

**Town of Hamilton
Community Preservation Committee
November 20, 2014 Minutes**

Attendees

The meeting was held at Hamilton Senior Center with the following Committee members in attendance: Acting Chair Ed Howard, Jay Butler, Nepo Trepanier, Keith Glidden, Peter Britton and Ray Whipple. Finance Director Deborah Nippes-Mena, HW Recreation Director Sean Timmons, HW Joint Recreation Board Chair Steve Ozahowski, COA Director Mary Beth Lawton, Community Projects Coordinator Rachel Meketon and Director of Planning and Inspections Patrick Reffett were also present. With a quorum of CPC members present, Ed Howard called the meeting to order at 7:30pm.

Introduction of new staff: Patrick Reffett and Rachel Meketon

Patrick Reffett noted that the Town had done interesting projects and he expressed interest in helping Hamilton to do more projects. Rachel Meketon concurred with Reffett's sentiments.

Acceptance of Minutes from the October 16th CPC Meeting

Keith Glidden moved to accept the minutes from the October 16th meeting. Ray Whipple seconded the motion. VOTE: Unanimous.

Document record retention

Discussion ensued about electronically digitizing Town records, storing and backing them up in a data center computer. The records would be accessed through the Town's website and employee computers. One reason this document record retention process is being investigated is the weight of the hardcopy files and concern about stress on Town Hall building infrastructure. Finance Director Deborah Nippes-Mena reported that research was done on similar communities that used CPA funds to digitize permanent/historic records. She noted that the estimated cost for Hamilton to digitize its permanent records is \$200,000 for a two-year project. Part of this cost would include hiring a historian consultant to help review documents to determine which would be scanned and preserved or discarded. Members of Hamilton's Historic Society could assist with this process.

On December 12, Town Hall will be closed at noon, and every Town Hall employee will start the cleaning process to review all documents in their departments with an eye to permanent records that will be digitized. Temporary working records will be used and then discarded. There is no Town budget money funded for this cleaning, employee time will be used. A list from the secretary of state will be used to identify what constitutes a permanent record (i.e., payroll data, employee record, building permits).

Discussion addressed if CPA funds should be used for this project depending upon historical importance (and legal definition) of records to the Town. Also noted was applicability of state mandated definition of historic use (i.e., purpose of document) when CPC reviews potential projects (i.e., records that must be kept). The majority effort at Town Hall will focus on the land use documents. Financial records become permanent as part of municipal software capability. Discussion suggested that funding for the record retention project could be done in part by

Town budget and part with CPA funds. Nippes-Mena agreed to bring this concept to the FinCom and Town manager for consideration. This could not be part of FY'16 capital budget funding because the Town has a lot of vehicles to be replaced next year due to age. The Capital Investment Plan has been done for the next five years and includes variability for Patton Park pool project and Town Hall renovation. Discussion was on software licensing, purchase of scanning equipment and leasing of computer storage. Also, that CPA funds had not been considered for ongoing maintenance costs. Committee members reiterated the importance of accurately defining appropriate uses of historic category of CPA funds for proposed projects (i.e., clerical process).

Lettering at Senior Center

Discussion ensued with COA Director Mary Beth Lawton about using historic CPA funds (\$3,400) for signage (i.e., bronze letters) to be installed outside of the Senior Center building. CPC Chair Tom Catalano will advise on what material should be used. Consideration was given to tying in with existing Hamilton letters on the building, but this would be tricky to match. Discussion addressed building use policy on Town website that describes how Town officials can use the Senior Center for any meeting that ordinarily would be held at Town Hall.

Glidden moved to approve the CPA application for lettering at Hamilton Senior Center. Peter Britton seconded the motion. VOTE: Unanimous.

American Legion pool project

HW Recreation Director Sean Timmons described the two CPA applications for funding for the pool project for design and construction. Also addressed was how Wenham had been brought into pool project discussion with representatives from Hamilton and Wenham in a working group consisting of selectmen, recreation committee members, and Timmons. The group has focused on reducing the size and scope of the prior pool proposal, consideration of the Fairhaven Field site, review of a joint agreement, use of a pool consultant for cost estimates, and limiting the construction cost to \$2 million. The group is about a month away from completing these tasks.

A meeting has occurred with the new pool consultant about how to change the previous pool project to not exceed cost limits. Analysis has been done on bathhouse size and material, decking size and amount of concrete required, and design for a smaller pool, bathhouse and septic system. It was determined that Patton Park is the better location for the pool and this is supported by the Recreation Board. Work is underway to get the joint agreement in place to roll out the plan in early January with a number of public presentations and to bring a cost estimate to the CPC. The next meeting with the consultant will focus on revenue (i.e., pool memberships and park program) and expense (i.e., personnel, utilities, chemicals) report. HW Recreation Board Chair Steve Ozahowski concurred about his board's support for the project and consultant.

Discussion ensued about Wenham CPC meeting on January 9 and how that CPC goes through a different process than the Hamilton CPC regarding CPA project applications. Effort is underway with officials from both towns to encourage the Wenham CPC to meet prior to their scheduled

meeting date before final pool project application is submitted. Discussion addressed whether or not the newly configured Wenham CPC would agree to participate in the pool project.

Also mentioned was whether or not the summer program held at the Recreation Center was enjoyed enough by children without a pool since there was a 45% drop in participation. In addition, the swim team was cancelled when it was going to occur at a local YMCA. Discussion addressed whether today's children would use a pool since their time is scheduled, they may not ride bicycles, and their parents may not take them to a local swimming pool facility. Timmons explained that the uses for the former pool were for short swims and swim team (ages 5 to 12 years old) which is not the focus for a new facility. It is for families who would use the pool and Patton Park. He explained that the pool will have a shallow end for smaller kids to use. Ozahowski described how young families in Town have expressed interest in a Town pool. Peter Britton articulated the importance of these families voicing their interest at public hearings and at ATM.

Discussion was on how the Wenham selectmen had received nearly 100 emails and nearly 100 names on a petition from Wenham families interested in having a pool for Hamilton and Wenham. Also mentioned was how there are no property line encroachment issues with locating a new pool at Patton Park. Reasons cited for going back to the park for the pool versus Fairhaven Field were community feedback, parking, leaching field at library, loss of a field, no utility infrastructure, and difficulty keeping price below \$2 million. Work is underway on joint agreement with Wenham, where Hamilton's share for the project would be no less than 60%.

Discussion reiterated how it needs to be defined who the new pool was intended for (i.e., family inclusive rather than age 5 to 13 years old and for swim team) beyond supporting summer park program. The design for the new pool is six lanes with L-shaped gradual entrance steps with a rail to enable physically-challenged entry. Zero entry is no longer being considered. Discussion addressed how new bathhouses would be included in the project. Also, the intent is for a pool that would encourage families to stay at the facility and Patton Park after children have completed park program for the day.

Discussion was on how ATM would vote on design and plan for construction for a pool (not to exceed \$2 million) for Hamilton and Wenham. Also addressed was how Wenham CPC was not willing to meet on December 18. Timmons opined that Wenham would be a willing partner this time around. Discussion was on how to avoid obstacles and construction scheduling issues that caused the prior pool project RFP to come in too expensive for taxpayers. Also mentioned was the original ATM warrant article for \$2.5 million pool project that lost by two votes at ATM and with pool redesign and increase in construction materials, if the Town does pass an article for a \$2 million pool it will have spent a total of \$2.5 million. Discussion addressed if \$80,000 were approved for pool design and \$2 million for construction, the pool project would hopefully be completed by June of 2016.

Funding for capital projects

Nippes-Mena outlined analysis of pool project finances with \$2 million project authorization for construction. Design and development is \$80,000. Last year CPC wanted to buy down \$540,720 of the cost, with \$1,539,280 financed on a 20-year debt schedule at 4.5% doing equal payment structure versus declining principal. The annual payment would be \$117,532. If there was a 2/3rd Hamilton, 1/3rd Wenham split to share the cost the Town would be responsible for slightly more than \$78,000 a year and Wenham slightly more than \$38,000 a year. She explained that due to the debt Wenham is carrying for its town hall, it is likely Hamilton would have to pay for the project and have Wenham pay its share of pool cost to Hamilton.

Also reviewed was four-year average for CPA surcharge and cash flow commitment relative to lowest CPA state match/annual revenue of \$439,881. The CPC/Town has fixed commitments of Donovan field until 2020, potential pool commitment for \$117,000 annually with Wenham subsequently paying Hamilton, 10% reserve for community housing, same for historic preservation, and 5% to pay for administration cost. So \$275,032 are fixed commitments within CPA surcharge since state match is considered bonus money. The debt commitment for pool would be 47% of the surcharge and total commitment would be slightly higher than 79% not including revenue offset from Wenham. Nippes-Mena said 3.25% could also be possible in a debt schedule. She summarized how much surcharge would remain (\$1.5 million unreserved) if \$540,720 were used to reduce the borrowing amount until 2035. Also mentioned was \$4 million needed for Town Hall renovation as part of CIP and how debt payment would go until 2040. Discussion ensued about possible over-commitment of CPA funds with unforeseen future projects (i.e., open space acquisition and affordable housing). CPC members reiterated the importance of advocacy parent groups having a presence at CPC meetings if there is interest in the pool when the Committee is making a decision about CPA funding and the project.

Schedule next meeting and identify future topics

Discussion addressed requirement in CPA plan for CPC to hold public information meetings twice a year to assess need of community and that notice should be published in the newspaper. The CPC noted the importance of transparency and public involvement. Reffett mentioned how Town has a media coordinator who can inform public of hearings via Facebook and Twitter. Meketon suggested interactive charrettes or visiting where people in Town gather to identify public interest in infrastructure, housing, quality of life, and economic development opportunity. Also introduced was if feedback from Boston's CPC would be useful to Hamilton's CPC. There was also mention of beach at Chebacco Lake and if Town supports public use there. The Committee's next meeting is scheduled for December 11 when it will vote to authorize Meketon to pay bills.

Meeting Adjournment

Peter Britton moved to adjourn the meeting at 9:42 pm. Nepo Trepanier seconded the motion.
VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Thomas Catalano Chairman