**Town of Hamilton**
**Community Preservation Committee**
**December 11, 2014 Minutes**

**Attendees**
The meeting was held at Hamilton Town Hall with the following Committee members in attendance: Chair Tom Catalano, Ed Howard, Jay Butler, Ray Whipple, Keith Glidden, Peter Britton (arrived at 7:40 p.m.), Nepo Trepanier, Robert Preston and Jennifer Scuteri. Finance Director Deborah Nippes-Mena, HW Recreation Director Sean Timmons, Selectmen Chair Scott Maddern, Community Projects Coordinator Rachel Meketon and Director of Planning and Inspections Patrick Reffett were also present. With a quorum of CPC members present, Tom Catalano called the meeting to order at 7:30pm.

**Acceptance of Minutes from the November 20th CPC Meeting**
Keith Glidden moved to accept the minutes from the November 20th meeting. Jay Butler seconded the motion. VOTE: Unanimous.

**Review and Approval of Bills**
Discussion ensued about authorizing Rachel Meketon to pay bills with emphasis on tracking projects to ensure they match grant requests. Catalano moved to authorize Rachel Meketon to review and approve bills for compliance with the approved grant application and to pay such bills as they are submitted to the CPC. Keith Glidden seconded the motion. VOTE: Unanimous.

**Update – American Legion Pool – Sean Timmons**
Sean Timmons recapped why the HW Joint Recreation Board supports the pool project at Patton Park versus Fairhaven Field. For proposed design of new pool, there is a 38% reduction in square footage for the bathhouse and service building. The Recreation Board will recommend a pool design that aligns with the working group's mission at its meeting next week with information/numbers ready for January's public presentations. Conversation has occurred with Wenham officials about how Wenham CPC is considering financing that community's share of the pool project. The actual time for construction and opening of the pool once funding support is received could be 2016 at best.

Discussion ensued about shared cost allocation in joint recreation agreement between Hamilton and Wenham that is currently based on property values: 35% Wenham and 65% Hamilton. Wenham has proposed a possible population cost allocation and if Selectmen from the communities decide to pursue this route the share would be: 33.45% Wenham and 66.4% Hamilton. There is a possible range of funding where Hamilton would pay $1,352,000 to $1,381,000. Three different scenarios that impact cash flow commitments include: financing $0, $1,352,000 and $900,000. Conversation with Hamilton and Wenham officials has focused on 3-year rolling average on property valuations ($1,352,000) and Wenham's proposal for a population share ($1,381,120).

Three scenarios include financing within CPA surcharge (10% reserves set aside for CPA categories are tied to total revenue): Hamilton finances $1,352,000 with interest paid of $262,000 with $184,000 available annually for reserves; $900,000 using State House notes for

10 years with $174,500 in interest and $174,000 available annually for reserves, or paying cash with current CPA commitments and 10% for reserves there would still be $282,381 annual revenue. The balance of CPA funds would still increase with the payment for the pool over time. If the pool project were paid for in cash the reserve fund for recreation would be depleted leaving at the end of a year $899,825 in total reserve fund balances. It would take five years (with set asides and debt paid for Donovan land) to recoup the $1.3 million back into unfunded reserve balance. Discussion addressed how there is $1.9 million in unrestricted reserve balance with $71,000 taken out of open space category annually and some funds have not been expended for this year's appropriation.

Discussion addressed possibility of Hamilton bonding the pool project and having Wenham CPC pay Hamilton cash for its share due to its debt to surcharge situation although its reserve fund balances are strong. This possibility was discussed amongst selectmen and finance directors from both towns and recreation director. If Wenham paid Hamilton cash this would not slow down the pool project due to delays associated with potential financing. There has only been discussions by Wenham on the matter, no vote or any joint meetings with Hamilton's and Wenham's FinComs or CPCs. Wenham plans to hold a CPC meeting in mid-January once CPA application for pool project is in place. Also mentioned was whether or not a joint meeting would be held between Town officials from both towns after the Wenham CPC's January meeting.

Discussion ensued about reconfiguration of Wenham CPC, and conversations with the chair of that Committee being more positive than in the past about the pool project. Some Hamilton Committee members expressing reticence due to lack of commitment from Wenham to date about next steps regarding the project process. Although there has not been a vote, Wenham has contributed funds and plans to provide more for the pool design. Once mechanism for pool funding is determined for Hamilton (with Wenham paying cash) then which method to allocate cost share, by property values or population, will be decided.

Discussion addressed how much CPA funds for the pool project should be used relative to having CPA funds left over for other projects such as an artificial turf field. A position paper from coalition outlined how CPA funds could be used for grading but not stands or turf (private funding could be used for this project). Also, some of the potential revenue expected from Patton property housing development could possibly be directed toward turf field project as requested by Recreation Board. The prudent approach is to have enough CPA funds in reserve for availability for open space acquisition and affordable housing projects.

Discussion was on new Ipswich YMCA pool in the works and how that organization was not expressing interest in helping Hamilton with swim opportunities nor was it able to house Hamilton's swim team. Also mentioned was ongoing support for Patton Park pool since at last Town Meeting a two-thirds vote lost by 2 votes for a $2.5 million pool, and efforts include online petition from Wenham with 102 signatures, 60 signatures for Hamilton petition that is new today, and 21 pledges for almost $5,000. The petition drive is on change.org website.

Bill Dery suggested Hamilton could approach Ipswich YMCA for pool use, and that $700,000 be used to refurbish existing Patton Park pool. Rosemary Kennedy opined about refurbished

Bradley Palmer kiddie/wading pool that could be used (DCR information is available), cost of maintenance of Town pool, and need for community pool. It was noted that this is not a learn-to-swim facility. Richard Boroff explained that related to the Open Meeting Law he was recording the meeting.

Jeff Hubbard read language from the Coalition website about use of CPA funds for turf fields such as bathrooms, track and lighting, but not artificial turf surface or stadiums. Discussion ensued about projects that do not meet CPA criteria and potential for lawsuits if a community does not agree with a CPC's decision about CPA projects. Hubbard opined that the taxpayers will decide how the revenue from the sale of land at the Patton property would be used, that CPA revenues are down and that income forecast should be identified, that turf field has broader impact to the community, and he supports renovation to Town Hall as well as some form of pool project. Catalano noted that the CPC is setting aside CPA funds for reserves every year and that undedicated fund provides for flexibility and planning based on known revenue stream from CPA surcharge not the state match. In the capital plan, the renovation of Town Hall is planned for 2020 or 2021. CPA funds cannot be used for the entire debt cost for this renovation. This would be a shared debt with CPC and Town budget. Discussion was about operational changes at Town Hall that should be funded as a budget line item rather than funded by CPA.

Martha Hill Farrell, Hamilton Avenue, spoke to the pool being a high priority to young families with young children to learn to swim as well as for summer camp since the number of participants was down 40% last year, and to be with friends and neighbors. She suggested that both pool and turf field should be supported. Also, that the pool is an expansion of the improved playground at Patton Park rather than sending children to swim elsewhere. Shelby Thompson, Hamilton Avenue, explained that many families in Town want to get the pool project mobilized in April and done in such a way that everyone can support. Scuteri noted that the Coalition has taken a position relative to many towns using much of CPA funds for a turf field, and that the state match is based on the economy.

Recreation Board members Steve Ozahowski and Brad Tilley spoke to towns getting their fields need met and that Recreation Board priority is for a pool. Tilley mentioned that 8" deep Bradley Palmer pool is not where children will learn to swim, and that there should be no problem with funding for maintenance of a new pool at Patton Park based on revenue brought in with park program and family memberships. Tilley explained how important a pool has been for the Town and that it would be very expensive to repair Patton Park pool in its state of disrepair and the facility would still have inherent problems (i.e., too shallow and no deck space). Tilley is working with pool designer to create a design that definitely comes in at less than $2 million.

Michael Dinsmore, Willow Street, suggested that all cash financing might be easier to get the pool project done, debt and some cash and debt were good routes to get majority vote to get the work done. Emily Sumner explained how there is support for the pool despite the fact that she and other younger residents cannot attend every meeting. The CPC thanked residents for attending the meeting to express their support for the pool project.

**Presentation and Proposal to Review CPC Plan and By-laws – Rachel Meketon**
Meketon presented a reformatted CPA project application check-off sheet that succinctly lists criteria identifying strengths and areas where projects could be improved. Discussion ensued about acquiring versus creating open space for the community, need for questions related to particular property issues in CPA project eligibility paperwork as well as consensus outside of CPC from community relative to Town acquiring open space. Also addressed was Town manager's thought from a strategic standpoint that he and Selectmen should be involved with discussions for Hamilton associated with the Town acquiring open space (i.e., Blueberry Brae Farm CPA application). This is a case where there would be additional criteria beyond regular eligibility criteria (i.e., consensus with other Town boards, how fits with capital and Master plans, serves more than one CPA purpose). If the Town is taking an interest in property it would be the CPA applicant not the CPC.

Catalano moved that the CPC form a subcommittee consisting of Catalano, Butler and Howard to work with Meketon to move forward with alterations to documentation. Peter Britton seconded the motion. VOTE: Unanimous.

**Eligibility Application – Community House Renovations 2015 – Craig Leonard**
Discussion ensued about eligibility application for the Community House renovation of failing window lintels, restoration of floors, painting of ceiling in main hall, and repainting on exterior of building. Catalano suggested the applicant outline all costs from a historical perspective for all recent improvements that have been done and percentage that Hamilton CPC, Wenham CPC, and the Community House have paid for to date for mitigation, cupola, etc. Discussion addressed how Hamilton's CPC is not the funding mechanism for every non-profit in Town. Craig Leonard said the Community House is asking for full funding for its renovation project: 2/3rd Hamilton, 1/3rd Wenham since the Community House also has a failed septic system that it will pay for and could cost from $60,000 to $200,000.

Ray Whipple moved that the Community House application was historically eligible. Keith Glidden seconded the motion. VOTE: Unanimous.

**Eligibility Application – Blueberry Brae Farm – Mark Lampert-Boden**
Discussion ensued about eligibility of Blueberry Brae Farm for potential open space land acquisition. Mark Boden, 1 Surrey Lane, owns 45-acre farm and he and his wife are interested in downsizing after 20 years of ownership and selling the land without the house. Due to the agricultural use of the property and by law, the Town has right of first refusal to purchase the property, once Boden has an offer. The property, which has 8 acres of wetland, abuts the recreational fields on the Donovan property and Sagamore Hill. Boden is meeting with the Town manager on the matter tomorrow. Discussion addressed possibility of splitting off 35.4 acres with 11 acres that could be used as an athletic field. The Boden family would stay in the house and keep 7.5 acres. Catalano mentioned that the site could also potentially be considered for affordable housing.

The total property of 43.5 acres was appraised in May for $1.5 million. Discussion was on Boden's interest in selling the property for $798,000 and putting it on the market in June or July. The property is used for horse trails and is predominantly wooded. It is buildable but

would be expensive to develop due to percolation requirements. Catalano expressed interest in getting a topographical map that identifies flood plains, etc. at the site. Boden explained that the property would be offered with a free title and no restrictions. The Committee thanked Boden for approaching the Town with his intent to sell. The 39 acre Donovan property was purchased by the Town seven years ago for $700,000 and Donovan did improvements to that property. On the Boden property trees were cleared for more flat space. The Committee noted that the Conservation Commission's jurisdiction and amount of wetlands will determine potential for development of the property especially relative to access and usable agricultural road on the site. Also noted was interest in consolidating playing fields in Town.

Whipple moved that Blueberry Brae Farm as proposed is declared an eligible application for CPA funding. Robert Preston seconded the motion. VOTE: Unanimous.

**CPC Confirmation Vote for TM – COA Replace Exterior Lettering**
Proposal is to replace lettering on fan on gable of building with cast bronze lettering. Discussion was on cost and labor rate to install letters $3,383 ($1,700 for letters matched with official Town font). COA Director Marybeth Lawton will provide the Committee with a design layout for placement of letters reading Senior Center Hamilton to review for CPC approval.

Peter Britton moved to confirm the CPC vote for Town Meeting. Glidden seconded the motion. VOTE: Unanimous.

**Discussion and Possible CPC Vote for TM – Document Record Retention and Imaging – Deborah Nippes-Mena**
Discussion ensued about whether or not the Town would incorporate part of the project funding into the CIP plan and $100,000 of total $300,000 cost for record retention project would be paid through Town Meeting appropriation and $200,000 was to get the project started (i.e., integration of all Town files). Suggestion was to stretch the project over a longer period of time (i.e., three to four years scanning particular streets and maps annually) than the projected two years which would enable the Town to help fund the project.

Discussion addressed how the CPC has paid to conserve historical documents relative to the document record retention project being investigated due to weight of the hardcopy files and concern about stress on Town Hall building infrastructure. Also some Committee members stated that since the state mandates that paperwork be saved this is a capital expense for the Town rather than being eligible for CPA funding. Discussion ensued about how other communities have used CPA funding to electronically digitize Town records (Finance Director Deborah Nippes-Mena will forward this information to the Committee), store and back them up in a data center computer, and provide access through a town's website and employee computers. Nippes-Mena is working with state officials for sign-off on destruction of documents verified after scanning. She offered to work with Meketon to determine (possibly through the coalition) if CPA was geared to such a project.

Director of Planning and Inspections Patrick Reffett described how storage materials have to be removed to comply with Secretary of State's retention requirement and preserve Town Hall building. A first cleanup day is being held tomorrow at Town Hall to discard records that are not

required to be kept permanently and identify duplication (i.e., planning maps). The Planning Department requires electronic submission of plans and maps, the difficulty is there currently are no printers or mechanism to create hard copies. The Finance Department has had an ongoing effort to cull out and discard documents that are not needed for the past eight years. Discussion addressed how the town of Newbury had approved expenditure of $200,000 for record retention although it was unknown how it was funded and Committee members expressed uncertainty that for Hamilton the entire $200,000 would fall under historic document preservation and protection. The Committee will review details about what other towns have done including breakdown of expenditures in preparation for its next meeting.

**Continued Discussion on Possible Funding Approaches for Capital Projects – Deborah Nippes-Mena**

Discussion ensued about $7,300 outstanding to be collected from first half of the year's commitment where $177,979 was collected. The full year commitment outstanding receivable is approximately $187,000. The projected total CPA revenue for this year is $490,014. Also, that dollars earned in investments last year was $22,000 and if money is pulled out for a pool this will affect the investment structure. From this year's revenue, $137,626 is still available for appropriation from $490,014 and will go into fund balance on reserve when books are closed in June.

To date, $303,000 has been collected. Another $187,000 has not been collected yet since tax rate had to be approved since CPA surcharge is based on taxes charged minus the first $100,000. The appropriated fund balance represents ongoing appropriations from prior year's where projects are not completed yet and any money appropriated out of reserve. In addition, money such as $45,000 to community housing was moved into the fund balance.

Discussion ensued about conservative numbers being used with four year average and lowest CPA state match and there could possibly be $50,000 more per year based on FY'13 match number. With the exception of Donovan property debt for open space reserve which will be paid in 2020, if no appropriations were done with CPA funds, each reserve set aside would be growing by $47,000 a year. The surcharge capacity in any given year of $350,000 and ability to fund debt is limited by this amount for a mixed use project that meets all CPA categories. In the long term 15 to 20 years where reserve is tied up in one category this limits capacity to do a project in community housing or historic.

Discussion addressed the importance of a strategic approach relative to the CPC planning along with Affordable Housing Trust and selectmen (i.e., pool, turf, Town Hall renovation) since the Town cannot afford too many large projects with 2% CPA surcharge to carry debt. Also noted was private financing, and request for portion of sale of Patton land revenue, and one-third of funding coming from Wenham for a turf field project. Also mentioned was that CIP has $4 million for Town Hall renovation. Discussion was on if the Town should consider increasing CPA surcharge to 3% in an effort to have funding for future acquisitions of open space that have been prioritized for Hamilton including chapter land. Discussion ensued about need for a working group to analyze this to understand Town's likelihood, expense and profit associated with acquiring open space in light of fact that larger properties throughout Hamilton are coming up for sale. Reffett will help with this visioning for the Town.

**Outlook Technical Assistance**
IT consultant Andy Wood can assist any Committee members with technical questions (i.e., email) when he is in the office next month.

**Schedule next meeting and identify future topics**
The Committee scheduled a meeting for January 22 after the Wenham CPC meets in January.

**Meeting Adjournment**
Butler moved to adjourn the meeting at 10:01 pm. Nepo Trepanier seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Thomas Catalano Chairman