

TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE

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Minutes: Wednesday, April 9, 2014, Town Hall Conference Room #1, 5:00PM
Present: Floyd Carman, Joe DeStefano, Anthony Ferrante, Gloria Leipzig, Anne Marie Mahoney,
Andres Rojas, Paul Solomon, Margaret Velie
Absent: Lisa Harrington
Other: Michael Trainor

Paul Solomon called the meeting to order at 5:02 PM.

Approve Minutes

Motion to approve minutes of March 12, 2014 passed unanimously.

Updates on Committee Meetings

Anne Marie Mahoney confirmed that the Capital Budget Committee gave unanimous approval to all seven FY14 CPA projects.

The Warrant Committee (WC) approved all but two projects prior to their meeting on March 26, 2014; the Underwood Pool Project and the First Time Homebuyer Assistance Project. On March 26, 2014, the WC voted 9 to 3 for unfavorable action on the First Time Homebuyer Project and 12 to 1 for favorable action on the Underwood Pool Project. Details of their discussion are included in the attached draft of the WC meeting minutes.

Sponsors of the First Time Homebuyer Assistance Project, including Gloria Leipzig, gave a presentation at the Board of Selectmen's meeting on April 7, 2014. Andres Rojas commented that it was a strong presentation and the Board of Selectmen is likely to vote for favorable action on the project.

Preparation for Town Meeting

Articles for the Warrant

Paul Solomon distributed copies of the CPA articles for Town Meeting (attached). As the Underwood Pool Project is dependent on the approval of multiple articles at Town Meeting, the portion of the project to be funded through CPA funds was written in a separate article from the rest of the FY14 CPA projects.

Presentation by Sponsors of Articles

The Community Preservation Committee's (CPC) presentation at Town Meeting will follow the same format as the previous year. Paul Solomon will give a brief introduction and state what actions Town Meeting can take for each of the motions: approve, reduce or reject recommended amounts; or reserve all or part of amount recommended for specific project to applicable reserve. The motion will be read under each article. A discussion period will follow each motion, with project sponsors on hand to answer questions as needed. After discussion ends, Town Meeting will vote on the motion.

In order to address the misconceptions surrounding the First Time Homebuyer Assistance Project, sponsors will briefly introduce the project using the single page handout that was supplied at the April 7, 2014 Board of Selectmen Meeting. Anne Marie Mahoney cautioned that project sponsors should be prepared to talk about the residential preference and what marketing strategies will be required to

ensure its effectiveness. Floyd Carman will contact Adam Dash of the Underwood Pool Building Committee and ask him to give the introduction for the Underwood Pool project.

League of Women Voters Meeting

The FY14 CPA projects will be among the items presented at the joint League of Women Voters/WC Meeting on April 28, 2014. The WC chair will open up a discussion period for each project, but no presentation will be required beforehand. Handouts for the First Time Homebuyer Assistance Project will be provided. Michael Trainor will e-mail project sponsors asking them to attend this meeting. Floyd Carman will contact Adam Dash of the Underwood Pool Building Committee to ask that he also attend.

Review of the Requested Appropriation of CPA Funds

Floyd Carman reviewed the FY15 funding appropriations that the CPC will request at Town Meeting. Due to CPA legislation, surplus funds from prior year projects that came in under budget as well as unforeseen increases to the estimated state match must be written into a separate motion from the standard FY15 appropriation request. The FY15 appropriation also does not include prior year funds that were not previously appropriated for projects or administrative expenses. Floyd Carman will present a brief financial overview at Town Meeting to address any confusion surrounding the available CPA funds.

Project Monitor Reports

- Landscape Plan for Intergenerational Walking Path at Clay Pit Pond – The project received seven proposals and a vendor has been selected (conditional to follow up questions). Project sponsors will contact Chief Procurement Officer Frank Martin to ensure proper procurement procedures have been followed.
- Irrigation Improvements at Rock Meadow Community gardens – The IFB has been redrafted so that the scope of work allows piping to be run on top of the ground or buried by volunteer gardeners. Reducing the amount of required digging in the limited space will hopefully generate interest from more bidders.
- (Town Hall) Concord Avenue Door Remediation – A vendor has been selected for the project's original scope of work, as well as for the framing and other additional services required to complete the project
- Underwood Park – To date the Town has received and paid for approximately \$60,000 in invoices for this project.
- Comprehensive Cultural Resources Survey – The purchase order has been generated to initiate work on the project. The Town is awaiting invoices.
- Preserving and Digitizing Belmont's Vital Records – The contract has been signed and work has begun for this project.

Other Business

- Motion approved unanimously for payment of \$965.79 (27 hours @ \$35.77) to Michael Trainor for administrative work.
- Andres Rojas clarified that the budget for the Underwood Pool Project may be set, but the design of the facility will likely change as unforeseeable challenges arise during the design development phase of the project. These types of changes are to be expected with any project of this size and complexity.

The Wednesday, May 14, 2014 CPC meeting has been cancelled due to scheduling conflicts with Town Meeting. A substitute meeting has been tentatively scheduled for Wednesday, May 28, 2014 at 5:00PM, Town Hall Conference Room 1.

Meeting was adjourned at 5:57 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Trainor", written in a cursive style.

Michael Trainor