



# TRAPELO ROAD/BELMONT STREET CORRIDOR STUDY

## *PUBLIC PARTICIPATION COMPONENT*

September 4, 2002

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### **Public Participation Plan: Introduction**

The public participation component of the Trapelo Road/Belmont Street corridor study aims to facilitate communication among the Town, the Consultant, and other interested parties by establishing mechanisms for public commentary. Participation will generate ideas and facilitate implementation of recommendations. An effective participation component can contribute to an outcome that maximizes the satisfaction of the public and the Town.

This public participation program will include four components:

- Stakeholder Identification and Information Gathering
- Outreach
- Public Meetings and Forums
- Incorporating and Responding to Public Commentary

Following an initial stage of basic information gathering, OCD will conduct on-going outreach aimed at ensuring public understanding of project goals. Public forums will be held at the final draft stage of each project deliverable to allow public commentary to be considered and incorporated into the final product. This report discusses each component of the plan in turn, as well as includes a coordinated schedule of the overall public participation process.

### **Stakeholder Identification and Information Gathering**

Stakeholder identification and information gathering will allow the OCD to anticipate public concerns and include all relevant parties in the process. Upon approval of the Scope of Work, Project Coordinator Jeffrey Wheeler will arrange brief interviews with a limited number of key representatives from stakeholder groups.

Interviews will collect information regarding the community's assets and liabilities, as well as attempting to gauge the public's understanding of relevant subjects, such as zoning regulations, economic development goals, etc. The interview process will also attempt to differentiate among stakeholders to determine where the interests of the relevant groups converge and diverge.

#### **Anticipated Stakeholder Groups**

- |                         |                   |
|-------------------------|-------------------|
| • Businesses            | • Pedestrians     |
| ○ Chamber of Commerce   | • Commuters       |
| ○ Home-based businesses | • Senior Citizens |
| • Developers            | • Youth           |
| • Property owners       | • Churches        |
| • Residents             | • NGOs            |

A list of stakeholders recommended for preliminary interviews is included in Appendix A. The list of stakeholders may expand or collapse as interviews reveal community concerns and additional interested parties.

After offering a brief description of the scope of the corridor study, preliminary interviews should address the following questions:

1. What positive aspects of the Trapelo Road/Belmont Street Corridor would your organization/business/family like to preserve?
2. What improvements to the Corridor would your organization/business/family recommend?
3. Can you think of other key organizations/businesses/people who we should specifically include in this process?

While this proposal suggests a schedule for large public meetings, preliminary interviews may identify a need for additional meetings with particular stakeholder groups.

### **Outreach**

Once the OCD has clearly identified stakeholders and their interests, the outreach component aims to inform the public and facilitate their participation. Public outreach will be accomplished through the following venues.

#### **Public Outreach Venues:**

- Local Newspapers
  - Belmont Citizen Herald
- Cable TV, Channel 8
- Local organization publications
  - Watertown-Belmont Chamber of Commerce
  - Citizens Forum Newsletter
- Town website
- E-mail list for interested residents and business owners (culled from sign-up list at meetings)
- E-mail and mailing list for relevant government agencies and officials
- Light Company bill
- Signage – sandwich boards, posters in businesses, etc.

The OCD's Jeffrey Wheeler will direct efforts to provide updates in the town paper and other news sources, and will target advertising of public meetings. Submission information for the publications and cable television is included in Appendix B.

The OCD will partner with Town Webmaster Dot Bowe to maintain a Corridor Study web page linked to the town's site. The suggested format and text for the page are elaborated in Appendix C. Upon approval of the web text, it may be submitted to Dot Bowe, who can develop the page in 1-2 weeks. Advertising the web page in all press releases and documents distributed at public meetings will enable the public to take advantage of this resource.

The Town has two resources for advertising public meetings: sandwich boards and messages or inserts to the monthly light bill.

- Sandwich Boards: Available from the Town Clerk during non-election weeks. The boards are stored with the Highway Department. Peter Castanino or Mike Santoro can set up the signs at approved positions along the corridor, including the delta opposite Triple A Rental, the Fire Station at the corner of Waverley and Trapelo, the delta in Cushing Square, the Belmont side of Belmont and School Streets, and Grove and Belmont Street. As the boards are already painted with election notices, Mike Senneville can help with re-covering the signs.
- Light Bill: The monthly light bill includes a small space for announcements or may include one pre-folded insert. These announcements may be geographically targeted to customers along the corridor. Additional information on use of the light bill for advertising is included in Appendix B.

In addition to informing the general public, the OCD will strive to ensure that relevant local and state agencies are aware of the project's process through an electronic mailing list, supplemented by a postal mailing list for those without e-mail access. At significant milestones, the OCD will send a brief update of the project's status to the mailing list, including a link to the project's website. For a list of relevant agencies and suggested points of contact, see Appendix D. Stakeholders may add their names to this list by signing a list available at public meetings, contacting OCD directly, or visiting the web page.

### Public Meetings and Forums

Throughout the corridor study, the Planning Board will devote the necessary time to the project during regularly scheduled meetings and additional meetings as needed. At crucial milestones during the corridor study, OCD will expand its outreach efforts to include public forums.

The public participation component is designed to enable the public to respond to data and draft recommendations developed by the consultants and OCD. At the final draft stage of the relevant project phases, the public will have information that they can consider and critique. Accommodating public comment at this stage allows sufficient time for OCD and the consultant to respond to concerns and make changes, if they are necessary. Because each component of the study builds toward the comprehensive plan, changes and responses to public commentary from each stage can, where applicable, be incorporated in each subsequent version.

In addition to meetings of the Planning Board, it is recommended that six (6) larger-scale public meetings be held during the final draft phase of the following deliverables. A calendar of meetings is included in Appendix E.

- Meeting 1: – During the first three months of the project, the consultants will compile three crucial planning documents: the Land Use Suitability Map, the Housing Suitability Map, and the Transportation Improvements Map. The development of these maps should precede the formulation of the economic development goals and the improvement strategy so that

the data can influence the recommendations. The first two maps will be based on existing data. The transportation map will be based upon additional public input. Meeting One will be to discuss the transportation data gathered and to identify further resident, business, pedestrian, and commuter concerns specifically related to transportation in the corridor.

- Meetings 2 and 3: – Next, the consultants and OCD will produce an economic profile. Meetings 2 and 3 will consist of a presentation of this data, followed by a community process, in which stakeholders can express their hopes and concerns for the corridor. The comments gathered at these meetings will influence the development of a draft Goals Statement by the consultants. The presentation and community process need only take one meeting; however, meetings for two different audiences are recommended to maximize participation.<sup>1</sup> For optimum results, the community process should include a skilled facilitator and make use of small-group discussions.
- Meeting 4: – At this meeting, the consultants and OCD will present a draft Goals Statement based on the visioning process, followed by public comments intended to refine the statement.
- Meeting 5: – At this meeting, the consultants and OCD will present a draft Improvement Strategy incorporating and responding to comments from previous meetings, followed by public comments intended to refine the strategy.
- Meeting 6: – At this meeting, the consultants and OCD will present the final report to the public. The final report will include elements completed beyond the scope of the Trapelo Road/Belmont Street Corridor Study. The public may offer comments at this stage; however, major issues that have arisen in earlier meetings should already be addressed in the report.

To maximize the chances that a mix of business owners and residents attend the meetings, the OCD should initiate contact with the Watertown-Belmont Chamber of Commerce early in the process. It is recommended that the OCD partner with the Chamber to co-host a brown bag lunch for businesses in the corridor that would introduce the goals of the project and solicit their participation. If for some reason the general public meetings fail to attract a desirable proportion of business owners, the Town may have to consider holding a separate meeting with businesses during the development of the Economic Development Goals Statement. To directly target business owners with mailings, a complete list of businesses, organizations, and property owners is included in Appendix F.

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<sup>1</sup> The meetings could be divided by geographic area, for instance, one visioning process for the east end and another for the west. This approach is recommended because the different regions may have different issues and require different approaches. The visioning meetings should not, however, be divided among different stakeholder groups that must coexist, such as residents and business owners or commuters and pedestrians. Part of the benefit of the visioning process is that it introduces the different groups that must coexist to the reality of their conflicting interests, in ways that may enable compromise.

Information regarding seven proposed meeting sites is included in Appendix G. The Payson Park Congregational Church, Daniel Butler School, and the Belmont Public Library meet the Town's general requirements for a large public meeting space (75 or more participants), including handicap accessibility. Because the school's availability is extremely limited and the library is not located along the corridor, the Church is the most promising site for a large public meeting. Parking is limited at all of the sites, though public transportation is readily available.

For small public meetings (fewer than 75 participants), Christ Lutheran Church and the Library have appropriate spaces. If the Town anticipates that holding a public meeting in a church will cause some citizens to feel unwelcome, the Library space is recommended as an alternative.

### **Incorporating and Responding to Public Commentary**

Information gathered through interviews, public meetings, and feedback to the OCD will be logged, synthesized, and distributed to Planning Board members. Jeffrey Wheeler will compile public comments, as well as synthesizing the salient points for general updates to the Board and the public. Correspondence and other communications can be logged in a spreadsheet, such as Appendix H. Comments that arise repeatedly should be specifically addressed in subsequent meetings and in the final report. Efforts should also be made to place this information on the Town's website.

### **Evaluation of the Participation Component**

Throughout the project, the OCD will track the degree of participation and the tenor of public response. At the conclusion of the project, the OCD will evaluate the success of the participation component of the Study on the basis of the following criteria:

- Efficiency
  - Length of process
  - Number of residents, businesses, etc. attracted to participate
  - Correspondence of process to desired timeframe
  - Amount of staff time occupied
- Stakeholder approval
  - *Public satisfaction:* Degree of consensus and public satisfaction, measured qualitatively based on the reactions in publications, in discussions with citizens, and by responses to the completed study.
  - *OCD satisfaction:* Consistency with quality requirements and department goals.

This evaluation will be used strengthen future public participation efforts by learning from experience.

# Appendix A -- Suggested Stakeholder Contacts for Interviews

Stakeholder Contacts	Contact Name	Organization Name	Address	Town, State	Zip Code	Phone	Fax	E-mail	Web Page
Chamber of Commerce	CLINT KNIGHT	WATERTOWN- BELMONT CHAMBER OF COMMERCE	P.O. BOX 45	Watertown, MA	02471	617-926-1017	617-926-2322	clint@wbcc.org	www.wbcc.org
Businesses									
(Cushing Square)	STEVE SAVERESE*	CENTURY 21 ADAMS	75 PARK AVE	ARLINGTON, MA	02474	781-648-6900	800-962-8999	info@c21adams.com	http://www.c21adams.com/
(Waverly Square)	CLINTON P PAIGE	Belmont Wheelworks	480 TRAPELO RD	BELMONT, MA	02478	617-489-3577	617-489-5807		www.wheelworks.com
(Central Square)	DAWN GIOVANNUCI	PAMPERED POOCH	125 BEECH ST	BELMONT, MA	02478	617-489-6412		Dawn@pamperedpo och.net	http://www.pamperedpooc h.net/
(Smaller Business District)	CHARLES R LAVERY JR	RANGATOIRES ICE CREAM	283 BELMONT ST	BELMONT, MA	02478	617-489-5090			
Home Businesses									
(Cushing Square)	TIMOTHY F. ALLEN*	TIMOTHY F. ALLEN, CPA	77 TRAPELO RD	BELMONT, MA	02478	617-489-6412			
Property Owners/ Developers									
	ALEXANDER CORBETT	CORBETT REALTY	114 ALEXANDER AVE	BELMONT, MA	02478	617-484-5800			
	JOSEPH G DESTEFANO	J&J BELMONT TRUST	PO BOX 175	BELMONT, MA	02478	617-484-7068			
NGOs	Jim Graves, President	Belmont Citizens Forum	P.O. BOX 609	BELMONT, MA	02478	617-484-5057		info@belmontcitizen sforum.org	http://www.belmontcitizens forum.org/
Elderly	Nava Niv-Vogel, Director	COUNCIL ON AGING	23 Oakley Rd.	BELMONT, MA	02478	617-484-5501	617-489-4117	navaniv_bcoa@yahoo o.com	http://www.town.belmont.m a.us/coa/index.htm
Youth	Devorah Burton, Director	YOUTH COMMISSION	Town Hall Annex	BELMONT, MA	02478	617-489-8320	617-489-2802	youthcommission@t own.belmont.ma.us	http://www.town.belmont.m a.us/youthcom/index.htm
Churches	See Appendix X - Sites, for information on churches along the corridor.								
Homeowners	See Appendix X - Contact List, for information on property owners and renters along the corridor								
Renters	See Appendix X - Contact List, for information on property owners and renters along the corridor								

\* Indicates Chamber of Commerce Board Member

Appendix B -- Submission Information for Outreach Venues

Media Contacts	Belmont Citizen Herald	Cable TV, Channel 8 (BCTV8)	Town Website	Alliance E-Newsletter (W-B Chamber of Commerce)	Belmont Citizen Forum Newsletter	Light Bill
Contact persons	Linda Pinkow, Editor Belmont Edition; Arthur Katz, Correspondent	Abiodun (Abi) Shobuwale	Dot Bowe, Webmaster	Clint Knight, Executive Director	Jim Graves, President	Brenda Cronin and Tim McCarthy
Address	9 Meriam St. / Lexington, MA 02420	221 Concord Avenue / Belmont H.S. Rm. 117		P.O. BOX 45 / Watertown, MA 02471	P.O. BOX 609 / Belmont, MA 02478	
Phone	(617) 484-2633 or (781) 674 7735 (Pinkow) or (781) 862-0375	617-484-2443		617-926-1017	617-484-5057	617-484-2780 x102
Fax	(781) 674-7723 or (781) 674-	617-484-2446		617-926-2322		617-489-5915
E-mail	lpinkow@exchange.communitynews.com; artkatz@rcn.com; belmont@cnc.com	None	dot@bowe.us	clint@wbcc.org, www.wbcc.org	info@belmontcitizensforum.org, http://www.belmontcitizensforum.org	bcrn@town.belmont.ma.us
Frequency	Weekly, Thursdays	N/A	Dot checks e-mail daily and updates the site whenever she receives requests.	Monthly, electronic to 1000+ subscribers	Not published since January 2001. Prior to that, published quarterly.	Monthly, beginning on the 9th or 10th and continuing until complete.
Submission Process	Letters to the editor (including a signature, phone number, and address and no more than 500 words in length) may be submitted by noon on Monday for publication on Thursday of that week. Opinion pieces of up to 700 words may also be submitted. Publication is not guaranteed. Submissions may be edited for length and clarity.	Two weeks in advance of the event, pick up a form at the office or ask Abi to fax one to you (fax machine currently broken). This timeframe is somewhat flexible depending on demand at the time of the request.	Submit to Dot via e-mail. If something must be posted urgently, call her.	Contact Clint	Contact Sue Bass or Jim Graves	Messages on light bills can be geographically targeted. Bills may include one prefolded insert per month. Contact Brenda for additional information. Light Department Manager Tim McCarthy approves requests.
Requests for Coverage	Call Arthur Katz at the local number listed above.	Call Abi at the number listed above 2 weeks before the event. He will seek a trained volunteer to cover the event.	N/A	Contact Clint	Contact Sue Bass or Jim Graves	N/A
Cost	None for non-advertising submissions.	Free of charge.	None.	None for non-advertising submissions.	None for non-advertising submissions.	None



## **Appendix C – Web Page Plan**

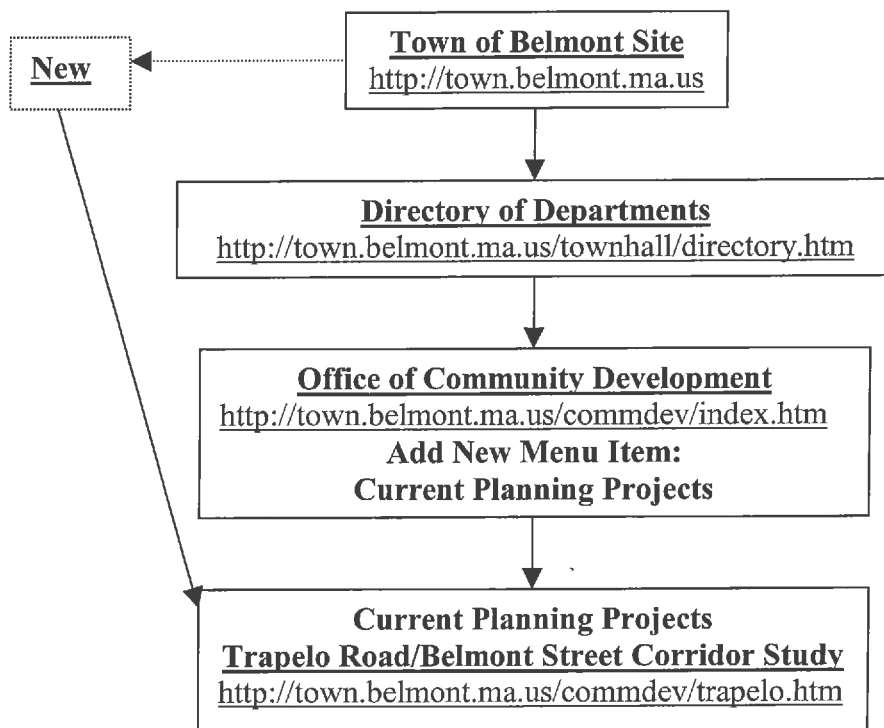
### **Purpose:**

The web page component of the public participation process should offer the public:

- Easy access
- Current information
- Mechanisms to submit commentary

### **Access:**

- Direct link from Office of Community Development page labeled “Trapelo Road/Belmont Street Corridor Study.”
- Proposed URL: <http://www.town.belmont.ma.us/commdev/trapelo.htm>
- Link to “New” section of the town website when first posted and upon significant updates.



### **Information:**

- General Information
  - Description of issue
  - Description of process
- Timeline for process, including public meeting schedule
- Agendas and minutes of meetings
- Other relevant documents (reports, memos, press releases), including maps

### **Mechanisms for Commentary:**

- Web form to submit comments
- Contact information for Project Coordinator (including special e-mail address: [planningstudy@town.belmont.ma.us](mailto:planningstudy@town.belmont.ma.us))

### **Corridor Study Page Layout:**

<b><u>Trapelo Road/ Belmont Street Corridor Study</u></b>	Contact: Jeffrey A. Wheeler, A.I.C.P., Planning Coordinator Office Hours: 8 am - 4 pm, Monday thru Friday Location: Town Hall Annex, 2 <sup>nd</sup> Floor Phone: 617-489-8229 Fax: 617-489-9156 E-mail: <a href="mailto:planningstudy@town.belmont.ma.us">planningstudy@town.belmont.ma.us</a>
<ul style="list-style-type: none"><li>• Building Division<ul style="list-style-type: none"><li>○ Zoning By-laws</li><li>○ Frequently Asked Questions</li></ul></li><li>• Engineering Division</li><li>• Planning &amp; Zoning Division<ul style="list-style-type: none"><li>○ Documents for Download</li><li>○ Current Planning Projects</li></ul></li></ul> <p><b>New!</b>   ■ <b>Trapelo Road/ Belmont Street Corridor Study</b></p>	<p style="text-align: center;"><b><u>TRAPELO ROAD/BELMONT STREET CORRIDOR STUDY</u></b></p> <p>Welcome to the citizen input and information page for the Trapelo Road/ Belmont Street Corridor Study. Thank you for taking the time to read about the project. We look forward to your comments.</p> <p><b><u>CONTENTS:</u></b></p> <ul style="list-style-type: none"><li>• <b><u>Frequently Asked Questions</u></b><ul style="list-style-type: none"><li>○ <u>What is the project about?</u></li><li>○ <u>Where is it happening?</u></li><li>○ <u>What is the process?</u></li><li>○ <u>Why is it happening now?</u></li><li>○ <u>How do I get involved?</u></li></ul></li><li>• <b><u>News and Upcoming Events</u></b></li><li>• <b><u>Project Summary To Date</u></b><ul style="list-style-type: none"><li>○ <u>Project Timeline</u></li><li>○ <u>Agendas and Minutes</u></li><li>○ <u>Draft Reports</u></li><li>○ <u>Other Relevant Information</u></li></ul></li></ul> <p style="text-align: center;"><i>(Text for each section elaborated below.)</i></p>

## Corridor Study Web Page Text:<sup>1</sup>

### TRAPELO ROAD/BELMONT STREET CORRIDOR STUDY

Welcome to the citizen input and information page for the Trapelo Road/Belmont Street Corridor Study. Thank you for taking the time to read about the project. We look forward to your comments.

#### CONTENTS:<sup>2</sup>

- Frequently Asked Questions
  - What is the project about?
  - Where is it happening?
  - What is the process?
  - Why is it happening now?
  - How do I get involved?
- News and Upcoming Events
- Project Summary To Date
  - Project Timeline
  - Agendas and Minutes
  - Draft Reports
  - Other Relevant Information

#### Frequently Asked Questions

- What is the project about?

The Trapelo Road/Belmont Street Corridor Study aims to investigate transportation impacts and identify measures to enhance the economic vitality of the Corridor, while advancing the Town of Belmont's long-range goals.

In "A Working Vision for Belmont's Future," citizens expressed their commitment to "engage in comprehensive and integrated local and regional planning." Such planning is essential to address citizens' interest in preserving Belmont's small-town atmosphere, fostering business viability, and addressing traffic concerns.

In cooperation with the town's consultant, The Cecil Group [link to their site], the Corridor Study will produce a series of specific maps and profiles, recommendations that will aid the Town in long-range planning for this important residential and commercial corridor.

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<sup>1</sup> What follows is actual proposed text. Comments that are not to be included on the actual page are identified with brackets or explained in footnotes.

<sup>2</sup> Each of these section titles will link to the relevant section, below on the same page.

<sup>3</sup> The "Return to Table of Contents" button will return the site visitor to the top of the page.

- Where is it happening?

The Trapelo Road/Belmont Street Corridor runs east to west through the southern part of Belmont, connecting the town with Waltham, Cambridge, and Watertown. Stretching from Waverly to the Cambridge city line, the Corridor contains two of Belmont's three major commercial districts, as well as smaller commercial areas interspersed with residential development.

[Include small map with the relevant area highlighted.]

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- What is the Project Process?

From September 2002-November 2003, the Office of Community Development (OCD), in cooperation with its consultant, The Cecil Group, will produce a series of documents intended to help the town formulate economic development recommendations for the Corridor. At each stage of the project, the OCD will hold public meetings to gather citizen input. The consultants' products and citizen comments will be submitted to the Planning Board [link to page: <http://town.belmont.ma.us/committees/planning/index.htm>] at its regular monthly meetings as well as specially designated meetings.

The Planning Board, in cooperation with the OCD, will direct the consultant in producing a final set of recommendations that reflect citizen concerns and the Town's goals. These recommendations, which may include changes in zoning by-laws or suggestions for other policy changes, will be submitted to the Board of Selectmen [link to list of members: <http://town.belmont.ma.us/selectmen/index.htm>] in November 2003.

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- Why is it happening now?

In January 2000, Governor Paul Celucci issued Executive Order 418 [Link to <http://www.massdhcd.com/eo418/homepage2.htm>], a measure that provides up to \$30,000 in state funds to towns and cities for the purposes of community planning. The Town of Belmont will use these funds to conduct the Trapelo Road/Belmont Street Corridor Study. The Town of Belmont has leveraged the state funds through its own contribution of \$12,000 in matching funds and staff time. All state funds for the project must be expended by the end of 2003.

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- How can I offer my opinions?

There are three ways to submit comments to the Office of Community Development for consideration by the Planning Board.

1. Attend a Meeting [link to "Meetings" section below].
2. E-mail Jeffrey Wheeler at <planningstudy@town.belmont.ma.us>.
3. Complete and submit the web form below.

First Name:

Last Name:

Address:

Email:

Use the space below to express comments relevant to the Trapelo Road/Belmont Street Corridor Study.

**Click Here to  
Submit Comments**

*For comments specifically about this website, please contact the Webmaster [link to Dot's e-mail].*

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### News and Upcoming Events

[This section should be used to alert frequent site visitors to recent changes. Include links to newly posted documents (reports, maps, meeting minutes, etc.), as well as advertisements of upcoming meetings and events.<sup>4</sup>]

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<sup>4</sup> Corridor Study meetings will also be posted on the Town Clerk's web calendar and the virtual town hall. Alert Dot of meetings so that she can post them to these sites.

### Project Summary To Date

The Trapelo Road/Belmont Street Corridor Study began in September 2002 and will be complete by November 2003. [The OCD can update this section by sending text to webmaster Dot Bowe, explaining the current project stage.]

### Project Timeline

[The timeline should demonstrate the likely length of the project and the milestones of citizen interest, such as the example in Appendix E of this document.]

### Meetings

[This section should include a schedule of all meetings, with links to agendas for upcoming meetings and to minutes for completed meetings. A suggested format follows.]

#### **September 2002**

##### Planning Board Meeting #1 – September 24, 2002

- Agenda [link to agenda]
- Minutes

#### **October 2002**

##### Planning Board Meeting #2 – October 29, 2002

- Agenda

##### Corridor Businesses Meeting #1 – October 30, 2002

- Agenda

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### Draft Reports

[Examples:]

- Current and Future Economic Profile
- Economic Development Goals Statement

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### Other Relevant Images and Documents

[Examples:]

- Land Use Suitability Map
- Housing Suitability Map
- Housing Study
- Town Profile

## Appendix D -- Local, Regional, and State Agency Points of Contact

Relevant Agencies	Contact Name	Phone	Fax	E-mail or Address
<b>Town of Belmont Departments and Officials</b>		(Work)		
Assessors	Bob Reardon	617-489-230	617-484-3573	rpreardoncae@compuserve.com
Fire	Chief Osterhaus	617-489-8295	617-484-5996	wosterhaus@belmont.ma.us
Health	Donna Moultrup	617-489-8251	617-489-0021	dmoultrup@town.belmont.ma.us
Highway	Peter Castanino	617-489-8211	617-489-2802	pacastanino@town.belmont.ma.us
Light	Tim McCarthy	617-489-8106	617-489-5915	tmcCarthy@town.belmont.ma.us
Police	Chief Ronald Blanchette	617-484-1215	617-484-3631	chief@belmontpd.org
Parking Clerk	Joan Phillips	617-489-8252	617-484-3573	jphillips@town.belmont.ma.us
Town Administrator's Office	Joyce Munro	617-489-	617-489-2185	jmunro@town.belmont.ma.us
Town Clerk	Dolores Keefe	617-489-8203	617-489-2185	dkeefe@town.belmont.ma.us
Water	Jerry Schultz	617-489-8284	617-489-1526	gschultz@town.belmont.ma.us
<b>Town of Belmont Boards and Committees</b>		(Home)		
Planning Board	James Heigham	484-7261		mi1@choate.com
	Andrew McClurg	unlisted		ajmccclurg@sasaki.com
	Joseph Barrell	484-1818		jbarrell@ix.netcom.com
	Deborah Emello	489-3860		pje254@peoplepc.com
	Karl Haglund	484-1399		kchaglund@aol.com
Housing Trust	Arthur Heron	484-4067		29 Oxford Circle
Vision 21	Jennifer Page	484-6294		15 Stanley Road
Bikeway Planning	Bob Livermore	484-6707		27 Goden Street
Bylaws	Charles Hamann	484-5553		28 Temple Street
Capital Budget	Michael Speidel	489-1940		74 Van Ness Road
Disability Access	Arthur Heron	484-4067		29 Oxford Circle
Fair Housing	Roger Colton	489-4569		34 Warwick Road
Fire Station Consolidation	Michael Egan	484-0509		55 Kilburn Road
Historic District Commission	Richard Cheek	484-4425		4 Pequotsette Road
Traffic Advisory	Linda Nickens	484-8869		600 Pleasant Street
Zoning Board of Appeals	John Gahan	484-4884		67 Scott Road
<b>Other Towns</b>				
Cambridge	Beth Rubenstein, Assistant City Manager for Community Development			brubenstein@ci.cambridge.ma.us
Waltham	Ronald G. Vokey, Planning Director			rvokey@city.waltham.ma.us
Watertown	Mark Boyle, Planning Director	972-6417		mboyle@ci.watertown.ma.us
<b>Regional Agencies</b>				
Metropolitan Area Planning Commission	Mark Racicot, Director of Government Services	617-451-2770 x2063	617-482-7185	mracicot@mapc.org
	Laurie Connors, Planner	617-451-2770 x2042		lconnors@mapc.org
	Barbara Lucas, Chief Transportation Planner	617-451-2770 x2043		blucas@mapc.org
Metropolitan Boston Transport Authority	Dino DiFronzo, MBTA, Community Liaison	617-222-4901		

<b>State Agencies</b>				
Interagency Working Group	TBD			
Massachusetts Highway (MWRA)	TBD			
<b>Town Meeting Members, Precinct 3</b>				
	Blake, Thomas K.			23 Centre Avenue
	Chase, Rosemary W.			512 Concord Avenue
	Firenze, Angelo R.			1 Clover Street
	Kennedy, Mary K.			11 Lorimer Road
	Kennedy, Robert V.			11 Lorimer Road
	MacPhail, Katharine White			19 Hawthorne Street
	Madden, Richard K.			707 Pleasant Street
	Mayer, John H.			194 Orchard Street
	Murphy, Maria L.			36 Stanley Road
	Oliverio, Robert			178 Waverley Street
	Sullivan, John P.			11 George Street
	Wu, Caroline			247 Waverley Street
	Andrews, Pamela J			44 Royal Road
	Bennett, Michael			11 Dunbarton Road
	Bennett, Susan D.			11 Dunbarton Road
	Dieckmann, John T.			47 Lorimer Road
	Fishman, David L.			34 Centre Avenue
	Hartman, Deborah			133 Brookside Ave
	Johnson, Susan L.			7 Vernon Road
	Passero, Barbara			31 Grant Avenue
	Perkins, Julie Rate			64 Pinehurst Road
	Ruben, Murray A.			95 Pinehurst Road
	Stevens, Ellen A.			81 Old Concord Road
	Tomford, Heli			72 Pinehurst Road
	Allen, Anne C.			580 Concord Ave
	Bass, Suzanne			530 Concord Avenue
	Bleiberg, Sallye F.			14 Harris Street
	Bradt, Hale V.			30 Clover Street
	Chase, David R.			14 Waverley Ter
	Cohen, Martin L.			21 Dunbarton Road
	Comeau, Catherine E.			307 Beech Street
	D'Andrea, Jr., Mark M.			97 Waverley Street
	Falvey, Mary Virginia			35 Clark Street
	Garland, Joan D.			4 Edward Street
	Moore, Martha			331 Waverley St
	Page, Jennifer A.			15 Stanley Road
<b>Town Meeting Members, Precinct 4</b>				
	Baghdady, Nadim S.			94 Walnut Street
	Baghdady, Samir S.			168 White Street
	Covert, Steven P.			17 Holt Street
	Dinneen, Patricia M.			17 Chandler Street
	Gates, Lucia E.			11 Agassiz Street
	Kazarian, Henry V.			22 Banks Street



	Moran, Louise M.			300 Trapelo Road
	Neely, Joseph A.			33 Thayer Road
	Pazzanese, James G.			177 Lexington Street
	Tapper, Jill			40 Chestnut Street
	Tillotson, Geoffrey L.			4 Ripley Road
	Tipping, Michael			175 White Street
	Yogurtian, Ara			109 White Street
	Arthur, Christine M.			201 Lexington Street
	Dally, Jr., Robert A.			16 Church Street
	Doyle, John J.			184 White Sttreet
	Jones, Edward A.			11 Russell Terrace
	MacIsaac, James			25 Ripley Road
	Occhino, Sandra			18 Hull Street
	Occhino, John			18 Hull Street
	Pargoli, Lisa A.			223B White Street
	Sacco, Rosario A.			133 White Street
	Tillotson, Bonnie P.			4 Ripley Road
	Turner, Timothy J.			151 Lexington Street
	Young, Patrick J.			26 Ridge Road
	Chemelli, William J.			11 Ripley Road
	Chemelli, Mary A.			11 Ripley Road
	Cote', Marion E.			37 Burnham Street
	Flewelling, Sheila			36 Sycamore Street
	Flewelling, David R.			36 Sycamore Street
	Frizzell, Linda A.			36 Thayer Road
	Frizzell, David M.			36 Thayer Road
	Gardiner, Robert P.			79 Lexington Street
	Greene, Joseph F.			41 Lexington Street
	Haverty, Kathleen			222 White Street
	Shea, Lisa M.			120 Sycamore Street
<b>Town Meeting Members, Precinct 5</b>				
	Barry, Ann Marie E.			42 Horace Road
	Barry, Garrett J.			42 Horace Road
	Bloore, Suzanne W.			37 Hastings Road
	Connolly, Joseph F.			31 Hammond Road
	Donham, Thayer			77 Hammond Road
	French, Francis W.			379 Common Street
	French, Linda			379 Common Street
	Laughlin, Malcolm			19 Holden Road
	Noonan, Rita A.			79 Horace Road
	Olson, Tommasina Anne			10 Bay State Road
	Plunkett, Robert W.			66 Horace Road
	Watson, Robert K			22 Brettwood Road
	Bosse, Constance			137 Slade Street
	Curtis, Philip C.			9 Bay State Road
	Ellard, Janice M.			12 Horace Road
	Feins, Judith D.			71 Bay State Road
	Firenze, Felix J.			22 Bay State Road
	Kennedy, Carol Ann			54 Palfrey Road
	Larson, Jeffrey S.			54 Winslow Road

	Lewis, Tamar A.			11 Wiley Road
	Masciari, Andrea Serra			51 Flett Road
	Pollock, John W.			383 Common Street
	Soltanoff, Emily			72 Upland Road
	Sullivan, Matthew J.			121 Hammond Road
	Becker, Donald L.			35 Horne Road
	Cahill, Elizabeth F.			255 Slade Street
	Coakley, Joanne E.			95 Horace Road
	Doblin, Lynne J.			3 Francis Street
	Griswold, Donna V.			29 Homer Road
	Leahey, Robert E.			31 Brettwood Road
	Polcari, Lynne Cook			44 Hastings Road
	Pollock, Lois J.			383 Common Street
	Sullivan, Mary Jane			121 Hammond Road
	Viglirolo, James "Skip"			17 Wiley Road
	Widmer, Michael J.			126 Gilbert Road
	Widmer, Jeanne			126 Gilbert Road
<b>Town Meeting Members, Precinct 6</b>				
	Browning, Karen			26 Bellevue Road
	Clark, Mark F.			28 Oak Avenue
	Corwin, Jr., Frederic W.			4 Jacob Road
	Haley, Mark X			8 Pine Street
	Malone, John J.			18 Selwyn Road
	Norris, Elissa			30 Oakley Road
	Reardon, Robert P			73 Van Ness Road
	Smith, Eric A.			44 Pequossette Road
	Speidel, Michael			74 Van Ness Road
	Speidel, Constance B.			74 Van Ness Road
	Stievater, David N.			24 Carleton Road
	Wrubel, Roger P.			10 Acorn Street
	Brah, William J.			23 Pine Street
	Cobb, Priscilla			64 Pine Street
	Collins, Michael			290 Payson Road
	Corwin, M. Elizabeth			4 Jacob Road
	Croy, Susanne M.			95 Stults Road
	Deignan, John J.			66 Payson Road
	Epstein, Roy			34 Cushing Ave
	Fitzgerald, James P.			24 Hurd Road
	Gibson, Elizabeth			15 Oakley Road
	Klionsky, Stephen			196 Payson Road
	Mancini, Zenda			4 Essex Road
	Slap, Laurie R			95 Long Avenue
	Alper, David B.			1 Oak Avenue
	Chin, William D.			261 Payson Road
	Deignan, Frederic G.			64 Payson Road
	Dukas, Theodore			236 Payson Road
	Hilgenberg, Joanna L.			50 Oakley Road
	Johnson, David R.			23 Oak Avenue
	Kelley, Nancy J.			6 Oak Avenue
	Kobayashi, Richard M.			47 Stults Road
	Marsh, Nancy M.			42 Warwick Road

	Mooney, Jeanne R.			60 Oak Avenue
	Oates, Linda N.			302 Payson Road
	Singler, Judith R.			53 Selwyn Road
<b>Town Meeting Members, Precinct 7</b>				
	Bruno, Louis F.			12 Grove Street
	Crapulli, Michael J.			47 Audrey Road
	DeCoursey, Joseph R.			79 Livermore Road
	Drevins, Joan A.			61 Betts Road
	John, Thomas Douglas			3 Livermore Road
	King, David C.			29 Dalton Road
	Matthews, Clare Marie			582 School Street
	McLaughlin, David E.			435 School Street
	McLaughlin, Betsy			435 School Street
	Meier, Shelagh E.			82 Betts Road
	Owens, John			10 Anis Road
	Pisano, William C.			253 Washington Street
	Brown, Cheryl			18 Exeter Street
	Crapulli, Jane E.			47 Audrey Road
	Cummins, Sara			17 Skahan Road
	Giallongo, Steven			124 Dalton Road
	Heron, Arthur			27 Oxford Circle
	Hume, Anita B.			29 Clarendon Road
	Lowrie, Katherine			74 Shaw Road
	MacAuley, Daniel E.			396 School Street
	Noonan, III, C. Brendan			135 Lewis Road
	O'Connor, Janet Ann			42 Choate Road
	Quirk, Brian C.			48 Audrey Road
	Schafer, Penelope H.			161 Lewis Road
	Betts, Richard B.			20 Woods Road
	Blatt, Julia			27 Skahan Road
	Callanan, Margaret M.			21 Sargent Road
	Emello, David			48 Newton Street
	Green, Jr., William H.			85 Betts Road
	Griffin, Susan			9 Anis Road
	Grob, Elizabeth			21 Betts Road
	Jacoby, Henry D.			106 Grove Street
	O'Sullivan, Kristin			50 Falmouth Street
	Paratore, Dominic J.			60 Livermore Road
	Riley, Timothy M.			133 Dalton Road
	Sorenson, Brett C.			30 Woods Road



## Appendix G -- Meeting Sites

SITE	Payson Park Congregational Church	Daniel Butler School	Belmont Public Library	Veterans of Foreign Wars
Comments	Good, abundant space; limited parking.	Extremely limited availability, but good space otherwise.	Good space for 100, but not in the corridor.	Haven't been able to reach him. Contact information from Robert Gardiner, Veteran Affairs.
Contact person	Kathryn	Nancy	Miriam MacNair	Commander Jim Duchaney
Address	365 Belmont Street	90 White Street	336 Conconrd Ave.	310 Trapelo Rd
Phone	(617) 484-1542	(617) 484-3519	(617) 489-2000 x113	617-484-9473 (H); 617-484-9715 (VFW)
Handicap Accessibility	Yes	Yes, including bathrooms.	Yes, including bathrooms.	
Availability	Parish Hall, Parlor, Basement, Dining Hall -- Available for reservations other than Sundays.	School Cafeteria -- Available Friday nights and weekends only by reservation.	Assembly Room and Flett Room. Friday-Sunday available for reservations until 5 pm. Monday-Thursday available until 9 pm.	
Seating Capacity	Each room holds 200 people	250, although some chairs are child-size.	Assembly - 100 people. Flett - 20	
Parking	No lot, but street parking available on Payson Road and Belmont St.	Small lot -- 20 spaces and limited street parking.	Approximately 40 spaces in front lot and adjoining street parking.	
Public Transportation	Bus stop nearby.	Bus stop nearby.	Bus stops nearby.	
Cost	\$150 block rental fee due to set-up costs; negotiable though the Property Committee	No cost unless custodians are needed to open building or set up space. Large meetings require 1 overtime custodian for a minimum of 4 hours (roughly \$100-\$120).	Free of charge to the town.	
A/V Equipment	Yes	Microphone, but not sure it is functional.	Yes, overhead, projector, and microphones.	
To reserve	Call Kathryn for paperwork. Ask her how to negotiate price with property committee.	Call Nancy for paperwork. Submit paperwork to Nancy for approval by the Principal. He will forward to Bob Martin at the School Dept. to arrange for custodians.	Call Miriam well in advance. Space heavily booked.	

<b>SITE</b>	<b>First Congregational Church of Waverley</b>	<b>Christ Lutheran Church</b>	<b>Belmont Senior Center - Our Lady of Mercy</b>
<b>Comments</b>	Not handicap accessible.	Not appropriate for general public meetings. Small spaces, not handicap accessible.	Not appropriate for general public meetings. Limited availability due to neighbors. Small space.
<b>Contact person</b>	Amy	Reverend David	Nava Niv-Vogel, Director
<b>Address</b>	471 Trapelo Rd	597 Belmont St.	23 Oakley Rd.
<b>Phone</b>	(617) 489-4299	(617) 484-4352	(617) 484-5501
<b>Handicap Accessibility</b>	No	No	Adequate
<b>Availability</b>	Social Hall in basement is available for reservations Tuesday-Thursday evenings.	Upstairs sanctuary and Preschool in basement with kitchen facilities.	Neighbors object to any large meetings, particularly in the evenings or weekends due to general commotion. If we need the space, she recommends seeing Mel about this issue.
<b>Seating Capacity</b>	200-300 people.	Both facilities hold roughly 75 people.	Gymnasium with seating for 50-70.
<b>Public Transportation</b>			Bus stops nearby.
<b>Cost</b>	Free of charge to town, negotiable through head lay leader.		
<b>To reserve</b>	Call Amy.	Call Reverend David. He is interested in encouraging multiuse of the church facilities and would welcome a community meeting.	

