

TOWN OF BELMONT  
**COMMUNITY PRESERVATION PLAN**

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COMMUNITY PRESERVATION COMMITTEE:

Aaron Pikcilingis (Chair) – Select Board Appointee  
Juliet Jenkins (Vice Chair) – Select Board Appointee  
Jacqueline Appel - Historic District Commission  
Paul Cowing - Recreation Commission  
Elizabeth Dionne - Board of Parks Commissioners  
Renee Guo - Planning Board  
Gloria Leipzig - Housing Authority  
Peter Olagunju - Select Board Appointee  
Prassede Vella – Conservation Commission



Citizens of the Town of Belmont,

We are excited to present Belmont’s Community Preservation Plan. The Plan contains information about the **Community Preservation Act (CPA)** which the Town adopted at the State Election held on November 2, 2010. The goal of the Plan is to provide a summary of the Town’s resources and needs, define the goals and objectives of the Community Preservation Committee, and outline the CPA funding application process.

The Town of Belmont is privileged to have many important community assets. Preserved open space areas contain a scenic beauty that predates the Town itself. Historic resources provide a glimpse into Belmont’s past, a way of measuring our progress throughout the years, and perhaps an insight as to where the Town is headed. Recreational land provides a safe place to enjoy community-based activities and games, thereby strengthening the health and well-being of its residents. Community housing allows a greater range of people to benefit from all aspects of Belmont, people who would otherwise not have the opportunity to contribute to the future of the Town.

In the following Community Preservation Plan, Belmont residents will find more information on the Community Preservation Act, potential areas of focus for future CPA projects, the requirements for CPA funding eligibility, and the funding application process. A revised Plan is presented to the Town every year to reflect new CPA projects and updated annual financial statements. The Community Preservation Committee discusses and updates the plan during the summer before each new application cycle, and we welcome feedback from residents who wish to participate in the development of each new Plan.

We invite you to submit any comments or suggestions for the Plan to:

**Community Preservation Committee  
PO Box 56  
Belmont, MA 02478**

Respectfully submitted,

The Community Preservation Committee

# THE COMMUNITY PRESERVATION ACT IN BELMONT

## ***What is the Community Preservation Act?***

The **Community Preservation Act (CPA)** is a state law that allows participating cities and towns to reserve dedicated funds for the purpose of expanding certain community assets: open space/recreational land, historic resources, and community housing. The acquisition, creation and preservation of these community assets is financed through the Community Preservation Fund, which is comprised of revenues collected from a property tax surcharge of up to 3% and annual distributions from the **Massachusetts Community Preservation Trust Fund (MCP Trust Fund)**.

## ***When did Belmont adopt the CPA?***

51% of the citizens of Belmont voted to approve CPA at the State Election held on November 2, 2010. As per the original ballot question, a surcharge of 1.5% was added to the annual real estate tax levy beginning in FY 2012.

## ***What is the average taxpayer cost?***

In FY 2025, the annual surcharge averaged \$251.06 per Belmont *single family household*. Residential and mixed-use properties in Belmont receive an automatic exemption for up to \$100,000 off of the residential property value. Residents who qualify as having low/moderate income can receive a full CPA surcharge exemption. More information regarding the low/moderate income CPA exemption can be found through the Assessors' Office (617-993-2630) or by visiting their page on the Town's website at [www.belmont-ma.gov](http://www.belmont-ma.gov).

## ***What other revenue sources contribute to Belmont's CPA Fund?***

The MCP Trust Fund was established to provide an additional source of revenue for communities that chose to adopt the CPA. The MCP Trust Fund provides a partial match to the locally collected surcharge.

The State match, originally 100% of CPA funds collected by municipalities during the previous fiscal year, declined after 2006 as additional communities adopted the statute and joined the funding pool, and as registry fees which feed the State fund suffered after the housing crisis. In light of this, for Fiscal Years 2013, 2014, 2015, 2018, 2019, and 2022 the state transferred funds from the State Budget Surplus to the MCP Trust Fund. Beginning in 2020 a permanent increase more than doubled the recording fees collected at the Registries of Deeds, which provide revenue to the MCP Trust Fund.

<u>Fiscal Year</u>	<u>Local Surcharge</u>	<u>State Match Percentage</u>	<u>State Match*</u>	<u>Distribution Date</u>
2012	\$ 868,072	-	-	-
2013**	\$ 900,751	26.83%	\$ 232,884	10/15/2012
2014**	\$ 926,790	52.23%	\$ 470,418	11/15/2013
2015**	\$ 972,449	31.47%	\$ 291,615	11/14/2014
2016	\$ 1,066,743	29.65%	\$ 288,337	11/19/2015
2017	\$ 1,104,275	20.58%	\$ 219,502	12/1/2016
2018	\$ 1,146,124	17.20%	\$ 189,960	11/15/2017
2019**	\$ 1,213,313	19.01%	\$ 217,934	11/16/2018
2020	\$ 1,353,648	23.92%	\$ 290,206	11/22/2019
2021	\$ 1,463,067	28.63%	\$ 387,503	11/24/2020
2022	\$ 1,474,723	43.84%	\$ 641,403	11/16/2021
2023**	\$ 1,593,533	38.51%	\$ 567,936	1/5/2023
2024	\$ 1,636,585	21.02%	\$ 335,029	11/28/2023
2025***	\$	18.06%	\$ 295,585	
<b>Total</b>	<b>\$ 15,720,074</b>		<b>\$ 4,428,312</b>	

\* The State Match is paid after the end of the state's fiscal year on June 30, so the Town receives and accounts for it during the subsequent fiscal year, even though it is calculated on the basis of the prior fiscal year receipts.

\*\* The State Match for this calendar year included a transfer of funds from the State Budget Surplus for the prior fiscal year. The FY2022 State Match occurred in two payments. The state paid the State Match in November 2022 and made an additional budget surplus payment in January 2023.

\*\*\* As of May 2025, the State Department of Revenue projects a 18.06% base match for the November 2025 first round CPA Trust Fund distribution. These numbers are based on the current projections.

The annual contribution to the **Belmont CPA Fund** is the sum of the local surcharge plus the state match on the prior year surcharge.

**What is the current balance of Belmont's CPA Fund?**

	Open Space/ Recreation	Historic Resources	Community Housing	Unbudgeted Reserves	Undesignated Fund Balance	Total CPA Funds
<b>Remaining Balance for FY2025</b>	\$ -	\$ 282,002	\$ 227,127	\$ 422,956	\$ 3,025,337	\$ 3,957,423
<b>FY2026 Revenue Estimate (\$200,000 State match)</b>	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,400,000	\$ -	\$ 2,000,000
<b>Voted FY2026 Projects:</b>						
Chenery Park Renovation - Phase 2	\$ (200,000)				\$ (1,800,000)	\$ (2,000,000)
West of Harris Field Softball Project					\$ 429,348	\$ 429,348
Predevelopment Planning for Redevelopment of Belmont Village			\$ (427,125)	\$ (222,875)		\$ (650,000)
Complete Restoration of "Burial Hill" Original Cemetery - Design				\$ (60,000)		\$ (60,000)
Homer Building Restoration (Town Hall Annex)				\$ (550,396)		\$ (550,396)
Restore Failed Retaining Wall, Town Hall		\$ (482,000)			\$ (268,000)	\$ (750,000)
Administrative Budget				\$ (90,000)		\$ (90,000)
<b>TOTAL FY2026 Projects Voted at 2025 ATM</b>	\$ (200,000)	\$ (482,000)	\$ (427,125)	\$ (923,271)	\$ (1,638,652)	\$ (3,671,048)
<b>Available Balance (As of 7/1/2025)</b>	\$ -	\$ 2	\$ 2	\$ 476,729	\$ 1,809,641	\$ 2,286,375

Admin Fees	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25 Projected	FY26 Projected	Total
Admin Salary	8,345	8,917	11,412	10,092	11,584	8,236	4,795	4,445	4,888	5,416	6,106	9,000	9,000	9,000	111,236
Procurement Training	-	450	1,265	-	-	-	-	-	-	-	-	-	-	-	1,715
Legal Fees	-	-	-	-	2,941	3,312	1,196	115	1,872	1,988	2,454	110	-	-	13,988
Open Space Land and Housing Inventory Project	-	30,000	-	-	-	-	-	-	-	-	-	-	-	-	30,000
CPA Coalition Dues	3,000	3,000	3,500	3,500	3,500	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	55,650
Deed Restriction - Homer House	-	-	-	4,266	-	-	-	-	-	-	-	-	-	-	4,266
Town Hall Railings and Retaining Wall Study	-	-	-	-	-	5,050	-	-	-	-	-	-	-	-	5,050
McLean Barn Stabilization Study	-	-	-	-	-	15,000	-	-	-	-	-	-	-	-	15,000
Belmont Police Station	-	-	-	-	-	-	21,000	-	-	-	-	-	-	-	21,000
Town Hall Chimney Study	-	-	-	-	-	-	-	9,671	-	-	-	-	-	-	9,671
Winn Brook Tennis Court Study	-	-	-	-	-	-	-	-	3,500	-	-	-	-	-	3,500
Park System Inventory and Analysis	-	-	-	-	-	-	-	-	-	24,150	-	-	21,615	-	45,765
Historic Assets Conditions Study	-	-	-	-	-	-	-	-	-	-	-	31,315	-	-	31,315
Misc. Office Supplies	111	154	-	363	-	242	109	-	-	-	238	-	500	1,500	3,217
<b>Total Admin Spending Per Fiscal Year</b>	<b>11,456</b>	<b>42,521</b>	<b>16,177</b>	<b>18,220</b>	<b>18,025</b>	<b>36,190</b>	<b>31,450</b>	<b>18,581</b>	<b>14,609</b>	<b>35,904</b>	<b>13,149</b>	<b>44,775</b>	<b>35,465</b>	<b>14,850</b>	<b>351,372</b>
Original Appropriated Admin Budgets	54,000	58,000	56,498	56,200	50,650	55,000	55,000	55,000	55,000	65,000	70,000	75,000	100,000	90,000	
Administrative Turnback	42,544	15,479	40,321	37,980	32,625	18,810	23,550	36,419	40,391	29,096	56,851	30,225	64,535		

Each year Belmont's **Community Preservation Committee (CPC)** requests that Town Meeting approve the annual CPA budget, which consists of projected revenues and expenses. The projected revenue is based on conservative estimates of the Town's projected CPA collection for the current fiscal year, including the projected state match as described in the previous section of this document. Although the true CPA collection is not determined until the end of the fiscal year, the annual appropriation is considered part of the working Belmont CPA Fund balance once it has been approved by Town Meeting.

Since FY2026, the CPC has followed the same revenue projection practice as used for the Town's General Fund Budget, which recognizes revenue in the year in which it is received. In other words, the budget year is the year when the CPA assessment is billed and received. Previously, CPA revenue lagged one year, which effectively held one full year of revenue in reserve. This change allows the CPC to put CPA revenues to work more quickly, but in turn necessitates a policy for determining and how much funding to hold in reserve.

To cover any unexpected or emergency needs, the CPC has adopted a policy of maintaining an undesignated fund balance equal to at least 20% of the budgeted annual receipts, exclusive of state matching funds, for the budget year. Following this policy, for Fiscal Year 2026, the required reserve amount will be at least \$360,000. These reserves can only be accessed through a vote of both the CPC and Town Meeting. This policy does not require the CPC to recommend projects of sufficient value to spend down to this minimum for a given year.

As part of its funding recommendations to Town Meeting, the CPC specifies the recommended funding source(s) to support each proposed project. In addition to the available CPA fund balances, state law permits bonding against future CPA Fund revenues as a funding source (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44B/Section11>), and the CPC may, for high-priority projects for which other sufficient funding sources are not available, recommend that Town Meeting authorize such a bond. Authorizing a bond against CPA funds requires *both* a simple majority vote among CPC members and a 2/3 vote among Town Meeting Members. Issuing bonds against CPA funds does not impact the property tax rate and therefore does not require a town-wide vote. In considering such a vote and developing funding recommendations, the CPC will work with the Town Finance office to better understand the costs and impact on future funding availability and will work in concert with other relevant bodies in town to create a complete funding plan for proposed projects to minimize the amount to be bonded.

### ***What are the spending guidelines for CPA funds?***

For each fiscal year, the community must spend or reserve at least 10% of the annual revenues in the fund for each of the following resources: Open Space/Recreational Land, Historic Resources, and Community Housing. Up to 5% of the annual revenue can be used for administrative and operating expenses associated with the CPC. Administrative funds cannot exceed 5% of the annual CPA revenue (excluding the state match) and do not roll over to the subsequent fiscal year administrative budget. The remaining revenue is considered undesignated and can be used towards any of the three community asset categories. Any funds returned to Belmont's CPA Fund upon completion of a project are also considered undesignated and may also be used towards any of the three community asset categories. From time to time, project sponsors may request that Town Meeting reserve CPA funds to cover the additional cost of current or anticipated projects.

### ***What is the Community Preservation Committee?***

The **Community Preservation Committee (CPC)** was formed to evaluate the community preservation needs of Belmont and make recommendations to Town Meeting as part of the annual budget process. Sponsors of community projects must receive approval from both the CPC and Town Meeting in order to receive funding for their particular project. The CPC consists of nine members, comprised of representatives from the Conservation Commission, Historic District Commission, Planning Board, Board of Parks Commissioners in Belmont (which consists of all three members of the Select Board), Recreation Commission, Housing Authority, and three members appointed by the Select Board.

The current members of the Community Preservation Committee are as follows:

Aaron Pikcilingis (Chair) – Select Board Appointee  
Juliet Jenkins (Vice Chair) – Select Board Appointee  
Jacqueline Appel - Historic District Commission  
Paul Cowing - Recreation Commission  
Elizabeth Dionne - Board of Parks Commissioners  
Renee Guo - Planning Board  
Gloria Leipzig - Housing Authority  
Peter Olagunju - Select Board Appointee  
Prassede Vella – Conservation Commission

### ***What is the goal of the Community Preservation Committee?***

The Community Preservation Committee strives to help Belmont preserve and improve the Town's precious assets through CPA funding. Belmont's CPA Fund is a powerful resource that can be used to maintain and enhance the character of Belmont, but doing so requires active members of the community to sponsor CPA-eligible projects. With this in mind, the Community Preservation Committee encourages Belmont residents and organizations to submit applications for CPA-eligible projects that contribute to these goals.

### ***What guidelines will determine a project's eligibility for CPA funds?***

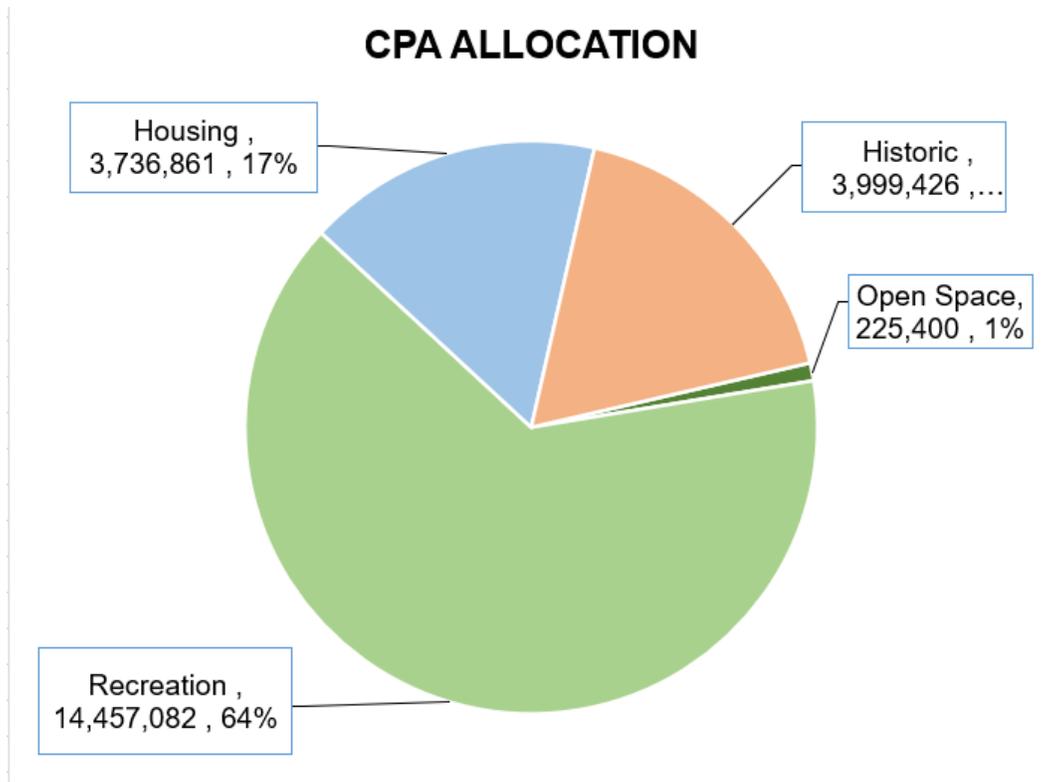
In determining which projects should receive CPA funding, the CPC will give preference to projects that meet one or more of the following criteria:

- Preserve or utilize currently owned Town Assets.
- Preserve the essential character of the Town as described in the Town of Belmont Comprehensive Plan 2010-2020 (**Comprehensive Plan**).
- Demonstrate consistency with other current and widely scrutinized planning documents that have been adopted by the Town of Belmont.
- Receive endorsement from other municipal boards or departments (with particular weight given to endorsements by the CPC's constituent committees).
- Save resources that would otherwise be threatened.
- Benefit a currently under-served population.
- Serve more than one CPA purpose (especially those that link open space/recreation and community housing).

- Demonstrate practicality and feasibility (especially those that can be expeditiously implemented within budget).
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Provide long-term contributions to the Town.
- Provide ongoing support for multi-year projects that have previously received CPA funding, to ensure project completion. (Examples include the Community Path and the redevelopment and expansion of Belmont’s Community Housing stock.)

**How much CPA funding has been appropriated to each asset category?**

<u>Fiscal Year</u>	<u>Open Space</u>	<u>Recreation</u>	<u>Housing</u>	<u>Historic</u>	<u>Total</u>
2014	\$ -	\$ 425,994	\$ 128,161	\$ 282,975	\$ 837,130
2015	\$ -	\$ 2,169,562	\$ 165,000	\$ 11,964	\$ 2,346,526
2016	\$ -	\$ 210,047	\$ 522,500	\$ 170,105	\$ 902,652
2017	\$ -	\$ 521,350	\$ -	\$ 165,000	\$ 686,350
2018	\$ -	\$ 972,857	\$ 173,200	\$ 24,051	\$ 1,170,107
2019	\$ -	\$ 1,209,745	\$ 250,000	\$ 278,000	\$ 1,737,745
2020	\$ 25,400	\$ 1,080,000	\$ -	\$ 887,575	\$ 1,992,975
2021	\$ -	\$ 680,624	\$ 273,000	\$ 325,000	\$ 1,278,624
2022	\$ -	\$ 425,000	\$ 250,000	\$ -	\$ 675,000
2023	\$ -	\$ 1,773,939	\$ 400,000	\$ 256,100	\$ 2,430,039
2024	\$ 200,000	\$ 1,066,527	\$ 650,000	\$ 118,287	\$ 2,034,814
2025	\$ -	\$ 1,492,000	\$ 275,000	\$ 120,000	\$ 1,887,000
2026	\$ -	\$ 2,429,438	\$ 650,000	\$ 1,360,369	\$ 4,439,807
<b>Totals</b>	<b>\$ 225,400</b>	<b>\$ 14,457,082</b>	<b>\$ 3,736,861</b>	<b>\$ 3,999,426</b>	<b>\$ 22,418,769</b>



Each CPA project must be classified under one of the four categories. However, for purposes of statutory definition and funding categories, “land for recreational use” is considered a subset of “Open Space”. The CPA statutory requirements for recreational use open space are more flexible than those for non-recreational use open space.

## Open Space

### Overview

Open space has played a significant role in the formation of the Belmont’s character and its “green” aesthetics. Belmont’s open spaces are valuable assets that provide a counter-balance to ongoing urbanization. Preserving open space also helps protect wetlands, streams, floodplains and wildlife habitats; provides residents with important access to our natural environment; and therefore makes a major contribution to the enduring health and well-being of the community. This was especially true during the recent Pandemic, when public open spaces were a critical resource for people of all ages.

### Resources

According to the Comprehensive Plan, approximately 20% of the Town of Belmont is comprised of open space and 2/3 of Belmont’s open space is publicly accessible. Some of the larger areas of publicly accessible open space in Belmont include:

- Alewife Brook Reservation (43 acres)

- Beaver Brook Reservation (72 acres)
- Cambridge Reservoir (12 acres)
- Clay Pit Pond and Park (~18 acres)
- Lone Tree Hill (106 acres)
- Mass Audubon Habitat Education Center and Wildlife Sanctuary (88 acres)
- Olgilby/Richardson Farm (10 acres, agricultural restriction)
- Rock Meadow (70 acres)

Belmont also has other important open space resources, both public and private, including about fifteen acres protected with conservation restrictions not listed above, a parcel owned by the Belmont Land Trust, and unprotected open spaces such as the parks, country clubs, and private schools in town.

### ***Needs and Goals***

The goal for open space includes protection, through acquisition or Conservation Restriction, of lands with high environmental value, high scenic character, and/or historic significance, as well as lands which allow for the enhancement of passive recreation opportunities. Additionally, preserving open space can help to reduce the dangers to life and property from natural hazard events and the potential impacts of climate change. Open spaces are climate adaptation assets.<sup>1</sup> According to the Open Space and Recreation Plan, the opportunities to expand the town's inventory of open space are very limited, due to the fact that the town's land resources have been almost totally developed. As open space acts as a critical offset to the effects of urbanization, the loss of open space in Belmont would:

1. significantly decrease areas of scenic beauty and recreation now enjoyed by the public,
2. create a potential for increased ground or surface water pollution,
3. create a potential for increased flooding,
4. diminish plant diversity and wildlife habitat areas, and
5. decrease available land for passive recreation.

In addition, there may be future opportunities to increase the open space in Belmont, similar to the opportunity which occurred in connection with the development of the McLean Hospital property. Considering the significant role open space plays in our community, one of the goals of the CPC is to use the Community Preservation Funds to positively affect, and where possible, expand, open space in Belmont. From large conservation lands to smaller vistas, open space has helped to define Belmont throughout the years. By taking advantage of available CPA funds, it is hoped that open space will continue to shape the character of our Town.

### ***Possible Areas of Focus***

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point.

- **Land acquisition** – Acquire properties or Conservation Restrictions on properties for open space and conservation purposes in Belmont, subject to availability of purchase. Priorities are as follows:

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<sup>1</sup> Belmont 2020 Hazard Mitigation-Municipal Vulnerability Preparedness Plan, prepared by Weston & Sampson.

- Land that is undeveloped or open space land.
  - Land containing natural resources, including: surface water bodies, wetlands, vernal pools and riparian zones or other lands subject to the Wetlands Protection Act; lands of habitat or wildlife significance; lands with geologic features.
  - Land adjacent to and/or connecting existing open space or conservation lands – to promote connectivity of habitat; protect or enhance wildlife, water, and human corridors; and provide a buffer for existing open space.
  - Land connecting open space and conservation lands (e.g. bike trails, pedestrian paths).
  - Land that provides flood control, water quality improvements or water storage, especially land bordering Belmont’s ponds, rivers and streams and their watersheds; such lands could also provide pollution control.
  - Land that has historic significance, is scenic, provides scenic vistas, protects the character of the Town or meets the Town’s recreation needs.
  - Pocket open spaces and parks in densely settled areas of town, where they are currently scarce.
  - Other land listed in the Open Space and Recreation plan.
- **Other:**
    - Preserve existing public open space, conservation lands, historic lands and active and passive recreation lands.
    - Evaluate and develop plans for preserving Belmont’s ponds, rivers and streams and their watersheds (Atkins, Beaver Brook, Clematis, Little River, Wellington and Winn Brook), including pollution prevention measures and invasive control of their banks. These watercourses are important for surface water protections, flood projection, wildlife corridors, as well as for aesthetic value. Possibly consider “day lighting” portions of streams.
    - Create Long Term Master Plans for the preservation of town-owned conservation lands, parks and other open space including Rock Meadow and the wetlands at the Lexington border.
    - Establish a “Conservation Fund” under Chapter 40, Section 8C to allow the Conservation Commission to fund preliminary work/due diligence on potential CPA projects. Work could include background research, surveys, wetlands delineations, appraisals, or other activities to advance CPA open space purchases.
    - Invasive control and removal to preserve town-owned open space.

### ***Specific Selection Criteria***

In order to receive CPA funding, an open space project should acquire, create or preserve:

- Land that is undeveloped, or could become undeveloped.
- Land that is considered open space.
- Land containing natural resources, including: surface water bodies, wetlands, vernal pools and riparian zones, other lands subject to the Wetlands Protection Act.
- Land of habitat or wildlife significance.
- Land with geologic features.
- Land adjacent to existing open space or conservation lands that may promote connectivity of habitat; protect or enhance wildlife, water, and human corridors; provide a buffer for existing open space.

- Land connecting open space and conservation lands such as bike trails or pedestrian paths.
- Land that provides flood control or water storage, especially land bordering Belmont’s ponds, rivers and streams and their watersheds.
- Land that could provide pollution control.
- Land that has historic significance, is scenic, provides scenic vistas, protects the character of the Town, or that meets the Town’s recreation needs.
- Land that creates pocket parks in densely settled areas of the Town, especially where they are currently scarce.
- Land that is listed in the Open Space and Recreation Plan.

**Funded Projects**

FY20 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Rock Meadow Habitat Preservation: Control of Nonnative & Inva	\$ 25,400	\$ -	\$ -	\$ -	0.00%	Open
<b>Total</b>	<b>\$ 25,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	

FY24 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Conservation Fund	\$ 200,000	\$ -	\$ -	\$ 200,000	0.00%	Open
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>100%</b>	

**Administrative Projects**

In order to have a better understanding of the Town of Belmont’s open space and community housing resources and needs, the Conservation Commission and the Belmont Housing Trust jointly sponsored the use of Community Preservation Act administrative funds in FY 2014 to engage the services of a qualified Land Use Planner. Vanasse Hangen Brustlin, Inc., the selected Land Use Planner, performed the following:

- 1) Studied the needs, possibilities and resources of the Town of Belmont with respect to Open Space and Community Housing;
- 2) Developed a sample inventory form and evaluation matrix;
- 3) Created a system for ranking properties in the Town of Belmont to enable the CPC to prioritize town funds when protecting Open Space or developing Community Housing.

## Recreational Land

### *Overview*

Recreational land plays a significant role in making Belmont a desirable town for prospective residents and a comfortable place for current residents. Parks and fields provide a venue for numerous community-based programs to thrive. They encourage people to be actively engaged in their community, and recreational land fosters meaningful social connections in Belmont. This was especially true during the recent Pandemic, when public recreation spaces were a critical resource for people of all ages.

In the fall of 2021, the CPC used administrative funds to commission a Recreational Facilities Inventory, submitted by Activitas, Inc., on June 30, 2022. This comprehensive study has already had a significant impact on how Belmont's Recreation Department and Recreation Commission prioritize and endorse CPA recreation projects, and the CPC gives significant deference to their recommendations. Activitas provided an updated inventory incorporating changes to our recreational facilities with new fields and playgrounds in October of 2024. As part of this project they determined field usage and made feasibility recommendations for the refurbishment, replacement, and maintenance needs of our parks and playgrounds. The data provided in the study has been instrumental in the formulation of the Recreation Department and Recreation Commission plans going forward.

As a requirement for the CPC's recommendation to Town Meeting, CPA recreational land applicants will need to present their project to the Recreation Commission for project review and endorsement.

### *Resources*

Some examples of recreational land in Belmont include:

- Belmont Elementary Schools (fields and playgrounds)
- Belmont Middle and High School multi-purpose field and athletic facilities
- Clay Pit Pond Intergenerational Walking Path
- Grove Street Fields and Playground
- Grove Street Park Intergenerational Walking Path
- Payson Park
- Pequossette Park Fields and Playground
- Tennis Courts: Chenery, Grove Street, Pequossette, Winn Brook
- Town Field and Playground
- Underwood Playground
- Underwood Pool
- Washington Street Playground
- Winn Brook Fields and Joey's Park

### *Needs and Goals*

The increase in Belmont's student-aged population has put a strain on the existing recreational facilities. According to enrollment records maintained by Belmont Public Schools, school

enrollment as of October 1, 2023 was 4,378, an increase of 56% from 1990, when enrollment was 2,801. In order to accommodate this increase, existing recreational facilities require extensive improvements. Creating additional playgrounds, updating current playgrounds (e.g., to bring them into ADA compliance) and recreational space (including athletic fields), and considering additional recreation options would also significantly help Belmont to address the needs of its expanding youth population.

### ***Possible Areas of Focus***

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point. With the significant depletion of field space and overuse created by the construction of the High School and ongoing construction of the Grades 7-8 School, the Town needs to focus on maintenance and possible replacement of fields.

- Purchase open space to use as hybrid recreational space providing passive and active recreation opportunities.
- Evaluate plans to develop and/or acquire land for use by non-traditional sports and activities. (Skateboarding/biking)
- Preserve and improve Belmont's parks, playgrounds and recreational areas.
- Create new walking and biking paths; link them into a regional and town-wide network, and increase public use and access.
- Improve elderly and disability access to recreational land.
- Increase or designate more pathways from neighborhoods to commercial village centers and schools and to inter-town trails both to the East and West.
- Increase or designate more pathways from neighborhoods to commercial village centers and schools while increasing awareness of safety and neighborhood and community history along the paths.

### ***Specific Selection Criteria***

In order to receive CPA funding, a recreational land project should acquire, preserve, rehabilitate or restore:

- Land that has historic significance, enhanced scenery, ecological contribution, or additional recreation sites for Belmont residents.
- Land that is contiguous to recreation site and/or structure.
- Land that may offer protection to wildlife within the recreation site.
- Land that connects the recreation site to open space.
- Land that enhances the public spaces surrounding a recreation site and/or structure.
- Land that provides flood control and/or water storage at a recreation site and/or structure.
- Land that acts as a natural buffer to a recreation site and/or structure.
- Existing recreational lands, including community gardens, trails, parks, playgrounds, and athletic fields.

**Funded Projects**

<b>FY14 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Irrigation Improvements at Rock Meadow Community Gardens	\$ 10,000	\$ 9,024	\$ 976	\$ -	100.00%	CLOSED
Joey's Park Rehabilitation	\$ 100,000	\$ 100,000	\$ -	\$ -	100.00%	CLOSED
Landscape Plan for Intergenerational Walking Path at Clay Pit Pond	\$ 20,000	\$ 18,970	\$ 1,030	\$ -	100.00%	CLOSED
Underwood Park (Plan & Design)	\$ 298,000	\$ 298,000	\$ -	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 428,000</b>	<b>\$ 425,994</b>	<b>\$ 2,006</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY15 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Daniel Butler School Playground Project (Phase II)	\$ 66,524	\$ 64,488	\$ 2,036	\$ -	100.00%	CLOSED
JV Field Irrigation Upgrade	\$ 8,700	\$ 8,700	\$ -	\$ -	100.00%	CLOSED
Underwood Pool	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	100.00%	CLOSED
Winn Brook Field Renovation	\$ 100,000	\$ 96,374	\$ 3,626	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 2,175,224</b>	<b>\$ 2,169,562</b>	<b>\$ 5,662</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY16 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Pequossette Tennis Courts Rehabilitation and Restoration	\$ 295,000	\$ 210,047	\$ 84,953	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 295,000</b>	<b>\$ 210,047</b>	<b>\$ 84,953</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY17 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Construction of Intergenerational Walking Path at Clay Pit Pond	\$ 228,350	\$ 228,350	\$ -	\$ -	100.00%	CLOSED
PQ Playground Revitalization (Phase I)	\$ 25,000	\$ 25,000	\$ -	\$ -	100.00%	CLOSED
Winn Brook Tennis Courts	\$ 325,000	\$ 268,000	\$ 57,000	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 578,350</b>	<b>\$ 521,350</b>	<b>\$ 57,000</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY18 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Grove Street Tennis Courts	\$ 336,000	\$ 322,857	\$ 13,143	\$ -	100.00%	CLOSED
Grove Street Park Intergenerational Walking Path Construction	\$ 35,000	\$ 35,000	\$ -	\$ -	100.00%	CLOSED
PQ Playground Revitalization Project Phase 2	\$ 615,000	\$ 591,965	\$ 23,035	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 986,000</b>	<b>\$ 949,822</b>	<b>\$ 36,178</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY19 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Town Field Playground Restoration	\$ 25,000	\$ 24,658	\$ 342	\$ -	100.00%	CLOSED
Architectural Drawings for Music Bandstand at Payson Park	\$ 5,000	\$ 3,660	\$ 1,340	\$ -	100.00%	CLOSED
Construction of Grove Street Park Intergenerational Walking Path	\$ 780,087	\$ 706,640	\$ 73,447	\$ -	100.00%	CLOSED
Phase 1a of the Community Path, Alexander Avenue Underpass	\$ 400,000	\$ 338,100	\$ -	\$ 61,900	84.53%	Open
<b>Total</b>	<b>\$ 1,210,087</b>	<b>\$ 1,073,058</b>	<b>\$ 75,129</b>	<b>\$ 61,900</b>	<b>94.55%</b>	
<b>FY20 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Clay Pit Pond: Preservation and Restoration of Vegetation	\$ 20,000	\$ 20,000	\$ -	\$ -	100.00%	Open
Community Path Phase 1b (Brighton Street to Clark Street Bridge)	\$ 1,000,000	\$ 664,813	\$ -	\$ 335,187	66.48%	Open
Town Field Playground Restoration	\$ 60,000	\$ 60,000	\$ -	\$ -	100.00%	CLOSED
<b>Total</b>	<b>\$ 1,080,000</b>	<b>\$ 744,813</b>	<b>\$ -</b>	<b>\$ 335,187</b>	<b>68.96%</b>	
<b>FY21 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Town Field Playground & Court Restoration	\$ 680,624	\$ 680,624	\$ -	\$ -	100.00%	Open
<b>Total</b>	<b>\$ 680,624</b>	<b>\$ 680,624</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY22 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Consulting Services for Payson Park Renovation	\$ 35,000	\$ 35,000	\$ -	\$ -	100.00%	Open
Community Path Right of Way Acquisition	\$ 200,000	\$ -	\$ -	\$ 200,000	0.00%	Open
Tennis Court Expansion-Winn Brook School	\$ 190,000	\$ 190,000	\$ -	\$ -	100.00%	Open
<b>Total</b>	<b>\$ 425,000</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>52.94%</b>	

FY23 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Payson Park Revitalization Phase II	\$ 1,190,530	\$ 1,113,016	\$ -	\$ 77,514	0.00%	Open
Town Field Playground and Court Restoration	\$ 343,409	\$ 199,937	\$ -	\$ 143,472	0.00%	Open
Community Path Phase II	\$ 200,000	\$ 200,000	\$ -	\$ -	0.00%	Open
Grove Street Baseball and Basketball Reconstruction	\$ 40,000	\$ 38,950	\$ -	\$ 1,050	0.00%	Open
<b>Total</b>	<b>\$ 1,773,939</b>	<b>\$ 1,551,903</b>	<b>\$ -</b>	<b>\$ 222,035</b>	<b>12.52%</b>	

FY24 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Grove Street Baseball and Basketball Reconstruction	\$ 941,953	\$ -	\$ -	\$ 941,953	0.00%	Open
PQ Park Basketball Court Replacement - In Kind	\$ 124,592	\$ -	\$ -	\$ 124,592	0.00%	Open
<b>Total</b>	<b>\$ 1,066,545</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,066,545</b>	<b>100.00%</b>	

FY25 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Chenery Park Design and Engineering	\$ 300,000	\$ -	\$ -	\$ 300,000	0.00%	Open
Chenery Park Funding	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	0.00%	Open
Community Path Right of Way Acquisition	\$ 192,000	\$ -	\$ -	\$ 192,000	0.00%	Open
<b>Total</b>	<b>\$ 1,492,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,492,000</b>	<b>0.00%</b>	

FY26 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Chenery Park Renovation - Phase 2	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	0.00%	Open
West of Harris Field	\$ 429,438	\$ -	\$ -	\$ 429,438	0.00%	Open
<b>Total</b>	<b>\$ 2,429,438</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,429,438</b>	<b>0.00%</b>	

▪ Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>

### ***Administrative Projects***

#### **Winn Brook Tennis Courts**

In January 2021 the CPC approved \$3500 to fund a siting study of the Winn Brook Tennis Courts, preparatory to the tennis court expansion ultimately approved and appropriated by Town Meeting for FY2022.

#### **Recreational Facilities Inventory**

In the fall of 2021, the CPC used administrative funds to commission a Recreational Facilities Inventory, submitted by Activitas, Inc., on June 30, 2022. This comprehensive study has already had a significant impact on how Belmont’s Recreation Department and Recreation Commission prioritize and endorse CPA recreation projects, and the CPC gives significant deference to their recommendations. Activitas provided an updated inventory incorporating changes to our recreational facilities with new fields and playgrounds in October of 2024. As part of this project they determined field usage and made feasibility recommendations for the refurbishment, replacement, and maintenance needs of our parks and playgrounds. The data provided in the study has been instrumental in the formulation of the Recreation Department and Recreation Commission plans going forward.

## Historic Resources

### **Overview**

Belmont has maintained its small-town charm, despite its close proximity to larger cities. One significant contributor to this enduring Town characteristic is the preservation of its historic buildings and landmarks. Belmont is known as the “Town of Homes”, and the numerous historic buildings bring a unique appearance to each residential neighborhood. This helps to create an attractive and welcoming community, and each historic building acts as a functioning monument to a small piece of Belmont’s larger history.

During FY2023, the CPC used administrative funds to commission a conditions study of the Town Hall Complex, so that we will have a comprehensive understanding of future preservation needs and the associated expense.

Belmont’s Comprehensive Capital Budget Committee funded a study of all Town-owned buildings and as of Spring, 2025 the Town is still working to process the details of the report generated through this assessment. CPC members will coordinate with Town staff to understand the needs identified and which among them may be eligible for CPA funding as historic preservation projects.

### **Resources**

There are many historic houses within the community. The Pleasant Street Historic District contains approximately 100 structures adjacent to Belmont Center, including historic homes as well as public buildings.

The inventory of Belmont’s Historic Resources is currently incomplete. However, Town Meeting approved the allocation of \$115,000 of FY 2014 CPA funds for the Comprehensive Cultural Resources Survey of Belmont. The goal of the project is to create an inventory of landmark buildings, open spaces, and historic patterns throughout the Town. Along with being an important decision-making tool for future resource protection and development, the Survey will also be used to update the CPA Plan with notable examples of Belmont’s Historic Resources.

### **Needs and Goals**

The increasing energy costs for aging buildings, combined with the substantial expenses associated with historic renovations, create financial challenges for Belmont. According to the Comprehensive Plan, areas with historic properties appreciate in value at an annual rate that is 50% higher than in areas lacking the presence of historic properties. However, the Town’s operating budget is not equipped to address all of the mounting needs of Belmont’s historic resources. With this in mind, the CPC hopes that CPA funds will be used to shoulder the burden of historic renovation costs in order to:

1. broaden preservation and protection of Belmont’s historic buildings and
2. preserve, rehabilitate, and/or adaptively re-use Belmont’s historic public buildings and places.

### **Possible Areas of Focus**

The following is an initial, unapproved list of potential projects for CPA funds. These are not listed in any particular order or preference at this point.

- Complete Phase II of the Historic Inventory.
- Update Historic District Commission (HDC) Design Guidelines; and revise information materials for realtors and home buyers and residents.
- Upgrade vault spaces in the Town Hall complex to adequately address environment controls to achieve “archival” quality.
- Respond to eligible needs identified in Belmont’s recent building assessment.

### **Specific Selection Criteria**

In order to receive CPA funding, an historic project should:

- Identify, document, protect, preserve, restore and/or rehabilitate historic resources such as:
  - historic structures,
  - historic districts,
  - historic sites,
  - historic landscapes,
  - historic objects.
- Support the adaptive reuse of historic properties.
- Fall within the Belmont Historic District, appear on a State or National Historic Register or qualify for placement on such registers.
- Demonstrate a public benefit.
- Protect a threatened or vulnerable historic resource through acquisition or a preservation restriction.
- Contribute to the long-term maintenance and sustainability of an historic resource.

### **Funded Projects**

<b>FY14 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
(Town Hall) Concord Avenue Door Remediation	\$ 72,000	\$ 71,871	\$ 130	\$ -	100.00%	CLOSED
Building Survey and Investigation of the William Flagg Homer	\$ 10,000	\$ 9,500	\$ 500	\$ -	100.00%	CLOSED
Comprehensive Cultural Resources Survey	\$ 115,000	\$ 115,000	\$ -	\$ -	100.00%	CLOSED
Preserving and Digitizing Belmont's Vital Records	\$ 100,000	\$ 86,604	\$ 13,396	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 297,000</b>	<b>\$ 282,975</b>	<b>\$ 14,025</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY15 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Belmont Community Moving Image Archive	\$ 12,000	\$ 11,964	\$ 36	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 12,000</b>	<b>\$ 11,964</b>	<b>\$ 36</b>	<b>\$ -</b>	<b>100.00%</b>	
<b>FY16 Projects</b>	<b>Appropriated</b>	<b>Expenses</b>	<b>Turnback</b>	<b>Remaining</b>	<b>Spending</b>	<b>Status</b>
Belmont Veterans Memorial Project	\$ 60,000	\$ 26,800	\$ 33,200	\$ -	100.00%	CLOSED
Digitization of Belmont Newspapers (1890-1923)	\$ 17,923	\$ 17,105	\$ 818	\$ -	100.00%	CLOSED
1853 Homer House Rehabilitation and Restoration	\$ 100,000	\$ 99,900	\$ 100	\$ -	100.00%	CLOSED
Wellington Station Exterior Restoration and Rehabilitation	\$ 26,300	\$ 26,300	\$ -	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 204,223</b>	<b>\$ 170,105</b>	<b>\$ 34,118</b>	<b>\$ -</b>	<b>100.00%</b>	

FY17 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Preserving Belmont's Original Vital Records	\$ 80,000	\$ 25,000	\$ -	\$ 55,000	31.25%	Open
Digitizing Belmont's Town Meeting Records	\$ 85,000	\$ 61,827	\$ -	\$ 23,173	72.74%	Open
Town Hall Exterior Railings Improvements	\$ 75,000	\$ -	\$ 75,000	\$ -	0.00%	CLOSED
<b>TOTAL</b>	<b>\$ 240,000</b>	<b>\$ 86,827</b>	<b>\$ 75,000</b>	<b>\$ 78,173</b>	<b>52.62%</b>	
FY18 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Belmont Headquarters Sons of Italy - Historical Artifacts Pres	\$ 24,125	\$ 24,051	\$ 74	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 24,125</b>	<b>\$ 24,051</b>	<b>\$ 74</b>	<b>\$ -</b>	<b>100.00%</b>	
FY19 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Belmont Veterans Memorial Restoration and Enhancement	\$ 103,000	\$ 103,000	\$ -	\$ -	100.00%	CLOSED
McLean Barn Conditions Stabilization	\$ 175,000	\$ 164,178	\$ 10,822	\$ -	100.00%	CLOSED
<b>Total</b>	<b>\$ 278,000</b>	<b>\$ 267,178</b>	<b>\$ 10,822</b>	<b>\$ -</b>	<b>100.00%</b>	
FY20 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Belmont Police Station	\$ 787,575	\$ 785,176	\$ 2,399	\$ -	100.00%	CLOSED
Town Hall Complex Slate Roofs	\$ 100,000	\$ 8,097	\$ -	\$ 91,903	8.10%	Open
<b>Total</b>	<b>\$ 887,575</b>	<b>\$ 793,273</b>	<b>\$ 2,399</b>	<b>\$ 91,903</b>	<b>89.62%</b>	
FY21 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Chimney Repair	\$ 125,000	\$ 86,000	\$ 39,000	\$ -	100.00%	CLOSED
Homer House Window Restoration	\$ 100,000	\$ 100,000	\$ -	\$ -	100.00%	Open
Belmont Police Exterior Stairs	\$ 100,000	\$ 77,681	\$ 22,319	\$ -	100.00%	CLOSED
<b>Total</b>	<b>\$ 325,000</b>	<b>\$ 263,681</b>	<b>\$ 61,319</b>	<b>\$ -</b>	<b>100.00%</b>	
FY23 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Belmont Cemetery Preservation Master Plan with Treatment	\$ 60,000	\$ 48,198	\$ -	\$ 11,802	0.00%	Open
Restoration of Belmont's Historic Tower Clock	\$ 26,100	\$ -	\$ -	\$ 26,100	0.00%	Open
Restoration of Benton Library Chimney and Building Repairs	\$ 150,000	\$ -	\$ -	\$ 150,000	0.00%	Open
Benton Library Building Envelope Study	\$ 20,000	\$ 18,000	\$ -	\$ 2,000	0.00%	Open
Town Hall Slate Roofs - Off-cycle	\$ 266,300	\$ -	\$ -	\$ 266,300	100.00%	Open
<b>Total</b>	<b>\$ 522,400</b>	<b>\$ 66,198</b>	<b>\$ -</b>	<b>\$ 456,202</b>	<b>87%</b>	
FY24 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Library Historic Objects Preservation Plan	\$ 86,787	\$ -	\$ -	\$ 86,787	0.00%	Open
Belmont Womans' Club Window Restoration Installation Proj	\$ 31,500	\$ -	\$ -	\$ 31,500	0.00%	Open
<b>Total</b>	<b>\$ 118,287</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 118,287</b>	<b>100%</b>	
FY25 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Homer House Paint Restoration	\$ 120,000	\$ -	\$ -	\$ 120,000	0.00%	Open
<b>Total</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>0.00%</b>	
FY26 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Complete Restoration of "Burial Hill" Original Cemetery Desig	\$ 60,000	\$ -	\$ -	\$ 60,000	0.00%	Open
Homer Building Restoration (Town Hall Annex)	\$ 550,369	\$ -	\$ -	\$ 550,369	0.00%	Open
Restore Failed Retaining Wall, Town Hall	\$ 750,000	\$ -	\$ -	\$ 750,000	0.00%	Open
<b>Total</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>0%</b>	

▪ Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>

## ***Administrative Projects***

### **Town Hall Railings**

The May 2016 Town Meeting approved a CPA project to restore the Town Hall railings. The CPC funded a study to assess the metal railings and retaining wall. After overgrown shrubs were removed below the railings, it became apparent that the retaining wall on which the railings is in poor condition, so the funds were returned to the Belmont CPA Fund.

### **McLean Barn**

The CPC funded \$15,000 in 2018 for a conditions assessment and stabilization study to develop a scope of work and cost estimates for the McLean Barn Stabilization Project.

### **Belmont Police Station**

The CPC funded the Belmont Police Station \$21,000 in FY19 for conditions assessments and the restoration design. This project requires compliance with the Secretary of the Interior Standards.

### **Town Hall Chimneys**

In FY2020, the CPC approved \$9,800 to perform a condition assessment of the Town Hall Chimneys.

### **Municipal Light Building Study**

In FY2020, the CPC approved \$25,000 to perform a condition assessment of the Municipal Light Building, but the project was put on hold and the money was never spent, as no preservation work could take place until after decommissioning of the substation there by Belmont Light, which is still many years away. Due to deteriorating conditions, preservation of the Municipal Light Building is no longer a priority project for the Historic District Commission. The \$25,000 grant reverted to Belmont's CPA Fund.

### **Town Hall Complex Study**

In FY2023, the CPC allocated \$34,100 for the Town to enter into a contract with Spencer Preservation Group, Inc. to study the preservation needs of the historic Town Hall complex. This is part of an ongoing study of the Town's historic assets (including historic schools) and is being conducted in conjunction with a larger study by the Comprehensive Capital Budget Committee of the Town's overall capital needs, including a complete building study.

## Community Housing

### **Overview**

With higher-than-average property values and rental rates, low- and moderate-income residents face serious financial obstacles that affordable housing can help overcome. By helping those who are struggling to keep afloat during difficult economic times, Belmont recognizes that citizens from all levels of income make up the fabric of our Town and values their ongoing contributions to our community's identity. Additionally, the needs of Belmont's elderly and disabled should never be overlooked.

### **Resources**

Belmont has 262 apartments of affordable state subsidized public housing developed by the Belmont Housing Authority (BHA) between 1949 and 1988. This inventory includes Belmont Village, a 100-apartment development of two- and three-bedroom apartments for families. There are also two developments of one-bedroom apartments for the elderly and persons with disabilities, Sherman Gardens and Waverly Oaks.

Affirmative Investments was selected by the Select Board on the recommendation of the Belmont Housing Trust, which sponsored the development of the section of the McLean property designated for affordable housing. In 2009 Affirmative Investments completed the Waverley Woods Apartments on Trapelo Road, an affordable rental development consisting of 40 apartments ranging from one- to four-bedroom townhouses and apartments. Waverley Woods has received multiple awards for being a socially responsible housing development, as well as for its "green" construction.

(<http://www.davissquarearchitects.com/project/waverley-woods-belmont-ma>)

### **Needs and Goals**

The 2023 Belmont Housing Production Plan confirms the need for affordable housing. Over 25% of Belmont households are eligible for affordable housing, yet only 6.7% of Belmont's homes are on the Subsidized Housing Inventory (SHI), including the apartments at the Royal Belmont and the Bradford. Northland Residential has proposed a new development on the McLean property that will create an additional 34 affordable homes (6 townhouses and 28 apartments). Because the apartment complex is being developed as a LIP (Local Initiative Program) with 25% affordable apartments, all 110 apartments in the complex will be counted towards Belmont's Subsidized Housing Inventory (SHI). However, even with the addition of all 110 apartments and 6 affordable townhouses, Belmont's SHI will still only be 8.2%, well below the threshold of the 10% state statutory requirement for affordability.

It is important to note that, similar to the way all apartments at the McLean development will be counted toward the SHI, all 298 apartments at the Royal Belmont are also counted towards the SHI, since it was developed under the Chapter 40B program, even though only 60 apartments are affordable. Although Belmont's SHI will be 8.2% after the McLean development is completed, only 4.3% of homes in Belmont are in fact affordable, highlighting the imbalance in the need and availability of affordable housing in our community.

Additional community housing needs to be created, and CPA funds can be used in a variety of creative ways, including evaluating sites for development (assessing financial feasibility, environmental work, etc.), as well as leveraging state and private funds to increase the number of affordable units. Town Meeting has also approved the use of CPA funds to establish an emergency rental assistance program in a time of economic crisis.

Belmont's public housing developments provide the best opportunity for affordable housing for our elderly, disabled, and low- and moderate-income residents. However, these family and elderly developments face the impact of increased energy prices, deferred maintenance costs and inadequate state funding. The CPA fund can be used as a resource for the town to initiate the redevelopment of these properties and leverage state funding to support the creation of additional affordable apartments that could address both the Town's and the region's housing needs.

The Town has awarded CPA funds for the initial planning stages of both Sherman Gardens, an elderly/disabled development, and Belmont Village, a family development. A Developer's Agreement was approved in May 2024 between the Belmont Housing Authority and the Cambridge Housing Authority for the Sherman Gardens redevelopment which will create 140 affordable apartments compared to the 80 apartments now on the site. As the process moves forward, additional funding will be required to advance a feasible project with an approved design concept.

Approved by Town Meeting in 2024, Belmont's MBTA Multi-Family Zoning allows for multi-family zoning by right, which will likely stimulate development. CPA funds awarded to the Belmont Housing Trust for pre-development and development activities could help to encourage opportunities that maximize affordability for both rentals and homeownership.

### ***Possible Areas of Focus***

Work with the Belmont Housing Trust and Belmont Housing Authority to assist with the creation of affordable and/or community housing.

### ***Specific Selection Criteria***

In order to receive CPA funding, a community housing project should:

- Use redevelopment opportunities at Belmont's public housing developments to create additional affordable homes.
- Assist in predevelopment and development activities (including site analysis design, financing and construction) of new affordable housing, especially
  - multi-family rental sites,
  - independent and assisted living opportunities for seniors,
  - homeownership programs with limited equity,
  - single-room occupancy programs for individuals with special needs.
- Provide rental assistance to eligible households.

**Funded Projects**

FY14 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
(Belmont Village) Electric Service Upgrade Underground Wiring	\$ 147,000	\$ 128,161	\$ 18,839	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 147,000</b>	<b>\$ 128,161</b>	<b>\$ 18,839</b>	<b>\$ -</b>	<b>100.00%</b>	
<hr/>						
FY15 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
(Belmont Village) Electrical Upgrade Interior Wiring	\$ 165,000	\$ 165,000	\$ -	\$ -	100.00%	CLOSED
First Time Homebuyer Assistance	\$ 375,000	\$ -	\$ 375,000	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 540,000</b>	<b>\$ 165,000</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>100.00%</b>	
<hr/>						
FY16 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Electrical Upgrade	\$ 522,500	\$ 522,500	\$ -	\$ -	100.00%	CLOSED
<b>TOTAL</b>	<b>\$ 522,500</b>	<b>\$ 522,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>	
<hr/>						
FY18 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Assessment and Project Redevelopment of Sherman Gardens	\$ 173,200	\$ 173,200	\$ -	\$ -	69.57%	Open
<b>Total</b>	<b>\$ 173,200</b>	<b>\$ 173,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>	
<hr/>						
FY19 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Funds Set Aside to Housing Trust	\$ 250,000	\$ 250,000	\$ -	\$ -	100.00%	CLOSED
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100.00%</b>	
<hr/>						
FY21 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Feasibility for the Redevelopment and Creation of New Affordable Housing Units at Belmont Village	\$ 173,000	\$ -	\$ -	\$ 173,000	0.00%	Open
Phase Two Emergency Rental Assistance Program	\$ 100,000	\$ 100,000	\$ -	\$ -	100.00%	CLOSED
<b>Total</b>	<b>\$ 273,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 173,000</b>	<b>36.63%</b>	
<hr/>						
FY22 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Transfer to Belmont Housing Trust	\$ 250,000	\$ -	\$ -	\$ 250,000	0.00%	Open
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0.00%</b>	
<hr/>						
FY23 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Predevelopment Funding for Revitalization of Sherman Gardens	\$ 400,000	\$ -	\$ -	\$ 400,000	0.00%	Open
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>0.00%</b>	
<hr/>						
FY24 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Fund to Support the Creation of New Affordable Housing	\$ 250,000	\$ -	\$ -	\$ 250,000	0.00%	Open
Rejuvenation of Sherman Gardens	\$ 400,000	\$ -	\$ -	\$ 400,000	0.00%	Open
<b>Total</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>0.00%</b>	
<hr/>						
FY25 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Fund to Support Affordable Housing	\$ 275,000	\$ -	\$ -	\$ 275,000	0.00%	Open
<b>Total</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>0.00%</b>	
<hr/>						
FY26 Projects	Appropriated	Expenses	Turnback	Remaining	Spending	Status
Predevelopment Planning for Redevelopment of Belmont Village	\$ 650,000	\$ -	\$ -	\$ 650,000	0.00%	Open
<b>Total</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>0.00%</b>	

- Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>

### ***Administrative Projects***

In order to have a better understanding of the Town of Belmont's open space and community housing resources and needs, the Conservation Commission and the Belmont Housing Trust jointly sponsored the use of Community Preservation Act administrative funds in FY 2014 to engage the services of a qualified Land Use Planner. Vanasse Hangen Brustlin, Inc., the selected Land Use Planner performed the following:

- 1) Studied the needs, possibilities and resources of the Town of Belmont with respect to Open Space and Community Housing;
- 2) Developed a sample inventory form and evaluation matrix;
- 3) Created a system for ranking properties in the Town of Belmont to enable the CPC to prioritize town funds when protecting Open Space or developing Community Housing.

## Community Preservation Committee Town of Belmont

### Standard Application Process

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#### Step One: Preliminary Application

Applicants must submit a printed copy of the **Preliminary Application** to the Community Preservation Committee (CPC) by no later than 7:00pm on Monday, September 29, 2025. The CPC will review submitted applications to ensure that the proposed projects can be legally funded from CPA funds and are consistent with the goals for CPA funding as set forth in the current Community Preservation Plan (CPA Plan). Applicants are invited to attend the CPC's Public Meeting in early September to ask any questions they may have regarding the application process. Both the CPA Plan and the CPA Application Timeline can be found on the CPC page of the Town's website:

<http://www.belmont-ma.gov/community-preservation-committee>

Prior to submitting their Preliminary Application, applicants are encouraged to meet with any town department or board/committee/commission that could be involved with their project. They are also encouraged to meet with the CPC to discuss their project.

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#### Step Two: Final Application

If a project is determined to be eligible for CPC funds, the applicant will be asked to complete a **Final Application**. Applicants must submit a printed copy of the completed Final Application to the CPC by no later than 7:00 pm on Monday, December 1, 2025.

Please note that an invitation to submit a Final Application does not imply project approval or endorsement from the CPC. CPA-funded design does not obligate the CPC to fund the construction of the subsequent proposed project. Only after reviewing all final applications will the CPC determine which projects to recommend to Town Meeting.

For further information about how to obtain a department mentor, please contact the **Community Preservation Hotline** at **617-993-2682**.

Projects financed with CPA funds must comply with Massachusetts procurement laws, which mandate special procedures for the selection of products, vendors, services, and consultants. Applicants are encouraged to provide examples of any past experience with Massachusetts procurement laws. In lieu of adequate procurement experience, applicants will likely be directed to seek mentorship with a Town of Belmont Department Head or Belmont's Procurement Coordinator. Please review the CPA legislation and the Belmont CPA Bylaw prior to submitting CPA funding applications.

The form of Final Application located on page 36 of this Plan includes all the information that will be required to submit a complete Final Application. Please carefully examine these requirements and bring any questions you may have to the CPC before submission of the Final Application.

Any CPA funding application submitted by a private person or entity for a CPA project located on private property shall provide funds toward the cost of the project being applied for in an amount set by the CPC. The CPC expects that private persons or entities shall provide funds equal to at least ten percent (10%) of the amount of public CPA funds being provided, but in its sole discretion the CPC may request a higher percentage of private funding.

For any CPA funding application filed by (i) the Town of Belmont, (ii) a committee, board, commission, department or other entity of the Town of Belmont, or (iii) an employee or elected official (other than Town Meeting Members) of the Town of Belmont acting in his or her capacity as an employee or elected official of the Town of Belmont, said applicant shall not be required to provide any private funds toward the cost of the CPA project being applied for.

Any CPA project either located on, or which involves, public land, structures, personal property or amenities may be required to have an Owners Project Manager (“OPM”) hired for said project, the cost for which should be included in the application. The CPC may waive the provision of private funds toward the cost of such a CPA project that also complies with the requirement that the application has the written consent of the committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity.

Due to the potential for costly litigation challenging CPA grants to religious institutions or organizations, any CPA funding application filed by a religious institution or organization will be subject to additional scrutiny by the CPC.

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### **Step Three: Consideration by various Town Boards, Committees and Commissions**

The CPC will consult with the Select Board, Warrant Committee, and Comprehensive Capital Budget Committee regarding the selected projects. The CPC will then reassess each project during its regularly scheduled CPC Meeting in March of 2026. The CPC will review the outcome of the Town board advisory meetings and examine whether sponsors have performed sufficient research to identify the secondary budgetary effects of their projects. The CPC reserves the right to withdraw its support for any proposed project at this CPC Meeting or at any point prior to Annual Town Meeting or a Special Town Meeting if the project is an off-cycle funding request.

The selected applicants will submit an electronic copy of their completed Town Meeting Project Summary Form (see page 41) to the CPC by the date specified in their selection notification letters from the CPC.

Approval by the CPC of a funding application for a study or project design does not commit the CPC to approving the full scope of the project proposed in such a study or project design. The CPC, in its sole discretion, may provide guidance to applicants regarding the maximum amount it anticipates may be available or appropriate for ultimate construction of the proposed project.

The CPC will make its final recommendations for funding in the form of one or more warrant articles to be voted on at Annual Town Meeting (or a Special Town Meeting, if applicable).

The CPC may recommend:

- the project as proposed by the applicant,
- a modified version of the original project,
- partial funding for the project, or
- funding for only a portion or phase of the proposed project.

The CPC's recommendations to Town Meeting may include detailed project scopes, conditions, and other specifications, as the CPC deems appropriate to ensure CPA compliance and project performance. Per language included in each Warrant Article, the final project application is a binding commitment from the project applicant to the CPC as to the nature and scope of the project for which CPA funding is approved and appropriated by Town Meeting.

In the event that Town Meeting significantly reduces funding for a particular project, either a project sponsor or the Town administration (the Select Board, Town Administrator, and/or relevant Department Heads) may determine that the project, as reduced in scope or funding, is no longer feasible. In this event, appropriated funding would revert to the CPA Fund.

According to guidance from the Massachusetts Community Preservation Coalition:

*A CPC really has two decisions to make on each proposed project:*

- 1. Is the project eligible for CPA funding?*
- 2. Does the CPC feel it is worthy of funding?*

*The CPC must evaluate each project carefully, balancing a number of factors, including available funding, priority, public benefit, category needs, and a whole host of other factors. The CPC does not automatically forward every eligible project to Town Meeting...; it is the gatekeeper that recommends the best projects.<sup>2</sup>*

In line with guidance contained in the CPA statute (MGL Ch. 44B, Sec. 5), the CPC may take an active role in prioritizing future projects, including statements to Town Meeting of support for or reservations about a given project. In the event that the CPC receives funding applications in excess of amounts available in the Belmont CPA Fund, the CPA, in its sole discretion, may determine which projects to advance to Annual Town Meeting, based on its assessment of how proposed projects further the goals of the Comprehensive Plan and otherwise benefit the Town as a whole. The CPC may also decline to recommend projects to Town Meeting in order to retain sufficient funding in future years for high-priority projects.

Finally, the CPC may decline to recommend an otherwise eligible application to Town Meeting if the CPC determines, in its sole discretion, that the project fails to meet any of the CPC's funding guidelines or priorities, as set forth in the funding guidelines on page 9 of this Plan and established in consultation with its constituent committees.

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<sup>2</sup> CPA Bootcamp Training – Fall 2021 Questions and Answers from Chat.  
[https://www.communitypreservation.org/sites/g/files/vyhlif4646/f/uploads/bootcamp\\_fall\\_2021\\_qa\\_handout.pdf](https://www.communitypreservation.org/sites/g/files/vyhlif4646/f/uploads/bootcamp_fall_2021_qa_handout.pdf)

The selected applicants will receive an acceptance letter that will detail the next steps of the public meetings.

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### **Step Four: Presentation of Proposed Projects at Town Meeting**

CPA applications which have been approved by the CPC shall be placed on the Annual Town Meeting warrant or on the Warrant of a Special Town Meeting held within the Annual Town Meeting. However, Special Applications (as defined below) may be placed on the warrant for the next session of Town Meeting following the Special Application, whether it be the Annual Town Meeting or a Special Town Meeting.

The CPC Chair will read the articles for each of the recommended projects at Town Meeting for discussion and vote. The selected applicants will each give a brief presentation on their project and answer questions from Town Meeting members. Town Meeting has the final authority to award the CPC's recommended funds from Belmont's CPA Fund. Failure to appear before Town Meeting may have a detrimental impact on Town Meeting's willingness to appropriate funds for a particular project, regardless of the recommendation of the CPC.

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### **Step Five: Funding of Approved Projects**

Funding will be available for Approved Projects following an affirmative vote of Town Meeting, starting July 1 of the applicable fiscal year.

When any private money is provided to fund a CPA project, the applicant and the Town shall enter into a Grant Agreement drafted by the CPC prior to any expenditure of CPA funds on said project, which Grant Agreement shall state how said private money shall be paid, how said private funds shall be applied, and other matters which the CPC determines proper to include. Private money which has been provided to fund a CPA project shall be spent first on said project before the public CPA funds are spent on said project.

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors who are not familiar with Massachusetts procurement laws and are not soliciting help from a Town Department Head or another MCPPO certified third party must meet with Belmont's Procurement Coordinator before any work can begin on their respective project.

All CPA funds are administered and disbursed by the Town of Belmont. Project management, oversight, execution, and financial control will be under the control of the Town Administrator or her/his designee. In addition, the CPC will designate one or more of its members to monitor progress on each approved project, to ensure compliance with the statutory requirements of the CPA, to ensure compliance with the Final Application submitted by the project sponsor to the CPC, and to provide periodic updates to the CPC.

For more information regarding the **Funding Process**, see page 39.

The CPC requires periodic status updates from the recipients of CPC funding (see page 42). Updates will occur no less than annually and upon project completion. Written updates will be coordinated by the CPA Administrator. The purpose of such an update is to aid the CPC in refining the CPA Plan, in identifying issues that may assist future applicants, and in reporting progress to the Town in its Annual Report to Town Meeting.

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If you have additional questions about this process, please contact:

**The Community Preservation Hotline**

617-993-2682

-or-

Matthew Haskell  
mhaskell@belmont-ma.gov

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## Community Preservation Committee Town of Belmont

### Special Application Process (Off-Cycle)

Use of the **Special Application Process** is only granted by the CPC under the unique circumstances that a significant opportunity would otherwise be lost if the application were to be processed using the standard timeline (as outlined in the **Standard Application Process** on Page 27).

The CPC will allow an applicant to utilize the **Special Application Process** only if the project meets the General Selection Criteria on Page 9, the Specific Criteria for the affected community asset category, and demonstrates that it meets the following additional criteria:

- Failure to secure off-cycle CPA funding will create a high likelihood that the project will not be able to be carried out to the benefit of the Town.
- Appropriation of off-cycle CPA funding will contribute materially to the likelihood of success for the project.
- The proponents were unaware of the opportunity to undertake the project; or the proponents did not have authority to identify the opportunity prior to the **Preliminary Application Deadline** of the relevant application cycle.
- The applicant has either: (a) a letter of intent signed by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement or legal title) of the real property.
- The project is supported by one or more Town boards or committees with responsibility for projects of a similar nature.
- The project holds a high priority in the Comprehensive Plan, the Housing Plan, the Open Space and Recreation Plan, or other planning documents currently accepted and utilized by the Town.

Should the CPC grant use of the **Special Application Process**, the CPC will continue to adhere to the applicable procedures as outlined in the **Standard Application Process**. Only the pertinent submission and hearing deadlines will be changed in order to accommodate the unique conditions surrounding the proposed project.

If the timing of the application is such that the CPC cannot meet the deadline for the Annual Town Meeting, the applicant or the Select Board must call a **Special Town Meeting** for the purpose of considering the appropriation of CPA funds for the proposed project. The CPC will not be responsible for recommending a **Special Town Meeting** or any other changes in the Town's calendar.

## Community Preservation Committee Town of Belmont

### CPA Funding - Preliminary Application

A printed copy of the completed Preliminary Application must be submitted to the following address by no later than 7:00 pm on Monday, September 29, 2025:

Community Preservation Committee  
c/o Matthew Haskell, CPA Administrator  
Office of the Select Board  
Belmont Town Hall  
455 Concord Avenue  
Belmont, MA 02478

*Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, preliminary applications will not be accepted after the submission deadline.*

**Project Title** \_\_\_\_\_

**Project Location** \_\_\_\_\_

**Applicant/Contact Person** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

CPA Category (refer to chart on the following page and check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space        | <input type="checkbox"/> Recreation            |

**Amount Requested** \_\_\_\_\_

**Total Project Cost** \_\_\_\_\_

Applicants will present their projects at the **CPC Public Meeting on November 12, 2025** and address questions from Belmont residents. It is required that information about the project be in writing and copied for distribution and review at the Public Meeting. This is also an opportunity for project sponsors to ask the CPC any questions regarding the application process.

Chart 1  
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

DEFINITIONS (G.L. c. 44B, § 2)	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
Land to protect existing and future wetlands, agricultural, recreational, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Yes	Building, structure, vessel, real property situated on or next to historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive use, not limited to, the use of land for: community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
<b>ACQUISITION</b> Obtain property interest by gift purchase, devise, grant, rental, rental purchase, lease or otherwise; Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
<b>CREATION</b> To bring into being or cause to exist. <i>Shelton v. City of Newton</i> , 452 Mass. 412 (2008)	Yes		Yes	Yes
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
<b>SUPPORT</b> Provide grants, loans, rental assistance, security deposits, interest-free write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to other eligible persons or entities, for such housing for the purpose of making housing affordable				Yes, includes funding for community's affordable housing trust
<b>REHABILITATION AND RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties.	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Source: Department of Revenue (DOR) 10-5-2012 conference, "Recent Developments in Municipal Law," Workshop B - Local Finances



## Community Preservation Committee Town of Belmont

### CPA Funding – Final Application

A printed copy of the completed Final Application must be submitted to the following address by no later than 7:00 pm on Monday, December 1, 2025:

Community Preservation Committee  
Matthew Haskell, CPA Administrator  
Office of the Select Board  
Belmont Town Hall  
455 Concord Avenue  
Belmont, MA 02478

*Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, final applications will not be accepted after the submission deadline. In order for the CPC to consider a project proposal that cannot adhere to the deadlines as outlined in the **Standard Application Process**, the project must meet the additional selection criteria as outlined in the **Special Application Process**.*

**Project Title** \_\_\_\_\_

**Project Location** \_\_\_\_\_

**Applicant/Contact Person** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

CPA Category (*check only one, in consultation with the CPC*):

- |  |  |
|--|--|
| <input type="checkbox"/> Community Housing | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Open Space        | <input type="checkbox"/> Recreation            |

**Amount Requested** \_\_\_\_\_

**Total Project Cost** \_\_\_\_\_

The CPC will review the Final Applications. Applicants will be contacted if additional information or an interview is required. The CPC may also request to visit the site of the proposed project. Applicants will be notified by mid-January whether the CPC plans to recommend their project at the next Annual Town Meeting.

**PROJECT DESCRIPTION:** Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project? What prior municipal procurement experience does the applicant have? If the applicant has no prior procurement experience, what member of the project's working team or Town of Belmont Department Head mentor will be responsible for ensuring the project adheres to the necessary procurement laws?
- **Success Factors:** How will the success of this project be measured?
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for ongoing maintenance expenses.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- **Town Properties:** All CPA applications filed by a private person or entity for a CPA project either located on, or which involves, public land, structures, personal property or amenities shall be co-sponsored by a committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity. The committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity may set guidelines, standards and rules for, or make revisions to a CPA project either located on, or which involves, public land, structures, personal property or amenities.
- **Private Entity as a Private Project Sponsor:** Private entities sponsoring CPA projects on private property, not town-owned, are required to be nonprofit 501(c) (3) organizations and provide a copy of their IRS determination letter as part of their application.

- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
- **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

**ADDITIONAL INFORMATION:** Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.
2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
4. **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
9. **Fundraising:** Private persons who wish to contribute to a particular CPA project have the following fundraising options: A) Establish a 501 (c) (3) organization and set up a separate bank account in its name. This requires IRS filings on the part of the entity that sets it up. Collect and deposit all funds into the bank account you set up. B) Work with the Treasurer's Office to set up an account in the name of the CPA Project. Define the purpose of the fund raising and what the money will be used for.
10. **Further Attachments:** Assessor's map showing location of the project.

## Community Preservation Committee Town of Belmont

### Funding Process

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#### ***Initial Documentation***

Following approval from Belmont's **Annual Town Meeting** or **Special Town Meeting**, the Community Preservation Committee will notify grant recipients of the funding that has been awarded. This award letter will outline any terms, funding conditions, or additional instructions applicable to the approved CPA grant. A confirmation of receipt must be returned to the CPC as proof that project sponsors received the procurement procedures and accepted the terms and conditions outlined in the award letter.

Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors who are not familiar with Massachusetts procurement laws and are not soliciting help from a Town Department Head or another MCPPO certified third party must meet with Belmont's Procurement Coordinator before any work can begin on their respective project.

All CPA funds are administered and disbursed by the Town of Belmont. Project management, oversight, execution, and financial control will be under the control of the Town Administrator or her/his designee. In addition, the CPC will designate one or more of its members to monitor progress on each approved project, to ensure compliance with the statutory requirements of the CPA, and to provide periodic updates to the CPC.

Should a property or artifact that has benefitted from CPA funding be sold or given to a new owner within ten years of the award letter's issuance date, the CPA fund must be reimbursed the entire amount awarded unless the CPC waives this requirement in part or in its entirety.

Supplementary contracts may be required by the Town Administrator's Office, depending on the details of the approved project. For construction projects, recipients of CPA funds and all contractors on the project may be asked to have their general liability insurer add the Town of Belmont as an additional insured. Proof of this coverage must be submitted to the CPC before any invoices can be paid using CPA funds. Projects on Town-owned properties that are already required to indemnify the Town may be asked to reconfirm coverage before any invoices can be paid.

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#### ***Updates to the CPC***

Grant recipients will notify the CPC when work on projects has commenced and submit periodic project status updates. Progress Reports will be submitted to the CPC and incorporated into the CPC's Annual Report to Town Meeting (see Page 42). Approved projects will be carried out in accordance with the terms outlined in the award letter and any supplementary contracts from the Town. Any significant deviations from the project as presented in the original **Final Application** must be approved by the CPC to ensure that such changes are CPA-eligible expenditures and

within the scope of the project as approved by Town Meeting. Town Meeting approves and appropriates CPA project funds subject to the information and commitments contained in Final Applications, which are binding upon project applicants.

Grant recipients should contact the **Community Preservation Hotline** at **617-993-2682** to notify the CPC of any significant changes to their projects.

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### ***Expenditures***

Invoices will be submitted to the CPC Administrator for CPC review and approval. Approved expenditures will be processed through the Town Accountant's Office and paid through the Treasurer's Office. Any funds for a CPA project that remain at the completion of work will return to the general CPA Fund once the project is officially closed. The remaining funds will then be re-appropriated at the next Town Meeting, unless the CPC votes to approve the use of remaining funds for the completion of additional related work. In such cases, approval will be dependent upon whether the additional proposed work is within the general scope and intent of the original **Final Application**.

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### ***Closing Process***

CPA grant recipients will notify the CPC in writing through a Final Progress Report when work is completed for their project. The Final Progress Report must be completed before the final invoice can be paid. Once this notification is received, the CPC will review the initial acceptance letter to make sure that all terms and conditions have been met. The CPC will schedule a final site visit as appropriate with the CPA grant recipient to examine and photograph the completed work. If a final site visit is not appropriate for the project, the CPC may accept photographs or hard copies of the deliverable as additional proof that the CPA project has been completed. The CPC will also generate a final summary of the CPA Fund expenditures for the project. Once all tasks have been performed, the CPC will vote to officially close the project file.

Once the project file is officially closed, the CPC will work with the Town Accountant to return any unexpended funds to the general CPA Fund. Projects must be officially closed before June 30 of the current year for the funds to be available for reappropriation at the following year's Town Meeting.

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### ***Additional Requirements***

CPA grant recipients are required to acknowledge the Community Preservation Act in all press releases, publicity materials, news, and written or oral announcements about work supported by CPA funds. At the discretion of the CPC, grant recipients may be required (a) to post temporary signs provided by the CPA, noting that work is being funded by CPA funds and (b) to post a permanent sign upon completion of the project, noting that the project was funded in whole or in part by CPA funds.

Each Warrant Article approved by Town Meeting includes a date by which funding will expire and revert to the CPA Fund. On an annual basis, the CPC will review open projects to determine whether or not to recommend that Town Meeting extend the funding expiration date for any particular project.

## SAMPLE of Project Summary for Town Meeting

Project: \_\_\_\_\_  
CPA Category: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_  
Amount Recommended: \_\_\_\_\_  
CPC Vote: \_\_\_\_\_  
Sponsors: \_\_\_\_\_

### Project Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Project Goals and Objectives

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Project Benefit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SAMPLE of Progress Report for Town Meeting

Project: \_\_\_\_\_  
CPA Category: \_\_\_\_\_  
Original CPA Grant: \_\_\_\_\_  
CPA Spending to Date: \_\_\_\_\_  
Turnback: \_\_\_\_\_  
Update Submitted By: \_\_\_\_\_  
Submission Date: \_\_\_\_\_

### Project Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Original Goals and Objectives

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Current Status

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\_\_\_\_\_