

**TOWN OF BELMONT  
COMMUNITY PRESERVATION COMMITTEE**

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Minutes: Wednesday, January 8, 2014, Town Hall Conference Room #1, 5:00PM  
Present: Floyd Carman, Joe DeStefano, Anthony Ferrante, Lisa Harrington, Gloria  
Leipzig, Anne Marie Mahoney, Paul Solomon, Margaret Velie  
Absent: Andres Rojas  
Other: Michael Trainor, Mary Trudeau (Conservation Agent, Town of Belmont)

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Paul Solomon called the meeting to order at 5:01 PM.

Approve Minutes

Motion passed unanimously to approve the minutes of December 11, 2013 with the following corrections:

- Under "Vote on Final Application for Open Space Land Inventory Project," add that the CPC will discuss whether this project will be included as an administrative expense in the CPA budget at the January 8, 2014 Meeting.
- Under "Project Monitor Reports [...] Irrigation Improvements at Rock Meadow," clarify that Floyd Carman suggested that Mary Trudeau consult with the Chief Procurement Officer.

Vote on Final Application for Open Space Land Inventory Project

Margaret Velie confirmed that the Conservation Commission approved the withdrawal of the CPA application for the Open Space Land Inventory Project. Paul Solomon asked whether the CPC should conduct an open space land inventory as part of the CPA administrative budget. Margaret Velie reminded the CPC that Town Counsel stated in the attached e-mail that using a portion of the administrative budget to procure such an inventory was allowable under current CPA legislation. The land inventory would specifically address section 5(b)(1) which states, "The community preservation committee shall study the needs, possibilities and resources of the city or town regarding community preservation, including the consideration of regional projects for community preservation."

Gloria Leipzig suggested also using the land inventory to identify opportunities for future Community Housing CPA projects. Mary Trudeau warned that expanding the scope of the project too far could limit its overall effectiveness, but acknowledged that a carefully drafted ranking system by the CPC could benefit future Open Space and Community Housing CPA projects. Motion passed unanimously to expend \$30,000 from the administrative budget to accomplish the Open Space Land Inventory Project with input from Belmont Housing Authority and Belmont Housing Trust.

Project Monitor Reports

The CPC reviewed the attached document, an overview of the current payment status for the approved FY14 CPA projects. Additional updates from the CPC included the following:

- Building Survey of the William Flagg Homer House – Project sponsors received a preliminary draft of the survey, which included a list of critical issues that require immediate

attention. Information regarding the Special Application Process was forwarded to project sponsors upon their request. However, Floyd Carman strongly cautioned the CPC that the Special Application Process could be misinterpreted as a way to circumvent the Standard Application Process at will. Therefore, it is important that the CPC heavily scrutinize all Special Applications so as not to undermine the integrity of the Standard Application Process.

- (Town Hall) Concord Ave Door Remediation – Project sponsors will meet with the Belmont Historic District Commission to review the scope of the proposed work.
- Underwood Park – Study anticipated to be completed by April 2014.
- Comprehensive Cultural Resources Survey –The Belmont Historic District Commission reviewed the non-price proposals and will interview the top three candidates on Friday January 10, 2014.
- Preserving and Digitizing Belmont's Vital Records – The Town Clerk's Office found additional microfilm, which required a second RFP to be drafted to reflect the new reduced scope of the project.

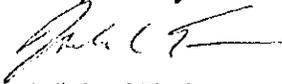
Other Business

- Motion approved unanimously for payment of \$429.24 (12 hours @ \$35.77) to Michael Trainor for administrative work.
- Motion approved unanimously for payment of \$93.96 to Gatehouse Media for advertising fees associated with the Comprehensive Cultural Resources Survey RFP.
  - Although the advertising was for a CPA project, the CPC determined that costs associated with legal procedures could be funded from the CPA administrative budget.
- The CPC is available to meet with the following boards and committees:
  - Board of Selectmen – Andres Rojas will schedule this meeting.
  - Capital Budget Committee – Floyd Carman will attend this meeting, with Anne Marie Mahoney and Andres Rojas present as members of the Capital Budget Committee.
  - Warrant Committee – The CPC will appear before the Warrant Committee upon their request.

The next meeting is scheduled for Wednesday, February 12, 2014 at 5:00PM, Town Hall Conference Room 1.

Meeting was adjourned at 5:45 PM.

Respectfully submitted,



Michael Trainor