

**Town of Hamilton
Community Preservation Committees
September 11, 2014 Minutes**

Attendees

The meeting was held at Hamilton Town Hall with the following Committee members in attendance: Tom Catalano, Jennifer Scuteri, Jay Butler, Ed Howard, Nepo Trepanier, Keith Glidden, and Ray Whipple. Christine Berry, Hamilton CPC Coordinator, and Deborah Mena, Finance Director were also present. With a quorum of CPC members present, the meeting was opened at 7:35pm

Acceptance of Minutes from the August 14th CPC Meeting

The minutes from the August 14th meeting were accepted.

CPA Application Review

Document Retention and Imaging

Deborah Mena and representatives from RICOH were present to discuss a request for \$200,000 in CPA funds for the creation of an electronic imaging and retention system of all land use records in Town Hall. The project would include all temporary and permanent records including cemetery deeds. The project would alleviate the stress on the joists of Town Hall, rectify problems with duplication and preserve town records. This project would be the first phase of a Town Hall renovation. It would be a shared system for staff and the public, where appropriate.

Tom Catalano asked how this project met the spirit of CPA and suggested we get advice from the Community Preservation Coalition on the eligibility of this project. Jennifer Scuteri asked whether there was a piece of the project that we could fund; perhaps some of the older, historic records. Keith Glidden suggested we ask Town Counsel to opine.

Tom made a motion that we consult with Town Counsel and the Coalition and discuss the proposal at a future meeting. The motion passed.

Patton Park Wheel Replacement

Bill Redford, DPW Director, was present to discuss the proposal which requests \$10,000 for the replacement of the wheels on the cannons at Patton Park. Bill noted that the wheels have deteriorated. Ray Whipple reminded Bill that the cannons themselves are in need of work.

A motion was made to recommend funding this project to Town Meeting. The motion passed unanimously.

Patton Park Baseball Diamond

Sean Timmons, HW Recreation Director, was present to discuss this proposal which requests \$15,000 to make repairs to the large baseball diamond at Patton Park. Repairs include replacing fences, dugout benches and bleachers. Sean stated that the project has unanimous support of the Joint HW Recreation Board. Sean stated that many of the items being replaced were damaged as part of the Mother's Day floods several years ago. It was agreed that if this

project goes over-budget, Sean should approach the Wenham CPC for additional funding. The CPC voted to move this project forward to a recommendation to Town Meeting.

CPA Exemptions for Seniors

The CPA legislation allows for exemptions for seniors and low-income individuals and families. Currently 70 residences qualify for the exemption in Hamilton. The income qualifications are determined by HUD. It was agreed that Tom would review a slide at Town Meeting that would educate the community about these exemptions.

Town Clock Discussion

The Town-owned clock is located in the steeple of the First Congregational Church of Hamilton (FCCH). Jennifer noted that Dave Carey was part of the original team to focused on getting the clock repaired, and he still takes the time to make sure the clock is working. The FCCH is now willing to maintain the clock. The Town is working on a gift agreement between the FCCH and the Town. It was discussed that the FCCH was the first meeting place in Hamilton. The Town should still retain the ability to ring the bell at specific times of the year.

CPC Transition

The CPC Administrator position will be merged with new roles to also support the Historic District Commission and Municipal Affordable Housing Trust. Maureen Hickey and Debroah will be the point people until the position is filled. Jane Dooley will be taking minutes at future CPC meetings.

Review and Close-out of Open CPA Projects

The CPC voted to close out Donovan Property project with \$42,792.43 remaining in the account, the Discover Hamilton Trail project with \$3,175.00 remaining in the account, and the Patton Homestead project with \$73,220.45 remaining in the account. All amounts will be returned to the appropriate CPA unreserved funds.

Sean Timmons reported that the \$172.78 remaining in the Patton Park Playground account will be spent within the week on additional playground equipment. Bill Redford asked that the \$7,119.56 remaining in the Hamilton Meeting House account be transferred to the Senior Center Balustrade project to cover the higher than expected cost of the project. The CPC voted unanimously to recommend the appropriation transfer which will be voted at Town Meeting in October.

Meeting Adjournment

The meeting was adjourned at approximately 9:00 pm.