

2018 JAN -8 PM 2: 15

**McLean Barn Temporary CPA Project Committee
MEETING MINUTES**

Thursday, December 21, 2017

Belmont Town Hall, Conference Room 1

2:30 PM

Committee members present: Lauren Meier and Lisa Harrington, from Historic District Commission (HDC); and Ellen O'Brien Cushman from Land Management Committee for Lone Tree Hill (LMC).

Town Staff: Spencer Gober, Office of Community Development

Consultant Team: Lynne Spencer, from Spencer & Vogt Group

Not present: Terry McCarthy and Radha Iyengar

1. 2:30 PM Meeting called to order.

2. Start-up meeting with Spencer & Vogt Group, the consultants hired to conduct the Conditions Assessment and develop the stabilization recommendations for the McLean Barn.

A. The members of the Committee and staff introduced themselves to L. Spencer, and discussed the history of the Barn and identified documents that may be beneficial to the consultant team as they move forward.

S. Gober was tasked with providing the consultants with relevant documents, and E. Cushman was tasked with coordinating introductions between the consultant team and staff at McLean Hospital.

B. Logistics and timeline for the project were discussed with particular emphasis on coordinating project milestones with Town Meeting-related deadlines.

L. Spencer is to submit a robust, bulleted scope and cost estimate by Thursday, February 8th, in order to facilitate a joint meeting of the HDC and LMC on Tuesday, February 13; and enable the Committee to meet a critical deadline for the Community Preservation Committee (CPC) of Wednesday, February 14.

Additional important dates identified were:

- January 11 – The consultant team will conduct its first site visit;
- March 2 – Warrant for Town Meeting closes;
- March 7 – CPC final vote;
- March 21 – Draft Warrant circulated; and,
- April 9 – Board of Selectmen vote on Warrant.

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- S. Gober was tasked with developing a project timeline with important milestones to provide to the consultant team.
- C. It was agreed that current LMC efforts to remove vegetation around the Barn should be coordinated with the consultant team's efforts.
- E. Cushman was tasked with providing S. Gober with a schedule of the vegetation removal.
- D. The Committee agreed that plans for the future use of the Barn will be part of a future effort, and will not part of the mothballing and stabilization.

3. Meeting adjourned.

Respectfully submitted,
Spencer Gober