

**TOWN OF HAMILTON
COMMUNITY PRESERVATION COMMITTEE
January 30, 2007**

Attending the meeting of the Community Preservation Committee at Town Hall at 7:30 p.m. on January 30, 2007 were Tom Catalano, Bob Bullivant, Lindle Willnow, Ray Whipple, and Leigh Keyser. Christine Berry was present as the new CPC Coordinator. A quorum was present.

CPC Coordinator

The purpose of the meeting was to meet with the new CPC Coordinator, Christine Berry. After this meeting Christine Berry will come in to Town Hall during business hours to meet with Candace Wheeler, Town Administrator, who will introduce Christine to the rest of the Town Hall staff. After introductions, the discussion of her duties as CPC Coordinator began.

Ms. Berry's weekly schedule was discussed. She has requested a reduction in her hours at the state DCR. Her tentative schedule at Town Hall will be all day Tuesday and half day on Thursday.

One of her ongoing duties will be to maintain communications with Wendell Walters at the Chronicle and with the staff at the Salem News. In addition, a process for routing and reviewing documents, including minutes, will be developed. Lindle Willnow will send her the minutes of this meeting and the previous meeting to give her an example of the format that has been used. Tom Catalano will coordinate with Alison Jenkins and Marissa Frerk about getting the website updated with all meeting minutes.

Ongoing Projects

Tom Catalano will send her the official list of projects approved for FY2007 as well as a list of all of the committee members and their affiliations. Christine's initial priority will be to become familiar with the FY2007 projects and see what can be done to expedite any of these projects prior to Spring Town Meeting. Most pressing is the kitchens project at Hamilton Senior Housing. The project is ready to move forward but the issue of procurement regulations must be resolved before any of the materials can be purchased. The Town Finance Director, Deborah Mena, is reviewing the rules for procurement so this money can be released.

Other projects that have made some progress include the Housing Partnership project which is moving forward through hiring of a number of consultants to assist and the Town Hall heating system project for which quotes have been requested from qualified bidders.

The projects related to the DPW have not progressed far due to the flooding in the spring of 2006 and to current staffing shortages.

FY2008 Projects

The schedule for review and selection of the previously received proposals was discussed. Mention was made of a new proposal received from a Boy Scout related to construction and distribution of picnic tables at selected locations in Town. Bob Bullivant relayed that the closing date for the Warrant for Spring Town Meeting in March 19, 2007.

Next Meeting

The next meeting will be held on February 8, 2007 at Town Hall. The proposals received will be discussed and the meetings to review the proposals and meet with the proponents will be scheduled.