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**TOWN OF BELMONT
COMMUNITY PRESERVATION COMMITTEE**

Minutes: Wednesday, December 12, 2012, Town Hall Conference Room 1, 5:00PM
Present: Donna Brescia, Floyd Carman, Lisa Harrington, Anne Marie Mahoney,
John Owens, Paul Solomon, Margaret Velie
Absent: Joe DeStefano, Andres Rojas
Other: Ellen O'Brien Cushman, Michael Trainor

Paul Solomon called the meeting to order at 5:06 PM.

Old Business:

- Approve minutes of December 6, 2012 with amendments
 - Amendments
 - Under Joey's Park Rehabilitation: Peter Castanino and another town employee (possibly Mike Santoro) would be responsible for logging all returned requests for proposals and assisting Ellen Schreiber in reviewing each bid
 - Under Electric Service Upgrade – Underground Wiring (Affordable Housing): Should the CPC and Town Meeting approve this project, the proceeds from any salvage material (such as copper) obtained from the site must go back to Belmont's CPA Fund.
 - Five votes in favor of approval
 - Lisa Harrington was not present at the time the voting took place
 - One abstention
 - Anne Marie Mahoney was not present for the December 6, 2012 meeting

Review Public Procurement Process:

Sponsors of CPA projects must abide by public procurement procedures or the CPC will rescind its support of the project. Applicants of projects that are selected to be presented at Town Meeting will receive a CPC approval letter with information on procurement procedures, as well as a receipt page to be signed and returned to the CPC as proof of delivery (as suggested by Ellen Cushman).

Follow Up on Final Application:

Issues with Final Applications discussed at the December 6, 2012 CPC meeting were revisited with the goal of resolving any unanswered questions.

- Preserving and Digitizing Belmont's Vital Records
 - Sponsor of the proposed project, Ellen O'Brien Cushman, was in attendance to discuss whether digitizing Belmont's records should be prioritized over preserving the actual paper documents.
 - As part of the revised focus of her project, \$12,000 of the requested \$100,000 would be used to fund a Conservation Survey to determine the priority for each document

- De-acid paper to stop degradation
- Individual page encapsulation
- Optical character recognition scan
- Landscape Plan for Intergenerational Walking Path at Clay Pit Pond
 - Margaret Velie spoke with the sponsor of the project (Mary Trudeau), who will revise the submitted budget to include steps three through five of the timeline
- Electric Service Upgrade – Underground Wiring (Affordable Housing)
 - Donna Brescia confirmed that the project proposal is for Belmont Village only
 - Due to the rules surrounding procurement procedures, multiple bids for the proposed work could not be obtained for this meeting. However, the amount of requested CPA funds will likely be reduced to \$147,000 (to be confirmed by January 9, 2013)
- Underwood Park (Plan and Design)
 - The CPC acknowledged the importance of changing the title of the project proposal to show that the requested amount is for the design only (not restoration or construction)

To Do:

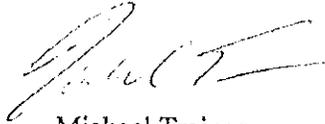
- Further Follow Up on Final Applications
 - Floyd Carman will follow up with the sponsors of the Town Hall Concord Ave Door Remediation Project, requesting that pictures of the inside and outside of the Town Hall doors be included as part of the reference material in the Final Application.
 - Lisa Harrington
 - Contact the sponsors of the Building Survey & Investigation of 1853 William Flagg Homer House Project, requesting more detail on the budget as outlined in section 8.B. of the Final Application
 - Clarify the proposed budget for the Comprehensive Cultural Resources Survey of Belmont Project by showing that only phase three of the project's timeline will incur any costs
- Timeline for Presentations to Selectmen, Warrant Committee, Capital Budget Committee
 - Floyd Carman
 - Send a memo to the CPC for the proposed timeline for presentations
 - Schedule meeting with the Warrant Committee
 - Anne Marie Mahoney will schedule meeting with the Capital Budget Committee
 - Andre Rojas will schedule meeting with the Board of Selectmen
- Comprehensive Plan
 - The CPC reevaluated the decision to add the Comprehensive Plan to the docket for the 2013 Town Meeting and determined to not pursue this course of action at this time
 - Paul Solomon will contact Joe DeStefano to request that he does not ask the Planning Board to get the Comprehensive Plan on the docket for the next Town Meeting

- Community Preservation Plan
 - Michael Trainor will give a 10 minute presentation on the current status of the Community Preservation Plan at the CPC meeting on January 9, 2013

The next meeting is scheduled for Wednesday, January 9, 2013 at 5:00PM, Town Hall Conference Room 1.

Meeting was adjourned at 6:30 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Trainor", written in a cursive style.

Michael Trainor