

**Town of Hamilton
Community Preservation Committee
January 10, 2013 Minutes**

Attendees

The meeting was held in the Memorial Room of Town Hall with the following Committee members in attendance: Jennifer Scuteri, Tom Catalano, Jay Butler, Peter Britton, Ray Whipple, Robert Preston, and Nepo Trepanier. Christine Berry as CPC Coordinator was also present. With a quorum of CPC members present the meeting was called to order at 7:30pm

Acceptance of Minutes from December 13th CPC Meeting

The minutes from the December 13th CPC meeting with revisions were accepted by the CPC.

FY14 CPA Application Eligibility Review

Hamilton Senior Center Kitchen – Mary Beth Lawton, Director of the Hamilton Council on Aging was present to discuss updates to her \$57,000 proposal for a renovation of the kitchen at the Council on Aging, formerly known as the old Library. Her proposal was adjusted to reflect only those capital improvements which qualified under CPA and after conversations with Fire Chief Stevens and follow-up with the DPW staff. Mary Beth reported that she could not come up with a solid figure until she met with an electrician and plumber. She also met with a project manager and planner from Boston Showcase, who is developing a plan free of cost. Mary Beth also reported that the project may require a new service pole. Once she has this information in place she can come up with defined costs in time for the CPC's next meeting.

Mary Beth reported that the construction costs jumped dramatically because DPW staff determined they did not have the time to complete the project in-house. Tom Catalano noted that Mary Beth's revised proposal falls within the broad parameters of CPA. Mary Beth feels confident that she can act as General Contractor, which will save funds. She doesn't anticipate that construction will interfere with the summer recreation program, Town meeting space, or the Fire Department's training. Mary Beth noted that she was considering moving her office to the second floor. Nepo asked whether the second floor was handicap accessible and that there could be a fire safety issue with no other means of exit. Mary Beth said she would have preferred the project to qualify under recreation, rather than historic preservation, and that CPA wasn't focused on the seniors. Robert added that CPA improvements to open space and recreation benefit the entire community.

Tom motioned that the CPC vote to accept the project as eligible with funding not to exceed \$57,000. The vote was unanimous. Mary Beth will report back to the CPC at their next meeting with updated costs.

Community House of Hamilton and Wenham Cupola Repair - Melissa Elmer, Executive Director of the Community House of Hamilton Wenham was present to discuss her updated request for \$53,800 in CPA funds for the repair of the cupola. Melissa reported that the Community House has engaged a project manager to oversee the project. The budget that she is presenting,

which requests \$53,800, is a worst case scenario budget. She does not expect costs to exceed the \$107,600 that she is budgeting. The remaining funds will come from the Community House endowment, a fundraising campaign, and hopefully Wenham CPA funds.

Peter Britton asked what, in addition to the cupola, has been compromised. Tom said water infiltration is causing issues. He said the eyebrow window restoration will impact the roof. Melissa said they have had two different structural engineers review the building. She said they plan to remove the cupola intact with a crane. She said the slate roof is in good shape. It was noted that it has only been 16 years since the last repair. Tom said that there must now be a higher level of restoration, and face higher restrictions since the building is listed on the National Register.

Melissa reported that she is asking \$20,000 from Wenham CPA. She said that historically they have supported the Community House, but not equability with Hamilton. She said that she expects to have their decision in February. Jennifer Scuteri said that we are going to have to address the split at Town Meeting. Jay asked who uses the building free of charge. Melissa said the Girl Scouts, Boy Scouts, sporting groups and the Special Friends use the building free of charge. Nepo said he is going to want to hear what Wenham will support. Ray Whipple said we need to be mindful of what is saleable to Town Meeting. Jay said we need a better rationale for the split. Jennifer thought a 2/3 split might be appropriate as it is in keeping with the school split. She noted Rotary used the building and that is it located in Hamilton. Peter said that he thought we should support the building in the spirit of how significant it is to our community. He said he does not want to see it further deteriorate and that Hamilton should take the higher ground. Jennifer said that she agrees but that we have to be prepared to address the question. Melissa said that she needs to be realistic in preparing her budget. Tom said that the project name should be broadened since it does not just include cupola restoration, but also windows and roof. He said exterior restoration might be more appropriate.

Tom motioned that the CPC move forward on the request for \$53,800 for the Community House exterior restoration project. The vote was unanimous.

Follow-up Questions on Previously Approved FY14 CPA Requests

Invasive Species Control on Public Land – Follow-up questions were raised for this project. In response Christine followed with Jim Hankin, Coordinator for the Hamilton Conservation Commission, and Mike DeRosa, a wetlands consultant, the proponents of the project. After speaking with Mike and Jim, Christine reported that the project was not appropriate as a Scout project due to the nature of the weed removal and fact that some of the sites were along busy stretches of road. She also reported that the trucks scheduled to bring the weeds to the zoo were stopping at other out-of-town locations as well.

Other CPC Business

Board of Selectmen Policy on Board and Committees

Jennifer noted that the purpose of the policy was to clarify the roles and responsibilities of the Boards. She added that Selectmen weren't reaching out properly and not using liaisons. She said it does not mean they are setting all the goals. It was intended to ensure there is coordination and to empower boards and committees. She said there are similar policies in other communities.

Acceptance of Gift Agreement for Donovan

The Gift Agreement and donation of \$1,020 from the Hamilton – Wenham Youth Football was accepted by the CPC. The agreement was signed by the Chairman.

Community Preservation Coalition Annual Dues – Admin Request \$1,500

Christine reported that the CPC has received their annual invoice for the Community Preservation Coalition dues for 2013. The dues have not changed in several years. The Coalition is a very helpful resource to the Committee. There was no discussion. Tom moved to pay the dues out of the CPC's administration fund. The vote was unanimous.

Meeting Adjournment

The meeting was adjourned at approximately 9:05pm.