

**Towns of Hamilton and Wenham
Community Preservation Committees
January 7, 2014 Minutes**

Attendees

The meeting was held in the Meeting Room of the Hamilton-Wenham Library with the following Committee members in attendance from the Hamilton CPC: Jennifer Scuteri, Bo Preston, Jay Butler, Nepo Trepanier, Ray Whipple, Peter Britton (Acting Chairman), and Keith Glidden; from the Wenham CPC: Greg Heppner (Chairman), Virginia Rogers, Leo Maestranzi, Ted Batchelor, Jim Howard, Kennon Anderson, and Tom Starr. Deborah Mena, Hamilton Finance Director, Christine Berry, Hamilton CPC Coordinator, and Sean Timmons, Recreation Director were also present. With a quorum of CPC members present, the meeting was opened at 7:35pm

Introductions

Each member of both CPC's were introduced by name and their position on the Committee

Report on Current CPA Reserves and Bond Commitments

Christine Berry reported on the Hamilton CPA Reserves and bond commitment:

Fund Balance Unreserved	\$1,575,142
Community Housing Reserve	\$ 109,288
Open Space Reserve	\$ 71,585
Historic Preservation Reserve	\$ 149,132
Un-appropriated FY14 Funds	\$ 292,262
Appropriated Funds Balance	\$ 335,884

Hamilton has a bond commitment for the Donovan field acquisition which will end in FY2020 and is approximately \$45,000 each year.

Greg Heppner reported on the Wenham CPA Reserves and bond commitment:

Fund Balance Unreserved	\$1,772,000
Community Housing Reserve	\$ 96,000
Open Space Reserve	\$ 407,000
Historic Preservation Reserve	\$ 72,731
Appropriated Funds Balance	\$ 143,000
Balance Reserve	\$ 251,000
Unreserved Balance	\$ 825,768

Wenham has a bond commitment of approximately \$168,000 each year for their Town Hall, which is a 20-year bond. They are about 6 or 7 years into that bond.

Discussion of Joint CPA Projects

Peter acknowledged that there have been many shared CPA projects and cooperation over the years such as the Community House, Pleasant Pond, Patton Park fields, etc.

Review of each Committee's Goals, Philosophies and Criteria

Peter noted that the Hamilton CPC makes requests for proposals and follows the goals outlined in the Town's Master Plan. Jennifer added that we look at whether the applications meet the goals of not just the Master Plan, but also the Recreation Master Plan and Housing Production Plan. She said we look at whether a proposal is eligible for CPA funds, and then whether it advances a plan.

Jim Howard of the Wenham CPC reported that Wenham was sold on the CPA stating that it would be used to reduce the Town's tax burden through open space acquisition, affordable housing and their Town Hall renovation. He said there have been no open space projects to date. He also added that the Wenham CPC likes to see community support for their projects in the form of other funding sources.

Identify Common Criteria for both Communities to make Joint Recommendations

Jennifer suggested the proposal should include a resource that is jointly used and enjoyed by both communities; such as a building or a parcel of open space. Greg added that a good example of that is the Community House. Ray Whipple said that Pleasant Pond is also a good example of cooperation.

Peter suggested that on timing both CPC's should work backwards from the date of Town Meeting so that important deadlines don't pass. Virginia Rogers said that each Town has different timeframes and that any joint project will take a great deal longer to evaluate and plan for. In response to that, Peter suggested that we schedule joint meetings more frequently.

Jennifer said that another criterion should be a good understanding of the future cost of a project. Jim said that there should also be a joint agreement on joint projects, one which would assure rights in perpetuity. Leo Maestranzi noted that Wenham has a large community housing project in front off them for evaluation and funding.

Greg said that Wenham likes to see other non-CPA funds used for a project. Peter agreed and noted that the Community House secured other funds for their recent project. Keith Glidden said that the Hamilton CPC likes the applicant to have a reasonable request, and that we don't just view "community support" as funding, we also view it as a project having wide support and benefit to a wide portion of the community. Jennifer added that for the Donovan acquisition, all youth sports were required to pay a fee for 3 years to help support the cost of the acquisition.

Patton Park Pool

Sean Timmons and Deborah Mena were present to provide an update on the pool project. Deborah reported that an updated bid for a modular designed pool was being prepared. Sean said the Recreation Board is taking a second look the shape, size, bather load and zero entry of the pool. Deborah said that they will be registering the bid for construction on February 10th, the drawings will be presented on February 20th and the bid opening for construction will be opened on March 13th, three weeks before the Hamilton and Wenham

Town Meetings. Sean said that drawings will be coming in and those will be distributed freely. Deborah said if we wait and don't go back at ATM, we will lose two summers due to construction. It is a 9-10 month construction project.

Sean reported that the Recreation Board will decide what the pool will ultimately look like. Virginia wanted to understand how you would bring a range of figures before Town Meeting. Leo said we need to look at how much we can afford from our reserves, the percentage of the year it's used, other proposals, and our large Town Hall bond commitment. Greg said that if the low bidder is qualified than we'll know the range. Deborah said she hopes that qualification will be done quickly, but cannot promise that it will be done by ATM. Jim asked how Wenham will be guaranteed use if they don't contribute one-third. Jennifer said that Wenham contributions can happen in other ways.

Public Input

Bruce Harlemert asked whether any of the project resources will be used more than just the summer. Sean Timmons said the parking lot will be used year-round and the bath house will likely see a 10-month use for bathrooms.

Dennis Curran said that Wenham receives a 100% match from the State, so that they would only be contributing 15 cents on the dollar for this pool if they contributed one-third of the purchase price. He said the pool will complete the park. Jennifer said that pool memberships can pay back CPA.

Jack Lawrence asked how the modular piece will work. Deborah said that everything will be priced separately.

Next Steps

Peter suggested that we schedule additional joint meetings. John Causlito said that the Recreation Board is developing a calendar leading up to ATM, and is willing to have a great deal of flexibility for meeting. Deborah added that if the CPC's wish to have input on the design, they need to do so before February 4th. Peter suggested we wait to see the Recreation Board schedule prior to scheduling.

Meeting Adjournment

The meeting was adjourned at approximately 9:05pm.