

RECEIVED  
TOWN CLERK  
BELMONT, MA.

FEB 27 9 25 AM '13

Town of Belmont  
COMMUNITY PATH ADVISORY COMMITTEE  
Wednesday, October 3, 2012  
Town Hall, Conference Room 4

**MEETING MINUTES**

The Community Path Advisory Committee (CPAC) meeting was called to order at approximately 7:07 pm by Chairperson Jeffrey Roth.

Attendance

Committee members included Jeffrey Roth, John Dieckmann, Cosmo Caterino, Amy DeDeo, and Kevin Sullivan, Price Armstrong, Joseph Noone, Dara Colleary, constituting a quorum, with 8 of 9 members present. Town officials present included Kellie Hebert, Assistant Town Administrator and Jeffrey Wheeler, Planning Coordinator. Other meeting visitors included Brian Burke, local business owner, and Michelle Hayner, Belmont high school student.

Approval of Minutes of Previous Meeting

Price requested distribution of materials from the last meeting. Kevin Sullivan moved to approve the minutes from the September 19<sup>th</sup> CPAC meeting. Vote was unanimous to approve the minutes with minor changes. Final minutes should be sent to Jeffrey Wheeler.

Committee Administrative Matters

*Calendar*

The upcoming Board of Selectman meeting was discussed. To bring in the perspective of local businesses, Brian Burke, Sr. will be nominated by the Board and added to the committee. When attending the Board of Selectman meeting, a brief presentation should be given providing an overview of the progress and the path forward. Also we should introduce those members who are able to attend. The updated calendar should be distributed as well. The Board of Selectman update was moved up to Monday, Oct 22 around 7p.

*Questionnaire*

The timing of the questionnaire relative to the first public forum was discussed. We should target to administer the questionnaire prior to the event, in part so that the results could possibly be shown at the public forum; this timing would also allow those unable to attend the forum in person to be heard. Approaches for sending and receiving feedback on the questionnaire were discussed. The committee discussed the intent of the questionnaire, and concluded that it is primarily to get a pulse from the community on this potential project, as opposed to being purely a scientific survey.

Action: Price volunteered to assist in the questionnaire development with Amy.

distributed to the group for review. Background history on this project was also provided from Jeffrey Wheeler.

Action: Digital copies of the reports and the report summaries are to be provided by Jeff Roth.

#### Bike Ride and Site Visits

The CPAC bike ride has been scheduled for Sunday Oct. 28<sup>th</sup> at 2p, with a rain date of the following Sunday Nov. 4<sup>th</sup> also at 2p.

#### Report Structure

The topic of the final report structure and outline was tabled due to lack of time.

Action: Kevin will draft this outline for the next meeting.

#### Action Items

1. Kevin will take minutes at the next meeting.
2. Price will take minutes at the meeting after that.
3. Jeff will post the CPAC Bike Ride to the public meeting calendar.
4. Jeffrey Wheeler was requested to provide listings or maps of “public” land (to include Town, State, Federal, non-profit), and also to include planned and future developments if feasible.
5. Price volunteered to assist in the questionnaire development with Amy.
6. Amy will consolidate the evaluation criteria brainstorming ideas and put them into a “mindmap” graphical tree.
7. Jeffrey Wheeler captured redlined revisions to the Rules of Governance document, and the updated document will be distributed.
8. Digital copies of the reports and report summaries are to be provided by Jeff Roth.
9. Kevin will draft a final report outline for the next meeting.
10. Jeff Roth will create an action item tracking sheet.

#### Adjournment

A motion to adjourn was made by John, and it was seconded by Price.