

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: November 19, 2021

TIME: 10:49 AM

McLean Barn Temporary CPA Project Committee  
MEETING MINUTES

Friday, December 7, 2018  
Town Hall, Conference Room 2

Committee Members present: Lisa Harrington , Terry McCarthy, and Tracy Marquis from Historic District Commission; Ellen O'Brien Cushman and Radha Iyengar from Land Management Committee for Lone Tree Hill.

Town Staff: Spencer Gober, Office of Community Development

Consultant Team: Doug Manley and Shawn Willet from Spencer, Sullivan & Vogt (SSV)

1. 8:05 AM meeting called to order.
2. Project Kick Off to review the basics of the contract, the timeline, who will be performing what tasks, what will be required of the participants, the committee, etc. to develop the Request for Proposal, evaluate the submissions, serve as contact points.
3. Members contributed any individual edits to SSV for inclusion in the final Request for Proposal.
4. Meeting adjourned at 8:45 AM