

**TOWN OF BELMONT  
COMMUNITY PRESERVATION COMMITTEE**

Minutes: Wednesday, July 11, 2012, Town Hall Conference Room 1, 5:00PM  
Present: Donna Brescia, Floyd Carman, Joe DeStefano, Anne Marie Mahoney,  
John Owens, Andy Rojas, Paul Solomon  
Absent: Lisa Harrington, Margaret Velie  
Other: Laurie Graham, Michael Trainor, Ann Verrilli

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Paul Solomon called the meeting to order at 5:05 PM.

Old Business:

- Approved minutes of June 13, 2012.
- Approved part time CPC Co-ordinator job description.
- The Committee will be represented by Donna Brescia, Floyd Carman and Paul Solomon at the Meet Belmont Event on August 28 from 6:00PM to 8:30PM.

Application Process and Timeline Project:

- Michael Trainor updated the Committee on the project which included the timeline.
- Michael will update the Committee at the August 8, 2012 meeting.

CPC Project List:

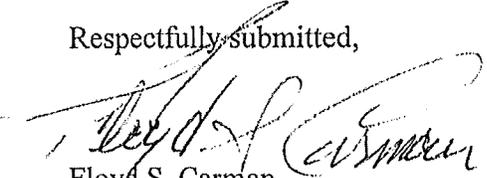
- Donna updated CPA project list for discussion at August 8, 2012 meeting and adoption by September 12, 2012.

To Do:

The next meeting is scheduled for Wednesday, August 8, 2012 at 5:00 PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:25 PM.

Respectfully submitted,

  
Floyd S. Carman

Attachments: CPC Co-ordinator job description.  
CPA Application Timeline

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## **JOB DESCRIPTION**

### **PART TIME CPA CO-ORDINATOR**

**(APPROVED 7/11/12)**

#### **PRIMARY PURPOSE**

Staff position to the CPC; assist in evaluating information for funding applications, preparing reports, and implementing the Committee goals and policies; other related work, as required.

#### **RESPONSIBILITIES**

- Staff Assistant to the Community Preservation Committee, attending all meetings, giving presentations and CPA advisory input as needed.
- Take and transcribe minutes of CPC meetings.
- Post all agendas and distribute to CPC, Board of Selectmen, and other Boards.
- Process and assist in evaluation of funding applications as to eligibility, completeness and compliance with Community Preservation Act provisions, rules, and policies. Distribute applications to all appropriate town agencies for review and input.
- Field questions from public as to CPA funding applications, advise applicants, check applications for accuracy, copy and distribute to CPC members.
- Monitor progress of applicants on their projects, review expenditures from the CPA for projects.
- Process all CPA invoices (check for accuracy, obtain CPC Chair signature, copy, deliver, to accounting department, field status calls from vendors.)
- Keep and maintain all Belmont CPA files, keep a financial record of all applications, including a general ledger of all expenses.
- Perform research functions on CPA projects as needed.
- Ensure all preservation deed restrictions are filed appropriately before any funds are dispersed.
- Arrange schedules for other meetings that take place outside the monthly CPA posted meetings, and arrange to have CPC personnel on other town board's agendas when necessary.
- Perform research functions on CPA projects being prepared for Selectmen's Meetings, including preparation of preparation for Town Meetings.
- Prepare and distribute press releases on CPA projects and follow up with press to arrange interviews. Prepare and distribute memos to other town boards as needed.
- Arrange all details for annual CPA Public Hearing, and other public CPA meetings. Conduct public relations and prepare educational materials. Respond to inquiries from the general public on CPA/CPC procedures, legislation and

policy. Maintain contact with CPA Coalition, related town departments and committees, and outside organizations.

- Update CPA page on Town website and other related CPC websites.
- Assist CPC in updating annual CPC Plan and application as needed.
- Assist CPC in updating CPC annual needs assessment and assist with the preparation of the CPC's annual reports.
- Prepare annual reports with the assistance of the Town Auditor as required by DOR and CPA Coalition.
- Attend appropriate seminars relevant to the CPA.
- Contact DOR and CPA Coalition as needed for guidance and updates to CPA.
- Other tasks, as assigned by the CPC.

#### QUALIFICATIONS

- BS or MS in Planning or related field.
- Minimum 3 years experience in housing and community development, public administration, planning, or related field.
- Substantial experience in project management and plan development.
- Exceptional interpersonal skills, both in dealing with staff, Town officials, the public, and grant recipients.

#### HOURS

- \* 10-15 hours/ wk

### CPA Application Timeline

<p>September 1</p>	<p>Preliminary Applications Due</p> <ul style="list-style-type: none"> <li>• Contact Information</li> <li>• Property Location</li> <li>• Brief Description of Project             <ul style="list-style-type: none"> <li>• Estimated Cost</li> <li>• Community Asset Category Affected</li> </ul> </li> <li>• Brief Explanation of Town Benefit</li> </ul>
<p>October 1</p>	<p>CPC Selects Applicants for Final Proposals</p>
<p>Second Week of October</p>	<p>Public Meeting</p> <ul style="list-style-type: none"> <li>• Past Year Updates             <ul style="list-style-type: none"> <li>• Prior Year Selections</li> <li>• Project Statuses</li> </ul> </li> <li>• Current Year             <ul style="list-style-type: none"> <li>• Review of Timeline and Process</li> <li>• Frequently Asked Questions</li> <li>• Q &amp; A</li> </ul> </li> </ul>
<p>November 1</p>	<p>Final Applications/Proposals Due</p> <ul style="list-style-type: none"> <li>• Specific information             <ul style="list-style-type: none"> <li>• Budget/Finances                 <ul style="list-style-type: none"> <li>• CPA &amp; Other Sources</li> <li>• Maintenance?</li> </ul> </li> <li>• Property Information                 <ul style="list-style-type: none"> <li>• GIS Map</li> <li>• Site Documentation                     <ul style="list-style-type: none"> <li>• Purchase and Sale</li> <li>• Deed</li> </ul> </li> </ul> </li> <li>• Timeline                 <ul style="list-style-type: none"> <li>• Logistical Milestones</li> <li>• Definition of Success</li> </ul> </li> <li>• Credentials</li> <li>• Town Dept/Public Support</li> </ul> </li> </ul>
<p>November through December</p>	<p>CPC Review</p> <ul style="list-style-type: none"> <li>• Site Visit and Applicant Interview (if necessary)</li> </ul>
<p>January 1</p>	<p>CPC Selects Projects</p> <ul style="list-style-type: none"> <li>• Drafts Town Meeting Article</li> </ul>
<p>Second week of February</p>	<p>Public Meeting w/ Selected Applicant</p>
<p>Third and Fourth week of February</p>	<p>Meet with Selectmen, Warrant Committee, &amp; Capital Budget</p>
<p>Second week of March</p>	<p>Revise Article (if necessary)</p>
<p>April</p>	<p>Town Meeting</p>