

**TOWN OF BELMONT**  
**COMMUNITY PRESERVATION COMMITTEE (CPC)**

Minutes: Wednesday, July 13, 2022, Zoom Public Meeting  
Present: Elizabeth Dionne, Margaret Velie, David Kane, Sarah Caputo, Stephen Pinkerton,  
Michael Chesson, Juliet Jenkins  
Other: Matthew Haskell  
Absent: Roy Epstein, Gloria Leipzig

<b>RECEIVED TOWN CLERK BELMONT, MA</b>
DATE: November 29, 2022 TIME: 8:56 AM

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Elizabeth Dionne called the meeting to order at 5:30 PM.

- I) Approve Meeting Minutes
  - a. April 13
  - b. May 11

Margaret moved to approve the April and May sets of meeting minutes as edited. Seconded by Juliet. The motion was approved unanimously with David abstaining on the May set of minutes: 7 Yeas, 0 Nays, 1 Abstention (David for May).

II) Discussion of Signage for Approved CPC Projects Under Construction

Sarah moved to approve the expenditure of up to \$750 of administrative funds for signage in the size of 24x18 with the text “Your CPA Funds at Work” and the Town seal. Seconded by Stephen. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

III) CPA Plan – FY24

- a. Elizabeth started with updating the CPA Timeline for the FY24 cycle. The dates were updated to reflect the new calendar year with the CPC meeting on the second Wednesday of each month. The preliminary application date was pushed a week later in the year to give applicants more time. This also pushes the Final application due date out a week to 12/5/2022. Matt will add all updates as discussed.

Dave moved to approve the updated calendar for the FY24 season. Seconded by Stephen. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

- b. Elizabeth then turned to the CPA plan. Elizabeth noted that most changes were to dates and then updating the Select Board liaison to the committee. Matt will be updating the charts in the Plan. Margaret stated that we need to add the Winn Brook study to the Administrative Expenses chart in FY21 for approximately \$3,500.

- c. The committee discussed creating a formal rubric to use when reviewing applications. This will help the CPC allocate its scarce funding.
- d. Juliet asked if the initial application could be created to fill out online. Elizabeth and Matt said that they would look at options.

IV) Approve Invoices

a. Anderson & Kreiger

- i. Affirm previously paid invoices for May and June. *[It is CPC policy to pay legal invoices within 30-day deadline to avoid late charges.]*

Stephen moved to affirm the payment of the Anderson & Kreiger May and June invoices. Seconded by Margaret. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

- ii. Authorize payment of July invoice

Stephen moved to approve payment for the Anderson & Kreiger July invoice. Seconded by Margaret. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

b. CPA Coalition Dues

David moved to renew Belmont's membership in the CPA Coalition and approve payment of the annual dues. Seconded by Margaret. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

c. Compensation of CPA Administrator

David moved to approve administrative hours from April, May, and June for payment from the administrative funds. Seconded by Juliet. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

- i. Elizabeth asked Matt Haskell to speak to the Assistant Town Administrator for Finance to find comps for the hourly rate of CPA Administrators. Elizabeth noted that she is unaware of any increase being made to the hourly rate for the CPC admin and Elizabeth would like to be sure that the committee is paying a current rate.

V) Other Business

- a. Updates from Liaisons: Long Term Capital Planning Committee, Historic District Commission, Recreation Commission, Housing Authority, Housing Trust, Select Board, Warrant Committee
- b. Project Updates
  - i. Possible Emergency Requests
    - 1. Town Hall slate roof off-cycle, supplementary request
    - 2. Chenery playground study and design funds

3. Library—possible request for funds to preserve artifacts in event of successful debt exclusion and new library
4. United Methodist Church—possible acquisition for both historic preservation and recreation
- 5.

David moved to adjourn the meeting at 6:53PM. Seconded by Michael. The motion was approved unanimously: 7 Yeas, 0 Nays, 0 Abstentions.

Respectfully submitted,

Matt Haskell