

# TOWN OF BELMONT

## COMMUNITY PRESERVATION COMMITTEE

Minutes: Wednesday, December 14, 2011, Town Hall Conference Room 1, 5:00PM  
Present: Donna Brescia, Floyd Carman, Joe DeStefano, Lisa Harrington, Ralph Jones, Anne Marie Mahoney, John Owens, Margaret Velie, Paul Solomon  
Others: Peter K Gunness, Steve Laferriere, Susan Danseyar

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Paul Solomon called the meeting to order at 5:00 PM.

### Old Business:

- Approved minutes of November 9, 2011.
- Committee Members need to identify website location or obtain print version of the following reports:
  - Comprehensive Plan – Paul
  - Open Space/Recreation – John
  - Affordable Housing Plan – Donna

These reports will be attached to CPC Town website by Floyd.

### New Business:

The CPA project application and selection criteria/procedures were discussed.

- 1.) It was agreed that we would defer creating an application form and procedure until after criteria are developed.
- 2.) Committee will use Lexington for general selection criteria.

### To Do:

#### I.) ADMINISTRATIVE ISSUES

- 1.) Lisa consult Lexington, Concord, Newton on administrative assistance:
  - a.) Cost and FTE
  - b.) Job description
  - c.) Copies of administrative budgets
- 2.) Lisa drafts job description
- 3.) Floyd prepares an administrative budget
- 4.) Lisa and Floyd send draft material to Paul by Friday morning, January 6 for mailing to Committee with meeting agenda.

#### II.) GENERAL SELECTION CRITERIA

- 1.) Committee will use Lexington for general selection criteria.
- 2.) 5 "stakeholders" (Historic District Commission, Conservation Commission, Parks Commission, Recreation Commission, and Housing Authority) will develop criteria for projects in their areas, also referring to the pertinent town reports:
  - Comprehensive Plan
  - Open Space/Recreation Plan
  - Capitol Projects Overview Plan
  - Affordable Housing Plan
- 3.) Send the criteria to Floyd and Paul by Jan.3, 2012, for consolidation.
- 4.) Paul and Floyd will consolidate and mail to Committee with meeting agenda.

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III.) PROJECT LIST

- 1.) 5 stakeholders (see above) send Donna priorities and cost estimates for their "lists" by Tuesday, Jan.3, or sooner.
- 2.) Donna will update the excel list and send to Paul and Floyd by Friday morning, January 6 to be mailed with meeting agenda.

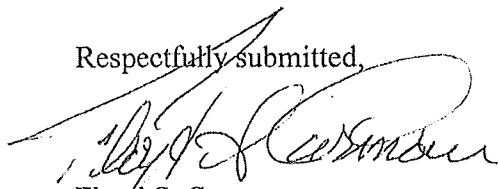
IV.) MISCELLANEOUS

- 1.) POTENTIAL TOWN WIDE SURVEY (?)
  - a.) Since administrative help will not be available until July 1, 2012, we will need to find a volunteer to help with the structure and content.
  - b.) Timing not discussed

The next meeting is scheduled for Wednesday, January 11, 2012 at 5:00 PM, Town Hall Conference Room 1.

The meeting was adjourned at 6:20 PM.

Respectfully submitted,



Floyd S. Carman