0.00 JH
19 Birth	1923	350	55	folded pages, loose pages, taped pages, one record heavily torn	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	2 acidic mystery repros, 2 photostats	Worn	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded;Detached Pages		4	1; 5; 6; 8	High	6000	\$0.00 JH
182 Marriage Cert	1918	200	62	8.5x11 records, marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Discolored;Acidic;Pressure-Sensitive Tape;Folded;Detached Pages	Many leaves attached to each other with perforated and slotted "stapling", as a result many pages torn at head	4	13; 2; 5; 6; 8; 11; 14	High	6000	\$2,500.00 MP
12 Birth	1916	275	56	loose pages, folded pages, taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn;Loose Hinges	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		4	1;5;6;7;8;	High	5500	\$0.00 MP
15 Birth	1919	275	56	taped pages, folded pages, torn pages, loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	info on both sides; small piece of tape covering v-shaped notch in forms (leave in place if information not compromised?)	Worn;Loose Hinges	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages;Loose Material Added		4	1;2;5;6;7;8;11	High	5000	\$0.00 MP
16 Birth	1920	400	55	folded pages, some loose pages, taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	bad tape 160 pieces; okay tape 280 pieces	Worn;Loose Hinges; tape on cover	Surface Dirt;Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		4	1;2;5;6;7;8	High	5000	\$7,200.00 MP

168	Marriage Cert	1859-1877	255	64	many smaller records, some faded	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	variety of printed documents with manuscript ink entries; postage stamps attached to some; some documents are manuscript only on lined or plain paper; iron gall inks; some inks have penetrated paper	Stable	Minor Tears, Discolored, Pressure-Sensitive Tape, Folded, Detached Pages	some folded documents inaccessible; notations in gutter	4	1; 6; 8; 10	High	5000	\$0.00	MP	
169	Marriage Cert	1878-1896	350	63	many smaller records, minor tearing, some loose records	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	printed forms with manuscript ink and some pencil entries; some scraps with manuscript; newspaper scraps;	Stable	Minor Tears, Acidic, Pressure-Sensitive Tape, Folded, Detached Pages		4	1; 2; 6; 8; 10	High	5000	\$0.00	MP	
321	Marriage Cert	1970 (I-R)		23	large book, marriage int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	nearly every other leaf sliced at spine and mended with strip of tape	Stable	Pressure-Sensitive Tape		3	6; 8	High	4500	\$0.00	MP	
25	Birth	1929 (A-K)	350	52 or 53	some taped pages, some smaller records, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	numerous forms bound in upside-down	Worn	Staples/Paper Clips; Minor Tears; Tape Staining, Folded		2	5; 6; 7; 8; 9	High	4500	\$0.00	MP	
28	Birth	1929 (L-Z)	350	52 or 53	taped pages, some smaller records, minor tearing, some loose pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips; Minor Tears; Pressure-Sensitive Tape, Folded, Detached Pages		2	5; 6; 7; 8; 9	High	4500	\$0.00	MP	
320	Marriage Cert	1970 (E-X)		23	large book, marriage int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	nearly every other leaf sliced at spine and mended with strip of tape	Stable	Minor Tears; Pressure-Sensitive Tape, Oversize, Folded		3	6; 8	High	4500	\$0.00	MP	
20	Birth	1924	400	54	some taped pages, some smaller records, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	info on both sides	Worn, Loose Hinges	Staples/Paper Clips; Minor Tears; Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages		4	1; 5; 6; 7; 8; 6	High	4500	\$6,200.00	MP	
27	Birth	1931	600	52 or 53	minor tearing along bottom of records, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips; Minor Tears; Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages; Loose Material Added		2	5; 6; 8; 9	High	3500	\$0.00	MP	
170	Marriage Cert	1897-1900	125	63	good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	printed forms with manuscript ink entries; some postage stamps;	Stable	Minor Tears; Acidic; Brittle; Pressure-Sensitive Tape, Detached Pages		4	1; 2; 6; 8; 10	1; 2; 6; 8; 10	High	3500	\$1,500.00	MP
6	Birth	1906-1907	250	58	many smaller records, many 8.5"x11" pages folded, some loose records	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	info on both sides; one large item will be stored flat separately after treatment (uncertain size)	Worn, Loose Hinges	Surface Dirt; Minor Tears; Acidic; Pressure-Sensitive Tape; Tape Staining, Oversize, Folded, Detached Pages		4	1; 2; 5; 6; 7; 8; 10	High	3500	\$0.00	MP	
171	Marriage Cert	1901-1904	150	63	8.5x11 records, some tearing, some smaller records	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	printed forms with entries in manuscript ink; some iron gall inks; other scraps with entries; some postage stamps; some typescript	Stable	Surface Dirt; Minor Tears; Acidic; Pressure-Sensitive Tape, Oversize, Folded		4	1; 2; 6; 8; 10	2; 6; 8; 11	High	3500	\$2,000.00	MP
40	Birth	1942	500	17	some copied records, some loose pages, some taped pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips; Minor Tears; Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages		2	4; 5; 6; 7; 8; 9	High	3000	\$0.00	MP	
376	Death Cert	1917-1919		49	some folded records, some taped pages, some torn pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Surface Dirt; Minor Tears; Discolored; Pressure-Sensitive Tape, Oversize, Folded	some folded docs inaccessible	3	2; 6; 8	2; 6; 8; 11	High	3000	\$0.00	MP
175	Marriage Cert	1912 (Fe-Z)-1913		63	8.5x11 records, some records upside down, some tearing	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	printed forms with entries in manuscript ink; some typescript or copies; scraps; some records bound in upside down	Stable	Staples/Paper Clips; Minor Tears; Acidic; Pressure-Sensitive Tape, Oversize, Folded, Loose Material Added	some folded documents not accessible; notations in gutter	2	1; 2; 6; 8; 11	2;	High	2750	\$1,800.00	MP

179	Marriage Cert	1917 (A-H)	104	62	8.5x11 records, marriage int. filed w/certificate, some folded pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Minor Tears, Discolored, Pressure-Sensitive Tape, Oversize, Folded	many documents folded at fore edge to fit binding; consider encapsulating and post-binding 3 volumes of 1917 together into 2 bindings; \$8000 for all three together?	4	13; 2; 6; 11; 14	2; 6; 8	High	2750	\$900.00	MP	
180	Marriage Cert	1917 (H-S)	108	62	8.5x11 records, marriage int. filed w/certificate, some folded pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Discolored, Pressure-Sensitive Tape, Oversize, Folded	consider encapsulating and post-binding with 1917 into 2 volumes	4	13; 2; 6; 11; 14	2; 6; 8	High	2750	\$750.00	MP	
41	Birth	1943		17	some folded pages, some loose pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Detached Pages, Loose Material Added		2	4; 5; 6; 7; 8; 9		High	2500	\$0.00	MP	
377	Death Cert	1920-1922		49, 48	some taped pages, some smudged records,	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	None, Surface Dirt, Minor Tears, Discolored, Pressure-Sensitive Tape, Folded	some folded docs inaccessible	2	6; 8;	2; 6; 8; 11	High	2500	\$0.00	MP	
30	Birth	1932		450	52	some taped pages, minor tearing, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Detached Pages		2	5; 6; 7; 8; 9		High	2500	\$0.00	MP
8	Birth	1911-1912		400	57	loose pages, heavily folded pages, taped pages, minor tearing	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Staples/Paper Clips, Minor Tears, Discolored, Pressure-Sensitive Tape, Folded, Detached Pages		4	4; 5; 6; 8; 9	1; 5; 6	High	2500	\$2,500.00	MP
90	Birth	1992		400	some adoption paperwork, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Loose Hinges	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Oversize, Folded, Loose Material Added		2	4; 5; 6; 7; 8; 9		High	2500	\$0.00	MP	
58	Birth	1960		500	11	loose pages, taped pages, minor tearing	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Detached Pages		2	6; 7; 8; 9		High	2500	\$0.00	MP
379	Death Cert	1926-1928		48	some folded records, some taped pages, some torn pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Surface Dirt, Staples/Paper Clips, Minor Tears, Discolored, Pressure-Sensitive Tape, Folded, Loose Material Added		2	4; 6; 8;	2; 4; 6; 8; 11	High	2200	\$0.00	MP	
318	Marriage Cert	1969 (S-Z)		23	marriage int. filed w/certificate, good condition, one loose record	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Pressure-Sensitive Tape, Oversize, Folded, Loose Material Added		4	1; 6; 8; 10		High	2000	\$0.00	MP	
26	Birth	1930 (A-J)		450	52 or 53	good condition, has supplemental report of birth	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Folded		2	5; 6; 8; 9		High	2000	\$0.00	MP
29	Birth	1930 (K-Z)		450	52 or 53	some smaller records, taped pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears, Pressure-Sensitive Tape, Folded, Detached Pages	one folded document not accessible	2	5; 6; 8; 9		High	2000	\$0.00	MP
378	Death Cert	1923-1925		48	some folded records, some taped pages, some torn pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Minor Tears, Discolored, Pressure-Sensitive Tape, Tape Staining		2	6; 8;	2; 6; 8; 11	High	2000	\$0.00	MP	
176	Marriage Cert	1914		63	8.5x11 records, marriage int. filed w/certificate, some folded pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	printed forms with manuscript ink entries;	Stable	Surface Dirt, Minor Tears, Adhesive, Pressure-Sensitive Tape, Folded, Detached Pages	notations in gutter	3	2; 6; 8; 9; 11	1; 2; 6; 8; 11	High	2000	\$2,500.00	MP	

42	Birth	1944	500.16	some loose pages, minor tearing, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages	2	5; 6; 7; 8; 9;	High	2000	\$0.00	MP	
56	Birth	1958	600.12	some taped pages, some torn pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape; Tape Staining, Detached Pages	2	5; 6; 7; 8; 9	High	2000	\$0.00	MP	
181	Marriage Cert	1917 (Sm-Z)	45.62	8.5x11 records, marriage Int. filed w/certificate, some folded pages, some torn pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt, Minor Tears, Discolored, Pressure-Sensitive Tape, Oversize, Folded	4	13; 1; 6; 11; 14	2; 6; 8; 11	High	2000	\$750.00	MP
375	Death Cert	1914-1916	49	some faded records, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn, Loose Hinges	Surface Dirt, Minor Tears, Discolored, Pressure-Sensitive Tape, Folded	2	2; 4; 5; 8	2; 4; 6; 8; 11	High	1800	\$0.00	MP
210	Marriage Cert	1936 (A-K)	400.33	marriage Int. filed w/certificate, records not signed	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	compensation stubs are not particularly damaging; binding executed better than previous	Stable	Minor Tears, Discolored, Acidic, Pressure-Sensitive Tape, Oversize, Folded, Detached Pages	2	2; 8; 9; 11	High	1500	\$0.00	MP	
85	Birth	1988	400	multiple adoption paperwork, some blurred records, one voided record	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Loose Hinges	Staples/Paper Clips, Pressure-Sensitive Tape, Oversize, Folded, Loose Material Added	2	5; 6; 8; 9	High	1500	\$0.00	MP	
55	Birth	1957	550.12	taped pages, torn pages, loose pages, bad condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages	2	6; 7; 8; 9	High	1500	\$0.00	MP	
61	Birth	1963	450.10	taped pages, some folded pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Pressure-Sensitive Tape; Tape Staining, Folded	2	6; 7; 8; 9	High	1250	\$0.00	MP	
60	Birth	1962	500.10	some taped pages, some folded pages, some loose pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Acidic, Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages	2	6; 7; 8; 9; 11	High	1250	\$0.00	MP	
54	Birth	1956	550.12	some taped pages, some loose pages, some folded pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages	2	5; 6; 7; 8; 9;	High	1250	\$0.00	MP	
31	Birth	1933	450.52 or 19	taped pages, folded pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Folded	2	5; 6; 8; 9	High	1200	\$0.00	MP	
36	Birth	1938	375.18	good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Pressure-Sensitive Tape; Tape Staining, Folded	2	5; 6; 8	High	1000	\$0.00	MP	
39	Birth	1941	400.17	some copied records, some loose pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape; Tape Staining, Folded, Detached Pages	2	5; 6; 7; 8; 9	High	1000	\$0.00	MP	
84	Birth	1956	300	multiple adoption paperwork, some blurred records, one voided record	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Stable	Staples/Paper Clips, Pressure-Sensitive Tape, Folded, Loose Material Added	2	5; 6; 9	High	1000	\$0.00	MP	

173	Marriage Cert	1909-1911	63	8.5x11 records, some folded pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	printed forms with manuscript ink entries	Stable	Surface Dirt;Minor Tears;Acidic;Folded, Detached Pages	2	2; 6; 8; 9; 11	High	1000	\$0.00	MP
95	Birth	1997	250	multiple adoption paperwork, some blurred records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded, Detached Pages;Loose Material Added	2	4; 5; 6; 7; 8;	High	1000	\$0.00	MP
91	Birth	1993	300	some adoption paperwork, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Stable	Minor Tears;Pressure-Sensitive Tape;Folded;Loose Material Added	2	6; 8; 9	High	1000	\$0.00	MP
89	Birth	1991	400	multiple adoption paperwork, some blurred records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded;Loose Material Added	2	5; 6; 7; 8; 9	High	1000	\$0.00	MP
53	Birth	1955	500	13 some folded pages, some loose pages, one torn record	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages;Loose Material Added	2	5; 6; 7; 8; 9	High	1000	\$0.00	MP
52	Birth	1954	600	13 some taped pages, some loose pages, minor tearing, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages	2	6; 7; 8; 9	High	1000	\$0.00	MP
51	Birth	1953	500	13 some folded pages, minor tearing, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages	2	5; 6; 7; 8; 9	High	1000	\$0.00	MP
48	Birth	1950	450	14 torn pages, loose pages, one poor copy of record	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages;Loose Material Added	2	5; 6; 7; 8; 9	High	1000	\$0.00	MP
44	Birth	1946	500	16 some taped pages, minor tearing, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears;Pressure-Sensitive Tape;Tape Staining, Detached Pages	2	6; 7; 8; 9	High	1000	\$0.00	MP
45	Birth	1947	500	15 some loose pages, some taped pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages	2	5; 6; 7; 8; 9	High	1000	\$0.00	MP
62	Birth	1964	450	10 minor tearing along bottom of records, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Tape Staining, Detached Pages	2	6; 7; 8; 9	High	900	\$0.00	MP
59	Birth	1961	600	11 good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Folded, Detached Pages;Loose Material Added	2	6; 7; 8; 9	High	900	\$0.00	MP
57	Birth	1959	550	11 taped pages, loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages	2	6; 7; 8; 9	High	900	\$0.00	MP
63	Birth	1965	9	some taped pages, some loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded, Detached Pages	2	6; 7; 8; 9	High	900	\$0.00	MP

61	Birth	1963	10	taped pages, some folded pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape;Tape Staining		2	6, 7, 8, 9	High	850	\$0.00	MP	
298	Marriage Cert	1963 (H-Z)	25	marriage int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	various copy processes	Loose Hinges	Minor Tears;Addic;Pressure-Sensitive Tape;Tape Staining;Oversize,Folded		3	4; 6; 7; 8; 9; 11	High	800	\$0.00	MP	
143	Marriage Intention	1953		good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape;Loose Material Added	rotations in gutter	2	6,9	High	800	\$0.00	MP	
306	Marriage Cert	1966 (G-M)	24	marriage int. filed w/certificate, good condition, one loose record	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	various copy processes	Loose Hinges	Minor Tears;Pressure-Sensitive Tape;Tape Staining;Oversize,Folded		3	4; 6; 7; 8; 9	High	750	\$0.00	MP	
33	Birth	1940	350	18	some loose pages, some taped pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips;Pressure-Sensitive Tape;Detached Pages		2	5; 6; 8; 9	High	750	\$0.00	MP
93	Birth	1995	250		Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Loose Hinges	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Oversize,Folded;Loose Material Added		2	4; 5; 6; 7; 8; 9	High	750	\$0.00	MP	
78	Birth	1980	6		Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Folded;Loose Material Added	folded documents to be removed; folded document bound in	2	5; 6; 9	High	750	\$0.00	MP	
174	Marriage Cert	1912 (A-Pa - Groom)	40	63	8.5x11 records, some tearing, some folded pages, some taped pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	printed forms with manuscript ink entries; some typescript forms	Stable	Surface Dirt;Minor Tears;Addic;Pressure-Sensitive Tape		2	2; 6; 8; 11	High	750	\$0.00	MP
237	Marriage Cert	1945 (E-L)	450	30	marriage int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6; 8; 9	High	750	\$0.00	MP
96	Birth	1993	250		Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Loose Hinges	Staples/Paper Clips;Pressure-Sensitive Tape;Folded;Loose Material Added		2	4; 5; 6; 9	High	750	\$0.00	MP	
87	Birth	1989	200		Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	Many additional documents added to this volume. Additional material should be housed separately in a buffered folder and document storage box.	Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Folded;Loose Material Added	some folded documents inaccessible	2	5; 6; 7; 8; 9	High	750	\$0.00	MP	
49	Birth	1951	400	14	taped pages, loose pages, minor tearing, some folded records	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		2	5; 6; 8; 9	High	750	\$0.00	MP
47	Birth	1949	400	15	some loose pages, some taped pages, minor tearing, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		2	5; 6; 7; 8; 9	High	750	\$0.00	MP
50	Birth	1952	500	14	some folded pages, one copy of record, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		2	5; 6; 7; 8; 9	High	750	\$0.00	MP

43 Birth	1945	500 16	some taped pages, minor tearing, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears; Pressure-Sensitive Tape; Tape Staining; Folded		2	6; 7; 8; 9	High	750	\$0.00	MP
67 Birth	1969	8	some blurred records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape		2	6; 9	High	700	\$0.00	MP
344 Marriage Cert	1988		good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips; Pressure-Sensitive Tape; Folded	notations in gutter, foldeds cannot be opened w/o being cut	2	5; 6; 8; 9	High	700	\$0.00	JH
272 Marriage Cert	1955 (A-G)	27	marriage int. filed w/certificate, good condition, one loose record	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips; Minor Tears; Acidic; Pressure-Sensitive Tape; Oversize; Folded; Detached Pages	some folded documents inaccessible	2	4; 5; 6; 8; 9; 11	High	650	\$0.00	MP
305 Marriage Cert	1966 (A-F)	24	marriage int. filed w/certificate, good condition	Commercial Library		Standard 8 1/2 x 11" and Smaller	various copy processes	Loose Hinges	Minor Tears; Pressure-Sensitive Tape; Oversize; Folded		2	6; 8	High	650	\$0.00	MP
66 Birth	1968	8	some loose pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips; Minor Tears; Pressure-Sensitive Tape; Tape Staining; Folded; Loose Material Added	folded documents added; remove stapled folded documents and house separately see Births 1999	2	6; 7; 8; 9	High	650	\$0.00	MP
223 Marriage Cert	1941 (S-Z)	400 31	marriage int. filed w/certificate, many records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips; Minor Tears; Discolored; Pressure-Sensitive Tape; Oversize; Folded		2	4; 6; 8	High	650	\$0.00	MP
222 Marriage Cert	1941 (P-R)	400 31	marriage int. filed w/certificate, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Minor Tears; Pressure-Sensitive Tape; Folded; Detached Pages		2	6; 8	High	650	\$0.00	MP
80 Birth	1982	6	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips; Pressure-Sensitive Tape; Folded; Loose Material Added	folded documents to be removed	2	5; 6; 9	High	650	\$0.00	MP
302 Marriage Cert	1965 (A-F)	24	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	various copy processes	Stable	Minor Tears; Acidic; Pressure-Sensitive Tape; Tape Staining; Oversize; Folded		3	6; 7; 8; 9; 11	High	600	\$0.00	MP
65 Birth	1967	9	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears; Pressure-Sensitive Tape; Detached Pages		2	6; 8; 9	High	600	\$0.00	MP
69 Birth	1971	8	loose pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips; Pressure-Sensitive Tape; Folded; Loose Material Added	folded documents to be removed	2	5; 6; 9	High	600	\$0.00	MP
236 Marriage Cert	1945 (A-D)	450 30	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears; Acidic; Pressure-Sensitive Tape; Folded	a few acidic and discoloring leaves	2	6; 8; 9; 11	High	600	\$0.00	MP
82 Birth	1984	61	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges; Internal Hinges Partly Broken	Staples/Paper Clips; Minor Tears; Pressure-Sensitive Tape; Folded; Loose Material Added	folded documents to be removed	2	5; 6; 9	High	600	\$0.00	MP

303 Marriage Cert	1967 (A-G)	24	marriage Int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Minor Tears;Pressure-Sensitive Tape;Tape Staining,Folded		2	4; 6; 7; 8	High	500	\$0.00	MP
34 Birth	1936	400 52 or 19	some loose pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips,Minor Tears;Pressure-Sensitive Tape,Folded,Detached Pages		2	5; 6; 8; 9	High	500	\$0.00	MP
32 Birth	1934	400 52 or 19	good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears;Pressure-Sensitive Tape,Folded		1	6; 8	High	500	\$0.00	MP
35 Birth	1937	375 18	good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears;Pressure-Sensitive Tape,Folded		2	6; 8	High	500	\$0.00	MP
37 Birth	1939	300 18	some taped pages, one folded long form	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips,Minor Tears;Pressure-Sensitive Tape,Folded	post-it note	2	5; 6; 8	High	500	\$0.00	MP
410 Death Cert	1959	41	photocopied records, some folded pages, some loose records	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears;Pressure-Sensitive Tape;Tape Staining,Folded,Detached Pages	some folded docs are inaccessible	2	6; 7; 8; 9	High	500	\$0.00	MP
304 Marriage Cert	1965 (H-Z)	24	marriage Int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	various copy processes	Loose Hinges	Minor Tears;Acidic;Pressure-Sensitive Tape,Folded		2	4; 6; 8; 11	High	500	\$0.00	MP
269 Marriage Cert	1954 (A-E)	27	marriage Int. filed w/certificate, binding starting to separate	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips,Minor Tears;Acidic;Pressure-Sensitive Tape;Tape Staining;Oversize,Folded,Detached Pages	some folded documents not accessible	2	4; 5; 6; 7; 8; 9; 11	High	500	\$0.00	MP
273 Marriage Cert	1955 (H-M)	27	marriage Int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips,Minor Tears;Acidic;Pressure-Sensitive Tape;Tape Staining;Oversize,Folded	some folded documents inaccessible	2	4; 5; 6; 7; 8; 9; 11	High	500	\$0.00	MP
299 Marriage Cert	1964 (A-F)	25	marriage Int. filed w/certificate, few records unsigned	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	various copy processes	Stable	Minor Tears;Pressure-Sensitive Tape;Oversize,Folded	notations in gutter	2	6; 8; 9	High	500	\$0.00	MP
303 Marriage Cert	1965 (G-M)	24	marriage Int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	various copy processes	Stable	Minor Tears;Pressure-Sensitive Tape;Oversize,Folded		2	6; 8; 9	High	500	\$0.00	MP
81 Birth	1983	60	good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape,Folded,loose Material Added	folded documents to be removed	2	6; 9	High	500	\$0.00	MP
77 Birth	1979	6	good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Acidic;Pressure-Sensitive Tape,Folded	folded items bound in; post it	2	6; 9; 11	High	500	\$0.00	MP
221 Marriage Cert	1941 (G-O)	400 31	marriage Int. filed w/certificate, records not signed	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Loose Hinges	Minor Tears;Pressure-Sensitive Tape,Folded		2	4; 6; 8	High	500	\$0.00	MP

218	Marriage Cert	1940 (A-J)	500	32	marriage int. filed w/certificate, some taped pages, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears; Pressure-Sensitive Tape; Oversize; Folded	2	6; 8;	High	500	\$0.00	MP
215	Marriage Cert	1938 (L-Z)	350	32	marriage int. filed w/certificate, some loose records, records not signed	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs are not particularly damaging	Stable	Pressure-Sensitive Tape; Oversize; Folded	2	6; 8;	High	500	\$0.00	MP
233	Marriage Cert	1944 (E-L)	400	31	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Minor Tears; Acidic; Pressure-Sensitive Tape; Folded	2	6; 8; 11	High	500	\$0.00	MP
234	Marriage Cert	1944 (M-R)	450	31	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Pressure-Sensitive Tape; Oversize; Folded	2	6; 8; 9;	High	500	\$0.00	MP
235	Marriage Cert	1944 (S-Z)	250	31	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Staples/Paper Clips; Pressure-Sensitive Tape; Oversize; Folded	2	5; 6; 8; 9	High	500	\$0.00	MP
134	Marriage Intention	1979			good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	some oversize leaves folded at head or tail and info not accessible	Stable	Acidic; Pressure-Sensitive Tape; Oversize; Folded; Loose Material Added	2	5; 9; 11	High	500	\$0.00	MP
76	Birth	1978		6	some blurred records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Acidic; Pressure-Sensitive Tape; Folded; Loose Material Added	2	6; 9; 11	High	500	\$0.00	MP
70	Birth	1972		7	some loose pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips; Pressure-Sensitive Tape; Folded; Loose Material Added	2	5; 6; 9	High	500	\$0.00	MP
64	Birth	1966		9	some taped pages, some loose pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Pressure-Sensitive Tape; Tape Staining	2	6; 7; 8; 9	High	500	\$0.00	MP
68	Birth	1970		8	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips; Pressure-Sensitive Tape; Folded	2	5; 6; 9	High	500	\$0.00	MP
247	Marriage Cert	1947 (H-M)	450	30	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Minor Tears; Discolored; Pressure-Sensitive Tape; Folded	2	6; 8; 11	High	500	\$0.00	MP
33	Birth	1935	400	52 or 19	some taped pages, some loose pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears; Pressure-Sensitive Tape; Detached Pages	2	5; 6; 8	High	500	\$0.00	MP
270	Marriage Cert	1954 (F-M)		27	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	various copy processes	Loose Hinges	Staples/Paper Clips; Minor Tears; Acidic; Pressure-Sensitive Tape; Tape Staining; Folded	2	4; 5; 6; 7; 8; 9; 11	High	450	\$0.00	MP
232	Marriage Cert	1944 (A-D)	450	31	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears; Pressure-Sensitive Tape; Folded	2	6; 8	High	450	\$0.00	MP

231	Marriage Cert	1943 (Q-Z)	400	31	marriage int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Water Damage	Water Damage, Minor Tears, Pressure-Sensitive Tape, Oversize, Folded	pages slightly cockled	2	6, 8;	High	450	\$0.00	MP
75	Birth	1977		6	some blurred records, some loose pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape, Folded, Loose Material Added	folded documents to be removed	2	6, 9	High	400	\$0.00	MP
147	Marriage Intention	1992			good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Pressure-Sensitive Tape, Loose Material Added	notations in gutter; post-it note	2	5, 9	High	400	\$0.00	MP
154	Marriage Intention	1999			good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Pressure-Sensitive Tape	notations in gutter	2	6, 9	High	400	\$0.00	MP
92	Birth	1994			some blurred records, still readable	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape, Folded	folded item bound in	2	9, 9	High	400	\$0.00	MP
83	Birth	1985			minor tearing, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable; boards warped	Minor Tears, Pressure-Sensitive Tape	folded items bound in	2	6, 8, 9	High	400	\$0.00	MP
88	Birth	1990			some blurred records, still readable	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Pressure-Sensitive Tape		2	5, 6, 8, 9	High	400	\$0.00	MP
244	Marriage Cert	1945 (S-Z)	350	30	marriage int. filed w/certificate, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Minor Tears, Discolored, Pressure-Sensitive Tape, Oversize, Folded	some pages are discoloring	2	6, 8, 9, 11	High	400	\$0.00	MP
398	Death Cert	1947		44	some yellowing due to U.S. gov't seal, some taped pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn; paint on front cover	Minor Tears, Discolored, Pressure-Sensitive Tape, Tape Staining, Folded	one adhesive-backed label document has oozed adhesive and stained adjacent pages; four adhesive-backed labels adhered	2	6, 7, 8, 11	High	350	\$0.00	MP
406	Death Cert	1955		42	some taped pages, some folded pages, some loose pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Loose Material Added	some folded docs inaccessible	2	5, 7, 8, 9	High	350	\$0.00	MP
390	Death Cert	1939		45	some folded records, some taped pages, some torn pages	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears, Adic, Pressure-Sensitive Tape, Tape Staining, Folded	glassine tape	2	6, 7, 8, 11	High	350	\$0.00	MP
402	Death Cert	1951		43	one loose record, good condition, some yellowing due to U.S. gov't seal	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded, Loose Material Added	adhesive-backed label document has oozed adhesive onto adjacent page	2	5, 6, 7, 8, 9, 11	High	350	\$0.00	MP
407	Death Cert	1956		41	some torn pages, some taped pages, good condition	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Folded, Loose Material Added		2	5, 6, 8, 9	High	350	\$0.00	MP
408	Death Cert	1957		41	some folded pages, some oversized records, some photocopy records	Commercial Library	Overseas	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips, Minor Tears, Pressure-Sensitive Tape, Tape Staining, Folded	notations in gutter; one document bound in along its fold and some information buried and sewing would have to be cut to remove it; some folded docs inaccessible	2	5, 6, 7, 8	High	350	\$0.00	MP

313	Marriage Cert	1968 (L-R)		23	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	various copy processes	Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Oversize;Folded		2	5;6;8;9	High	350	\$0.00	MP	
94	Birth	1996			some adoption paperwork, some blurred records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Detached Pages;Loose Material Added	folded documents to be removed; folded documents bound in	2	5;6;9	High	350	\$0.00	MP	
85	Birth	1987			some blurred records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Folded;Loose Material Added	folded documents to be removed; folded documents bound in	2	5;6;9	High	350	\$0.00	MP	
243	Marriage Cert	1946 (M-R)	500	30	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Stable	Pressure-Sensitive Tape;Oversize;Folded	some folded documents inaccessible	2	6;8	High	350	\$0.00	MP	
46	Birth	1948	500	15	some folded pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6;8	High	350	\$0.00	MP	
323	Marriage Cert	1971 (A-D)		22	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded		2	5;6;8	High	300	\$0.00	MP	
340	Marriage Cert	1984		61	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded;Loose Material Added	notations in gutter, folds cannot be opened w/o being cut	2	5;6;8;9	High	300	\$0.00	JH	
360	Death Cert	1929		47	some folded records, some taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Surface Dirt;Discolored;Pressure-Sensitive Tape;Tape Staining;Folded	some folded docs inaccessible	2	6;8	2;6;8;11	High	300	\$700.00	MP
396	Death Cert	1945		44	some taped pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Discolored;Pressure-Sensitive Tape;Tape Staining;Oversize;Folded	adhesive-backed label document has oozed adhesive and stained adjacent pages	2	6;7;8;11	High	300	\$0.00	MP	
399	Death Cert	1948		43	some folded records, some torn pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded		2	6;7;8;	High	300	\$0.00	MP	
400	Death Cert	1949		43	some yellowing due to U.S. gov't seal, some taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Discolored;Acidic;Pressure-Sensitive Tape;Tape Staining;Folded	three adhesive-backed label documents have oozed adhesive and stained adjacent pages; two adhesive-backed labels are adhered; treatment of adhered labels unlikely because of inks	2	6;7;8;9;11	High	300	\$0.00	MP	
310	Marriage Cert	1967 (M-Z)		24	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	various copy processes	Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6;8	High	300	\$0.00	MP	
278	Marriage Cert	1957 (A-G)		26	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips;Acidic;Pressure-Sensitive Tape;Oversize;Folded;Detached Pages		2	4;5;6;8;9;11	High	300	\$0.00	MP	
296	Marriage Cert	1963 (A-F)		25	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6;8	High	300	\$0.00	MP	

79	Birth	1981	6	minor tearing, good condition	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears,Pressure-Sensitive Tape		2	6, 9	High	300	\$0.00	MP
145	Marriage Intention	1990		good condition	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears,Pressure-Sensitive Tape	notations in gutter	2	6, 8	High	300	\$0.00	MP
443	Death Cert	1992		photocopied records, some folded pages, pronouncements with some records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips,Minor Tears,Pressure-Sensitive Tape,Folded	some folded docs not accessible	2	5; 6; 8; 9	High	300	\$0.00	MP
422	Death Cert	1971	38	photocopied records, some folded pages, some faded records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn	Minor Tears,Pressure-Sensitive Tape;Tape Staining,Overlap,Folded		2	6; 8; 9	High	300	\$0.00	MP
425	Death Cert	1974	37	some loose pages, photocopied records, some faded records, some folded pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips,Minor Tears,Acidic,Pressure-Sensitive Tape,Folded,Loose Material Added		2	5; 6; 8; 9; 11	High	300	\$0.00	MP
443	Death Cert	1997		photocopied records, some folded pages, pronouncements with some records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears,Pressure-Sensitive Tape,Folded	some folded docs not accessible	2	6; 8; 9	High	300	\$0.00	MP
225	Marriage Cert	1943 (A-C)	400 31	marriage int. filed w/certificate, few records unsigned	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears,Pressure-Sensitive Tape,Folded		2	6; 8	High	300	\$0.00	MP
227	Marriage Cert	1942 (N-Z)	250 31	marriage int. filed w/certificate, some loose records, many records not signed	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	compensation stubs not particularly damaging	Water Damage	Water Damage,Folded,Detached Pages	pages slightly cockled	2	9	High	300	\$0.00	MP
72	Birth	1974	7	terrible condition, many records unreadable (too blurry)	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape,Detached Pages		2	6,9	High	300	\$0.00	MP
71	Birth	1973	7	good condition	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Acidic,Pressure-Sensitive Tape		2	6,9, 11	High	300	\$0.00	MP
327	Marriage Cert	1972 (A-K)	22	large book, marriage int. filed w/certificate, good condition	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller	documents bound alternating so volume larger than standard	Stable	Minor Tears,Pressure-Sensitive Tape		2	6; 8	High	250	\$0.00	MP
316	Marriage Cert	1969 (E-K)	23	marriage int. filed w/certificate, good condition	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips,Pressure-Sensitive Tape,Folded		2	5; 6; 9	High	250	\$0.00	MP
421	Death Cert	1970	38	photocopied records, some folded pages, some faded records, some taped pages	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Worn	Staples/Paper Clips,Minor Tears,Pressure-Sensitive Tape,Folded		2	5; 6; 8; 9	High	250	\$0.00	MP
445	Death Cert	1994		photocopied records, some folded pages, pronouncements with some records	Commercial Library	Oversean	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips,Pressure-Sensitive Tape,Folded	some folded docs not accessible; post R note	2	5; 6; 8; 9	High	250	\$0.00	MP

446	Death Cert	1995		photocopied records, some folded pages, pronouncements with some records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Folded	couple of folded docs not accessible	2	6; 8	High	250	\$0.00	MP
395	Death Cert	1944	44	some folded records, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Acidic;Pressure-Sensitive Tape;Tape Staining;Folded		2	6; 7; 8; 11	High	250	\$0.00	MP
383	Death Cert	1932	47	some folded records, some taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6; 8;	High	250	\$0.00	MP
386	Death Cert	1935	46	some torn pages, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape;Oversize;Folded		2	6; 8	High	250	\$0.00	MP
405	Death Cert	1954	42	some folded pages, some smudged pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded	some folded docs inaccessible	2	5; 6; 7; 8	High	250	\$0.00	MP
433	Death Cert	1982	35	photocopied records, some folded pages, some taped pages, some loose pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Pressure-Sensitive Tape;Folded;Loose Material Added		2	6; 9	High	250	\$0.00	MP
447	Death Cert	1996		photocopied records, some folded pages, pronouncements with some records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded		2	5; 6; 8; 9	High	250	\$0.00	MP
449	Death Cert	1998		photocopied records, some folded pages, pronouncements with some records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Minor Tears;Pressure-Sensitive Tape		2	6; 8; 9	High	250	\$0.00	MP
415	Death Cert	1964	39	photocopied records, some folded pages, some taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Worn	Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		2	6; 7; 8; 9	High	250	\$0.00	MP
326	Marriage Cert	1971 (S-Z)	22	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Loose Hinges	Staples/Paper Clips;Pressure-Sensitive Tape;Folded		2	5;6;9	High	200	\$0.00	MP
328	Marriage Cert	1972 (L-Z)	22	large book, marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	documents bound alternating so volume larger than standard	Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Loose Material Added		2	5; 6; 9	High	200	\$0.00	MP
430	Death Cert	1979	35	photocopied records, some folded pages, some faded records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Acidic;Pressure-Sensitive Tape		2	6; 8; 9	High	200	\$0.00	MP
434	Death Cert	1983	60	photocopied records, some folded pages, some faded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller		Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Folded	some folded docs not accessible	2	5; 6; 8; 9	High	200	\$0.00	MP
416	Death Cert	1965	39	some faded records, photocopied records, some taped pages, some folded records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	acidic copy process	Worn	Minor Tears;Acidic;Pressure-Sensitive Tape;Tape Staining		2	6; 7; 8; 9; 11	High	200	\$0.00	MP

387	Death Cert	1936	46	some folded records, some taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape,Folded	some folded docs inaccessible	2	6; 8	High	200	\$0.00	MP
403	Death Cert	1952	42	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded		2	6; 7; 8;	High	200	\$0.00	MP
412	Death Cert	1951	40	photocopied records, some folded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Worn	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Folded,Loose Material Added	post R note;	2	5; 6; 8; 9	High	200	\$0.00	MP
393	Death Cert	1942	45	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Acidic;Pressure-Sensitive Tape;Folded,Loose Material Added		2	6; 8; 9; 11	High	200	\$0.00	MP
397	Death Cert	1946	44	good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6; 8;	High	200	\$0.00	MP
389	Death Cert	1938	46	some folded records, some smudged records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Folded		2	6; 8	High	200	\$0.00	MP
401	Death Cert	1950	43	multiple photo-static copies,	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Oversize;Folded		2	6; 8	High	200	\$0.00	MP
264	Marriage Cert	1952 (G-N)	28	marriage int. filed w/certificate, good condition	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Loose Hinges	Staples/Paper Clips;Acidic;Pressure-Sensitive Tape;Oversize;Folded;Detached Pages	some folded documents not accessible; certificates detached	2	4; 5; 6; 8; 9; 11	High	200	\$0.00	MP
419	Death Cert	1968	38	photocopied records, some folded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Tape Staining;Folded;Detached Pages		2	5; 6; 7; 8; 9	High	200	\$0.00	MP
429	Death Cert	1978	36	photocopied records, some folded pages, some faded records	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Staples/Paper Clips;Pressure-Sensitive Tape;Folded		2	5; 6; 9	High	200	\$0.00	MP
431	Death Cert	1980	35	photocopied records, some folded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Acidic;Pressure-Sensitive Tape;Loose Material Added		2	5; 9; 11	High	200	\$0.00	MP
438	Death Cert	1987		photocopied records, some folded pages, some taped pages, many faded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Folded	some folded docs not accessible	2	6; 8	High	200	\$0.00	MP
440	Death Cert	1989		photocopied records, some folded pages, some taped pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Staples/Paper Clips;Minor Tears;Pressure-Sensitive Tape;Oversize;Folded	some folded docs not accessible; notations in gutter	2	5; 6; 8; 9	High	200	\$0.00	MP
439	Death Cert	1988		photocopied records, some folded pages, some taped pages, some faded pages	Commercial Library	Oversewn	Standard 8 1/2 x 11" and Smaller	Stable	Minor Tears;Pressure-Sensitive Tape;Folded	some folded docs not accessible	2	5; 8	High	200	\$0.00	MP

Processed By
Town of Belmont
Town Treasurer
Town Collector

Community Preservation Committee Town of Belmont

15 DEC -4 AM 7:41

CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 4pm on December 4, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Digitizing Belmont's Town Meeting Records and Annual Reports

Applicant/Contact Person Ellen O'Brien Cushman

Organization Town Clerk

Mailing Address 455 Concord Avenue, Belmont, MA 02478

Telephone 617-993-2604

E-mail ecushman@belmont-ma.gov

Signature Ellen O'Brien Cushman **Date** December 1, 2015

CPA Category (refer to chart on the following page and check all that apply):

Community Housing

Historic Preservation

Open Space

Recreation

Amount Requested \$85,000.00

Total Project Cost \$85,000.00

CPC USE ONLY:

Application# HP-3

Received 12/04/15

Control # FY16-FA4

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. Goals: What are the goals of the proposed project?

The primary goal for this project:

To digitize the images of the Town Meeting and Annual Report documents from their many forms, and index them topically into the existing PaperVision database software the Town Clerk's office licenses for managing our vital records, our first CPA project. Indexing by topic will make them accessible and usable to the Town Clerk's staff utilizing the existing database software, cutting the research time certainly, but more importantly, it will allow the staff to obtain a complete picture of all the transactions or items involving that topic, instead of a lucky subset.

A future phase of this project could make the index and/or images of documents available to the general public via the internet so individuals can conduct some level of the research of public documents themselves.

The Town Clerk's office has worked hard over the past six years to collect and secure ALL of the Town Meeting records dating back to the decision to incorporate the Town of Belmont in 1859. These documents range from extremely fragile pamphlets to bound books to microfilm to pdfs and they contain ALL of the Town Meeting actions and Annual Reports of the Town officers, departments and committees. The Town Meeting documents include votes on General Bylaws, Zoning By-law, operating and capital budget appropriations, acceptances and closing of streets, sale or acquisition of Town land, proclamations, reports by Belmont's legislative branch, the Town Meeting. These primary source documents exist in their entirety in only one place, the Town Clerk's vaults and together they provide a very complete picture of the Town of Belmont's government, actions, context, people, priorities.

Every day the Town Clerk's office is asked to verify a vote of Town Meeting, often more than three decades ago, each requiring some level of research. Some examples: when was a specific road accepted, when was ownership of a building or lot of land transferred to or from the Town, what conditions were placed on an appropriation or acquisition, what was the content of a report delivered at Town Meeting. Some items we have an immediate answer and can easily access the information, however some research can be considerable, taking hours, even days. Often the result of the more extensive research is used by Town Counsel or the Board of Selectmen.

2. Community Need: Why is the project needed? Does it address needs identified in existing Town plans?

The project supports ALL Town plans and decisions by providing facts and context of our governmental decisions, those past, present and future. Managing public records and responding to public records requests is a significant task within the responsibility of the Town Clerk, by Mass General Laws and the Town's Bylaws. Many legal actions and financial decisions of the Town require in depth research.

3. Community Support: What is the nature and level of support for this project? Include letters of support and any petitions.

I offer no specific individuals or their letters. Instead, here is an abridged list of just a couple of the requests that we have fulfilled recently:

1. When was the WWI German Artillery Gun moved from the Town Hall complex, where did it go, who authorized its removal?
2. When did the Town accept a particular building and what conditions were included?
3. When did Town Meeting specifically authorize the purchase of parcels of land on Concord Avenue that make up the High School property, when was the "new" High School appropriation authorized?
4. When was Rock Meadow acquired, and what conditions were attached to the acquisition if any?
5. What committees, boards or commissions did a recently deceased person serve
6. When did the Town accept a specific portion of a street as a public way
7. When did the Town vote to provide new playground equipment on all the Tot lots in Town, how much was it and what was said?
8. I remember when a specific Town Meeting Member spoke at Town Meeting on a topic and need to get the transcript of what was said and referenced

- 4. Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

Attached please find a spreadsheet describing the types of documents and what actions would be required to import the images, index the topics and make the text searchable using OCR (Optical Character Recognition) and the associated estimated costs for each type of work.

In addition, please find attached photographs of some of the books, external and internal photos.

- 5. Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?

If approved, in July of 2016, we would award a contract to a vendor to begin the work. Each of the phases is described in the attached spreadsheet, and we would follow a clear chronological plan from 1859 to present. By close of fall of 2016, we expect to have completed the digitizing, and bookmarking the microfilmed documents through 1984.

After the Presidential Election of November 2016, we would begin the opening of the books to begin the work from 1983 to 1996. By summer of 2017, we would complete the Town Meeting records portion of the project and embark on the Town Annual Reports, completing it by spring of 2018.

- 6. Credentials:** How will the experience of the applicant contribute to the success of this project?

This project is nearly a duplicate of the original CPA project for the Town Clerk's office. Having successfully completed the CPA project to digitize Belmont's vital records, which included many of the same steps, from microfilm, bound books and loose documents, we have written the RFQs, evaluated the companies, selected the software and will begin using the information within the next week. We understand the processes, the costs and will make informed decisions to contain costs when Town labor is available to accomplish some of the preparation work. We have included these assumptions in our cost estimates.

- 7. Success Factors:** How will the success of this project be measured? Be as specific as possible.

Town Meeting records and Annual Reports will be available online and searchable by the Town Clerk's staff. The extra bonus is making them available to the public at large via the internet.

8. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)

See the attached spreadsheet and explanation of the activities and costs. Totals for Town Meeting Transcripts Estimate is \$21,000 and Annual Reports Estimate is \$64,000 . Total Project Budget is \$85,000.

9. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

None at this time

10. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

Operating costs – the PaperVision license fees are already included in the Town Clerk's operating budget for the Vital Records Project; these documents would be searchable using the existing licenses. The Town Clerk's office will be responsible to import additional Town Annual Reports and Town Meeting records in pdf form into the database to keep it current. This would be at no additional cost – the records already exist in pdf.

11. **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

None envisioned. No capital projects rely on this project.

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.

Town Clerk has complete control of and responsibility for the documents.

2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.

n/a

3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.

n/a

4. **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.

n/a

5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.

n/a

6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.

n/a

7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

n/a

8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.

Our procurement documents will require the appropriate level of expertise in handling these documents, particularly the fragile one-of-a kind pamphlets and booklets; we require proof of insurance as well.

9. **Further Attachments:** Assessor's map showing location of the project.

n/a

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Belmont's Procurement Coordinator before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

**Belmont Town Clerk - Digitizing Town Meeting Transcripts
Community Preservation Act Proposed Project FY17**

Year	Type of Media and Action Required	Microfilm				Archive Boxes			Bound Books and Magazine Boxes in Hall Vault and Town Clerk Library					TOTAL			
		# rolls	# ft	# images/ft	# images	# inches	# archive boxes	# pages per inch	# images	# pages per inch per mag box	total # inches	total # magazine box images	Fixed price to to import into database	Digitizing price per image	Indexing price per image	total Images	\$ Estimate
TOWN MEETING RECORDS																	
1859 to 1982	TM - Microfilm to digitized scan, 1859 to 1922 <u>handwritten</u> - bookmarked pages to handwritten marginal notes	6	100	10	6000									\$ 0.25	\$ 2.50	6000	\$ 16,500.00
1923 to 1982	TM - Microfilm to digitized scan, 1923 to 1982 typed & OCR	2	100	10	2000									\$ 0.25	\$ 0.03	2000	\$ 560.00
1983 to 1996	TM - Books, onion skin paper to be opened, digitized & OCR					15	2.75	250	10312.5					\$ 0.17	\$ 0.03	10312.5	\$ 2,062.50
1996 to 2002	TM - Books, bond paper to be opened, digitized & OCR									203	45	9135		\$ 0.15	\$ 0.03	9135	\$ 1,644.30
2003 to 2015	TM - Pdfs to import and make compatible/searchable within database digitize (already OCR'd)									203	120	24360	\$ 85.00			24360	\$ 85.00
TOTAL	TOTAL															51807.5	\$ 20,851.80

**Belmont Town Clerk - Digitizing Town Annual Reports
Community Preservation Act Proposed Project FY17**

Year	Type of Media and Action Required	Bound Books, Original Fragile				Pdf's to inport and OCR					Unit Prices			TOTAL
		# of inches of shelf	# shelves	# pages per inch	Total # pages to scan	Total # of images (2 pages per image)					# Pdf's	Fixed price to to import into database	Price per page to scan, index and OCR	Total # images
1859 to 2008	Bound original books, scan & OCR	23	6	600	82800	41400						\$ 1.53	41400	\$ 63,342.00
2009 to 2015	Pdfs to digitize & OCR									6	\$ 85.00			\$ 85.00
TOTAL	TOTAL												41400	\$ 63,427.00

OCR = Optical Character Recognition

* books to cut means AMC will cut from binding, scan and not rebind - return to Town Clerk in binder clips.

TOWN CLERK'S

RECORDS

VOL. 1

TOWN
OF
BELMONT

MAR. 1859

APR. 1861

White
Mans

CLERK'S
RECORDS
Vol. 6
LAW OF
MONTGOMERY

VOL. 6
OF
CLERK'S
RECORDS

VERAL RECORDS
AND RECORDS EVIDENCE
MONTGOMERY
1890



1878

the day previous to the date of the above, July 27, 1878
 meeting was called to order by the Selectmen the
 said Selectmen some few minutes after the hour indicated in
 the warrant. After the reading of a list of names of persons
 business transacting in front of the building the clerk then read
 the following Warrant

Commonwealth of Massachusetts
 Middlesex Co. County of Middlesex

To either of the Justices in the Town of Belmont, in said
 County - Belonging. Do the words of the warrant
 of Massachusetts, you are hereby required to notify and cause
 the inhabitant of said Town of Belmont, qualified as herein
 laid out in elections and town affairs, to meet at the hour
 in the High School Building, in said Town, on Monday July 29th
 1878 at 7 o'clock P.M. for the following purpose - to wit

1st To make choice of a Moderator, to preside at said meeting.
 2nd To do of the Town with respect of money raised or to be
 laid out by the Selectmen pursuant to a petition of St. Andrew &
 others, as surveyed and shown on a plan made by J. H. Smith,
 Civil Engineer, now on file in the office of the Town Clerk, your
 money for the same or not thereon

3rd To see what action, if any, the Town will take in reference
 to a petition signed by a number of persons to open on the Boston Bay
 Street, by way of a new road and authorizing the Town to borrow
 money for such purpose

4th To see what action the Town will take, if any, in reference to
 the purchase of a piece of land in Belmont, now located near the
 village of St. Andrew's, your money for the same, or not thereon

5th To see if the Town will adopt such measures as may be
 necessary to build or construct, or cause to be constructed, the
 new road recently laid out and established, called "Highland
 Avenue" running from the dividing line between Belmont & Belmont
 to the village of Waverley.

6th To see if the Town will make an appropriation of money
 to defray the expense of constructing said "Highland Avenue" &
 determine how said money shall be raised, or not thereon

Witness my hand and seal the date of this warrant, with your
 names thereon, to the Clerk of said Town, on or before said day and hour of meeting,
 a true and correct copy of the same, this seventh day of July, in the year
 one thousand eight hundred and seventy eight

Attest
 Town Clerk

construction of said street should be decided and paid for
 equally by said town of West Cambridge and Belmont and
 the relocation of gravel, which it was provided, that the town
 of Belmont should furnish, and this has been supplied,
 the board of Francis Gould's. It has been agreed that the
 Selectmen of both towns should take the necessary measures
 to procure an alteration in said town line, to conform to
 the new location of Pond Street, and also to procure a
 permanent division of said street in such manner as
 shall be agreed upon hereafter. Messrs Lane of West
 Cambridge and Abbott of Belmont were appointed
 a Committee to receive proposals, to make the most
 satisfactory contract and to see that the order of the County
 Commissioners was fully complied with. Four proposals
 were received, ranging in their estimate from \$1.20 to
 \$1.50 per square. The Committee awarded the contract
 to Mr. Edwin Dingley at \$1.25 per square. The
 undersigned further reports that the work has been done
 to the satisfaction of the Selectmen of both towns.
 The amount of material consumed by the contractor as
 by a certificate of Mr. Francis Gould per Square,
 amounting at \$1.25 per square to \$145.00, is proportion
 chargeable to Belmont \$72.50. On the absence of
 any appropriation for this purpose, the expense above
 mentioned has been charged to the account for con-
 tingent expenses, and had been paid from the ap-
 propriation made by the town for that purpose.
 A bill in like manner has been paid for several
 stone posts at 25c each, set at the angles on
 the Belmont side of said Pond Street amounting to
 \$12.50. There are outstanding Francis Gould's bill
 for surveying, also a bill for the construction of a
 Culvert not included in the contract. Should the
 committee call for it, the Selectmen recommend that the
 Treasurer be authorized to borrow a sum not exceeding
 Five Hundred Dollars to supply any deficiency in the
 appropriation for contingent expenses caused by the payment
 of the expenses above mentioned. The Selectmen have
 not at any time deemed it expedient to call a town
 meeting for the consideration of the above named sub-
 ject. They have however taken such action and
 adopted such measures as in their judgment were

Organization of the Town.

1st Meeting
A Meeting of the Inhabitants of Belmont was held this day Monday March 22nd 1859 by virtue of a Warrant issued by Saml C. Wood City Justice of the Peace according to the 5th Section of the Act of Incorporation of the Town of Belmont.

The meeting was called to order by Saml C. Wood City Justice of the Peace at 8 o'clock P.M.

A Dinner appropriate to the occasion was offered by Rev. Amos Smith.

Warrant.

Middlebury, Vt. Commonwealth of Massachusetts. Belmont, March 17th 1859.

To all ye Just B. Channon a principal Inhabitant of the town of Belmont of the County and Commonwealth aforesaid. Greeting

As the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the Inhabitants of the Town of Belmont, qualified to vote in Elections and Town affairs to meet at the Vestry of the Belmont Congregational Meeting House, on Monday the twenty eighth day of March next, at 8 o'clock P.M. of said day to act on the following articles, to wit:

- 1st To choose a Moderator to preside at said meeting.
- 2^d To see if said Inhabitants will accept of the act entitled an Act to Incorporate the town of Belmont.
- 3^d To make choice of all such Town officers for the ensuing year as towns are by law authorized and required to choose at their annual meetings.

You are also required to serve this Warrant by leaving a copy thereof at the residence of each and every Inhabitant or householders in said town seven days at least before the time of said meeting.

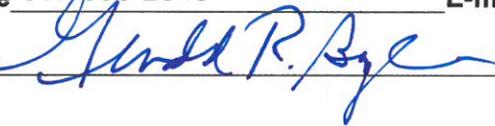
15 DEC -4 PM 12:37

Community Preservation Committee Town of Belmont

CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address **by no later than 4pm on December 4, 2015:**

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Town Hall Exterior Railings Improvements
Applicant/Contact Person Gerald R. Boyle
Organization Town of Belmont Facilities Department
Mailing Address 19 Moore Street, Belmont, MA 02478
Telephone 617-993-2640 **E-mail** gboyle@belmont-ma.gov
Signature  **Date** 12/04/15

CPA Category (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Community Housing | <input checked="" type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Recreation |

Amount Requested \$75,000.00

Total Project Cost \$75,000.00

CPC USE ONLY:

Application# HP-1

Received 12/04/15 

Control # FY16-FA5



Town of Belmont
Facilities Department
Homer Municipal Building
19 Moore Street
Belmont, MA 02478
617-993-2640

Gerald R. Boyle
Director of Facilities

December 4, 2015

Community Preservation Committee
c/o Floyd S. Carmen, Treasurer
Town of Belmont
P.O. Box 56
Belmont, MA 02478

RE: Town Hall Exterior Railings Improvements

Mr. Carmen.

Noted below and attached are responses for required information for the Final Application for the above referenced project.

GOALS:

- 1) To historically preserve the assets of the Town
- 2) To maintain the functionality of the railing system
- 3) To improve the overall aesthetics of the railing system and other ornamental iron items at the Concord Avenue entrance

NEED: Without these improvements, the railing system will continue to deteriorate, resulting in increased future costs to the Town.

DOCUMENTATION: See attached supporting documentation from the Belmont Historic Commission and Belmont Historical Society

TIMELINE:

- 1) July 2016: Develop Specifications
- 2) August 2016: Bid Process

Homer Municipal Building
19 Moore Street (PO Box 56), Belmont, MA 02478
Telephone (617) 993-2640 * Facsimile (617) 993-2641

3) Sept – Nov 2016: Project Implementation

CREDENTIALS: The Facilities Department has many years of experience with Historical Restoration Projects.

SUCCESS FACTORS: Timely project completion that will result in historically accurate railings.

BUDGET:

Restoration and refurbishment	\$65,000.00
Consulting Fee	5,000.00
Contingency	<u>5,000.00</u>
Total	\$75,000.00

OTHER FUNDING: In the event that additional funds are needed the resources will be identified within the Facilities Department budget.

MAINTENANCE: Ongoing maintenance will be the responsibility of the Facilities Department funded through the operating budget.

IMPACT: There will be no impact to the Town Budget nor are there any capital projects related to this request.

CONTROL: See Deed attached.

DEED RESTRICTIONS: See Attached, verified that this project is not related.

ACQUISITIONS: N/A

FEASIBILITY: N/A

HAZARDOUS MATERIALS: During specification development, the railing paint will be tested for lead. If lead is found to be present, all proper material handling procedures will be incorporated into the specifications.

PERMITTING: See attached letter from Glenn Clancy, Director of Community Development

ENVIRONMENTAL CONCERNS: N/A

PROFESSIONAL STANDARDS: The staff of the Facilities Department has many years of experience working with historic restoration projects.

ASSESSOR MAP: See attached.

Sincerely,



Gerald R. Boyle

Attachments:

Support letter from the Belmont Historical Society dated 11/9/15

Support letter from Joe Cornish on behalf of the Belmont Historic Commission dated 12/3/15

Town Hall deed

Preservation Restriction Agreement dated 6/1/99

Permitting and zoning certification letter from Glenn Clancy dated 12/3/15

Assessor's map of location

Photographic description of project location

BELMONT HISTORICAL SOCIETY
BELMONT PUBLIC LIBRARY
POST OFFICE BOX 125
BELMONT, MASSACHUSETTS 02478

November 9, 2015

Margaret Velie, Chair
Community Preservation Committee
Town of Belmont
PO Box 56
Belmont, MA 02478

RE: Town Hall Exterior Railings Improvements

Dear Ms. Velie,

At its November 4th meeting, The Belmont Historical Society Board of Directors voted to support the Town Hall Exterior Railings Improvement project currently under consideration for funding by the Community Preservation Committee to replace and/or refurbish the ornamental iron railings along the Concord Avenue side of Belmont Town Hall.

We feel it is important to maintain the historic integrity of this signature Queen Anne style building built in 1881 and to preserve the exterior details. We are very pleased that the intent of this project, as presented by Gerald Boyle, Director of Facilities for the Town of Belmont, is for the new or refurbished railings to match as closely as possible the size and appearance of the original railings.

Sincerely,



Elizabeth Gibson
President, Belmont Historical Society

cc: Gerald R. Boyle, Town of Belmont – Facilities Dept.



**TOWN OF BELMONT
HISTORIC DISTRICT COMMISSION**

Town Hall
455 Concord Avenue
Belmont, MA 02478

December 3, 2015

Gerald R. Boyle
Director of Facilities
Town of Belmont
19 Moore Street
Belmont, MA 02478

RE: Belmont Town Hall Railing Project, 455 Concord Avenue, Belmont, MA

Dear Gerald:

I am writing on behalf of the Belmont Historic District Commission in support of the Town of Belmont's CPC Application to restore the iron railings at the Concord Avenue elevation of the Town Hall. These railings are character defining features of the historic Town Hall building, and are important elements of the building's Queen Anne style design.

Sincerely,

Joseph Cornish, Co-Chair
Belmont Historic District Commission

568
1566

our hands and date this thirtieth day of April in the
one thousand eight hundred and eighty one. H. C. Mounson
Lucy C. Mounson (Seal) Signed sealed and delivered in presence
James W. Rollins, H. Edgerton, Commonwealth of Massachusetts
Julk at May 5. 1881. Then personally appeared the above named
man C. Mounson and acknowledged the foregoing instrument
his free act and deed before me James W. Rollins Justice of
Peace.
Middlesex Co. May 7. 1881. Recd. & Recorded
One (1) word written on clause.
Just Chas D Brown

Mounson
to
Belmont
Inhabitants

Know all Men by these Presents

I Norman C. Mounson of Shirley in the county of Middlesex
Commonwealth of Massachusetts in consideration of Three thousand
to me paid by Eliza Atkins of Belmont in said county, to the
and for the benefit of the Inhabitants of said Belmont in its
separate capacity, the receipt whereof is hereby acknowledged do I
renew release and forever quit claim unto the said Inhabitants
this parcel of land in said Belmont represented upon a plan
called "Plan of the Homer Estate in Belmont belonging to Javan
Moore" made by Charles C. Perkins dated May 27. 1872 and records
Middlesex (South District) Deeds, Book of Plans No 27, Plan 3. Said parcel
hereby conveyed is bounded and described as follows to wit: Begin
at a point in the southeasterly line of Pleasant Street distant
hundred and twenty seven (127) feet southwestwardly from the
southerly corner of Pleasant Street and Moore Street. Said point
beginning being the southerly corner of the hereby granted parcel
on the westerly corner of a parcel of land conveyed by me by deed
even date herewith to Annie Brown and running from said point
of beginning southeastwardly by said last named parcel one hundred
and twenty five and one half (125 1/2) feet more or less to the
westerly line of lot numbered nine (9) on said plan thence
northwardly by said northwesterly line of said lot No 9 four
95 (4.95) feet more or less to the southerly corner of said lot No
thence running southwardly by the southerly lines of the
numbered Twenty six (26) Twenty five (25) and Twenty four (24) on
said plan one hundred and fifty feet more or less to the westerly
corner of lot No 15 on said plan thence running southwestward
by the northwesterly line of the lot numbered fourteen (14) and
(12) on said plan one hundred and forty two & 1/2 (142.16) feet more
or less to the northwesterly line of Concord Avenue thence running
northwestwardly by said Avenue to its junction with said Pleasant St

1566/568
TOWN
HALL

the lines Northeastwardly by said Pleasant street to the point of beginning
 the parcel hereby conveyed all of the six (6) lots numbered respectively
 six (6) seven (7) eight (8) nine (9) ten (10) and eleven (11) on said
 plan and all of the lot numbered five (5) on said plan except
 that part thereof conveyed by me to said Brown by said deed of
 1878 also herewith and in part of the land conveyed to me by
 Francis Childs by his deed dated October 30, 1880 and to be hereunto
 recorded. To Have and To Hold the granted premises with all
 the privileges and appurtenances thereto belonging to the said Inhab-
 itants of Belmont their successors and assigns to their own use and
 behoof forever for the purpose of erecting a building thereon to be
 used by said Inhabitants as a town house and for other town or
 public purposes. And I do hereby for myself and my heirs executors
 and administrators covenant with the said grantee and assigns that
 the granted premises are free from all encumbrances made or suffered
 by me and that I will and my heirs executors and administrators
 shall WARRANT and DEFEND the same to the said grantee and al-
 ligs forever against the lawful claims and demands of all persons
 claiming by through or under me but against none other. And for
 the consideration aforesaid I Lucy E. Munson wife of the said grantee
 do hereby release unto the said grantee and assigns all right of
 title both dower and homestead in the granted premises. In Wit-
 nessed Whereof in the said Norman C. Munson and Lucy E. Munson
 hereunto set our hands and seals this thirteenth day of April in the
 year one thousand eight hundred and eighty one. N. C. Munson
 (Seal) Lucy E. Munson (Seal) Signed sealed and delivered in pre-
 sence of James W. Koolins H. Gargalon, Commonwealth of Massachusetts
 Suffolk Co. May 5th 1881. Then personally appeared the above
 named Norman C. Munson and acknowledged the foregoing instrument
 to be his free act and deed, before me James W. Koolins Justice
 of the Peace. Middlesex Co. May 7, 1881. Read & Recorded
 (Three (3) words interlined) (New Chat. P. Stems. Reg.)

Know all Men by these Presents, that We Susan
 M. Hart and John S. Hart the husband of said Susan M. Hart of
 Boston county of Suffolk and Commonwealth of Massachusetts in con-
 sideration of thirty five hundred dollars paid by Martha M. Cashman
 wife of Jeremiah Cashman of Newton in the county of Middlesex and
 said Commonwealth, the receipt whereof is hereby acknowledged do
 hereby give grant, bargain, sell and convey unto the said Martha
 M. Cashman in her own right free from the interference or control

Hart & al.
 to
 Cashman
 W.

Know all men by these presents

that I Francis Childs of Boston in the County of Suffolk and Commonwealth of Massachusetts

in consideration of Twenty eight hundred and seventy five dollars paid by Norman C. Munson of Shirley in the County of Middlesex in said Commonwealth

the receipt whereof is hereby acknowledged, do hereby give, grant, bargain, sell, and convey unto the said Norman C. Munson, all those certain Lots of land situate in Belmont in said County of Middlesex and shown on a plan of the Homer estate in Belmont, belonging to Jarvis Killoore, surveyed by Charles C. Perkins dated May 27th 1872, and recorded with Middlesex South District Deeds Book of Plans No. 27, Plan 3, said lots hereby conveyed being numbered and described as follows, viz: Lot No. 7 (Seven) on the corner of Pleasant Street and Concord Avenue; Lots Nos 8 (Eight), 9 (Nine), 10 (Ten), and 11 (Eleven), on Concord Avenue; Lots Nos 22 (Twenty two), 20 (Twenty), 30 (Thirty) and 31 (Thirty One) on Moore Street; Lots Nos. 5 (Five), and 6 (Six), on Pleasant Street, and Lot No. 17 (Seventeen) on Learnard Street; intending hereby to convey to said grantee all of the parcels of land conveyed to me by Charles B. Lane by his deed dated July 31st A. D. 1877, and recorded with Middlesex Deeds (South District) Vol. 1447, Fol. 218, which have not been heretofore conveyed me, by deeds recorded with Middlesex South District Deeds

7, 8, 9, 10, 11

22, 20, 30, 31

5, 6, 17

And I do hereby, for myself and my heirs, executors, and administrators, covenant with the said grantee and his heirs and assigns that I am lawfully seized in fee simple of the granted premises; that they are free from all incumbrances.

that I have good right to sell and convey the same as aforesaid; and that I will and my heirs, executors, and administrators shall warrant and defend the same to the said grantee and his heirs and assigns forever against the lawful claims and demands of all persons.

And for the consideration aforesaid I Juliet W. Childs, wife of the said Francis Childs

do hereby release unto the grantee and his heirs and assigns all right of or to both dower and homestead in the granted premises.

In witness whereof We the said Francis Childs and Juliet W. Childs

hereunto set our hands and seals, this thirtieth day of October in the year one thousand eight hundred and eighty,

Signed and sealed in presence of
James W. Rollins (t. F.C.)
Mary L. Childs

Francis Childs
Juliet W. Childs

Our Hall (80)

Know all men by these presents

that I, Norman C. Munson of Shirley in the County of Middlesex and Commonwealth of Massachusetts

in consideration of Three Thousand dollars to me paid by Elisha Atkins of Belmont in said County to the use and for the benefit of the inhabitants of said Belmont, in their corporate capacity

the receipt whereof is hereby acknowledged, do hereby remise, release, and forever quitclaim unto the said Inhabitants of Belmont a certain parcel of land in said Belmont represented upon a plan entitled "Plan of the Homer Estate in Belmont, belonging to Javan K. Moore", made by Charles C. Perkins, dated May 27th 1872, and recorded with Middlesex (South District) Deeds Book of Plans No. 27, Plan 3.

Said parcel hereby conveyed is bounded and described as follows, to-wit: Beginning at a point in the Southeastly line of Pleasant Street, distant One hundred and twenty seven (127) feet Southwestwardly from the most Southern corner of Pleasant Street and Stone Street, - said point of beginning being the Northern corner of the hereby granted premises, and the Western corner of the parcel of land conveyed by me by deed of even date herewith to Farnsworth Brown - and running from said point of beginning Southeastwardly by said last named parcel, One hundred and twenty two and one half (122½) feet, more or less, to the Northwestly line of lot numbered nine (9) on said plan, thence running Northeastwardly by said Northwestly line of said lot No. 9, four and 95/100 (4.95) feet, more or less, to the Northern corner of said lot No. 9, thence running Southeastwardly by the Southwestly lines of the lots numbered Twenty six (26) Twenty five (25) and Twenty four (24) on said plan, one hundred and fifty feet, more or less, to the Western corner of lot No. 15 on said plan, thence running Southwestwardly by the Northwestly line of the lots numbered Fourteen (14) and Twelve (12) on said plan one hundred and forty two and 66/100 (142.66) feet, more or less, to the Northeastly line of Concord Avenue, thence running Northwestwardly by said Avenue to its junction with said Pleasant Street, and thence Northeastwardly by said Pleasant Street to the point of beginning. The parcel hereby conveyed comprises all of the six (6) lots numbered, respectively Six (6), Seven (7), Eight (8), Nine (9)



And I do hereby, for myself and my heirs, executors and administrators, covenant with the said grantee and ~~heirs and assigns~~ that the granted premises are free from all incumbrances made or suffered by me.

and that I will and my heirs, executors, and administrators shall warrant and defend the same to the said grantee and ~~heirs and assigns~~ forever against the lawful claims and demands of all persons claiming by, through, or under me but against none other.

and for the consideration aforesaid I Lucy E. Munson wife of the said grantor

do hereby release unto the said grantee and ~~heirs and assigns~~ all right of or to both dower and homestead in the granted premises.

In witness whereof We the said Norman Munson and Lucy E. Munson

hereunto set our hands and seals this thirtieth day of April in the year one thousand eight hundred and eighty one.

Signed, sealed, and delivered in presence of

James W. Rollins } Norman Munson
A. Edgerton } Lucy E. Munson

Commonwealth of Massachusetts.

Suffolk ss. May 5th 1881. Then personally appeared the above-named Norman Munson and acknowledged the foregoing instrument to be his free act and deed, before me—

James W. Rollins
Justice of the Peace.

15 in Hall (80)

1-A

Know all men by these presents

that the Blackstone National Bank of Boston, the mortgage named in a certain mortgage given by Francis Childs to the Blackstone National Bank dated March 28th A. D. 1878, and recorded with Middlesex South District Deeds, libro 1469 folio 130, in consideration of One Dollar Dollars paid by Francis Childs aforesaid

the receipt whereof is hereby acknowledged, do hereby remise, release, and forever quitclaim unto the said Francis Childs all the right, title, and interest which it may have under the aforesaid mortgage in or to the following-described parcel of land, being a portion of the premises therein conveyed, namely, the following described lots of land situated in the Town of Belmont, in the County of Middlesex on a Plan of the Home Estate in Belmont belonging to James H. Moore surveyed by Ch. Perkins and recorded in Middlesex South District Registry in Book of Plans No. 27 plan No. 2.

- ✓ Lot No 7 (seven) on the corner of Pleasant Street and Concord Avenue
- ✓ Lots Nos 8 (eight), 9 (nine), 10 (ten) and 11 (eleven) on Concord Avenue
- ✓ Lots twenty (20), twenty two (22), thirty (30) and thirty one (31) and thirty two (32) on
- ✓ Lots nos 5 (five) and 6 (six) on Pleasant Street;
- ✓ Lots nos 13 (thirteen), 14 (fourteen) and 17 (seventeen) on Leonard St.

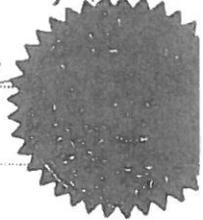
Intending to release all land in Belmont conveyed by said mortgage

To have and to hold the same to the said Francis Childs and his heirs and assigns, to their own use and behoof forever.

But this release shall not in any way affect or impair its right to hold under the said mortgage and as security for the sum remaining due thereon, all the remainder of the premises therein conveyed and not hereby released.

In witness whereof ~~to be signed, acknowledged and delivered in its name~~ ~~by Joshua Spring its President thereunto duly authorized~~ ~~and its corporate seal to be hereunto affixed this twenty eighth day of May~~ ~~A. D. 1880~~
 In witness whereof ~~to be signed, acknowledged and delivered in its name~~ ~~by Joshua Spring its President thereunto duly authorized~~ ~~and its corporate seal to be hereunto affixed this twenty eighth day of May~~ ~~A. D. 1880~~

Signed and Sealed in presence of
 [Signature] The Blackstone National Bank of Boston by Joshua Spring President

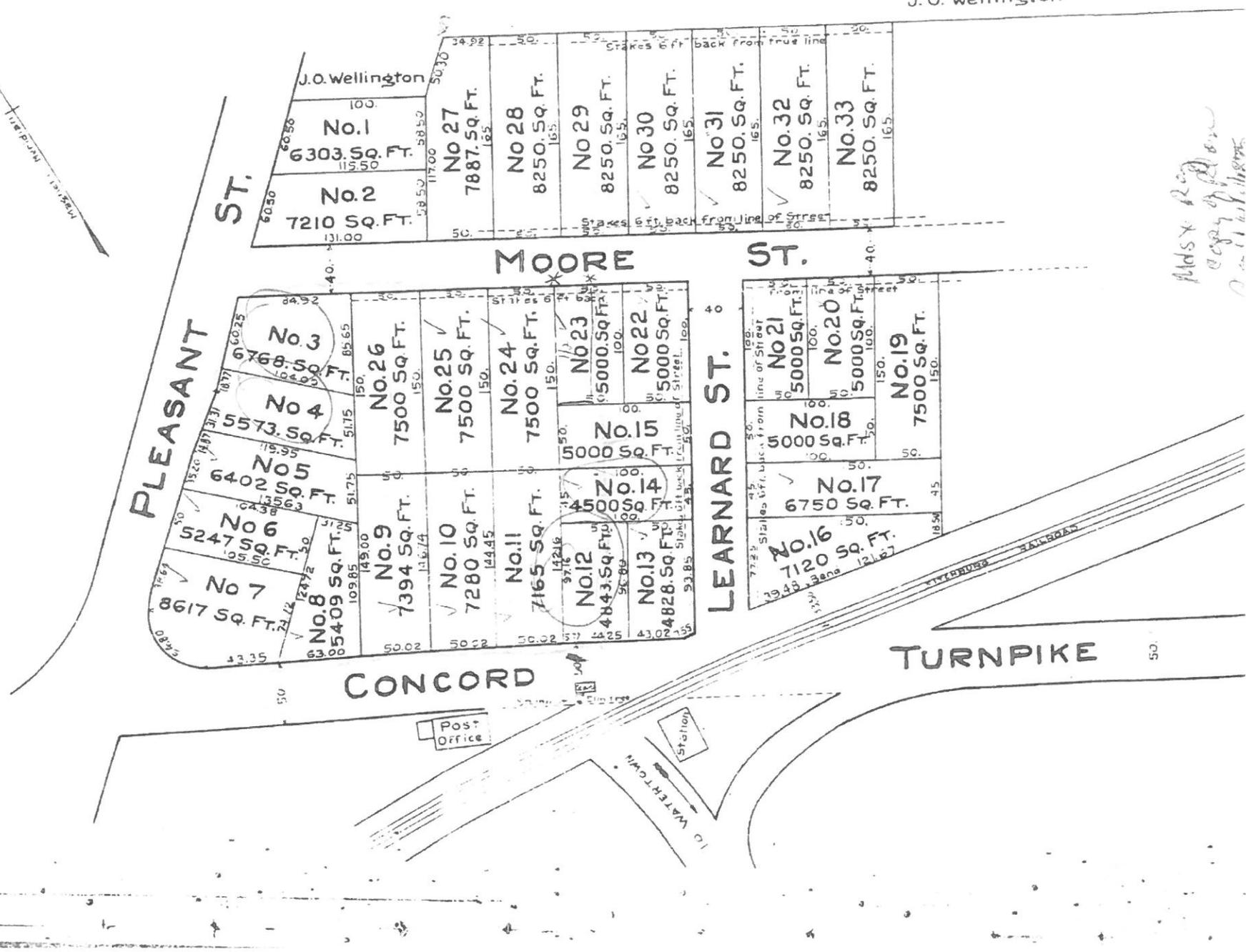


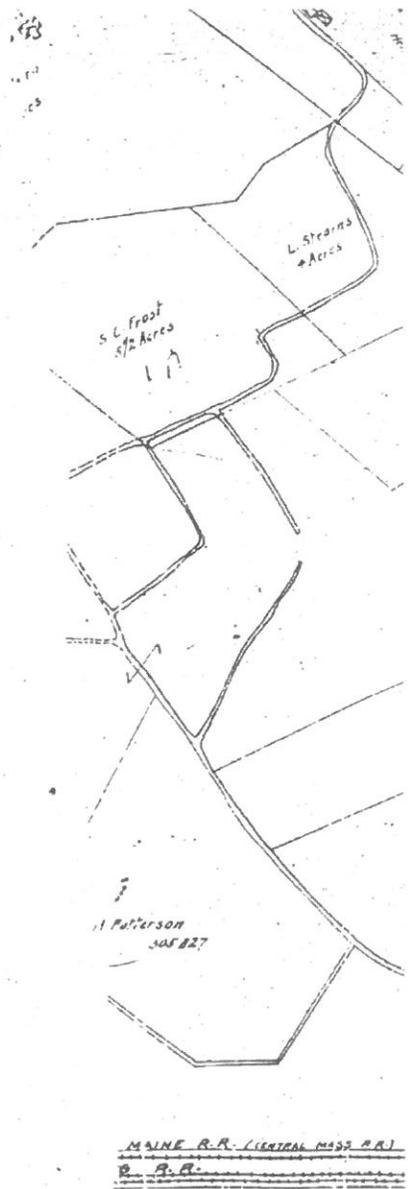
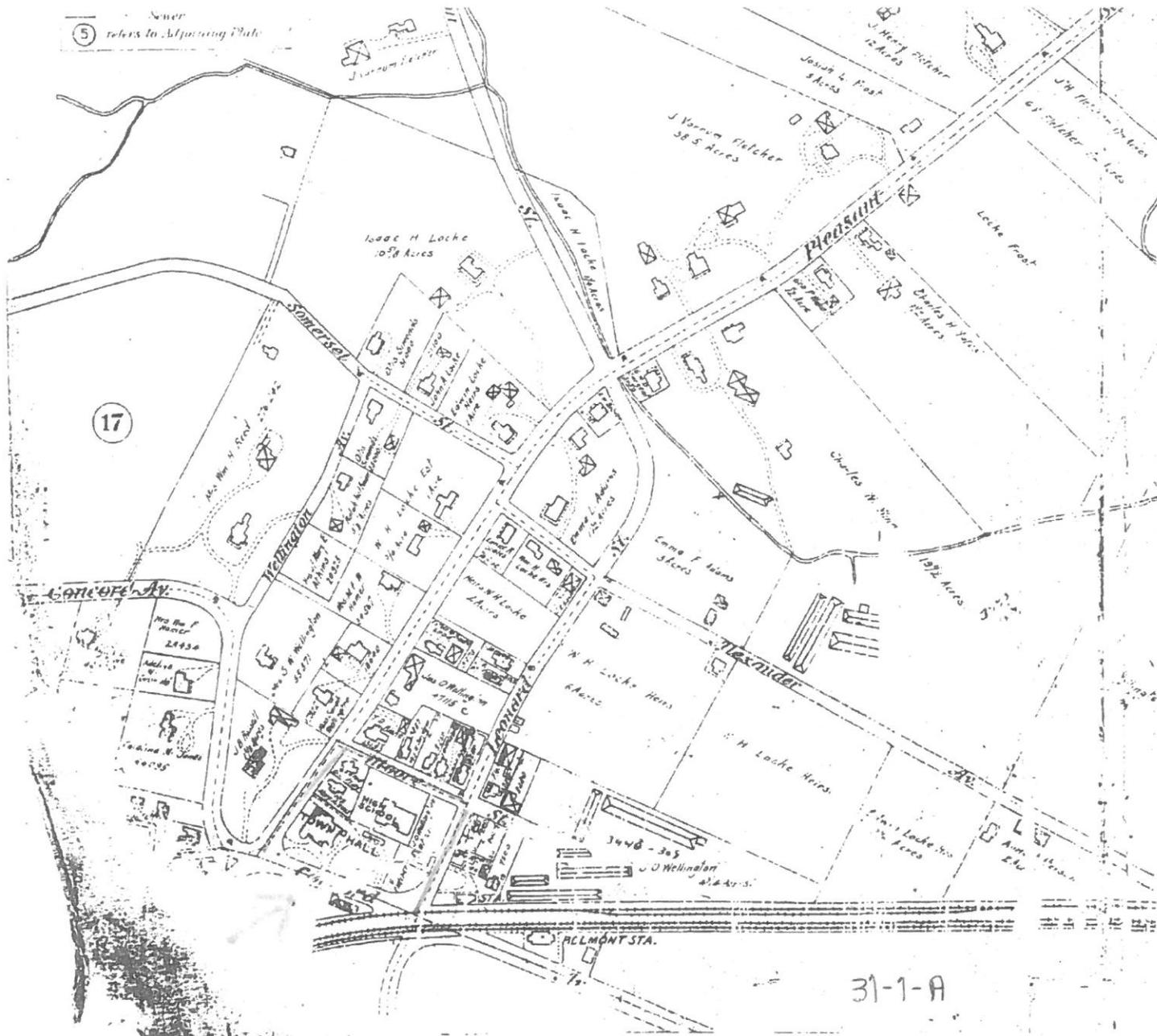
Commonwealth of Massachusetts.

sh. of 010 11. 7 ck A.

31-1-A

J. O. Wellington





31-1-A

1898

1217

PRESERVATION RESTRICTION AGREEMENT
between the COMMONWEALTH OF MASSACHUSETTS
by and through the MASSACHUSETTS HISTORICAL COMMISSION
and

TOWN of BELMONT

The parties to this Agreement are the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission located at the Massachusetts Archives Building, 220 Morrissey Boulevard, Boston, Massachusetts 02125, hereinafter referred to as the Commission, and the Town of Belmont, Town Hall 455 Concord Avenue, Belmont, Ma. hereinafter referred to as the Grantor.

WHEREAS, the Grantor is the owner in fee simple of certain real property with improvements known as the BELMONT TOWN HALL, thereon as described in a deed dated May 7, 1881, from Norman Munson to Belmont Inhabitants recorded with the Middlesex Registry of Deeds Book 1566, Page 568, and which is located at 455 Concord Avenue, Belmont, Massachusetts, hereinafter referred to as the Premises.

WHEREAS, the Grantor wishes to impose certain restrictions, obligations and duties upon it as the owner of the Premises and on the successors to its right, title and interest therein, with respect to maintenance, protection, and preservation of the Premises in order to protect the architectural, archaeological and historical integrity thereof; and

WHEREAS, the preservation of the Premises is important to the public for the enjoyment and appreciation of its architectural, archaeological and historical heritage and will serve the public interest in a manner consistent with the purposes of M.G.L. chapter 184, section 32, hereinafter referred to as the Act; and

WHEREAS, the property is listed in the National Register as a contributing resource to the PLEASANT STREET HISTORIC DISTRICT, and

WHEREAS, the Commission is a government body organized under the laws of the

MSD 06/16/99 11:06:41 552 18.2E

Commonwealth of Massachusetts and is authorized to accept these preservation restrictions under the Act;

NOW, THEREFORE, for good and valuable consideration, the Grantor conveys to the Commission the following preservation restrictions which shall apply in perpetuity to the Premises.

These preservation restrictions are set forth so as to ensure the preservation of those characteristics which contribute to the architectural, archaeological and historical integrity of the Premises which have been listed on the National and/or State Registers of Historic Places, under applicable state and federal legislation.

Characteristics which contribute to the architectural, archaeological and historical integrity of the Premises include, but are not limited to, the artifacts, features, materials, appearance, and workmanship of the Premises, including those characteristics which originally qualified the Premises for listing in the National and/or State Registers of Historic Places.

The terms of the Preservation Restriction are as follows:

1. Maintenance of Premises: The Grantor agrees to assume the total cost of continued maintenance, repair and administration of the Premises so as to preserve the characteristics which contribute to the architectural, archaeological and historical integrity of the Premises in a manner satisfactory to the Commission according to the Secretary of the Interior's "Standards for the Treatment of Historic Properties." The Grantor may seek financial assistance from any source available to it. The Commission does not assume any obligation for maintaining, repairing or administering the Premises.

2. Inspection: The Grantor agrees that the Commission may inspect the Premises from time to time upon reasonable notice to determine whether the Grantor is in compliance with the terms of this Agreement.

3. Alterations: The Grantor agrees that no alterations shall be made to the Premises, including the alteration of any interior, unless (a) clearly of minor nature and not affecting the characteristics which contribute to the architectural, archaeological or historical integrity of the Premises, or (b) the Commission has previously determined that it will not impair such characteristics after reviewing plans and specifications submitted by the Grantor, or (c) required by casualty or other emergency promptly

reported to the Commission. Ordinary maintenance and repair of the Premises may be made without the written permission of the Commission. For purposes of this section, interpretation of what constitutes alterations of a minor nature and ordinary maintenance and repair is governed by the Restriction Guidelines which are attached to this Agreement and hereby incorporated by reference.

4. Assignment: The Commission may assign this Agreement to another governmental body or to any charitable corporation or trust among the purposes of which is the maintenance and preservation of historic properties only in the event that the Commission should cease to function in its present capacity.

5. Validity and Severability: The invalidity of M.G.L. c. 184 or any part thereof shall not affect the validity and enforceability of this Agreement according to its terms. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

6. Recording: The Grantor agrees to record this Agreement with the appropriate Registry of Deeds and file a copy of such recorded instrument with the Commission.

7. Other Provisions: None applicable.

The burden of these restrictions enumerated in paragraphs 1 through 7, inclusive, shall run with the land and be binding upon future owners of an interest therein.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this First day of June, 1999.

William P. Monahan

Ed W. Brumbach

COMMONWEALTH OF MASSACHUSETTS

Middlesex

June 1, 1999

Then personally appeared the above named William P. Monahan & William
and acknowledged the foregoing instrument to be the free act and deed of The Board of Assessors
before me, Selection of
Town of Belmont

Delores A. Hoyle
Notary Public
My Commission Expires August 4, 2000

APPROVAL BY THE MASSACHUSETTS HISTORICAL COMMISSION

The undersigned hereby certifies that the foregoing preservation restrictions have been approved pursuant to Massachusetts General Laws, Chapter 184, section 32.

MASSACHUSETTS HISTORICAL COMMISSION

By Judith B. McDonough
Judith B. McDonough
Executive Director
Massachusetts Historical Commission

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss. October 20, 1998

Then personally appeared the above named Judith B. McDonough and acknowledged the foregoing instrument to be the free act and deed of the Massachusetts Historical Commission, before

Notary Public

Nancy Maida
My Commission Expires November 19, 2004

RESTRICTION GUIDELINES

The purpose of the Restriction Guidelines is to clarify paragraph three of the terms of the preservation restriction which deals with alterations to the premises. Under this section permission from the Massachusetts Historical Commission is required for any major alteration. Alterations of a minor nature which are part of ordinary maintenance and repair do not require MHC review.

In an effort to explain what constitutes a minor alteration and what constitutes a major change which must be reviewed by the MHC, the following list has been developed. By no means is this list comprehensive: it is only a sampling of some of the more common alterations which may be contemplated by building owners.

PAINT

Minor - Exterior or interior hand scraping and repainting of non-decorative and non-significant surfaces as part of periodic maintenance.

Major - Painting or fully stripping decorative surfaces or distinctive stylistic features including murals, stenciling, wallpaper, ornamental woodwork, stone, decorative or significant original plaster.

WINDOWS AND DOORS

Minor - Regular maintenance including caulking, painting and necessary reglazing. Repair or in-kind replacement of existing individual decayed window parts.

Major - Wholesale replacement of units; change in fenestration or materials; alteration of profile or setback of windows. The addition of storm windows is also considered a major change, however, with notification it is commonly acceptable.

EXTERIOR

Minor - Spot repair of existing cladding and roofing including in-kind replacement of clapboards, shingles, slates, etc.

Major - Large scale repair or replacement of cladding or roofing. Change involving inappropriate removal or addition of materials or building elements (i.e. removal of chimneys or cornice detailing; installation of architectural detail which does not have a historical basis); altering or demolishing building additions; spot repointing of masonry. Structural stabilization of the property is also considered a major alteration.

LANDSCAPE/OUTBUILDINGS

Minor - Routine maintenance of outbuildings and landscape including lawn mowing, pruning, planting, painting, and repair.

Major - Moving or subdividing buildings or property; altering of property; altering or removing significant landscape features such as gardens, vistas, walks, plantings; ground disturbance affecting archaeological resources.

WALLS/PARTITIONS

Minor - Making fully reversible changes (i.e. sealing off doors in situ, leaving doors and door

openings fully exposed) to the spatial arrangement of a non-significant portion of the building.

Major - Creating new openings in walls or permanently sealing off existing openings; adding permanent partitions which obscure significant original room arrangement; demolishing existing walls; removing or altering stylistic features; altering primary staircases.

HEATING/AIR CONDITIONING/ELECTRICAL/PLUMBING SYSTEMS

Minor - Repair of existing systems.

Major - Installing or upgrading systems which will result in major appearance changes (i.e. dropped ceilings, disfigured walls or floors, exposed wiring, ducts, and piping); the removal of substantial quantities of original plaster or other materials in the course of construction.

Changes classified as major alterations are not necessarily unacceptable. Under the preservation restriction such changes must be reviewed by the MHC and their impact on the historic integrity of the premise assessed.

It is the responsibility of the property owner to notify the MHC in writing when any major alterations are contemplated. Substantial alterations may necessitate review of plans and specifications.

The intent of the preservation restriction is to enable the Commission to review proposed alterations and assess their impact on the integrity of the structure, not to preclude future change. MHC staff will attempt to work with property owners to develop mutually satisfactory solutions which are in the best interests of the property.



OFFICE OF COMMUNITY DEVELOPMENT

TOWN OF BELMONT

19 Moore Street

Homer Municipal Building

Belmont, Massachusetts 02478-0900

Telephone: (617) 993-2650 Fax: (617) 993-2651

Building Division
(617) 993-2664
Engineering Division
(617) 993-2665
Planning Division
(617) 993-2666

December 4, 2015

Mr. Gerald R. Boyle
Director of Facilities
19 Moore Street
Belmont, MA 02478

Re: Town Hall Railings Project

Dear Gerry:

Pursuant to the Belmont Facilities Department's Community Preservation Act Application for funding to refurbish and/or replace ornamental iron railings at the Concord Avenue entrance to Town Hall, I have reviewed the project and can certify that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. The project will require a building permit. Due to the historic nature of the railings, requirements for baluster spacing will be waived so the project can replace the railings system in kind.

Please feel free to contact me if you require any additional information.

Sincerely,

Glenn R. Clancy, P.E.
Director
Inspector of Buildings

Level	Gas	Road	Public	Sidewalk	Yes	Landscaping
				Gas	Yes	

Market						
Type	Description	Zone	Nhbd	Area	Infl	Traffic
1	Primary Site	LB1	3	43560	1	Average Traffic
1	Primary Site	LB1	3	39250	1	Average Traffic

Inspection Information			Permit Information			
Date	Inspector	Entry	Date	% Comp	Value	Notes
1/26/2000		Entrance & Signature Gained				
			7/23/2013	100	\$0.00	window restoration, public bid, 46 windows total, replc/rehab no fee H4537
			11/10/2009	100	\$8,000.00	replc missing slates & flashing
			3/28/2008	100	\$73,555.00	install new cat walk for theater, \$15,000 9/9 repr front interior front steps to code H4246, \$58,555
			8/22/2006	100	\$366,900.00	repoint town hall & install snow guards for annex H4068
			7/1/2003	100	\$0.00	Renov school admin bldg and annex. H2954.
			12/10/2002	100	\$820,000.00	Interior renovations.
			6/12/1998	100	\$308,100.00	New vaults & remodeling of 1st and 2nd floor office spaces, \$300,000. 12/10/98 #98-709 repair roof & replace/install snow rails, \$8,100.
			6/28/1996	100	\$3,800.00	REROOF 2 SMALL FLAT ROOFS

Sales Information						
Date	Price	Vol	Page	Seller	Valid Code	
5/7/1981	\$0	1566	568		none	

Disclaimer



Horizontal railing for refurbishment



Sloped railing for refurbishment



Curved railing for replacement



Sloped railing for re-painting



Shrubbery to be trimmed



Buried cannons to be re-painting

Community Preservation Committee Town of Belmont

CPA Funding - Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 4pm on December 4, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title: PQ Park Playground Project - Phase 1
Applicant/Contact Person: Julie Crockett, PQ Park Revitalization Committee
Organization: Friends of PQ Park
Mailing Address: 77 Maple St, Belmont, MA

Telephone: [REDACTED]

E-mail: [REDACTED]

Signature Julie Crockett Date 2/1/16

CPA Category (refer to chart on the following page and check all that apply):

- Community Housing
- Historic Preservation
- Open Space
- Recreation

Amount Requested \$25,000

Total Project Cost \$25,000

Processed by
Town of Belmont
Town Treasurer
Town Collector
16 FEB 10 PM 3:44

CPC USE ONLY:
Application#_OSR-4_____
Received_2/10/16_____
Control #_FY16-FA6_____
REVISED

PQ Park Playground Project - Phase 1 - Project Description

1: Goals: Friends of PQ Park are requesting a number of equipment upgrades, safety enhancements, and additional amenities to Pequossette Park (PQ Park). These include the replacement of the playground and park equipment that is currently broken, outdated, or does not meet current safety standards, as well as the conversion of the southwest corner of the park into an active play space that is accessible to the community. To achieve these goals, the PQ Park Revitalization Project will be completed in two phases, at the recommendation of CPC members. Phase 1 will include first having an Existing Conditions Survey performed (see attached Survey Quote Request), and secondly, issuing an RFP to hire a Landscape Architecture firm (including landscape architect(s) and a civil engineers) and to completion of all phases of design: (a) Preliminary Design, (b) Construction Documents, (c) Bidding and Award, and (d) Construction Administration (see attached Design RFP). It is anticipated that Friends of PQ Park will apply for additional CPA Funding in a subsequent year for Phase 2, implementation and construction for bringing the design to fruition.

Our goals also align with fulfilling the General and Specific Criteria of the Community Preservation Committee Guidelines in the following ways:

- **Preserve or utilize currently owned Town Assets:**
In its current state, PQ Park is unsafe and in need of repair and revitalization. This has long been one of Belmont's recreational assets serving a large number of residents near it, as well as youth baseball and soccer leagues. The Friends of PQ Park have identified a list of problems needing to be addressed in order to make the park, its playground and fields return to a lively, safe and fun park for all to enjoy.
- **Preserve the essential character of the Town as described in the Comprehensive Plan:**
Our parks, playgrounds and open spaces "help to preserve the small-town community atmosphere" which Belmont attributes one of its core elements listed in the Comprehensive Plan. Beyond preserving its character, "Belmont's quality of life cannot be sustained without planning and investment of both public and private resources." PQ Park is simply a park that contributes to Belmont's small-town character and links our residents to the "beauty of the natural world", "offers a place "for community gathering and interaction".
- **Benefit a currently underserved population:**
In addition to complying with and embracing the fundamental pillars of the Comprehensive Plan is the service of the park to those in the apartment tenements and local affordable housing. The park is surrounded by 2-family houses and rentals, and may not share a strong connection to the community. Friends of PQ Park is reaching out to young families whose children are not yet school age to get them involved. The response so far has been impressive. Providing a park for many without cars is important for inclusion and accessibility to a wide demographic. PQ Park has also served as a gathering spot for international and intergenerational groups - for example, it is particularly utilized by our local Chinese residents who regularly gather for educational and recreational activities (most recently the September Blood Moon Event). Moreover, we have reached child care providers who use the park on a daily basis to get them involved as well and they have expressed their love for the park for everyday outings and activities for the children in their care, making a positive impact in their daily routine. The children have a place to burn energy and enjoy fresh air.
- **Long-term benefit to the town:** We want PQ Park to provide recreational space for a diverse group of users from a wide demographic. In order to achieve this mission we need safe, well equipped and age appropriate play structures and high quality recreation space. While we ask for the CPA funds to make the project possible, FPQ plans to maintain a small budget and work closely with DPW to keep our beloved park in excellent condition for many years to come.

2: Community Need: At just over 7.5 acres, PQ Park provides recreational space for youth and adult sports programs, such as soccer, baseball, softball, tennis, and basketball, as well as open space for walkers, joggers, families, preschoolers, friends, dogs and social groups to gather and frolic.

But as anyone who has been to Pequossette Park is aware, many aspects of the 1 acre Playground area within the 7.5 acre park are in a state of disrepair. The playground equipment is dilapidated, outdated and does not meet current safety standards. The play area is also prone to flooding during storms, leaving standing water for days at a time. In short, PQ Park is abounding with people and potential, but the 1 acre playground area is sorely in need of a little TLC.

3: Community Support: This project is being proposed by a diverse group of park patrons who live primarily in Southwest Belmont (Precincts 3, 4, and 5). With 50 to 80 followers on various social media platforms, Friends of PQ Park has experienced a significant increase in community support for this project over the past few months and expects to see continued expansion of this support base as the project advances.

4: Project Documentation: Friends of PQ is receiving quotes from Surveyors to perform the Existing Conditions Survey (see Survey Quote Request) and has developed an RFP for Landscape Architectural Services (see attached Design RFP).

5: Timeline:

- December 4th, 2015 - Final Application Submitted
- January 6th, 2016 - CPA Public Meeting
- January 20th, 2016 - Final Application Approved by CPC
- Feb 1st, 2016 - Survey Quotes Obtained
- May 4th, 2016 - Town Meeting Approves Project Funding
- May 2016 – Survey Completed
- May/June – Design Bid Process
- July 2016 -- Contract Executed with Landscape Architecture Design Firm
- Anticipated completion of Phase 1 by Sept 2016 allows for Preliminary Application for Phase 2.

6: Credentials:

Our PQ Revitalization team is comprised of:

- Julie Schwendiman Crockett – Revitalization Committee Chair, Co-Founder of Friends of PQ Park, Precinct 5 Town Meeting Member
- Maribel Carvajal - Playground Lead and Community Outreach, Local Preschool Teacher and Small Business Owner
- Kate Bowen – Precinct 4 Town Meeting Member
- Claus Becker – Precinct 5 Town Meeting Member, Recreational and Environmental Awareness Lead
- Erin Lubien – Communications and Strategy Consultant, Belmont Corner Neighborhood Association (near Grove St) President, Community Builder
- George Durante* - Public planning, community development, and economic development
- Edward “Sandy” Sanderson* – AICP, Urban planner and civil/environmental engineer, L.A. firm selection and committee liaison, LEED AP

*See #8 “Professional Standards” at end of application listing more detailed expertise

Per the RFP, a Landscape Architecture Firm design team will include Landscape Architect(s) and Civil Engineer(s). In addition the proposed design team shall have:

- Experience preparing at least 5 (five) successful park designs of similar scope and size.
- Experience designing at least 5 (five) playground structures.
- A comprehensive understanding of storm water management.
- Experience in the successful presentation of design plans to the public.

7: Success Factors: How will the success of this project be measured? Replacing dilapidated equipment and addressing stormwater issues will improve the quality of life for residents who use PQ park playground as well as adding a recreational item identified by the community and recreational department's assessment.

8: Budget: The total budget for phase 1 of the PQ Playground Revitalization project is expected to be not more than \$25,000.

9: How will CPA funds be spent? All CPA funds applied for in Phase 1 will go towards an Existing Conditions Survey (<\$5000) and for Landscape Architectural and Civil Engineering services to complete ALL phases of the design for the ~1 acre playground portion of PQ Park. Note: Design Costs are typically 10% of the total costs, so for example, if the design cost is \$20,000 - \$25,000, the amount requested in Phase 2 will be approximately \$200,000.

10: Other Funding: At this time we do not have any additional funding sources, committed, or under consideration for the development of the design work. Friends of PQ Park will seek to leverage public funds with private donations from businesses, organizations, and individuals in Belmont during Phase 2 (the construction phase) of the PQ Park Revitalization.

11: Maintenance: There is not any ongoing maintenance required for Phase 1. Fundraising during the Phase 2 period will include a tradition fundraising campaigns (donations from local residents and businesses) and include an option for members of "Friends of PQ Park" contribute to a maintenance fund for PQ Park. We also plan to work closely with the DPW to coordinate (again, during Phase 2 of the Project and after the project is complete).

12: Impact on Town Budget: Phase 1 (the design work and survey) has no secondary effects on the Town Operating Budget. There are not any capital projects that rely on the successful completion of the project, however the recreation department is currently assessing recreational assets which may inform decisions made in the Southwest corner of PQ Park.

Additional Application Information (Optional):

1-6: N/A

7: Environmental Concerns: The Wellington Brook runs and is culverted alongside the East edge and fenceline of the park. The playground often floods in the Fall and Winter. The RFP clearly specifies that these environmental concerns should be considered, but that aspects of the Wellington Brook not directly related to the 1 acre parcel including the playground and recreation area are beyond the scope of this project. See attached picture of typical flooding and diagram from the town showing the path and contour of Wellington Brook through the town and under PQ Park.

8: Professional Standards: The Revitalization Committee can rely most heavily upon community experts, such as Andy Rojas, Jay Marcotte, Floyd Carman, and Ellen Schreiber. In addition, appointed members of the Recreation Committee, both Anthony Ferrante and Mary Bradley could contribute experience and skills to help bring this Project to fruition. Jay Marcotte and Mary have been instrumental in drafting the RFP (attached), while Floyd Carman can help ensure that all relevant aspects of the project are CPA eligible, and comply with all applicable state requirements. Additionally, Ellen Schreiber, driving force behind Joey's Park and the Underwood Pool, is invaluable in sharing learned lessons to inform the PQ Park Revitalization Project. Together they represent years of experience in public service, specific technical expertise from urban planning to project and financial management, and multiple successes in delivering other restoration and rehabilitation projects in Belmont. Additional qualifications for the

town PQ Revitalization Committee Members with pertinent expertise who are neither town employees nor elected or appointed town committee members are below.

Sandy Sanderson

Mr. Sanderson is an urban planner and civil/environmental engineer focusing on the intersection of land use, transportation, water resources and community sustainability. As both an AICP planner and LEED AP engineer, Mr. Sanderson has worked across disciplines and scales to balance big picture policy decisions with detailed project implementation. His past experience as a public sector planner coupled with his consulting responsibilities has allowed him to work collaboratively on a variety of topics including pedestrian and bicycle planning and design; stormwater and green infrastructure management; wastewater master planning and design; neighborhood planning, zoning administration, and land development; environmental regulatory permitting and compliance; feasibility studies; stakeholder analysis and public participation strategies; grant writing; acceptance test monitoring; and construction management. Mr. Sanderson has worked on projects throughout the Northeast and Southwest areas of the United States, as well as in Minnesota and California; and is a licensed professional civil engineer (PE) in Massachusetts and Arizona.

George Durante:

Mr. Durante has professional experience in planning, community development, and economic development at the state and municipal level. A current Project Manager in the Commonwealth of Massachusetts Executive Office of Housing and Development, Mr. Durante brings a wealth of planning, urban development and project management skills to the team that will be instrumental in guiding the Committee and Architect to incorporate the values most desired by Belmont residents. Mr. Durante has his Masters of Science in Urban and Regional Policy from Northeastern, served as Chairman on Belmont's Vision 21 Committee, and is an avid recreational sports enthusiast interested in preserving and maintaining spaces for such activities.

9. Further Attachments: Please see attached Survey Quote Specs and Design RFP draft for relevant maps and diagrams.

**Friends of Pequotsette Park
Request for Quotes for Survey Services for the Pequotsette Park Playground Project, Phase 1**

Friends of PQ Park have received preliminary approval of funds for survey and design services for the renovation of the Pequotsette (PQ) Park Playground Area. Final approval will be obtained at Town Meeting in May 2016, after which work on the project can begin, to be completed by August 15, 2016. Survey and design services will be obtained separately. This request is for a quote for survey services.

The Town, through the CPA Committee and by Town Meeting approval, has allocated a fee not to exceed \$2,500 for these services.

Questions concerning this request should be directed to the PQ Park Revitalization Committee, at 77 Maple Street, Belmont, Massachusetts 02478, or by e-mail at FriendsOfPQPark@gmail.com

Friends of PQ Park request quotes from qualified survey firms for professional services to complete a professional, existing conditions survey of the PQ Park Playground Area for use as a base map for design by others.

Background:

The *PQ Park Playground Area* is contained within the larger PQ Park and comprises approximately 1 acre of the 7.5 acre PQ Park. PQ Park is located between the VFW on Trapelo Road and Maple Street in Belmont, Massachusetts and is bounded by Maple Street to the west, a residence located on Maple Street to the north, residences located on Walnut Street to the north, the VFW parking lot to the east, an apartment complex parking lot to the southeast and residences located on Bartlett Avenue to the south (see Figures 1 and 2). The source of the Wellington Brook is located near Maple Street and runs beneath the south edge of the park and continues east under Trapelo Road.

The *PQ Park Playground Area* is located on the south edge of the park (See Figure 3). The larger park has a 4-court tennis battery, one (1) natural grass little league baseball field and four (4) natural grass fields used for soccer and lacrosse to the north of the playground footprint. The *PQ Park Playground Area* currently contains one (1) basketball court (recently paved, and intended to remain as-is), a paved bike loop, a tot lot, a small play structure, and an open space on the west edge where an additional recreational facility could be placed. Wellington Brook runs underneath the playground (See Figure 4 for its general location and tributary area). Flooding and standing water occur on the playground following storms.

General Instructions:

Accuracy Standards

- 1. All boundary survey measurements shall be taken with sufficient accuracy to assure full acceptability of the final survey drawing to the Registry of Deeds, in accordance with the highest professional standards. The final survey shall meet all ALTA requirements.*
- 2. Topographic data shall be taken with sufficient accuracy such that topographic data on the final survey drawing may be measured to a maximum error of 6".*
- 3. Building measurements shall be taken to the nearest 1/4 inch.*

Description of Property to be Surveyed

- 1. See attached plan in Figure 3, which indicates site location and extent of areas to be surveyed.*

Access to Site

1. *The Surveyor will be responsible for arranging rights of entry to all lands on which work will be required.*

Drawing Requirements

1. *Drawings required of the Surveyor:*
 - a. *A final Existing Conditions Survey plan is required for the PQ Park Playground site, which will be prepared by computer utilizing AutoCAD 2007 or more recent format. Products shall include the drawing files on disk and plotted drawings as indicated below. See attached Standard AutoCAD Layer Format for required layer naming and descriptions.*
 - b. *Belmont requires all data to be provided within an ESRI version 10 file geodatabase.*
 - c. *The Existing Conditions Survey drawing shall be plotted at a scale of 1" = 10' (or other appropriate scale as determined by the Friends of PQ Park) on drafting film. Sheet size to be determined in coordination with Friends of PQ Park. Verify sheet size with Friends of PQ Park and locate titles and other graphic items as directed.*
 - d. *Show North arrow (both magnetic and solar, indicating compass deviation), locate North approximately at top of sheet, and include graphic scale on survey drawing.*
 - e. *Include legend of symbols and abbreviations used on the drawing, located near left hand margin.*
 - f. *In addition to one-foot topographic contours, show spot elevations of pavements, rims and inverts of all utility structures (including culverts), sill height for any structures on site including building floors, benchmarks, stairs (top and bottom at each stoop), and other fixed artifacts shall be to be the nearest hundredth foot (0.01').*
 - g. *Show all existing site features (natural and man-made) and all accessories (such as site fencing, play equipment, irrigation pumps, benches, bicycle racks, free standing signs, storage containers, etc.) shall be shown accurately and noted on the plan.*
 - h. *State elevation datum on each drawing. On the Existing Conditions Survey drawing, locate and clearly identify two permanent and easily identified Benchmarks (with elevations to the nearest thousandth foot (0.01'), on either side of the site so as to be readily usable during future work. (Belmont uses the Boston City Base Datum)*
 - i. *Provide all drawings in acceptable AutoCAD (.dwg) format. Provide one hard-copy original and 10 copies of the final survey drawing to the Friends of PQ Park. The Surveyor will retain such copies as it may require for its purposes at its own expense. The Registered Land Surveyor shall sign and seal the final Existing Conditions Survey drawing and shall certify that to the best of the Surveyor's knowledge information and belief that all information thereon is true and accurately shown. The certification shall be in a form acceptable to both the Registry of Deeds and the Town of Belmont.*
 - j. *It is required by the Town of Belmont that all site plans will be submitted on the Massachusetts Coordinate System. The Massachusetts Geodetic Control Points shall be researched, recovered in the field, surveyed, and calculated. The data should utilize spatial coordinates from the Projected Coordinate System:*

NAD_1983_StatePlane_Massachusetts_Mainland_FIPS. It is required that any CAD drawings and ESRI geodatabases accurately specify xy data, utilizing the same Projected Coordinate System, NAD_1983_StatePlane_Massachusetts_Mainland_FIPS."

Land (Boundary) Survey Requirements:

1. *Show boundary lines (where included in the scope area), giving length and bearing (including reference or basis) on each straight line, interior angles, radius, point of tangency and length of curved lines. Where no monument exists, set permanent iron pin (monument) or other suitable permanent monument at property corners, drive pin into ground adequately to prevent movement, and mark with wood stake, state on the drawing(s) whether corners were found or set and describe each.*
2. *Confirm or furnish a legal description which conforms to the Record Title Boundaries. Prior to preparing this survey, the Surveyor shall, insofar as possible, acquire data including, but not limited to, deeds, maps, certificates or abstracts of title, section line and other boundary line locations in the vicinity. The Surveyor shall supply copies of all acquired data to the Town.*
3. *Give site area in square feet and in acres (to 0.01 acre).*
4. *Plot location of structures on adjacent property (if any) as shown on the attached plan to within 0.01 feet. Dimension perimeter in feet and decimals to 0.01 feet. State the character and number of stories. Dimension to property lines and adjacent buildings in order to clearly locate each building on the site. Vacant parcels shall be noted "VACANT".*
5. *Describe fences and walls, noting fence heights and top of wall elevations.*
6. *Show recorded or otherwise known easements and rights-of-way; state the owner of right of each.*
7. *Note possibilities of restrictions and prescriptive rights-of-way and nature of each.*
8. *Extend survey as shown on the attached plan in all directions around the project survey site, including sufficient extension to include all properties, rights-of-way, and other significant features occurring within the survey area with specificity. Provide names of all lot owners on abutting lots. All streets are to be shown in their entirety including curbs and curb cuts. Show all structures occurring within the surveyed area, identify the type of construction of each and show the distance of each from the PQ Park Playground Area.*
9. *Show individual lot lines and show street numbers of adjoining property to the PQ Park Playground Area.*
10. *Show building line and setback requirements, if any.*
11. *Reconcile or explain any discrepancies between the survey and the recorded legal description.*

Topographic Survey Requirements:

NOTE: *All lines of levels shall be checked by separate check level lines and on previous turning points or benchmarks.*

1. *Contours shall be shown at one (1) foot intervals; error shall not exceed a one-half contour interval.
Spot elevations at street intersections and at 20 feet on center at top and bottom of curb adjacent to the PQ Park Playground site.*

2. Show location of structures, above and below ground, man-made (e.g. paved areas, culverts, etc.) and natural features.
3. Location, size, depth of water and gas mains, storm and sanitary sewers, telephone and electric lines and all other utilities and services on the property.
4. Location of fire hydrants available to the property.
5. Location and characteristics of power and communications systems above and below grade.
6. Name of the operating authority of each utility.
7. Trees of 3" caliper and over (caliper is measured diameter breast high (DBH); locate within one foot tolerance and note species on plan. Give spot grade at base of each tree and indicate extent of canopy.
8. All topographic information shall extend to the limits of the survey on the playground site, except:
 - a. All contours shall be plotted at one foot intervals and to approximately twenty feet beyond the scope or property line.
 - b. Trees beyond the property shall be recorded only to the extent that the branch spread extends to or into the property or where a tree trunk is within 15 feet of the scope or property line.
9. For all sub-surface utility lines on the site, indicate and locate intersection and manholes of the first connection to the off-site system.
10. Note any ledge outcroppings and show their approximate size and location.

Standard AutoCAD Layer Format:

Layer Name	Line Type	Description
X - 1Con or X - 5Con	Dashed x 2	1' or 5' Contour Interval
X - 2Con or X - 10Con	Dashed x 2	2' or 10' Contour Interval
X - 100 Flood	Continuous	
X - Abutxt	Continuous	Property Abutter Text
X - Athletic	Continuous	Athletic Field
X - Benchmark	Continuous	
X - Bldg	Continuous	Building
X - Borings	Continuous	
X - Curb	Continuous	
X - Drain	Hidden	Drain Lines, CB's, MH's
X - Easement	Dashed	
X - Electric	Dash-Dot	Electric Service
X - Fence	Continuous	
X - Gas	Phantom	
X - Ledge	Continuous	
X - Legend	Continuous	Legend
X - Mistxt	Continuous	Miscellaneous Text
X - Monuments	Continuous	
X - North - Scale	Continuous	North Arrow - Scale
X - Notes	Continuous	

*Friends of Pequotsette Park, Belmont, Massachusetts
Request for Quote for Survey Services for the Pequotsette Park Playground Project, Phase 1*

X - Pave	Continuous	Pavement
X - Pavetxt	Continuous	Paving Text
X - PL	Dashed	Property Line
X - Road	Continuous	
X - Sewer	Dashed	
X - Shrubs	Continuous	
X - Sidewalk	Continuous	
X - Signage	Continuous	
X - Spotgrades	Continuous	Spot Elevation
X - Stonewalls	Continuous	
X - Structures	Continuous	Steps, Pads, Etc.
X - Telephone	Border	Telephone Service
X - Testpits	Continuous	
X - Titleblock	Continuous	
X - Traverse	Continuous	
X - Tree	Continuous	
X - Treeline	Continuous	
X - Trimline	Continuous	
X - Water	Center	Water Service
X - Well	Continuous	
X - Wetland	Divide 2	Wetlands
X - WF	Continuous	Wetland Flag
X - Zoning	Divide	Zoning Information

NOTE: Only use layers if there is going to be information on them. No empty layers. Delete all layers/ blocks/ symbols that are not recognized by AutoCAD alone, i.e. DCA information, DEF points.

Submission of Survey Quote:

Please submit your quote for the Existing Conditions Survey of the Pequotsette Park Playground no later than 4:00 pm on xx/xx/2016. Please submit via email and hard copy to:

Friends of PQ Park
77 Maple Street
Belmont MA 02478

(617) 299-0348
FriendsofPQpark@gmail.com

The name and address of the submitting firm along with the project name must be clearly shown of the envelope.

Friends of PQ Park reserves the right to select and/or reject any and all quotes for any reason determined not to be in the Town's best interest. Quotes may not be withdrawn within sixty (60) days after the above date.

Attached are four locus plans for reference.

Figure 1: Aerial View of PQ Park:

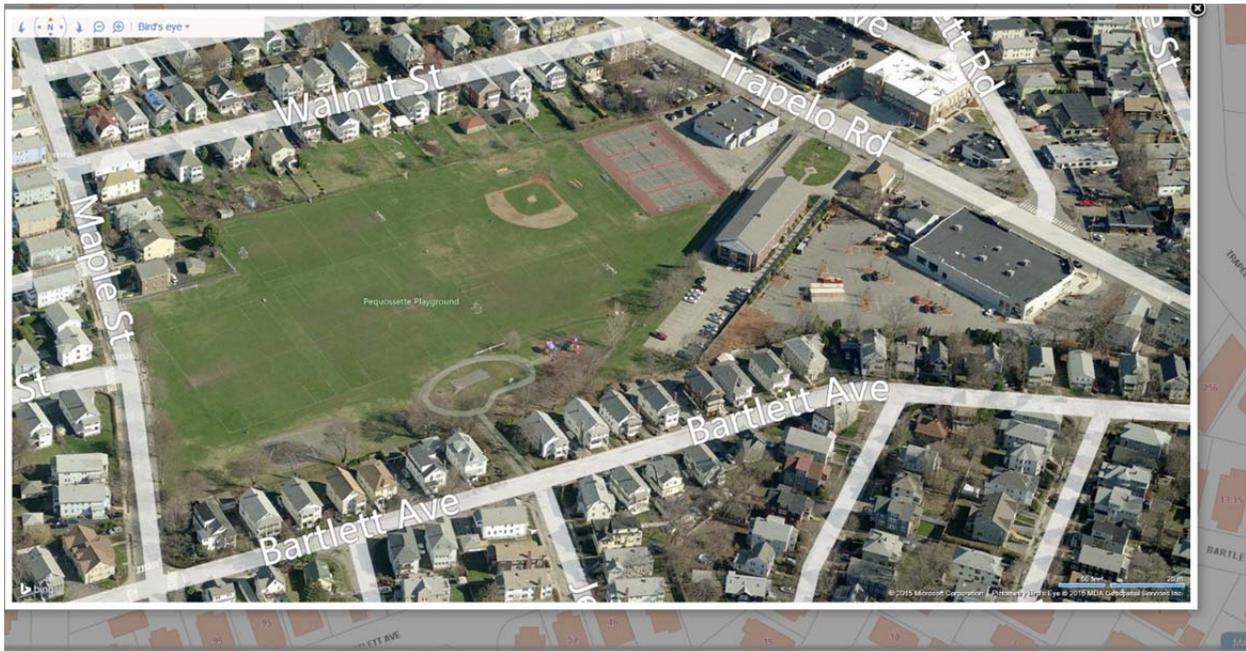


Figure 2: GIS View of PQ Park:

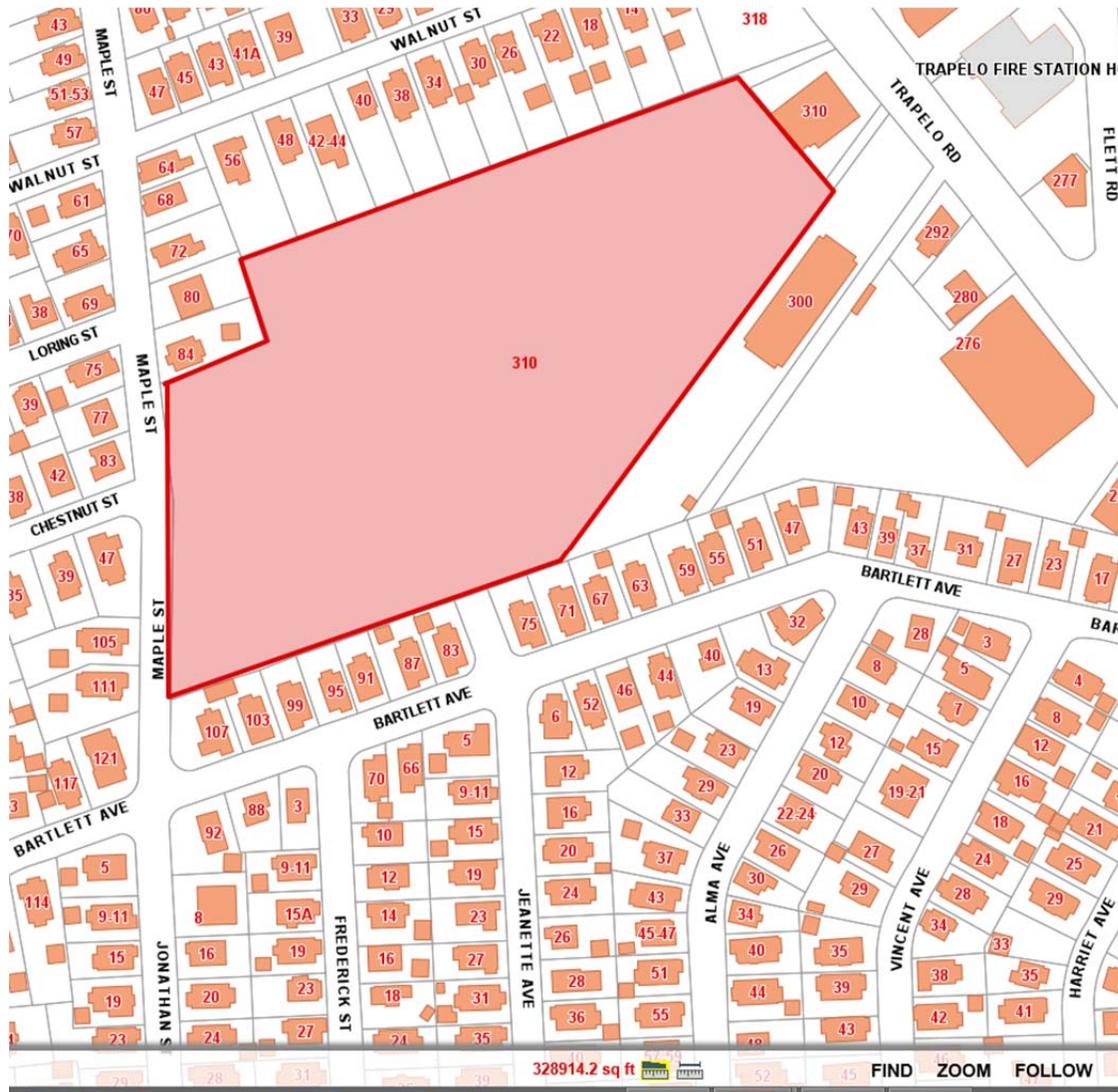


Figure 3: Overhead View of PQ Park Playground Area within PQ Park:

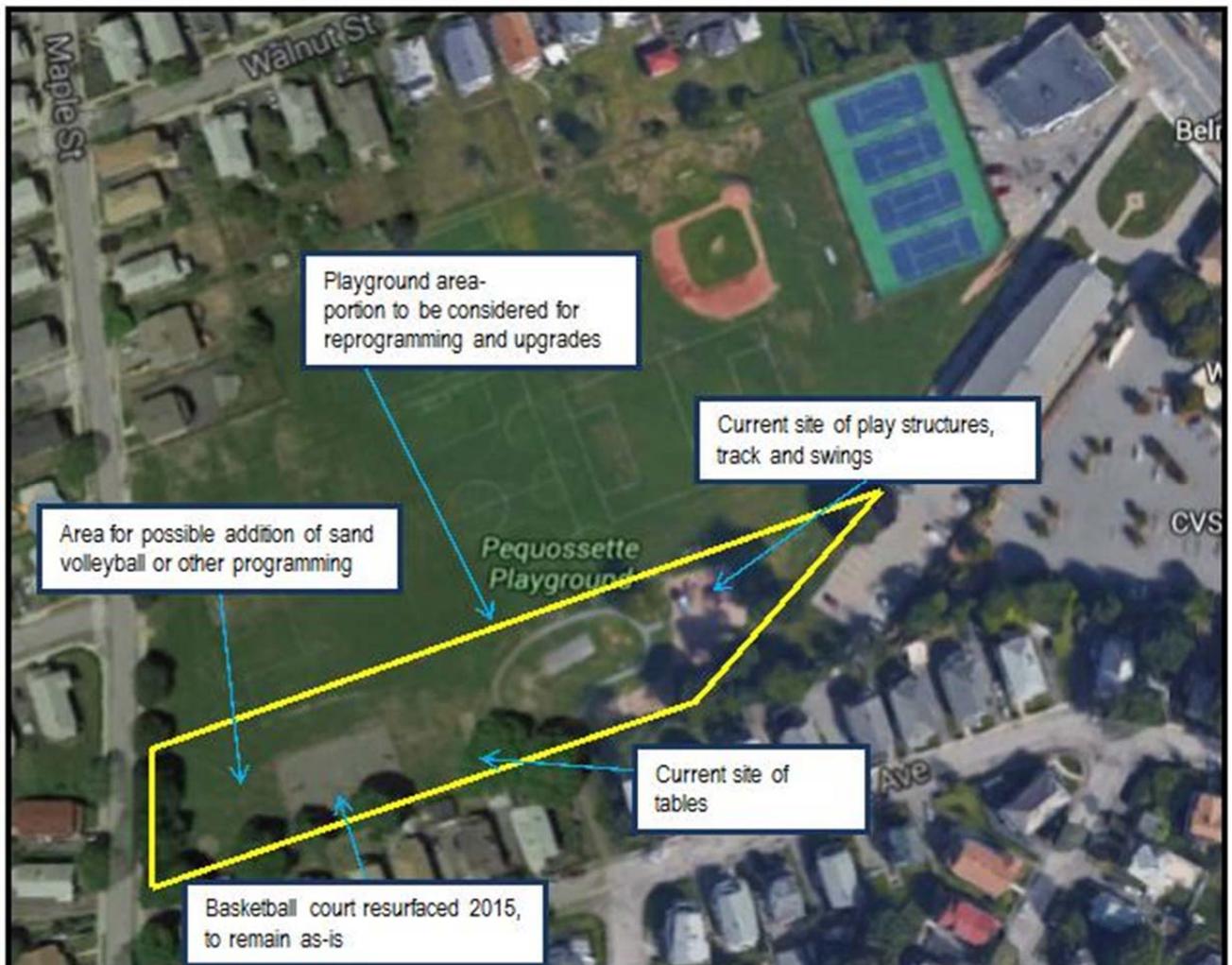
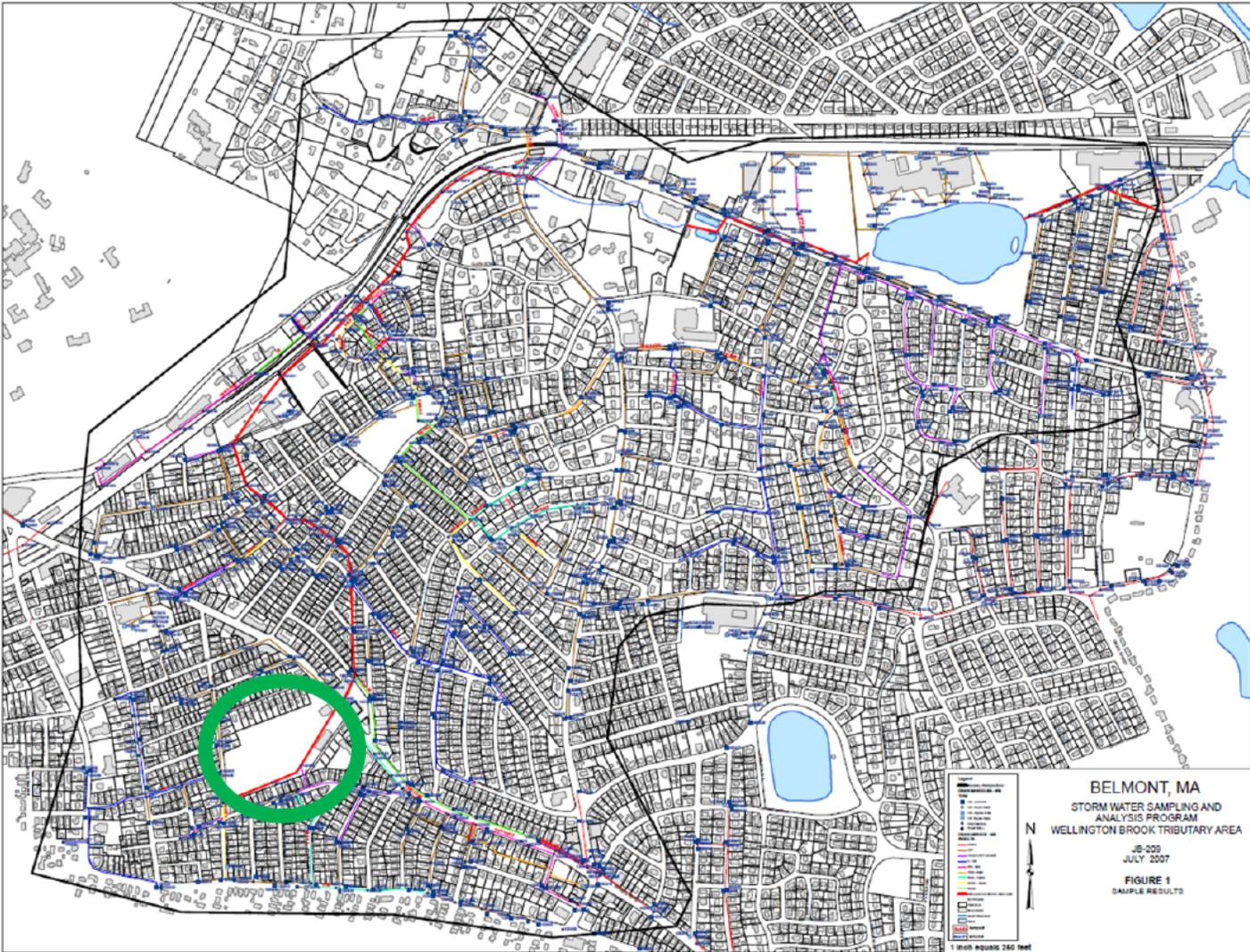


Figure 4: Wellington Brook Tributary Area, PQ Park encompassed by Green Circle:



**Friends of Pequotsette Park
RFP for Design Services for the Pequotsette Park Playground Project, Phase 1**

Friends of PQ Park have received preliminary approval of funds for survey and design services for the renovation of the Pequotsette (PQ) Park Playground Area. Final approval will be obtained at Town Meeting in May 2016, after which work on the project can begin, to be completed by August 15, 2016. Survey and design services will be obtained in two separate request for proposals (RFPs). This RFP is for design services.

The Town, through the CPA Committee and by Town Meeting approval, has allocated a fee not to exceed \$22,500 for these services.

Questions concerning this request for proposals should be directed to the PQ Park Revitalization Committee, at 77 Maple Street, Belmont, Massachusetts 02478, or by e-mail at FriendsofPQPark@gmail.com

Friends of PQ Park request proposals from qualified Landscape Architecture firms for professional services to complete design services as described below:

Background:

The *PQ Park Playground Area* is contained within the larger PQ Park and comprises approximately 1 acre of the 7.5 acre PQ Park. PQ Park is located between the VFW on Trapelo Road and Maple Street in Belmont, Massachusetts and is bounded by Maple Street to the west, a residence located on Maple Street to the north, residences located on Walnut Street to the north, the VFW parking lot to the east, an apartment complex parking lot to the southeast and residences located on Bartlett Avenue to the south (see Figures 1 and 2). The source of the Wellington Brook is located near Maple Street and runs beneath the south edge of the park and continues east under Trapelo Road.

The *PQ Park Playground Area* is located on the south edge of the park (See Figure 3). The larger park has a 4-court tennis battery, one (1) natural grass little league baseball field and four (4) natural grass fields used for soccer and lacrosse to the north of the playground footprint identified by this RFP. The *PQ Park Playground Area* currently contains one (1) basketball court (recently paved, and intended to remain as-is), a paved bike loop, a tot lot, a small play structure, and an open space on the west edge where an additional recreational facility could be placed. Wellington Brook runs underneath the playground (See Figure 4 for its general location and tributary area). Flooding and standing water occur on the playground following storms.

General Scope of Project:

Friends of PQ Park is seeking proposals from qualified Landscape Architecture firms with significant experience in park programming and the design of courts, playgrounds and other recreational facilities, passive areas, as well as experience in storm water management.

The selected firm will assist the **Friends of PQ Park** by analyzing the site's existing conditions and developing a design that best organizes the play structures and other recreational areas, including the paved bike path area and the underutilized west portion of the *PQ Park Playground Area*, in the most cost-effective manner for layout, safety and flood prevention in the *PQ Park Playground Area*. The general scope of the project involves the demolition of the existing site elements, the landscape and site design for the new playground and ancillary site features, drainage and stormwater management design, all ancillary engineering necessary for the playground, public presentations and reviews for all design work, and the construction period services necessary during bidding and implementation.

Design Team Experience Requirements:

In order to receive consideration for the project, the proposing firm(s) must demonstrate the following (at a minimum):

- At least one member of the proposed design team shall be a Massachusetts Registered Landscape Architect in good standing.
- At least one member of the proposed design team shall be a Massachusetts Registered Civil Engineer in good standing.
- At least one member shall have demonstrated experience in working on storm water management.
- All members of the proposed design team shall have demonstrated experience in working together on similar projects as a team.
- Members of the proposed design team shall have experience in the planning and design of public playgrounds, flood management, and ancillary park facilities.

The proposed design team shall have:

- Experience preparing at least 5 (five) successful park designs of similar scope and size.
- Experience designing at least 5 (five) playground structures.
- A comprehensive understanding of storm water management.
- Experience in the successful presentation of design plans to the public.

Active involvement by the assigned Landscape Architect or Civil Engineer in planning, design, bidding, and construction observation of playground structures, sports courts and other park facilities is deemed to be critically important to the ultimate success of the Project.

Scope of Services:

The following Scope of Services and related Fee Schedule define our proposed agreement and relate specifically to the requirements of this project:

A. Preliminary Design Phase

A site survey of the *PQ Park Playground Area* is being completed under a separate RFP process, the results of which will be provided to firm(s) selected for this RFP. Based on the Project Team's review and site analysis of the existing conditions of the area and on a professional property line, topographic, site features, and utility survey and other data (provided by the Town of Belmont, Friends of PQ Park, and their surveyor), and all other available project documentation, the Project Team shall design and develop a set of Preliminary Design Drawings for new site and landscape design of the *PQ Park Playground Area*. The Project Team shall review the existing elements and conditions of the current playground area and, based on meetings with the Friends of PQ Park, develop a design program for what needs to be done. The final Preliminary Design Drawings shall include: PQ Park Playground Site Plan illustrating the design treatments for the playground and all ancillary and related features within the project area; Site Section(s) illustrating the design concept; Three-Dimensional Sketches (3 minimum) of the selected playground design; other sketches and drawings necessary to convey the design intent; preliminary Drainage and Stormwater Management Plan; and, preliminary cost estimate for the landscape architectural and civil engineering improvements. The Project Team shall meet with the Friends of PQ Park and/or their designees (3 one-hour meetings are to be included) to review all draft and final Preliminary Design Drawings for comment and approval. The Project Team shall present the Preliminary Design Drawings to the local residential community in a community meeting arranged by the Friends of PQ Park. It is understood that the Preliminary Design Drawings are for design resolution and design approval by the Friends of PQ Park, and are not intended for construction.

B. Construction Documents Phase

Based on the approved Preliminary Design Drawings and any comments received in the Friends of PQ Park and public reviews, the Project Team shall prepare Landscape and Site Construction Documents for the PQ Park Playground site that include: Site Demolition Plan; Site Layout and Materials Plan; Site Grading and Utilities Plan & Details (provided by the Project Team's professional civil engineer); Planting Plan, Plant List, and Planting Details; miscellaneous Site Details; technical Specifications (CSI Format) for all site improvement items; and, revised cost estimate for the final Playground improvements. The Construction Documents shall be suitable for bidding the project, for construction by the Town's (or Friends of PQ Park) selected GC, and for obtaining final regulatory approvals for the playground design. The Project Team shall meet with the Friends of PQ Park and/or their designees (3 one-hour meetings are to be included) to review the Construction Documents for comment and approval. If requested by the Friends of PQ Park, the Project Team shall present the Construction Documents to the local residential community in a community meeting arranged by the Friends of PQ Park. The Project Team shall coordinate with the Friends of PQ Park and other professional consultants (that may be required and under separate contract with the Friends of PQ Park) including surveyor, etc.

C. Bidding and Award Phase

The Project Team shall assist the Friends of PQ Park and/or the Town during the Bidding & Award Phase of the PQ Park Playground landscape and site project. The Project Team shall: attend a prebid meeting with the potential site contractors; review contractor bids and offer a recommendation to the Friends of PQ Park; answer contractor questions during the bid period; issue clarifications, sketches, and/or addenda; participate in reasonable value engineering discussions (major revisions to the Construction Documents are not included); and, assist the Friends of PQ Park in awarding the landscape and site design project for construction. The Project Team shall attend a meeting with the Friends of PQ Park to review the contractors Bids, the Project Team's recommendation, and other bidding or procurement issues.

D. Construction Administration Phase

The Project Team shall assist the Friends of PQ Park by providing general construction observation services, clarification sketches or revisions necessary due to unforeseen conditions, and construction site meetings. The Project Team shall: attend a pre-construction conference with the Friends of PQ Park and the contractor to review and approve the contractor's proposed Construction Schedule; attend periodic inspection meetings (one per week) with the Friends of PQ Park or their designee and the contractor for the duration of the construction; select and tag plant materials for the project at a local area nursery; review and approve all proposed materials, products, substitutions and changes; review and approve all required Shop Drawings and other submittals; review and approve the contractor's applications for payment (if requested by the Friends of PQ Park); develop a final Punch List and substantial completion approval; approve Final Completion of the project; and, advise and assist the Friends of PQ Park on a limited basis throughout the construction period.

Proposal Requirements

The Project Team shall visit the project site and become familiar with the specific issues involved in this proposal. The site is a public park and can be viewed at the Project Team's convenience.

The compensation to the Project Team for the above professional landscape architectural and engineering design services in Phases 1, 2, 3, & 4 shall be a **Fixed Fee of \$22,500 Dollars**. These Fixed

Fees shall include all staff hours required to accomplish the Scope of Services. The Project Team shall invoice the Friends of PQ Park monthly for work completed in the previous thirty days.

Additional Services that may be requested by the Friends of PQ Park may be undertaken at the Project Team's Standard Hourly Rates (please provide Project Team's Standard Hourly Rates Attachment), or the Friends of PQ Park may request that the Project Team submit Fixed Fee proposals for the Additional Services. No additional work shall be undertaken without the explicit written approval and authorization by the Friends of PQ Park.

The Project Team shall also provide:

- A project understanding and approach to performing the work;
- Summary of firm/team experience and qualifications;
- Outline of project team roles, if more than one firm involved;
- Summaries of relevant past projects;
- Client References for similar park projects;
- Resumes of Key Personnel (landscape and engineering);
- A Time Schedule for the delivery of their professional services; and
- Any other graphic or written material that the Project Team would like considered.

Submission of Design Service Proposal

Please submit your proposal for the Landscape Architectural and Engineering Design Services for the PQ Park Playground no later than **4:00 pm on June 5, 2016**. Please submit via email and 6 hard copies to:

Friends of PQ Park
77 Maple Street
Belmont MA 02478

(617) 299-0348
FriendsofPQpark@gmail.com

The name and address of the submitting firm along with the project name must be clearly shown of the envelope.

Friends of PQ Park reserves the right to select and/or reject any and all proposal for any reason determined not to be in the Town's best interest. Proposal may not be withdrawn within sixty (60) days after the above date.

Attached are four locus plans for reference.

Figure 1: Aerial View of PQ Park:

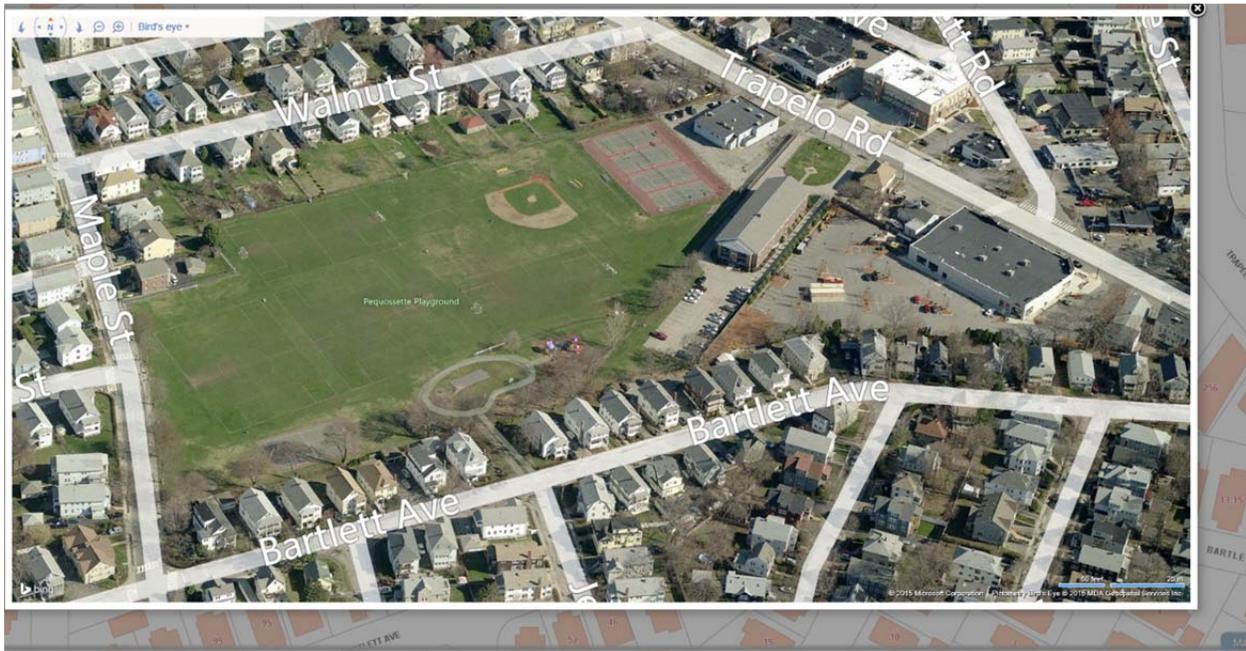


Figure 2: GIS View of PQ Park:

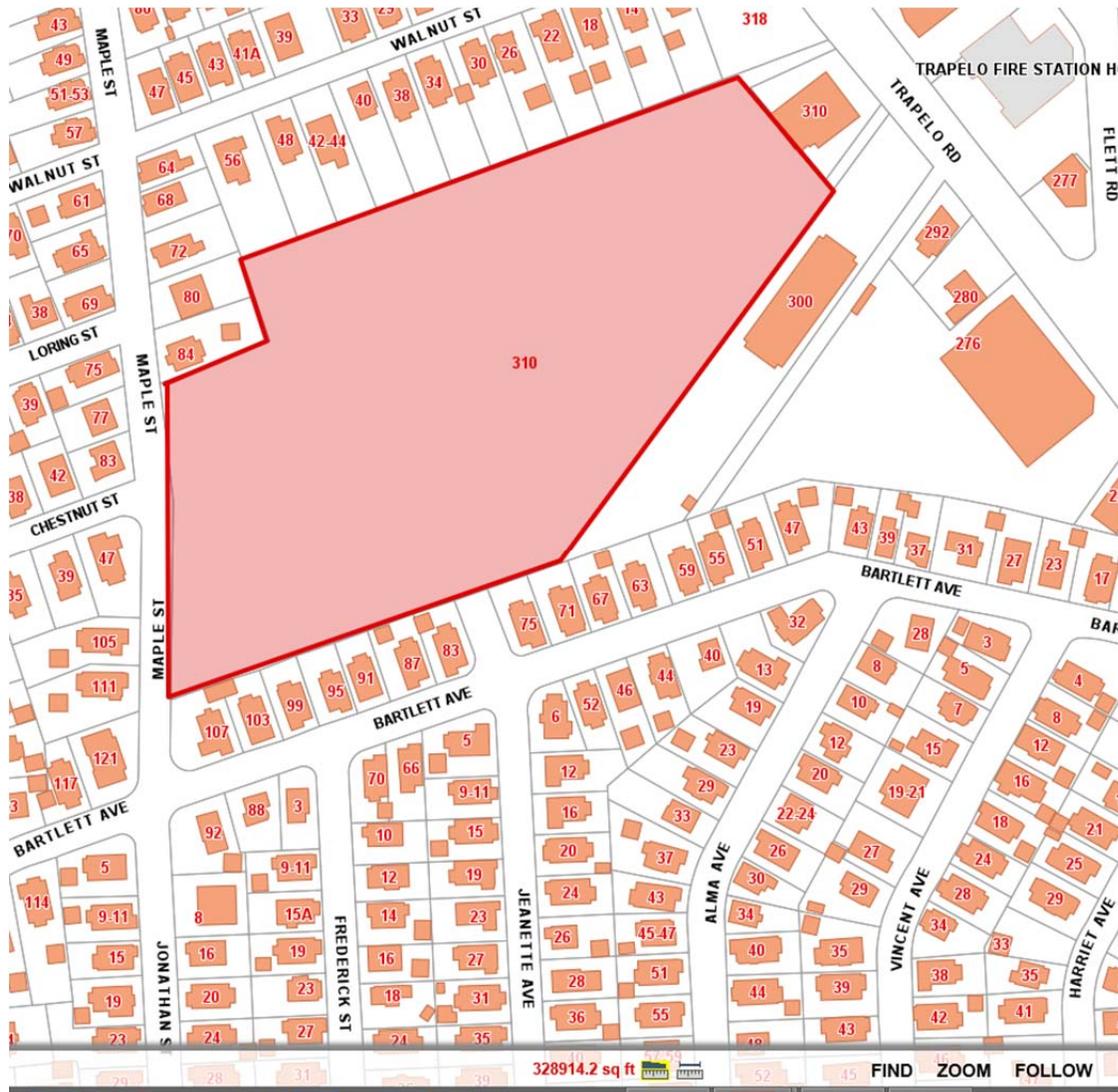


Figure 3: Overhead View of PQ Park Playground Area within PQ Park:

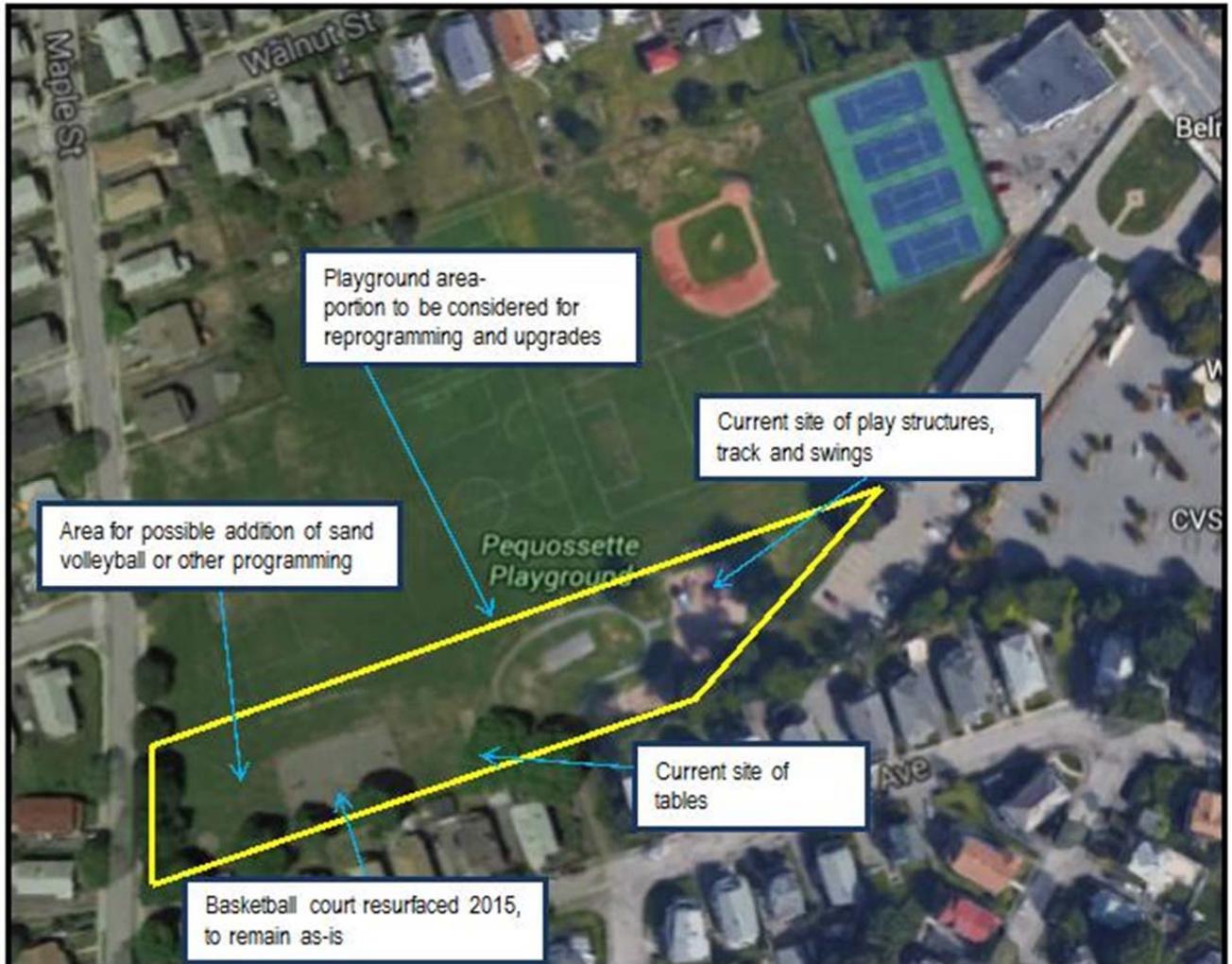
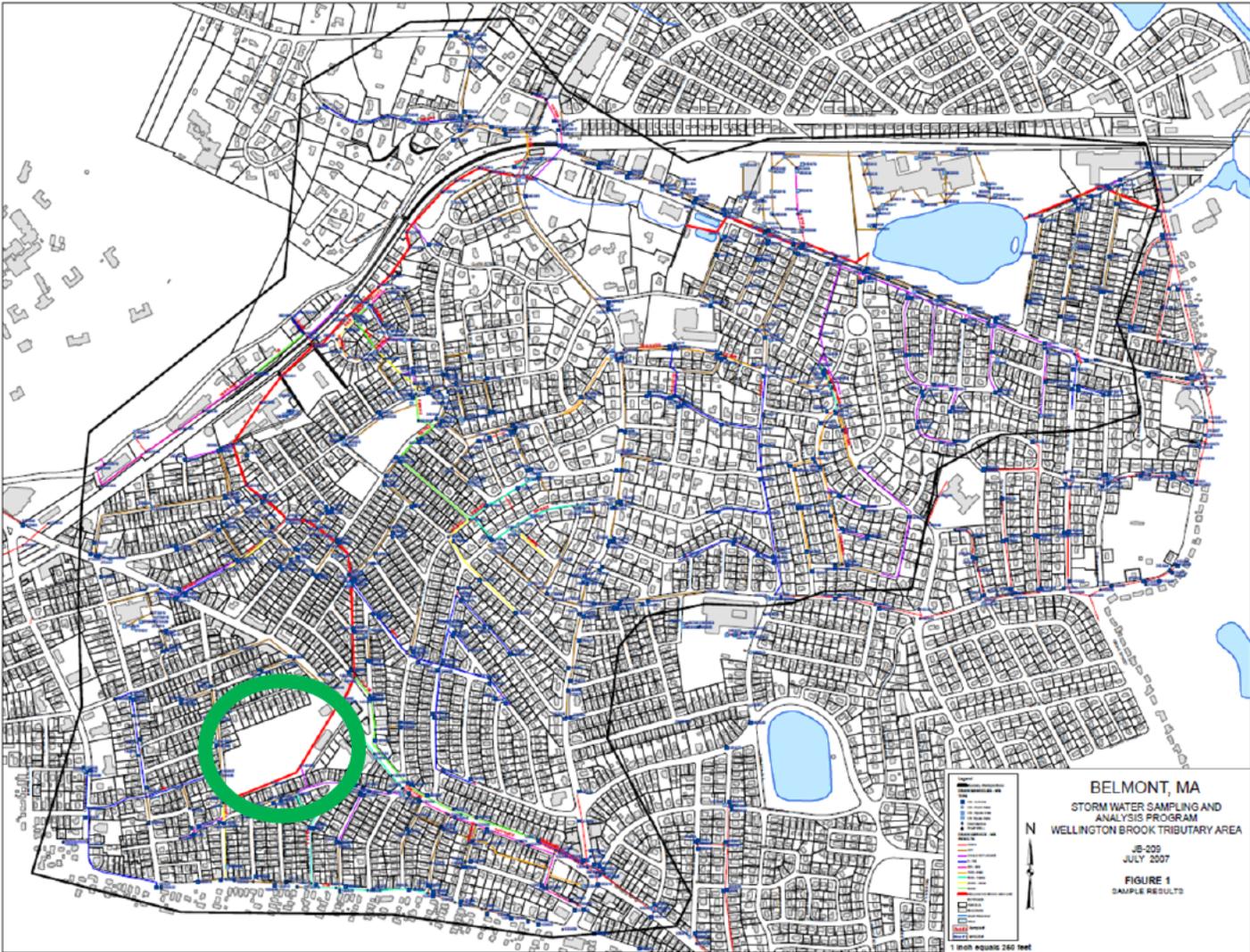


Figure 4: Wellington Brook Tributary Area, PQ Park encompassed by Green Circle:



15 DEC -4 PM 3: 03

Community Preservation Committee Town of Belmont

CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 4pm on December 4, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Winn Brook Tennis Courts
Applicant/Contact Person Jay Marcotte, Public Works Director
Organization Board of Selectmen
Mailing Address 455 Concord Avenue Belmont, MA 02478
Telephone 617-993-2610 E-mail dkale@belmont-ma.gov
Signature _____ Date _____

CPA Category (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input checked="" type="checkbox"/> Recreation |

Amount Requested \$325,000

Total Project Cost \$325,000

CPC USE ONLY: Application# <u>OSR-5</u> Received <u>12/04/15</u> Control # <u>FY16-FA7</u>

Project Description

1. **Goals** – The goal of the proposed project is to completely remove and replace the four (4) tennis courts at the Winn Brook Playground.
2. **Community Need** – This important Town asset is needed as an integral part of the resident’s opportunity to have athletic facilities available to them for both pleasure and competitive enjoyment with the associated health benefits. The availability of tennis courts also allows every new generation to have the opportunity to acquire skill that they can enjoy for a lifetime. This request addresses Town needs as identified in the CPA Guidelines. In addition, addresses the following needs as detailed in the Comprehensive Plan; quality of life, maintaining recreational facilities, invest in routine asset management, meeting the needs of children, youth and seniors, maintaining open space and reflects community priorities.
3. **Community Support** - Through the staff evaluation of the tennis courts in 2010 and the approved Capital Budget Committee (CBC) request for the spring 2011 Town Meeting, it was clear that there is significant town-wide support for maintaining all of the existing tennis courts. The initial CBC request was to repair the Winn Brook and Pequossette tennis courts permanently remove the Grove Street Playground tennis courts. At the 2011 Town Meeting, tennis advocates offered an amendment that succeeded in providing the CBC funds for the short-term, temporarily repairs to maintain the tennis courts at all three (3) locations. A copy of the Town Meeting discussion is attached to demonstrate the town-wide support for these recreational assets.
4. **Project Documentation** – There are no documents (other than the photos provided with the Preliminary Application) for this project.
5. **Timeline** – It is anticipated that this work can be completed in the same calendar year as funding. A Professional Landscape Architect will be retained to provide plans and specifications for bidding; the project will be publically bid and awarded to a qualified, experienced contractor for construction. The actual construction is estimated to take between 30 and 60 calendar days.
6. **Credentials** – The Town of Belmont, through its DPW, has successfully managed the completion of resurfacing the Winn Brook, Pequossette and Grove Street tennis courts and recent resurfacing of the Town Field basketball court. Recently, the DPW successfully managed the replacement of the High School synthetic turf field and resurfacing of the running track at Harris Field. In addition, the DPW annually manages a \$1.4M water main replacement program and an annual sidewalk repair and replacement program.
7. **Success Factors** – The success of this project will be measured by the time, on budget completion of this project built to specifications.

8. **Budget** – Construction @ \$ 66,000 per court = \$264,000
 10% Construction Contingency = \$ 26,000
Design & Specifications = \$ 35,000
 Total = \$325,000
9. **Other Funding** – No other funding sources are available.
10. **Maintenance** – The Town is committed to provide long-term maintenance for these facilities. This is a necessity to preserve this asset and keep them useful and safe.
11. **Impact on Town Budget** – The secondary effects on the Town budget are minimal and will be included in our annual maintenance program for all recreational assets. There are no other capital projects that rely on the completion of this requested project.

Additional Information

1. Control of Site – The Town owns and has control of this site.
2. Deed Restrictions – No deed restrictions are required for this project.
3. Acquisitions – Not applicable.
4. Feasibility – There are no barriers for moving forward with project.
5. Hazardous Materials – There are no known hazardous materials at this site.
6. Permitting – No permits are required as this is an existing tennis court at this site and it is zoned for municipal use.
7. Environmental Concerns – There are no environmental concerns for this project.
8. Professional Standards – The proposed budget includes funds for a Professional Landscape Architect to design and specify this project. A qualified, experienced contractor, using the appropriate state bid laws, will be awarded the construction contract for the lowest qualified bid. In addition, the Town has professional resources and expertise within its DPW and Community Development Departments to oversee and address any concerns
9. Further Attachments – Attached is an Assessor's map showing the location of the proposed project.

1 Typically, the chair of the Capital
2 Budget Committee would be here giving this motion
3 and also providing all of the answers because of
4 her rich understanding of the Capital Budget
5 Committee going back for a couple of decades.
6 However, Pat Brusch has a new grandson, and she is
7 in Virginia with her son and daughter-in-law and
8 her new grandson. He was a bit early. He is still
9 in the hospital, so she's there taking care of him
10 and cannot be here this evening. Therefore, I am
11 going to step in and read this motion, and I'm
12 going to look at this for assistance from Jenny Fallon
13 from the Capital Budget Committee, Becky Vose and
14 others to try to answer the question. This will be
15 sort of an amateurish job on this article, but we
16 will do our best stand-in for Pat.

17
18 ARTICLE 9

19
20 MOVED: That the sum of \$2,060,000 be, and hereby
21 is, appropriated to purchase Public Safety Equipment,
22 Site improvements, Public Works Equipment and
23 Furnishings Equipment for Town facilities, and
24 consulting services, to construct public ways, and

1 for Building and Facility and Public Works
2 Construction; and for Major Maintenance and
3 Alterations (including design work) as follows:

4 MR. JONES: And Mr. Moderator, do I
5 read these items there on the list?

6 MODERATOR WIDMER: Does he need to?
7 Mr. Giorgio, does he need to read the full list?

8 He tells me no.

9 MR. JONES: The slide is up there, so
10 we can begin with questions.

11 MS. RUVOLO: Donna Ruvolo, Town Meeting
12 Member of Precinct 7.

13 If you look very closely and read
14 through these, when you get to site improvements,
15 it says, tennis courts, Remove Grove Street, repair
16 Winn Brook. And I have to take a real deep breath
17 on this one and say removing the tennis courts at
18 the Grove Street playground, it just is
19 incomprehensible to me. I have called the Rec.
20 Department for several years. I have called the
21 Rec. Commission for several years, because the nets
22 have not been put up at that tennis court -- at
23 those tennis courts, and I have been told it's
24 because it's not safe, and there's not the funds to

1 repair the cracks. And I have time after time said
2 that I have spoken to many people in that community.
3 There's a lot of folks with young families in
4 Burbank, Chenery, Wellington, in that neighborhood,
5 a lot of folks that come and use those courts.
6 When the nets were up at those courts, those courts
7 were in use all the time by local families, all the
8 time.

9 And I look around this room right now
10 and I see easily three dozen people, who have
11 coached my children or their own children on sports
12 teams in this Town. And I think that we have a
13 commitment because those courts aren't just for
14 kids. They're for everybody. And we have a
15 commitment to the health of our residents. And
16 removing those courts is just wrong. We're
17 facing -- we're facing a national childhood obesity
18 situation. All of these things should contribute
19 to not removing tennis courts, because it's more
20 convenient to remove them instead of patch them.
21 And I absolutely would hope that there is some type
22 of -- was there any questioning done to the
23 community about who uses those courts? Just one
24 day, the nets didn't go up, and then that was it.

1 And now it's on the list for those courts to be
2 removed. This is not the way to address a capital
3 expense at all, and I would hope that all the Town
4 Meeting Members in this room, who have children or
5 who have picked up a tennis racquet, will understand
6 that, you know, these parks used to be fully
7 staffed with -- with Rec. Department people over
8 the summer. It's not what I'm asking. I'm not
9 even asking that it's a -- it's an expensive base
10 or some, you know, Longwood quality tennis court.
11 A nice asphalt court. Patch the cracks. Put up
12 the net. Do not take down the tennis courts.

13 Thank you.

14 (Applause.)

15 MODERATOR WIDMER: If you -- if you'll
16 bear with me. I just consulted with Town Counsel,
17 and I do want -- we'll come right back at Mr. Jones
18 to read a portion of the motion, because -- for the
19 record, because it relates to the Prop. 2 1/2
20 override, the additional 600,000 for capital if the
21 override is passed.

22 So Mr. Jones.

23 MR. JONES: I'm sorry. Yes, I will do
24 that. The -- the bottom of the top of page 2 after

1 the end of the total article and the amount of the
2 override budget. The next two paragraphs say:

3
4 ARTICLE 9 (continued)

5
6 Said sums to be expend under the direction of the
7 Board of Selectmen, Library Trustees, and the
8 School Committee as appropriate, and that said sums
9 be raised as follows: \$1,960,000 by General Tax,
10 and by transfer of \$100,000 from the Capital
11 Endowment Fund.

12
13 MR. JONES: Here is the important
14 paragraph:

15
16 Provided further, contingent upon voter approval of
17 a Proposition 2 1/2 override ballot question at a
18 subsequent special election to be held and certified
19 prior to June 30, 2010, that an additional \$600,000
20 be appropriated to construct public ways, and for
21 Building and Facility and Public Works Construction
22 as follows:

23 MR. JONES: And what is listed there is
24 a list of \$600,000 of increases in capital funds

1 expenditures, if an override passes.

2 MODERATOR WIDMER: Mr. Jones.

3 MR. JONES: Yes.

4 MODERATOR WIDMER: Can you also read
5 the last two paragraphs that start, "for a total
6 appropriation" --

7 MR. JONES:

8
9 ARTICLE 9 (continued)

10
11 for a total appropriation of \$2,660,000, said
12 additional sum to be expended under the direction
13 of the Board of Selectmen, and the School Committee
14 as appropriate, and that said additional sum be
15 hereby raised by General Tax;

16
17 and that the Town Accountant be and hereby is
18 authorized to make the transfers on the books of
19 the Town.

20
21 MODERATOR WIDMER: All right. Thank
22 you. Thank you for your indulgence.

23 MR. JONES: You're welcome.

24 MODERATOR WIDMER: Back to the tennis

1 courts.

2 was there --

3 MS. FALLON: Jenny Fallon, Town Meeting
4 Member of Precinct 1, and member of the Capital
5 Budget Committee.

6 I would just like to apprise Town Meeting
7 of the process that -- or the discussion that has
8 occurred at the Capital Budget Committee regarding
9 the tennis courts. This is a very difficult question,
10 and we have been struggling with it for some time.
11 I think it has been at least four years, right,
12 that we have been discussing this?

13 The use of the tennis courts has
14 dropped, in fact, over time. Ten or 15 years
15 ago --

16 TOWN MEETING MEMBERS: No.

17 MODERATOR WIDMER: Let her continue,
18 please.

19 MS. FALLON: -- they -- they were used
20 extensively, and there were waiting lines; and the
21 information we have been given is that they do not
22 have as much use now as they once did. And so
23 there were questions about whether or not we should
24 spend money to fix them, because the nets were not

1 paid for, because the tennis courts were deemed to
2 be unsafe.

3 So the request was made to the Capital
4 Budget Committee about whether or not we could find
5 the money to fix the tennis courts, and we referred
6 this back to the Town Administrator and the Recreation
7 Department to ask them, please, to devise a plan
8 about what was the appropriate level of number of
9 courts that the Town should have to meet the needs
10 of the tennis-playing population in Town, and how
11 much would it cost to achieve the appropriate plan
12 to restore the courts.

13 That took some years to accomplish, and
14 this year, Mr. Castanino, who brought this request
15 to us, let us know that a meeting had been held and
16 that this discussion had taken place, and that the
17 feeling is that if we can restore the courts at
18 Pequotsette where there are four, the courts at Winn
19 Brook where there are four, and have eight available
20 at the high school, and two available at the
21 Chenery Middle School, that that is an appropriate
22 level of service for tennis in the Town under the
23 Recreation Department, and that we should, in fact,
24 spend the money to restore those and remove the

1 court now at Grove Street.

2 So that's the plan that has been given
3 to the Capital Budget Committee, and we approved
4 that, because we thought there had been significant
5 discussion, and that was a reasonable decision.

6 The money that is listed here to restore
7 the courts this year is only to patch them. In
8 order to fully restore and rebuild the courts so
9 that they will last -- this -- this will be a patch
10 that will last for three to five years, as I
11 understand it.

12 In order to fully rebuild them, it
13 would cost about \$50,000 per court or \$200,000 for
14 each four-court lot of tennis courts.

15 Whether or not the Town can afford to
16 do that is still a question, and it's something
17 that the Town Meeting and the other committees will
18 have to think about. That's what we'll have to
19 think about. But that's where the plan stands at
20 the moment.

21 MODERATOR WIDMER: We need -- Ms.
22 Ruvolo, we need to hear from others who haven't
23 spoken.

24 MS. RUVOLO: I just have -- I -- this

1 is a follow-up question. So, quickly.

2 Donna Ruvolo, Town Meeting Member,
3 Precinct 7.

4 So if we vote on this tonight, is this
5 cast in stone? These are -- these are capital
6 expenses that have been -- I mean, if this
7 gets -- if this -- if that one -- one little segment
8 of an otherwise approvable budget.

9 MODERATOR WIDMER: Is the question --

10 MS. RUVOLO: My question is if
11 this -- if this budget gets approved, it definitely
12 means that the -- the tennis courts are going to be
13 removed, because this is the budget that has been
14 approved?

15 MODERATOR WIDMER: Ms. Fallon.

16 MS. FALLON: This is the recommendation
17 of the Capital Budget Committee to Town Meeting.
18 If this budget is approved by Town Meeting that
19 means the money is in the budget to accomplish
20 these things. If the Town were to make a change in
21 policy and want to change that then a future Town
22 Meeting presumably could change the budget.

23 MS. RUVOLO: Okay. I just -- I just
24 will follow-up --

1 MODERATOR WIDMER: I do want others.
2 Ms. Ruvolo, we have a rule on it.
3 MS. RUVOLO: Okay.
4 MODERATOR WIDMER: Ms. Scali.
5 MS. SCALI: Mr. Moderator, I would like
6 to amend that line item to remove the sum of
7 \$21,000 so that --
8 Moved: That we remove the sum of
9 \$21,000 on the Grove Street court, the Grove Street
10 tennis courts and seal cracks.
11 It says \$21,000; correct?
12 MODERATOR WIDMER: \$24,000.
13 MS. SCALI: 24,100.
14 MODERATOR WIDMER: Do you have that
15 written?
16 MS. SCALI: Yes.
17 MODERATOR WIDMER: Could you read it
18 again, please.
19 MS. SCALI:
20
21 MOVED: That we remove the sum of 21,000 -- \$24,100
22 for the removal of the tennis court.
23
24 MODERATOR WIDMER: Is that --

1 MS. SCALI: Remove the Grove Street
2 tennis court line item.
3 MODERATOR WIDMER: Delete it from
4 the --
5 MS. SCALI: From the -- yes.
6 MR. JONES: That would also eliminate
7 the resurfacing of the Winn Brook court.
8 MS. SCALI: You're saying -- I know I
9 am -- I'm -- now I'm a little confused about
10 \$24,100 to remove the Grove Street and to resurface.
11 If you're just patching Winn Brook, don't even
12 bother. If we can't patch --
13 MODERATOR WIDMER: Can I ask that since
14 the motion is confusing --
15 MS. SCALI: It is.
16 MODERATOR WIDMER: -- can we -- can you
17 make a regroup. We'll hear other discussion and
18 come back.
19 MS. SCALI: Okay.
20 MODERATOR WIDMER: Mr. Roberts.
21 MR. ROBERTS: Paul Roberts, Town Meeting
22 Member of Precinct 8.
23 Yeah, I'm at -- I -- and I would love
24 to see the Winn Brook courts repaired, all the

1 courts repaired. This may be since we are better
2 off not spending money to tear it down and remove
3 the tennis courts that I think there's a lot of
4 community support to preserve. And, obviously, you
5 know, I have -- you have to look at the stance that
6 the Rec. Department is saying, well, the use is way
7 down and there haven't been nets up.

8 TOWN MEETING MEMBERS: Mike.

9 MODERATOR WIDMER: Okay. You need to
10 speak into the microphone, please.

11 MR. ROBERTS: I'm sorry. I don't even
12 know how you can -- how you can sort of justify
13 that -- the data when there are no nets up. So how
14 do we really know what the use is?

15 This might be an opportunity though if
16 we're looking at \$200,000 per court, and there are
17 three or four per Town or, you know, private
18 fund-raising as an -- as an additional funding
19 option to get this done. It's a very focused
20 project. I think a lot of people in Town would
21 like to see it done, and it might be an opportunity.

22 (Applause.)

23 MODERATOR WIDMER: I recognize Mr. Green
24 and then come back to you, Ms. Scali.

1 Mr. Green.

2 MR. GREEN: William Green, Town Meeting
3 Member of Precinct 7.

4 And I should say that I live just two
5 blocks away from the tennis courts, and I have some
6 of the most memorable memories of my children
7 playing tennis on those tennis courts.

8 These tennis courts have been in
9 terrible shape for a long time. The place is ideal
10 for playing with children. There's never a line of
11 adults waiting to use them.

12 (Laughter.)

13 MR. GREEN: What I would advise,
14 regardless of the vote on the amendment, I would
15 strongly advise the Selectmen and Town Administrator
16 not to move with the demolition of those courts and
17 just hold that money. You don't have to just spend
18 money immediately, as you see. And then I was
19 particularly thinking that with the electric
20 building site not resolved, and one of the sites is
21 adjacent to the high school tennis courts, there's
22 definitely a possibility that there might be some
23 interest in resurrecting those tennis courts, and
24 it seems like it would be a waste of money to

1 demolish them after we rebuild them.

2 MR. JONES: Mr. Moderator.

3 MODERATOR WIDMER: Mr. Jones.

4 MR. JONES: I think that Mrs. Scali's
5 amendment is quite simple. It's to strike out that
6 one line item for \$24,100.

7 MODERATOR WIDMER: Ms. --

8 MS. SCALI: Yeah, I would like to move
9 that --

10 MODERATOR WIDMER: Ms. Scali.

11 MS. SCALI:

12
13 MOVED: That we remove \$24,100 from the Grove
14 Street tennis courts and seal cracks and resurface
15 Winn Brook Park.

16
17 May I just make a statement about that?

18 MODERATOR WIDMER: Is there a second?

19 TOWN MEETING MEMBERS: Second.

20 MODERATOR WIDMER: Yes, Ms. Scali.

21 MS. SCALI: If you're just going to
22 seal the courts, you can't really play on
23 sealed -- courts that have been cracked and sealed.
24 They have to be redone. So my understanding is if

1 you're just going to seal them, it isn't going to
2 work at Winn Brook anyway. Please give us time to
3 try to find a way to raise some money or to do
4 something. This is a perfect example of not having
5 the neighborhood be notified as to what's going on,
6 and I would like to see in Mr. Colton's committee
7 of the future that in some way anything on any
8 playground, whatever it is, basketball, soccer,
9 anything, if it's changed, we, the townspeople,
10 should know about it so we have a say in what is
11 happening.

12 I happened to have been involved in
13 tennis for over 30 years. We had a wonderful
14 tennis association. We had hundreds of people
15 playing. The courts were ideal. Back in the '70s,
16 there was a program by the Recreation Department.
17 Every year they repaired and resurfaced the tennis
18 courts all over Town. They also did a project with
19 the playground equipment, and it was wonderful.
20 And over the years they have cracked because of the
21 severe weather and so forth. They have to be kept
22 up. So, please, do not do this. Please take it
23 away as a line item, and let's see what we can do
24 about it.

1 MODERATOR WIDMER: We'll now have --

2 (Applause.)

3 MODERATOR WIDMER: We'll now have
4 discussion on Ms. Scali's amendment only.

5 Would you -- Ms. Scali, could you give
6 a copy of that to the Town Clerk.

7 MS. SCALI: I'm sorry.

8 MODERATOR WIDMER: Mr. Younger, did
9 you -- were you responding on this?

10 MR. YOUNGER: Thank you, Mr. Moderator.

11 I just want to inform you for this that
12 we did have an attempt at fund-raising for the Winn
13 Brook courts by a resident down there who had
14 fund-raising experience. Mr. Castanino and I met
15 with her a number of times, and she was not able to
16 accomplish fund-raising for the project. So there
17 had been attempts to fund-raise for the Winn Brook
18 court.

19 MS. SCALI: I never said there wasn't.

20 MODERATOR WIDMER: Ms. Scali, we need
21 to hear from others.

22 MS. SCALI: Oh, I'm sorry.

23 MODERATOR WIDMER: That's all right.

24 Discussion of Ms. Scali's amendment.

1 Yes, do you want to discuss the
2 amendment?

3 TOWN MEETING MEMBER: I didn't want to
4 address the amendment. I had another question.

5 MODERATOR WIDMER: Okay. Well,
6 we're -- discussion now will focus on that
7 amendment only.

8 MS. POLCARI: Lynne Polcari,
9 Precinct 8 -- ah, 5.

10 It's a very simple amendment. It just
11 tables the discussion for the time being. You can
12 tell by the applause that we had in this room that
13 there is a lot of opposition to removing these
14 tennis courts. We're not talking about funding
15 schools or things that have to go forward one way
16 or another. Let's just take it out of the budget.
17 Let ideas percolate on how to solve this problem.
18 I have been doing fund-raising in this Town for a
19 long time. I think Paul is right. With the right
20 sort of focus on it and widespread interest maybe
21 we can do something around that, but we won't know
22 if we go ahead and vote it out tonight. So I urge
23 you to support this amendment.

24 (Applause.)

1 MODERATOR WIDMER: Is there other
2 discussion of this amendment?

3 MS. PARMETT: Yeah. Hi. It's Karen
4 Parmett, Precinct 3.

5 My only thought is that it's awfully
6 hard to get money back in once you take it out.
7 And bringing my kids to Grove Street a lot, I see
8 lots of other uses of that flat surface that would
9 be a tennis court that doesn't have any nets.
10 Little kids learning to ride their bikes and things
11 like that. So I wonder when we consider this
12 amendment whether we might want to just advise the
13 Town not to remove Grove Street. I don't imagine
14 it's a significant amount, that \$24,000, because
15 they're just -- they're not really pulling up
16 asphalt.

17 MODERATOR WIDMER: Mr. Allen.

18 MR. ALLEN: Mr. Moderator, Monte Allen
19 from Precinct 8.

20 I would be interested in knowing how
21 much of the \$24,100 would be required to remove the
22 Grove Street courts, and how much of it would be
23 allocated to repairing the Winn Brook?

24 MODERATOR WIDMER: Mr. Castanino.

1 MR. CASTANINO: Peter Castanino,
2 Director of Public Works.

3 we budgeted \$12,000 to remove Grove
4 Street using the Public Works' staff. The money
5 really is to -- once you take down all the fencing
6 and the asphalt, you have to fill the hole -- hole
7 with loam. Surprisingly, the loam is estimated at
8 \$10,000 and put \$2,000 in to seed it, plus the
9 labor, and the work would be done, would be, if it
10 were approved, done by the Public Works Department.
11 Obviously, the cost is already there incorporated
12 in the budget. It's labor anyway. That balance is
13 to seal the four courts at Winn Brook.

14 MODERATOR WIDMER: Was the answer
15 12,000 of the 24,1?

16 MR. CASTANINO: Yes. Yes.

17 MR. ALLEN: May I have a follow-up?

18 MODERATOR WIDMER: Sure, Mr. Allen.

19 MR. ALLEN: So my understanding is that
20 the \$24,000 -- of the 24,100, 12,000 would be
21 required to remove the courts at Grove Street?

22 MODERATOR WIDMER: Yes.

23 MR. ALLEN: And 12,000 would be applied
24 to repairing the courts at Winn Brook. And it

1 seems to me that maybe 12,000 of the 24,000 could
2 be used to repair the Grove Street courts.

3 (Applause.)

4 MR. ALLEN: And we would be -- and we
5 would want to spend the 24,100, and then we would
6 have eight courts.

7 MODERATOR WIDMER: Thank you.

8 (Applause.)

9 MODERATOR WIDMER: Mr. White.

10 MR. WHITE: Joe White, Precinct 4.

11 We discussed this the other night at
12 the budget hearing, and it was 11,000 -- but
13 that -- 11, 12. And there was a comment that was
14 repeated here tonight that our labor costs are not
15 included in taking this down.

16 MODERATOR WIDMER: Mr. Castanino.

17 MR. CASTANINO: Yes. Peter Castanino,
18 Director of Public Works.

19 MR. WHITE: Go ahead.

20 (Laughter.)

21 MR. CASTANINO: Thank you. What I said
22 was that this budget item for the removal of the
23 \$12,000 was for loam and for seeding of that space.
24 What I said was that the budget plan were to use

1 one of the Public Works staff to remove all the
2 material. So what I said is that that labor
3 theoretically, in fact, is in the line items of the
4 public work budget -- Public Works' budget. It's
5 not included in here as a labor cost though, Mr.
6 White.

7 MODERATOR WIDMER: But this is a gap in
8 the budget, so therefore, it's --

9 MR. WHITE: Right. I understand that.
10 But on -- on everything, if I worked at the -- if I
11 ran the cemetery and sent the cemetery truck to the
12 highway, I would get a compensating bill, a
13 fictitious bill, if you will, of what it costs in
14 labor to fix my truck, and that will come out of my
15 budget.

16 MR. CASTANINO: I didn't say there was
17 no -- no cost on the labor, I just said we're --

18 MR. WHITE: Okay. Well, I'm
19 getting -- I'm getting to a point.

20 MODERATOR WIDMER: Can you speak to the
21 amendment, Mr. White.

22 MR. WHITE: Yes. And the money that's
23 used to repair the -- the Winn Brook, is that being
24 done by us also or is it outside?

1 MR. CASTANINO: No, sir, outside.

2 MR. WHITE: Okay. So, therefore, I see
3 a difference in labor. In other words, we're
4 spending \$11,000 minus labor to take -- to do one
5 thing, and then we're paying labor and material to
6 patch something up?

7 MR. CASTANINO: Correct.

8 MR. WHITE: Thank you --

9 MR. CASTANINO: You're welcome.

10 MR. WHITE: -- for your understanding.

11 MODERATOR WIDMER: Ms. Fallon.

12 MS. FALLON: Mr. Moderator, I just want
13 to make a clarifying statement I just confirmed
14 with Mr. Castanino. I just want to follow up on
15 something that someone had said. In fact, the
16 Grove Street courts are not repairable at this
17 point. They have gone beyond the point where they
18 can actually be patched. So the \$12,000 would not
19 be able to be used to open the Grove Street courts.

20 I also want to make clear that if Ms.
21 Scali's motion passes, the tennis court situation
22 will remain exactly as it is now. The Grove Street
23 courts will be closed. Only two courts will be
24 open at Winn Brook, and the rest of the courts will

1 stay the same for this year.

2 MODERATOR WIDMER: Yes, sir.

3 MR. CASALE: Alex Casale, Town Meeting
4 Member of Precinct 7.

5 I'm just trying to reconcile some of
6 the thoughts in the room, and I think given that
7 from what I understand it would cost \$12,000 to
8 remove the courts at Grove Street; is that -- is
9 that correct what I heard?

10 MODERATOR WIDMER: Yes.

11 MR. CASALE: And that there seems to be
12 little to no support for that? Perhaps we propose
13 a different amendment that is simply to remove the
14 first six words of that --

15 MODERATOR WIDMER: No, we can't. It's
16 out of order. We need to deal with this amendment
17 first. If it's defeated, then you can come back
18 and do that.

19 MR. CASALE: Okay.

20 MODERATOR WIDMER: Yeah. Mr. White,
21 you've spoken already.

22 Mr. Mercier.

23 MR. MERCIER: Donald Mercier, Precinct 8.
24 I'm interested in this motion, Mr.

1 Moderator, but to get an article like this, there's
 2 no reason -- these are all line item -- items.
 3 There is no reason why we -- we shouldn't have some
 4 method of voting on these individually.

5 MODERATOR WIDMER: That's beyond the
 6 scope of this. We -- you need to speak to the
 7 motion.

8 MR. MERCIER: I understand that, but --

9 MODERATOR WIDMER: Please.

10 MR. MERCIER: -- I'm also speaking on
 11 the format of the motion.

12 MODERATOR WIDMER: No. I'm asking you.
 13 No, that's not relevant.

14 MR. MERCIER: I'll be back.

15 (Laughter.)

16 MODERATOR WIDMER: I'll count on it.

17 (Applause.)

18 MODERATOR WIDMER: Yes, ma'am.

19 Mr. White, you've spoken.

20 MR. WHITE: Well, I'll ask --

21 MODERATOR WIDMER: Mr. White, you've
 22 spoken.

23 MR. WHITE: I can't speak on the
 24 amendment a second time?

1 MODERATOR WIDMER: No. You cannot.

2 MR. WHITE: Thank you.

3 MODERATOR WIDMER: Yes, ma'am.

4 MS. VALIANT: What I would like to do
 5 is I would like to --

6 MODERATOR WIDMER: Identify yourself.

7 MS. VALIANT: I'm sorry. Gayle Valiant,
 8 Precinct 2.

9 What I'd like to do is I'd like to --

10 MODERATOR WIDMER: Could you speak a
 11 little louder.

12 MS. VALIANT: I would like to amend the
 13 amendment, and what I would like to do is propose
 14 that we allocate \$12,000 to repair Winn Brook
 15 courts and remove Grove Street tennis courts from
 16 that line item and present line item.

17 (Applause.)

18 MODERATOR WIDMER: I'll check with the
 19 Town Counsel on this. You need to deal with one
 20 amendment at a time. So we need to dispense with
 21 this amendment.

22 MR. WHITE: Mr. Moderator, if I may.

23 MODERATOR WIDMER: Mr. White, no, you
 24 may not.

1 MR. WHITE: I was going to ask you --

2 MODERATOR WIDMER: Mr. White. No, you
3 may not, Mr. White.

4 MR. WHITE: When you have counsel --

5 MODERATOR WIDMER: Mr. White.

6 MR. WHITE: When you ask him a question
7 of the counsel, I would prefer he come to the
8 microphone so we can all participate in this
9 meeting.

10 MODERATOR WIDMER: Mr. White. Mr.
11 White, please sit down.

12 (Applause.)

13 MODERATOR WIDMER: Mr. Jones.

14 MR. JONES: Mr. Moderator, Ralph Jones,
15 Chairman of the Board of Selectmen and also a Town
16 Meeting Member of Precinct 2.

17 The Capital Budget Committee per se
18 doesn't have a dog in this fight. We take
19 recommendations from other departments, and we then
20 bring them, if they're high priority, to the Town
21 Meeting floor.

22 If I understand Mrs. Scali's amendment,
23 it's very simple, and it's very forward. She
24 believes the tennis courts in this Town should be

1 restored, which will require larger capital
2 investment and make a larger, you know, make a
3 larger plan for this over a longer period of time.
4 And I think her amendment before was very simple
5 and straightforward. And if her message to the
6 Capital Budget Committee about listening to
7 recommendations from the Recreation Commission from
8 now on there's a preference for Town courts, and we
9 should fund them appropriately.

10 (Applause.)

11 MODERATOR WIDMER: Is there other
12 discussion on the amendment?

13 MS. VALIANT: Sorry. Gayle Valiant --

14 MODERATOR WIDMER: Yes.

15 MS. VALIANT: -- Precinct 2, again.

16 If I can just talk to my amended
17 amendment.

18 MODERATOR WIDMER: No, because -- the
19 Town Counsel has informed me it's -- we're going to
20 deal with this amendment that has been made by
21 Ms. Scali first. And then we can amend that if
22 it's successful or not successful.

23 Ms. Page.

24 MS. PAGE: Well, I'm sort of a

1 dispassionate listener to this, because I'm not a
2 tennis player, but it does seem to me as well if
3 the amendment were to pass and the \$24,100 were
4 removed from the budget, I'm not quite sure what
5 happened to it. Maybe it would revert to free
6 cash.

7 (Laughter.)

8 MS. PAGE: And it would not be
9 spent -- it could not be spent on those two tennis
10 courts in the course of this year. It seems to me
11 as though our meeting might want to consider defeating
12 this amendment and giving a clear instruction to
13 Mr. Castanino and his colleagues and to the Capital
14 Budget Committee that they might want to reconsider
15 how they're going to invest in the tennis courts
16 knowing that they have \$24,100 with which then to
17 begin the process.

18 (Applause.)

19 MODERATOR WIDMER: Mr. McLaughlin.

20 MR. MCLAUGHLIN: Mr. Moderator, Bob
21 McLaughlin, Precinct 2.

22 And I can see we're in an awful
23 procedural mess here. What I think I would like to
24 see happen is that we keep the \$12,000 to fix the

1 Winn Brook tennis court and leave the Grove Street
2 court alone until this further study on it.

3 Now, with Maryann's motion pending, if
4 we vote for that, it's over. We're not going to
5 get the chance to do that.

6 MODERATOR WIDMER: No.

7 MR. MCLAUGHLIN: So that I think and I
8 asked this question, if we want to get to a second
9 motion, which would leave \$12,000 to fix Winn Brook
10 and do away with Grove Street, just leave them as
11 is status quo then we have to vote against
12 Maryann's motion.

13 (Applause.)

14 MODERATOR WIDMER: Procedurally, you
15 could do it -- procedurally you could do it either
16 way. You could support the amendment and then
17 there would be a further --

18 MR. MCLAUGHLIN: A subsequent motion.

19 MODERATOR WIDMER: Repeat the amendment
20 and add a subsequent -- procedurally, we can handle
21 it either way.

22 MR. MCLAUGHLIN: Thank you.

23 MODERATOR WIDMER: Further discussion
24 on Ms. Scali's amendment?

1 MS. LAMBERT: Anne-Marie Lambert,
2 Precinct 8.

3 The amendment appears to be, at least
4 in part, motivated by an attempt to solicit private
5 funds, and eventually address the concerns about
6 the tennis courts. And my question is about we
7 always have almost no information about what services
8 in the school and Town budget are currently funded
9 privately. For this particular item, does private
10 funding of tennis courts have a liability
11 implication on the Town if somebody else funds the
12 repair of tennis courts, and they do it in a faulty
13 manner? Does that create a liability for the Town?
14 And how does that work? Is there someone who can
15 address that issue?

16 MODERATOR WIDMER: I'll ask Mr. Younger
17 to reply to that.

18 MR. YOUNGER: Thank you. That's just a
19 shift of funds. Obviously, the --

20 MODERATOR WIDMER: Tom, please identify
21 yourself.

22 MR. YOUNGER: Oh, I'm sorry. Tom
23 Younger, Town Administrator.

24 That is just a shifting of funds into

1 the Town. They would still have to go out for, you
2 know, need to go out for bid or for any other
3 overtime --

4 MS. LAMBERT: The Town would be the
5 entity that is overseeing the work --

6 MR. YOUNGER: Yes, that's correct.

7 MS. LAMBERT: -- with the private
8 funds, which would come to the budget?

9 And where would those get recorded in
10 the budget as an income source for the Town?

11 And how does Town Meeting find out
12 about anything like that that's happening today or
13 that would be happening in this line item?

14 MODERATOR WIDMER: Ms. Hagg.

15 MS. HAGG: Barbara Hagg, Town Accountant.

16 We have a number of gift accounts that
17 come in under a special revenue fund, and the
18 revenue comes in, and it's spent directly from the
19 gift account. We also have revolving accounts,
20 grants, trust funds. They are all treated the same
21 way.

22 MS. LAMBERT: And are those available
23 to Town Meeting, the single sources of those funds?

24 MS. HAGG: Those are actually all in

1 the Town Meeting report for every single year. The
 2 Town Meeting reports are on the website. So we
 3 have the -- every single trust fund, every single
 4 gift, they are all listed. The beginning balance,
 5 the revenue that came in, the expenses and the
 6 ending balance.

7 MODERATOR WIDMER: We're moving a
 8 little beyond the amendment here.

9 MS. LAMBERT: Thank you.

10 MODERATOR WIDMER: Thank you.

11 Any further discussion?

12 Ms. Scali, I'm going to recognize
 13 anybody else on your amendment before recognizing
 14 you again.

15 All right. Ms. Scali.

16 MS. SCALI: I appreciate the Town
 17 Meeting being sympathetic to this confusing issue,
 18 and I will be happy to do anything that will solve
 19 the problem. So I think I would like to rescind my
 20 motion and let someone else make another motion.
 21 But I don't want to see Grove Street go away. I
 22 mean, I don't -- it sounds like the Precinct 7
 23 people and the people who live near Grove Street
 24 want it to stay there for awhile so they can try to

1 raise some money and do something. So whatever is
 2 best for the Town Meeting, I would like to see it
 3 done.

4 MODERATOR WIDMER: Let me recognize
 5 Mr. -- Mr. Jones.

6 MR. JONES: Ralph Jones, Precinct 2,
 7 and also Chair of the Board of Selectmen.

8 And I've just discussed this matter
 9 with Peter Castanino, Director of Public Works.
 10 what I'm going to propose is to eliminate the
 11 language currently in that line item, \$24,100, and
 12 replace it with repair of the Winn Brook courts and
 13 the PQ courts, which are the next ones up for
 14 repair. So that we would be doing two years on
 15 these repairs. I know it isn't ideal, but that's a
 16 possibility.

17 MS. SCALI: But you're not going to
 18 take away the Winn Brook?

19 MODERATOR WIDMER: Mr. Jones --

20 MR. JONES: We don't do anything with
 21 Winn Brook.

22 MODERATOR WIDMER: Mr. Jones, for my
 23 clarity and Town Meeting, you're saying that if
 24 this motion were approved, Ms. Scali's --

1 MR. JONES: We could do that.

2 MODERATOR WIDMER: You would then come
3 back with a substitute amendment or not?

4 MR. JONES: Yes. She had proposed to
5 withdraw her own.

6 MODERATOR WIDMER: No, I would
7 rather --

8 MR. JONES: Then I think we should just
9 pass Mrs. Scali's motion and move on to a new
10 appropriation of those funds for a different
11 purpose, leaving Grove Street intact.

12 MODERATOR WIDMER: I think that's a
13 cleaner way to do it.

14 TOWN MEETING MEMBER: Second.

15 MODERATOR WIDMER: Any further
16 discussion?

17 Did you understand Mr. Jones' remarks?

18 TOWN MEETING MEMBERS: No.

19 MODERATOR WIDMER: All right. Mr.
20 Jones -- I didn't think so. Could you clarify your
21 own --

22 (Laughter.)

23 MR. JONES: Thank you, Mr. Moderator.

24 (Laughter.)

1 MR. JONES: To clarify, I am recommending
2 that Mrs. Scali's motion be axed. That would
3 eliminate the language, and it's \$24,100.

4 Then I propose a second motion to
5 appropriate the amount of \$24,100 for repair of
6 tennis courts, not touching the Grove Street area,
7 leaving it intact, just repairing the tennis
8 courts; and according to Mr. Castanino, that would
9 mean repairing the Winn Brook and the PQ tennis
10 courts, which are on schedule for next year.

11 (Applause.)

12 MODERATOR WIDMER: Let me clarify. We
13 wouldn't in the -- when we get to voting on
14 Ms. Scali's amendment, we will only vote on the
15 deletion. Then we would hear an amendment from Mr.
16 Jones on the restoration as he described.

17 Any further discussion?

18 Mr. Reardon.

19 MR. REARDON: I think it would be a lot
20 easier if we simply made the motion to the amendment
21 and then simply amended this new amendment that has
22 changed the language to repair tennis courts, end
23 of story.

24 MODERATOR WIDMER: Mr. Reardon -- okay.

1 Thank you.

2 (Laughter.)

3 MODERATOR WIDMER: Any other discussion?

4 All right. Are we ready for a vote?

5 TOWN MEETING MEMBERS: Yes.

6 MODERATOR WIDMER: Amen. All those in
7 favor of Ms. Scali's motion to delete \$24,100 from
8 the capital budget under Article 9, the line item
9 on Grove Street tennis courts.

10 All those in favor, please say aye.

11 Those opposed, no.

12 The ayes have it.

13 Now, we open up discussion.

14 Mr. Jones on Article 9.

15 MR. JONES: Article 9 under site
16 improvements. I propose that in the line that used
17 to say, remove Grove Street tennis courts, the
18 amount remains the same, 24,100, but that language
19 be replaced with repair Winn Brook and PQ tennis
20 courts.

21 TOWN MEETING MEMBER: Second.

22 MODERATOR WIDMER: Is there a second?

23 TOWN MEETING MEMBERS: Seconded.

24 MODERATOR WIDMER: Is there further











Community Preservation Committee Town of Belmont

15 DEC -2 PM 3:05

CPA Funding - Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 4pm on December 4, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Conservation Fund
Applicant/Contact Person Mary Trudeau, Agent
Organization Belmont Conservation Commission
Mailing Address 19 Moore Street, Belmont, MA 02478
Telephone 617-993-2667 **E-mail** mtrudeau@belmont-ma.gov
Signature Mary Trudeau **Date** December 4, 2015

CPA Category (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input checked="" type="checkbox"/> Open Space | <input type="checkbox"/> Recreation |

Amount Requested \$50,000.00

Total Project Cost undetermined

CPC USE ONLY: Application# <u>OSR-1</u> Received <u>12/02/15</u> Control # <u>FY16-FA1</u>

Brief Description of Project

Include the address/location and current owner of the property, as well as any critical dates. Please attach supplemental information (photographs, drawings, documents, etc.) as desired

The Belmont Conservation Fund will be used solely for the future acquisition of land for allowable CPA purposes, and to place deed restrictions on any such acquisitions as required by the Community Preservation Act legislation

Conservation Funds are authorized by the Conservation Commission Act (G.L.Ch40 s.8c) and created by a vote of Town Meeting. A Conservation Fund is a dedicated account established by a municipality to ensure that the Conservation Commission will have cash that can be spent towards the purchase of land, without requiring further authorization to initiate a transaction. This type of fund allows for speed and flexibility in land acquisition process, particularly important in a municipality with competitive real estate transactions. The Fund is not designed to bypass the traditional CPA review process, but rather to allow for a quick, initial response to opportunities that may arise in Belmont.

Brief Description of Benefit

How does the project fulfill the General and Specific Criteria of the Community Preservation Committee Guidelines?

The establishment of a Conservation Fund will facilitate the acquisition of Open Space (and/or Conservation Deed Restrictions) by providing a readily available source of monies. The use of these funds is limited to the acquisition of land, or development rights, for CPA purposes.

Conservation Fund (for use with) Community Preservation Act Belmont, Massachusetts

Goals:

The goal of this fund is to provide a dedicated account as a source of readily accessible funds to be used solely to facilitate the purchase of Open Space, and or deed restrictions, for allowable Community Preservation Act purposes (CPA) .

Community Need:

About 20% of Belmont is Open Space, with about half of that protected from development. In 2010 Belmont was number 18 out of the 351 municipalities in Massachusetts in terms of density.

In 2014, the CPA committee contracted for the development of an Environmental Land Inventory. This inventory, developed by VHB Associates, is a dynamic document that allows the CPA committee to evaluate every parcel of land within the Town of Belmont with respect to a wide variety of environmental indicators. The development of this inventory was guided by a need to provide the CPA with a method of comparing the value of potential Open Space parcels within the municipality.

To date, the CPA funds have not expended any monies towards the purchase of Open Space in the Town of Belmont. A desire to protect more Open Space was one reason the town adopted the CPA in 2010.

The Conservation Commission has evaluated the CPA programs in neighboring towns, and believes that a successful acquisition of Open Space is dependent on having a ready source of funds to initiate a transaction. This fund will provide such a source, and allow the CPA to engage in the acquisition of Open Space for the Town.

Community Support:

The Conservation Commission is the proponent of this project. Letters of support have been requested, and will be attached to this proposal as they are received. The following letters of support have been requested:

Belmont Garden Club
Recreation Commission (June Howell)
Community Path Advisory Committee
Will Brownsberger – State Senator
Dave Rogers – State Representative
Habitat Audubon Sanctuary (Roger Wrubel)

Belmont Land Trust
League of Women Voters

Project Documentation:

The following attachments include:

1. Letter from Massachusetts Department of Revenue on use of CPA for Conservation Funds, dated March 3, 2003 and addressed to Rocco J. Luongo
2. Mass General Laws Chapter 40, section 8(c) Establishment of Conservation Commission, powers and duties.

Timeline:

1. **Public Education and Consensus Building:** Hold (1) to (3) public meetings to discuss concept of Conservation Land Fund with local community leaders. Meetings are expected to include Finance Committee, Recreation Committee, Department of Public Works, Community Path Committee, Historic Committee, Storm water Committee, the Garden Club and citizens of the Town of Belmont. The purpose of these meetings is to explore opportunities and encourage wider participation in the expenditure of CPA funds, with an eye on Open Space acquisition.

Estimated time for completion is 60 to 90 days post CPA approval.

2. The Conservation Commission has no timeframe for the use of the Conservation Funds. Expenditures will be largely responsive to local real estate market listings. The Commission may pursue potential acquisitions through targeted outreach, but this will be done on a selective basis, in conjunction with the Environmental Land Inventory tool.

Credentials:

The Belmont Conservation Commission is the project proponent. Land Management is jurisdictional responsibility of the Conservation Commission, and an area of expertise for the Commission. Belmont's Commission currently manages Rock Meadow and the Community Gardens. These holding represent approximately 70 acres of open land which require annual maintenance to preserve and protect the existing meadows and woodlands.

Other projects currently overseen by the Commission include the rental of approximately 140 garden plots; a bluebird management and breeding program; and three (3) bee hives at Rock Meadow. Recent Eagle Scout projects managed by the Commission included two work days to remove aged backstops from woodlands; construction and installation of wooden kiosks; and a signage program for the community gardens.

Success Factors:

Success will be determined by the successful purchase of Open Space lands or Conservation Restrictions in accordance with CPA purposes.

Budget:

The Commission is requesting an initial \$50,000 (fifty thousand dollars) to allow for the establishment of a Conservation Fund. It is expected that the funds will be expended to facilitate a land acquisition, and could be used for purposes such as a deposit on an offer to purchase, or in binding a Purchase and Sale agreement. The funds could also be used to "purchase" a Conservation (deed) Restriction on a property.

It is expected that if an opportunity to purchase a property would arise, the CPA committee would expend additional administrative funds towards research and due diligence on the subject parcel. The fifty thousand dollars is requested to "seed" the Conservation Fund. The Commission may request additional funds on an as needed basis in subsequent rounds of the CPA grants.

Other Funding:

The Commission is not proposing any additional sources of funding for this account. The funds are dedicated to the purposes of the CPA and cannot be used for any other purposes.

However, it is expected that for a parcel of any size in Belmont additional sources of funds would be required and could include: the town of Belmont; non-profit organizations; private fundraising; and state or federal grants.

Maintenance:

There are no maintenance expenses associated with the creation of this Fund.



March 3, 2003

Rocco J. Longo
Town Manager
Town Hall
878 Tremont Street
Duxbury, MA 02332-4499

Re: Community Preservation Fund
Our File No. 2003-24

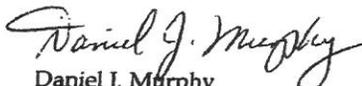
Dear Mr. Longo:

You asked whether the Town of Duxbury may appropriate community preservation fund monies to the conservation fund established by G.L. Ch. 40 §8C. Under that statute, cities and towns may appropriate monies into the fund, which the conservation commission may then spend without further appropriation, or other legislative body action, for various purposes including the acquisition of the fee or other interest in land for open space or other conservation purposes.

We think that the town may use community preservation fund monies to fund all or part of an annual appropriation to the conservation fund, but any expenditure of such monies remains subject to the restrictions imposed by the Community Preservation Act (CPA). G.L. Ch. 44B. This means the conservation commission may spend them only for those purposes that are authorized by both G.L. Ch. 40 §8C and the CPA. In this case, it appears you plan to use the monies solely for the acquisition of land for allowable CPA purposes and to place deed restrictions on any such acquisitions as required by the CPA. G.L. Ch. 44B §12. To ensure that intent is carried out, any town meeting vote appropriating the funds should expressly include those conditions.

If you have any further questions, please do not hesitate to contact me again.

Very truly yours,


Daniel J. Murphy
Chief, Property Tax Bureau

DJM/KC

Cc: Friend Weiler, Chair, Conservation Commission
Holly Morris, Chair, Community Preservation Committee

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE VII** CITIES, TOWNS AND DISTRICTS**CHAPTER 40** POWERS AND DUTIES OF CITIES AND TOWNS**Section 8C** Conservation commission: establishment; powers and duties

Section 8C. A city or town which accepts this section may establish a conservation commission, hereinafter called the commission, for the promotion and development of the natural resources and for the protection of watershed resources of said city or town. Such commission shall conduct researches into its local land areas and shall seek to co-ordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its work. Among such plans may be a conservation and passive outdoor recreation plan which shall be, as far as possible, consistent with the town master plan and with any regional plans relating to the area. The commission may, from time to time, amend such plan. Such plan shall show open areas including marsh land, swamps and other wetlands, and shall show which areas are subject to restrictions or wetland zoning provisions and any other matters which may be shown on a plat index under section thirty-three of chapter one hundred and eighty-four. Acquisitions of interests in land under this section and other municipal open lands shall be shown thereon as well as lands owned by other entities kept open through any legal requirement. Such plan shall show other areas which public necessity requires to be retained for conservation and passive recreation use. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint a director, clerks, consultants and other employees, and may contract for materials and services within available funds insofar as the same are not supplied by other departments. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having or operating under a Plan D or Plan E form of city charter, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing, if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in

the same manner as an original appointment. Said commission may receive gifts, bequests or devises of personal property or interests in real property of the kinds mentioned below in the name of the city or town, subject to the approval of the city council in a city or of the selectmen in a town. It may purchase interests in such land with sums available to it. If insufficient funds are available or other reasons so require, a city council or a town meeting may raise or transfer funds so that the commission may acquire in the name of the city or town by option, purchase, lease or otherwise the fee in such land or water rights, conservation restrictions, easements or other contractual rights including conveyances on conditions or with limitations or reversions, as may be necessary to acquire, maintain, improve, protect, limit the future use of or otherwise conserve and properly utilize open spaces in land and water areas within its city or town, and it shall manage and control the same. For the purposes of this section a city or town may, upon the written request of the commission, take by eminent domain under chapter seventy-nine, the fee or any lesser interest in any land or waters located in such city or town, provided such taking has first been approved by a two-thirds vote of the city council or a two-thirds vote of an annual or special town meeting, which land and waters shall thereupon be under the jurisdiction and control of the commission. Upon a like vote, a city or town may expend monies in the fund, if any, established under the provisions of this section for the purpose of paying, in whole or in part, any damages for which such city or town may be liable by reason of any such taking. The commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars, for any violation thereof. No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by chapter two hundred and fifty-two, or restrict any established public access. Lands used for farming or agriculture, as defined in section one A of chapter one hundred and twenty-eight, shall not be taken by eminent domain under the authority of this section.

A city or town may appropriate money in any year to a conservation fund of which the treasurer shall be the custodian. Prior to the adoption of any rule or regulation which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural or aquacultural practice, the commission shall, no later than seven days prior to the commission's public hearing on the adoption of said rules and regulations, give notice of the said proposed rules and regulations to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one. He may deposit or invest the proceeds of said fund in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invest it in paid up shares and accounts of and in co-operative banks or in shares of savings and loan associations or in shares of federal savings and loan associations doing business in the commonwealth, and any income

therefrom shall be credited to the fund. Money in said fund may be expended by said commission for any purpose authorized by this section; provided, however, that no expenditure for a taking by eminent domain shall be made unless such expenditure has been approved in accordance with this section.

TOWN OF BELMONT

COMMUNITY PRESERVATION COMMITTEE (CPC)

Minutes: Wednesday, January 13, 2016, Town Hall Conference Room #1, 5:00PM
Present: Liz Allison, Floyd Carman, Anthony Ferrante, Gloria Leipzig, Anne Marie Mahoney, Andrés Rojas, Margaret Velie, Jim Williams
Absent: Lisa Harrington
Other: Claus Becker, Maribel Carvajal, Julie Crockett, Michael Trainor

Margaret Velie called the meeting to order at 5:00 PM.

Approve Minutes

Motion to approve minutes of December 9, 2015 as amended passed unanimously.

Review Final Applications

PQ Park Revitalization – Phase I (OSR-4) – Julie Crockett gave a brief presentation on the revised Final Application that was submitted, which she believed incorporated all changes requested by the CPC. \$5,000 of the \$25,000 project would be used to conduct a survey of the area, while the remaining \$20,000 would be used hire a landscape architect to create a schematic design of the playground. Upon the completion of Phase I, the project sponsors will have the biddable documents necessary in order to proceed to Phase II. Phase II of the project, which would be submitted as a separate CPA proposal in FY17, is projected to be a \$275,000 construction project.

Andrés Rojas had concerns with the way the revised Final Application was written and identified the following actions that need to be taken in order to ensure the final design is “shovel ready”:

1. Clearly define the Existing Conditions Survey services and procurement
2. Draft a well-defined RFP for the Landscape Architectural and Civil Engineering services for this public works construction project
3. Expand the scope of services to include all phases of the design (including construction administration) for the project
4. Clarify that the final design documents will be biddable in a public procurement environment

Julie Crockett stated that she wished these concerns had been made to her attention prior to today’s meeting, as she would have addressed them in the revised Final Application. Andrés Rojas responded by informing the CPC that he had reached out to the project sponsors with detailed information about how to correct the Final Application but they did not accept his input. Given the apparent miscommunication between the two parties, the CPC agreed to have Jim Williams act as a liaison to ensure the critical changes highlighted by Andrés Rojas are incorporated into the Final Application.

Anne Marie Mahoney noted that this was the first construction project brought to the CPC by private citizens, and suggested that the CPC look into ways of making it easier for private citizens to navigate the procurement guidelines that are required under Mass General Law.

Maribel Carvajal, a resident of the PQ neighborhood, urged the CPC to consider addressing the much needed updates and repairs to this community asset.

Motion to move PQ Park Revitalization (Phase I) Project to Town Meeting for CPA funding of \$25,000, subject to the Final Application being updated to ensure a “bid-ready” Final Plan will be created for the PQ Playground, passed unanimously.

Conservation Fund (OSR-1) – Per the CPC’s request, the project sponsor provided a list of other communities who have established a similar Conservation Funds (see attached “Research Memo”). Separately, Margaret Velie noted that Acton maintains a large balance in their CPA Open Space Fund and has an additional fund specifically intended for appraisals and other legal fees associated with open space land acquisition.

Floyd Carman stated that the communities referenced in the Research Memo were not comparable to Belmont, in that they have significantly more open space and have, in some cases, even publicly committed to making open space a top priority in their community.

Andrés Rojas expressed concern over passing the decision-making authority away from the CPC to a separate committee. It is conceivable that doing so could result in the acquisition of smaller parcels of land with the intent of forcing the Town into making choices that are in opposition to Planning Board recommendations. Liz Allison further noted that ultimately the Town, not individual committees, would bear the brunt of any negative impact of these acquisition choices. Margaret Velie explained that the Conservation Fund was merely an option the Conservation Commission was pursuing to correctly position the Town in the event that a feasible Open Space opportunity arose.

Anthony Ferrante reaffirmed that his preference would be to create a CPA stabilization fund, giving the CPC the ability and necessary capital to address any potential CPA eligible acquisition opportunities presented in the future.

On behalf of the Conservation Commission, Margaret Velie rescinded the Final Application.

Construction of Intergenerational Walking Path at Clay Pit Pond (OSR-2) – Anne Marie Mahoney noted that the narrowed scope of the project is compatible with the current plans to build a new high school.

Motion to move Construction of Intergenerational Walking Path at Clay Pit Pond Project to Town Meeting for CPA funding of \$228,350 passed unanimously.

Preserving Belmont’s Original Vital Records (HP-2) – Motion to move Preserving Belmont’s Original Vital Records Project to Town Meeting for CPA funding of \$80,000 passed unanimously.

Digitizing Belmont’s Town Meeting Records (HP-3) – Motion to move Digitizing Belmont’s Town Meeting Records Project to Town Meeting for CPA funding of \$85,000 passed unanimously.

Town Hall Exterior Railings Improvements (HP-1) – Andrés Rojas confirmed that he reviewed the RFP and found no issues with the Final Application.

Motion to move Town Hall Exterior Railings Improvements Project to Town Meeting for CPA funding of \$75,000 passed unanimously.

Winn Brook Tennis Courts (OSR-5) – Jim Williams and the other members of the Board of Selectmen (BOS) support the project proposal, as a response to the tennis courts that will be lost to at the Chenery Middle School and the Belmont High School over the coming years. The Tennis courts at the middle school will house modular classrooms starting next school, and the courts at the high school will likely stage equipment during the upcoming new construction project. While the Tennis Working Group could have an influence over how to move forward after the Winn Brook Tennis Courts are replaced, the BOS believe that these courts should be replaced. Without immediate action, the tennis courts could be “out of commission” for at least the next two years. Floyd Carman noted the Selectmen’s Office will be barraged with angry phone calls should the tennis courts fail. Additionally, Winn Brook residents expect their neighborhood tennis courts.

Anthony Ferrante reaffirmed his position that the Tennis Working Group should be given the opportunity to finish their usage study. The study would be completed by August 2016, leaving the project sponsors reasonable time to resubmit their application in October 2016 should the results indicate tennis courts are indeed needed in that area of town. However, the results of the study may indicate that Belmont does not require the twenty tennis courts currently in its inventory, and the Grove Street facilities may be of a higher priority than those at Winn Brook. Since all of the tennis courts are in similarly poor condition, the decision to replace tennis courts using taxpayer money should be determined by where the courts are most needed and not by which courts are in a greater state of disrepair. The Tennis Working Group should be allowed to continue their work to determine what facilities require immediate focus.

Four new tennis courts at PQ Park will be available in the spring of 2016, which can accommodate those who used to play at the two courts that will be lost at Chenery Middle School. Since construction work for the Belmont High School project will not commence for at least two years, new tennis courts at Winn Brook could still be created before the courts at the high school become unavailable (should the Tennis Working Group’s study determine this is warranted by current usage data). In the event that there are no available courts in the town for the high school tennis teams to play on, arrangements could be made to use various offsite locations in nearby municipalities.

Anne Marie Mahoney added that the CPA is not the first avenue of funding for a project of this nature and the CPC can reject the Final Application without “feeling guilty.” If the issue was truly of high importance, other entities would be stepping forward to address the failing Winn Brook Tennis Courts.

Jim Williams retorted that the tennis courts are of high importance, and the Town has chosen to address it through the CPA application process. Gloria Leipzig added that, having voiced skepticism to the concept of a CPA Stabilization Fund in the past, she is uncomfortable with maintaining a large balance in the CPA fund. As this is taxpayer money, the residents could view holding back funding as evidence that the CPC is not fulfilling its purpose of annually supporting

community assets.

Liz Allison noted the project sponsors are requesting a significant sum of money and that the tennis courts—while appealing recreational assets—are not critical aspects of the Town, such as ambulances and fire engines. Therefore, the CPC could afford to wait until the Tennis Working Group's study has been completed. It was also questioned whether there is strong public support for replacing the Winn Brook Tennis courts, as no supporting letters were provided with the Final Application.

Motion to move Winn Brook Tennis Courts Project to Town Meeting for CPA funding of \$325,000 passed with five votes.

- Liz Allison, Anthony Ferrante, and Anne Marie Mahoney voted to reject the motion.

Gloria Leipzig left the meeting at 6:30pm

CPC Timeline to Town Meeting

The Warrant Committee will discuss the proposed CPA projects at their meeting on Wednesday March 2, 2016. Floyd Carman will send copies of the approved Final Applications to the Warrant Committee on January 15, 2016, excluding the PQ Playground (Phase I) Project. The PQ Final Application will not be forwarded to the Warrant Committee until the CPC has approved the previously discussed revisions at the February 10, 2016 CPC meeting.

Prior to the CPC meeting, Jim Williams presented the project proposals to the other members of the Board of Selectmen and it was determined that a supplemental meeting with the CPC was not necessary. The Board of Selectmen has sufficient information to decide whether they can support the proposals at Town Meeting.

Projects Discussion

Motion to grant the Irrigation Improvements at Rock Meadow Community Gardens Project a deadline extension to June 30, 2016 passed with seven votes.*

Motion to grant the Preserving and Digitizing Belmont's Vital Records Project a deadline extension to June 30, 2016 passed with seven votes.*

The CPC was informed that the Comprehensive Cultural Resources Survey will not require an extension. Lisa Harrington will provide further information at the next CPC meeting.

Other Business

- Motion to approve for payment of \$441.51 (11 hours @ \$40.41) to Michael Trainor for December/November administrative work passed with seven votes.*

**Gloria Leipzig was not present at the time of voting for these three motions.*

The next meeting is scheduled for Wednesday, February 10, 2016 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:40PM.

Respectfully submitted,

Michael Trainor



OFFICE OF COMMUNITY DEVELOPMENT

Town of Belmont

Homer Municipal Building

19 Moore Street

Belmont, Massachusetts 02478-0900

Telephone: (617) 993-2650 Fax: (617) 993-2651

To: Belmont Conservation Commission
From: Mary Trudeau, Agent
Date: January 6, 2015
RE: CPA funded Land Acquisition Accounts

The following summarizes my research, to date, on land acquisition accounts in other municipalities.

Westford, MA (Carol Gumbart): The Westford Conservation Commission has an account titled: Conservation Commission Gift Fund. This account was seeded with 150K dollars, in 2014, from the CPA monies collected in Westford. The account is to be used to initiate a purchase of open space lands, and to pay for items such as legal fees, cost for appraisals, and surveys. The account has not been used, to date.

Lincoln, MA (Angela Kearney): The CPA has funded a Land Acquisition Account, and keeps a balance of approximately 100K dollars in the account. The monies are invested in a low risk investment product monitored by the Conservation Commission. Land acquisition in Lincoln is generally accomplished through a tri party arrangement between the Conservation Commission; the Land Trust; and the Rural Land Foundation. The Rural Land Trust acts as the “developer” and coordinates fundraising efforts, community support, and the logistics of the transactions. The Rural Land Foundation coordinates contributions from the Conservation Commission Land Acquisition Account and the funds from the Land Trust, as well as funds obtained as gifts towards the purchase of a specific parcel. Generally, gifts are obtained by the Rural Land Foundation campaigning in the neighborhoods adjacent to the proposed Open Space purchase. Projects funded through the Land Acquisition Account do not need Town Meeting approval, unless additional CPA funds are required.

The Commission Agent noted that the CPA process could be used to directly fund parcels that were not of interest to the Rural Land Foundation. The CPA could also be asked to fund any costs above those that could be taken from the Land Acquisition Account. The relationship between the CPA and the Conservation Commission is strong, and the common goal is the successful acquisition of lands.

Groton, MA (Takashi Tada): The Conservation Commission has had a land acquisition account since the 1960's. With the acceptance of the CPA program by the Town in 2004, the funds have been primarily sourced from CPA monies. The balance of the account is generally between 750K and 1 M dollars. The town has set a goal of keeping the account,

at a minimum balance equivalent to 2% percent of the Town Operating Budget. The account is used for land acquisition costs, and monies can be put towards the actual price of a property. If the land costs exceed the balance of the account, the Conservation Commission will request additional funds from the CPA and hold a Special Town Meeting to garner the monies. The CPA fund was proposed as a means of streamlining the purchase of Open Space in Groton, and eliminating the need to go to Town Meeting for approval of any specific project.

Duxbury, MA (Susan Ossoff): Duxbury has a CPA funded Conservation Fund that is used for the purchase and acquisition costs associated with small land purchases. The fund typically has a balance of 80K to 100K dollars. The fund is replenished on an as needed basis, rather than annually. Major land acquisition projects go through the traditional CPA approval and Town Meeting funding process.

Plimpton, MA (Susan Ossoff): Plimpton has a small CPA funded account with approximately 15K dollars. The fund is intended to be used to pay for acquisition costs such as surveys, appraisals, and environmental inspections. All actual purchases must go through the CPA approval and Town Meeting funding process. It was noted that the funds in the account are too limited to do a (21E) Hazardous Waste survey on a prospective purchase.

Harvard, MA (Liz Allard): The Town of Harvard exchanged a budget line item for land acquisition, for a CPA funded Conservation Fund. The account generally has a minimum balance of 100K to 200K dollars, and funds are added by Town Meeting approval from the CPA funds periodically. The total funds have been as much as 1M dollars in recent years. This account was used last year to purchase a 650K dollar Open Space Parcel, and funded acquisition and land costs. This fund has also been used to fund Invasive Plant Species Control and Management projects. Liz Allard noted that it is currently a “fight” to get monies put in the account, and there is concern from the CPA Committee and Town Meeting that too much control is given through the funding of this account, as land purchases do not need Town Meeting approval if purchased with this account.

Hanover, MA (Amy Walkey): The Town of Hanover does not have a Conservation Fund to facilitate the purchase of Open Space. The Town has an Open Space Committee that works with the Conservation Commission and the CPA to procure properties with CPA funds. Amy noted that the Town explains the transaction to the seller as one that takes time, and finds that most sellers understand that the process can be lengthy.

Summary: Based on this limited survey, it appears that most Towns use these accounts to facilitate the purchase of smaller pieces of Open Space OR to fund preliminary due diligence and appraisal costs. Funds are used for both acquisition costs and purchase of the properties, to the extent that the monies in the fund allow. Larger purchases continue to be made, using the traditional appropriations from the CPA and Town Meeting, for parcels that exceed the monies available in the Conservation Land funds. All towns agreed that once the monies have been placed in the Conservation Land accounts,

through a Town Meeting allocation of CPA funds, the Conservation Commission is free to spend the monies without further permission or review. It was noted by several Towns that the accounts were seen as a way of streamlining Town Meeting, and eliminating the need for review, discussion and oversight of individual projects.

Community Preservation Committee
Town of Belmont

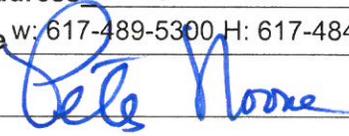
CPA Funding - Preliminary Application

15 OCT -1 PM 1:25

Processed by
Town of Belmont
Town Treasurer
Town Collector

Ten copies of the completed Preliminary Application must be submitted to the following address by no later than 4pm on October 2, 2015:

Community Preservation Committee
c/o Floyd S. Carman, Treasurer
Town of Belmont
PO Box 56
Belmont, MA 02478

Project Title Hittinger Field Renovation
Applicant/Contact Person Peter Noone
Organization Belmont Youth Baseball and Softball Association
Mailing Address 3 Brighton Street, Belmont, Ma 02478
Telephone w: 617-489-5300 H: 617-484-9254 E-mail pnoone@averydooley.com
Signature  Date October 1, 2015

CPA Category (refer to chart on the following page and check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space | <input checked="" type="checkbox"/> Recreation |

Amount Requested \$1,000,000.00

Total Project Cost \$1,000,000.00

CPC USE ONLY:

Application# OSR-3

Received 10/01/15 

Control # FY16-PA4

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances

Brief Description of Project

Include the address/location and current owner of the property, as well as any critical dates. Please attach supplemental information (photographs, drawings, documents, etc.) as desired

Hittinger Field is located at 55 Hittinger Street in Belmont. It is part of the Belmont High School Campus and is under the control of the Belmont School Committee. The Belmont Youth Baseball and Softball Association (BYBSA) is seeking funds to spearhead a project to renovate and enhance Hittinger Field for the High School softball teams as well as for various local youth sports organizations. Currently, the JV and Freshman softball teams use the field during the spring season only. BYBSA utilizes the field nightly throughout the spring for practices and games. During the summer months, various softball groups and youth baseball teams make occasional use of the field.

The existing field consists of an all dirt infield and a grass outfield. Without an irrigation system, the dirt infield becomes excessively dusty and almost unusable during dry springs and virtually every summer.

Moreover, the existing configuration of the field does not take full advantage of the available space. A significant amount of space exists behind the back stop and benches that is not being used. The current configuration limits the use of the field to younger aged softball and baseball players.

BYBSA is seeking funds to lead an effort to maximize the use of the field and eliminate wasted space and maintenance requirements by replacing the existing natural grass and dirt with artificial turf similar to the turf located at the football field on Concord Avenue. Additionally, consideration may be given to improve and renovate the adjacent tennis courts, in order to improve the athletic facility as a whole.

Brief Description of Benefit

How does the project fulfill the General and Specific Criteria of the Community Preservation Committee Guidelines?

This project fulfills the General and Specific Criteria of the Community Preservation Committee Guidelines as it seeks to make improvements to an existing athletic field to make it more functional and accessible to a broader range of athletes. By installing turf on the entire surface of Hittinger field, a modern softball field with suitable dimensions for all levels of softball can be created. Additionally, youth baseball teams would be able to utilize the reconfigured field as a 50' by 70' diamond (pitching mound is 50 feet from home base and bases are 70 feet from home plate). Many baseball leagues are moving away from 46' by 60' baseball diamonds due to skill development and safety considerations. Hittinger field, in its present configuration, does not allow for the new dimensions. Further, it is anticipated that other youth sports organizations may be able to make use of the field once it is reconfigured and renovated. Finally, a turf field will enable the field to be utilized more often without the delays and cancellations caused by rain and snow on grass and dirt infields. Space for youth athletics in Belmont is very limited. It is critical that we take full advantage of the space that is available and use it to its best potential.

RECEIVED
TOWN CLERK
BELMONT, MA

2015 NOV 13 AM 9:27

**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE**

Minutes: Wednesday, October 14, 2015, Town Hall Conference Room #1, 5:00PM
Present: Floyd Carman, Anthony Ferrante, Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney, Andres Rojas, Margaret Velie, Jim Williams
Absent: Liz Allison
Other: Donna Hamilton, Michael Trainor

Margaret Velie called the meeting to order at 5:02 PM.

Approve Minutes

Motion to approve minutes of September 9, 2015 passed with six votes.

- Andres Rojas and Jim Williams were not present at the time voting took place.

Project Updates – (Belmont Village) Electrical Upgrade

Donna Hamilton, sponsor of the Electrical Upgrade Project, provided a progress update to the CPC. The invitation for bids has been published on the Central Register (see attached). The submission deadline is October 30, 2015. Work is expected to commence by the beginning of December 2015 once the responsive and responsible bidder has been selected. It is expected that the project will be completed by the end of March 2016. Since the work will be limited to one apartment at a time, inclement winter weather is not expected to have an impact on the working timeline.

Andres Rojas arrived at 5:10pm

Gloria Leipzig confirmed that only a few locations on the pilot apartments required the use of wire molding, with the bulk of the wiring being installed behind the existing drywall. Donna Hamilton assured the CPC that the Belmont Housing Authority will be given access to an additional \$115,000 in funding should the project budget exceed the amount of the original CPA grant. Floyd Carman requested that Donna Hamilton attend the CPC meeting in February 2016 to provide another update, and to give a presentation at the next Town Meeting to update the public once the project has been completed.

Jim Williams arrived at 5:13pm

Review September 17, 2015 Public Meeting

Margaret Velie noted that the Public Meeting was poorly attended this year, with only one audience member. However, the CPC agreed that the meeting had been advertised adequately and no additional promotional strategies would be considered at this time.

Motion to approve notes of the September 17, 2015 Public Meeting passed with four votes.

- Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney, and Andres Rojas abstained from voting, as they were not present for the September 17, 2015 Public Meeting.

Review and Approval of Preliminary Applications Eligible for Final Applications

The CPC accepted/rejected the following preliminary applications based on the eligibility criteria as defined by current CPA legislation as well as consideration of the guidelines outlined in the CPA Plan. The CPC's acceptance of a preliminary application does not signify that the project has been approved; only that the applicant has been invited to submit a more comprehensive Final Application for the CPC's further review.

HP-1: Town Hall Exterior Railings Improvements

Lisa Harrington verified that at least some of the Town Hall railings are considered historic, but further research would need to be conducted in order to accurately identify all of the historic railings. Margaret Velie proposed adding the additional metal work in front of the ground level windows facing Concord Ave to the scope of work. Anne Marie Mahoney questioned why the railings at the School Department Building were not included in the application.

- Motion to accept Town Hall Exterior Railings Improvements Project for Final Application passed unanimously, under the condition that the Belmont Historic Society provides a written endorsement and the Belmont Historic District Commission is consulted before submitting the Final Application by December 4, 2015.

OSR-1: Conservation Fund

Floyd Carman expressed concern that this project would transfer the decision-making authority to the Belmont Conservation Commission. If these funds were instead put into a CPA stabilization fund, the CPC would be able to address significant acquisition opportunities for all CPA asset categories; not just open space opportunities.

Gloria Leipzig countered that, although the Conservation Fund would seem to perform a similar function as the CPA stabilization fund, the Conservation Fund would give the Belmont Conservation Commission the ability to capitalize on opportunities that may not be possible if CPC and Town Meeting approval was required. The project would essentially give the Belmont Conservation Commission pre-approval to seize on any acquisition opportunities that they identify as advantageous. Jim Williams stated that he was less concerned about the CPC losing control and more interested in the decision-making being distributed through the appropriate boards and commissions, as exemplified in this project proposal.

Anthony Ferrante noted that \$50,000 was likely an inadequate amount for a down payment in an open space acquisition, and that any seller interested in doing business with the Town should be aware that such real estate transactions always take some time to complete.

- Motion to accept Conservation Fund Project for Final Application passed unanimously, under the condition that the Final Application provides detailed examples of similar CPA projects from comparable municipalities, specific eligibility criteria in order to access the Conservation Fund, and an explanation as to why this is more advantageous than a general CPA stabilization fund.

OSR-2: Construction of Intergenerational Walking Path at Clay Pit Pond

Floyd Carman and Anne Marie Mahoney expressed concern that the proposal did not consider the impact of the impending Belmont High School project. Andres Rojas added that a large scale project like that being considered for the Belmont High School would inevitably impact the areas surrounding it due to staging equipment and other realities of construction. Anthony Ferrante suggested that the sponsors narrow the scope of the project to only address the sections of the path that do not abut Belmont High School. As a multi-phased project, a CPA application for the remaining construction needs could be submitted upon the completion of the Belmont High School project.

- Motion to accept Construction of Intergenerational Walking Path at Clay Pit Pond Project for Final Application passed unanimously, under the condition that the Board of Selectmen and School Committee provide written endorsements with the Final Application by December 4, 2015.

OSR-3: Hittinger Field Renovation

Margaret Velie noted that the main objective of the project, replacing the existing grass with artificial turf, is discussed in Chapter 44B section 5.b.2 of Massachusetts General Law, which states "With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited."

Again, there was concern that the proposal did not consider the impact of the impending Belmont High School project. The project would also require written endorsements from the Board of Selectmen, the School Committee and the Recreation Department.

- Motion to reject Hittinger Field Renovation Project for Final Application passed unanimously.

OSR-4: PQ Park Revitalization

Floyd Carman remarked that a master plan would be needed before construction could be approved. Anthony Ferrante suggested that the sponsors change the scope of the project so that it focusses solely on obtaining a master plan. As a multi-phased project, a CPA application for the remainder of the project could be submitted upon the completion of the master plan. Margaret Velie will verify whether the master plan could be funded through the CPA Administrative Fund or if it would be required to be submitted as a CPA project. Lisa Harrington questioned whether accessing the CPA Administrative Fund for the master plan, which would only benefit a single project, would lead to a negative CPC public perception regarding favoritism.

- Motion to accept PQ Park Revitalization Project for Final Application accepted unanimously, under the condition that the Board of Selectmen and Recreation Commission provide written endorsements with the Final Application by December 4, 2015.

OSR-5: Winn Brook Tennis Courts

While the project is legally eligible to receive CPA funding, Anthony Ferrante argued that the Tennis Working Group should be allowed to complete their Town Wide Tennis Court Usability

Study before any additional tennis court projects are allowed to move forward. Jim Williams noted that this project had been endorsed by the Board of Selectmen at their most recent meeting.

- Motion to accept Winn Brook Tennis Courts Project for Final Application passed unanimously, under the condition that project sponsors coordinate efforts with the Tennis Working Group of the Recreation Commission before submitting the Final Application by December 4, 2015.

HP-2: Preserving Belmont's Original Vital Records

- Motion to accept Preserving Belmont's Original Vital Records Project for Final Application passed unanimously.

HP-3: Digitizing Belmont's Town Meeting Records

- Motion to accept Digitizing Belmont's Town Meeting Records Project for Final Application passed unanimously.

Preparation for November 12, 2015 Public Meeting

Margaret Velie reiterated that the Public Meeting offers a chance for the CPC and the public to ask sponsors direct questions regarding their project proposals.

Other Business

- CPA State Surplus Distribution – It was announced at the 15th Anniversary of CPA on October 6, 2015 that the state legislature and the Baker Administration have both committed to transferring \$10 million from the state budget surplus to the CPA Trust Fund if the surplus is sufficient when the state closes its books at the end of October. There are still many variables that will determine that amount of Belmont's subsequent state match, but Margaret Velie believed that amount could be comparable to what was received last year (approx. \$290,000).
- Motion approved unanimously for payment of \$889.02 (22 hours @ \$40.41) to Michael Trainor for September/October administrative work.

The next meeting is scheduled for Tuesday, November 10, 2015 at 5:00PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:50PM.

Respectfully submitted,

Michael Trainor

Section 00.11.00
ADVERTISEMENT TO BID

The **Belmont HOUSING AUTHORITY**, the Awarding Authority, invites sealed bids from **Electrical Contractors** for the **Interior Electrical Upgrade Phase II, DHCD#026047** in Belmont, Massachusetts, in accordance with the documents prepared by **Macritchie Engineering Inc.**

The Project consists of: The partial electrical upgrades of duplex receptacles, light switches, wiring and loadcenters in Belmont Village for 49 two (2) bedroom unit and 49 three (3) bedroom unit.

All Work either shown on the drawings or included in the specifications unless specifically indicated as not to be done.

The work is estimated to cost **\$663,343.**

Bids are subject to M.G.L. c.149 §44A-J & to minimum wage rates as required by M.G.L. c.149 §§26 to 27H inclusive.

THIS PROJECT IS BEING ELECTRONICALLY BID AND HARD COPY BIDS WILL NOT BE ACCEPTED. Please review the instructions in the bid documents on how to register as an electronic bidder. The bids are to be prepared and submitted at www.biddocsonline.com. Tutorials and instructions on how to complete the electronic bid documents are available online (click on the "Tutorial" tab at the bottom footer).

General bidders must be certified by the Division of Capital Asset Management and Maintenance (DCAMM) in the following category of work, **Electrical**, and must submit a current DCAMM Certificate of Eligibility and signed DCAMM Sub-Bidder's Update Statement (Form CQ 3).

General Bids will be received until **2:00 PM on Friday, 30 October 2015** and publicly opened online, forthwith.

Filed Sub-bids for the trades listed below will be received until on and publicly opened online, forthwith.

SUBTRADES

NONE

All Bids should be submitted online at www.biddocsonline.com and received no later than the date and time specified above.

General bids and sub-bids shall be accompanied by a bid deposit that is not less than five (5%) of the greatest possible bid amount (considering all alternates), and made payable to the **Belmont HOUSING AUTHORITY**.

Bid Forms and Contract Documents will be available for pick-up at www.biddocsonline.com (may be viewed electronically and hardcopy requested) or at Nashoba Blue, Inc. at 433 Main Street, Hudson, MA 01749 (978-568-1167).

There is a plan deposit of **\$50.00** per set (maximum of 2 sets) payable to BidDocs ONLINE Inc.

Plan deposits may be electronically paid or by check. This deposit will be refunded for up to two sets for general bidders and for one set for sub-bidders upon return of the sets in good condition within thirty (30) days of receipt of general bids. Otherwise the deposit shall be the property of the Awarding Authority.

Additional sets may be purchased for **\$50.00**

Bidders requesting Contract Documents to be mailed to them shall include a separate check for **\$ 40.00** per set for UPS Ground (or \$65.00 per set for UPS overnight), non-refundable, payable to the BidDocs ONLINE Inc., to cover mail handling costs.

General bidders must agree to contract with minority and women business enterprises as certified by the Supplier Diversity Office (SDO), formerly known as SOMWBA. The combined participation goal reserved for such enterprises shall not be less than 10.4% of the final contract price including accepted alternates. *See Contract Documents - Article 3 of the Instructions to Bidders.*

PRE-BID CONFERENCE / SITE VISIT:

Date and Time: Friday, 23 October 2015 at 10:00 AM

Address: Belmont Village

59 Pearson Road

Belmont, MA 02478 , Belmont

Instructions:

SITE VISIT BY APPOINTMENT:

For an appointment call Donna Hamilton at (617) 484-2160.

The Contract Documents may be seen, but not removed at:

Belmont HOUSING AUTHORITY

59 Pearson Road

Belmont, MA 02478

Nashoba Blue Inc.

433 Main Street

Hudson, MA 01749

978-568-1167

END OF SECTION

ADVERTISEMENT TO BID

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