

SEP 12 2 59 PM '13

**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE**

Minutes: Wednesday, August 14, 2013, Town Hall Conference Room 1, 5:00PM
Present: Floyd Carman, John Owens, Andres Rojas, Paul Solomon, Margaret Velie
Absent: Joe DeStefano, Lisa Harrington, Gloria Leipzig, Anne Marie Mahoney
Other: Susan Smart, Mike Smith, Michael Trainor, Franklin Tucker

Paul Solomon called the meeting to order at 5:04 PM.

Committee's Role in Monitoring Approved CPA Projects

*This item was moved to the beginning of the meeting as the CPC did not yet have a quorum to vote to approve the minutes of July 10, 2013 or the Community Preservation Plan.

The CPC agreed to use the July 31, 2013 memo from Floyd Carman as a guideline for monitoring approved CPA projects (see attachment). Paul Solomon assigned the following CPC members to monitor the status, time schedule, total CPA expenditures, and completion date for the nine approved projects:

Building Survey & Investigation of 1853 William Flagg Homer House	Lisa Harrington
Landscape Plan for Intergenerational Walking Path at Clay Pit Pond	Margaret Velie
Irrigation Improvements at Rock Meadow Community Gardens	Margaret Velle
(Town Hall) Concord Avenue Door Remediation	Floyd Carman
Joey's Park Rehabilitation	Andres Rojas
Electric Service Upgrade - Underground Wiring (Affordable Housing)	Gloria Leipzig
Underwood Park	John Owens
Comprehensive Cultural Resources Survey of Belmont	Lisa Harrington
Preserving and Digitizing Belmont's Vital Records	Paul Solomon

The CPC will hear the monitors' reports at its monthly meetings in the first year. In the future, CPA grant recipients will be expected to provide this information periodically to the CPC in order to satisfy the requirements for continued funding.

Presentation of Bids – William Flagg Homer House

Susan Smart presented the three bids submitted for the William Flagg Homer House Project. Belmont Woman's Club selected Wolf Architects to conduct the building survey and investigation. Wolf Architects has experience with historic preservation work throughout Massachusetts, and their bid of \$9,500 fell below the \$10,000 appropriation of CPA funding for this project. The CPC therefore supports this bid selection, but reminded Susan Smart that Wolf Architects will need to submit a timeline for the CPC to review. The CPC also expects to receive a copy of the survey upon its completion.

Old Business

Approved minutes of July 10, 2013.

- Three votes for approval
- Two abstentions

Draft 8-19-13

- Floyd Carman and Margaret Velie were not present for the July 10, 2013 meeting.

Community Preservation Plan: Final Version – Vote To Approve

Motion to approve the Community Preservation Plan passed unanimously.

Public Meeting August 28, 2013

Paul Solomon and Floyd Carman will divide the task of presenting a brief history of the CPA, reiterating the nine FY14 CPA projects that were approved at the Spring 2013 Town Meeting, and outlining the current application process and timeline. The Public Meeting will be held at 7pm in the Board of Selectmen Room.

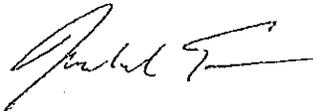
Other Business

- Expenditures
 - Motion approved unanimously for payment of \$3,000.00 to the Community Preservation Coalition for 2013 dues.
 - Motion approved unanimously for payment of \$465.00 (13 hours @ \$35.77) to Michael Trainor for administrative work from June 14 through July 10, 2013.
 - Motion approved unanimously for payment of \$643.87 (18 hours @ \$35.77) to Michael Trainor for administrative work from July 15 through August 14, 2013.
- Floyd Carman and Michael Trainor will bring CPA funding applications and handouts to Meet Belmont on Tuesday August 27, 2013.

The next meeting is scheduled for Wednesday, September 11, 2013 at 5:00PM, Town Hall Conference Room 1.

Meeting was adjourned at 6:05 PM.

Respectfully submitted,



Michael Trainor

THOUGHTS ON CPC MONITORING APPROVED PROJECTS

Floyd (7/31/13)

- * The Committee must insure all CPA expenditures adhere to Massachusetts Bid & Procurement rules.
- * All expenditures approved by the Committee.
- * We will use the Towns financial structure to pay, record and account for all expenditures.
- * Copies of all expenditures need to be organized by project to track total spending. (Michael Trainor)
- * We need to insure a project is completed within the prescribed time frame.
- * We need to periodically update the BOS, residents/taxpayers and Town Meeting. How we do this needs to be discussed by our Committee.
- * The Committee is required to write a report for the Towns Annual Report as of 6/30/2013 which is due 1/15/2014. (Michael Trainor / Floyd Carman).