

**Town of Hamilton
Community Preservation Committee
March 19, 2015 Minutes**

Attendees

The meeting was held at Hamilton Town Hall with the following Committee members in attendance: Chair Tom Catalano, Jay Butler, Ed Howard, Robert Preston, Jennifer Scuteri, Ray Whipple, Peter Britton (arrived at 7:35 p.m.), and Nepo Trepanier. Community Projects Coordinator Rachel Meketon, Director of Planning and Inspections Patrick Reffett, also present. With a quorum of CPC members present, Tom Catalano called the meeting to order at 7:30pm.

Acceptance of Minutes from the February 12nd CPC Meeting

Catalano moved to accept the minutes from the February 12nd meeting as amended. Ed Howard seconded the motion. VOTE: Unanimous.

Review Annual Town Meeting Presentation

CPC members reviewed the Annual Town Meeting presentation for CPC with Rachel Meketon that addressed CPA surcharge and exemption, if the presentation would be on website after ATM, how CPA funds have been allocated since 2005 when Hamilton adopted CPA, projected revenues, state match, unrestricted funds, and administrative costs. Also discussed was process for CPC warrant articles at spring Town Meeting especially relative to vote on Patton Park pool project.

Jennifer Scuteri moved that the CPC consolidate its approval for the two Patton Park CPA application requests into one lump sum of \$1,381,120. Peter Britton seconded the motion. Discussion ensued about how doing one article could potentially have better success of passing regardless of what Wenham does at its Town Meeting for final planning, development of construction documents and construction of the swimming pool, bathhouse, operations building and deck area. The CPC addressed how this would be a statement of official approval by Selectmen and FinCom. VOTE: 7-0-1 with Ed Howard abstaining.

Discussion was on where CPA funds would come from for pool project (i.e., from annual revenues and undedicated reserves) if Hamilton's share of the project were paid for in cash. Town Counsel Donna Brewer will weigh in on language to ensure vote on article is valid. Also addressed was how Recreation Board as the applicant would provide history on the pool project explaining why it is being brought back to Town Meeting at reduced size and cost and with Wenham involved. The CPC noted importance of Catalano summarizing the Committee's support for the project at Town Meeting. Discussion ensued about how explanation may be required at Town Meeting regarding Community House CPA application and Hamilton's share of cost of program to restore and rehabilitate the Community House. Also noted was lack of representation by Community House board members at CPC meetings about organization's requests for CPA funding.

**Discuss Sub-Committee Recommendations
Update Community Preservation Plan
Host Public Hearing**

The CPC formed a sub-committee to study its by-laws and procedures which has met a few times. Meketon summarized recommendations that have come out of these meetings including as part of CPC by-law consult with Town boards and committees and share a CPC plan and ask for feedback as well as hold a public hearing for public input on CPC.

Meketon described proposed process for CPC feedback including revisions to existing CPC plan that she provided the Committee and how revised draft would be submitted to CPC and other Town boards and Committees for feedback. In addition, a survey monkey could be used online breaking down CPC plan into sections so public could comment. Town Manager Michael Lombardo and Director of Planning and Inspections Patrick Reffett have suggested a public hearing be held in mid-May. Then public comments would be incorporated into the plan which would be reviewed by CPC and approval vote would occur in July.

Discussion ensued about possibility of using a postcard (\$1,000 for half page, card stock) to be sent to residences to get public to attend a CPC hearing at library. Also mentioned was to put a response mechanism in place with the postcard so public unable to attend the hearing could submit input this could be done through social media and survey monkey. The postcard could reach various community groups to communicate what goals CPC has achieved including conservation, affordable housing, etc. and what could be done related to their interest.

Meketon will research if May 21 at 7 p.m. is a possible date for the public hearing at the library. Also noted was that Town boards and committees would be notified to promote how they could interact with CPA. The draft CPC plan could be put on Town's website before the hearing. At the hearing discussion could include three minute presentations from Town boards and committees as well as Town Manager for priority projects (i.e., Town Hall renovation) relative to long term CPC plan. It was noted that there is not enough CPA money for all projects where there is interest in Town.

The CPC plan was first drafted in 2008. Discussion was on former applicants relative to sending them a letter from CPC and how there could be outreach to groups such as ECTA, Chebacco Woods Land Trust, etc. notifying them about the public hearing and CPC plan. Also discussed was need for graphic that would visually catch people's attention (i.e., how do people want their tax dollars to work with CPA funds, or chapter land colored in on Town map, or annual revenue and state matches). Also mentioned was possible summary information for postcard to illustrate what ideas would be covered at the public hearing to run an efficient meeting. Discussion was on presenting total CPA revenues since 2005 (i.e., \$5 million) giving residents a chance to provide input on how

money should be spent and a pie chart on how CPA money has been spent to date in Hamilton.

Meketon updated the Committee on her initial revisions she has proposed to the CPC plan thus far which Reffett is analyzing now. These revisions include numbers and projects in current plan, minor revisions in language geared to clarity, minor restructuring of sections for consistency, review goals and criteria (i.e., especially under Recreation and Historic Preservation) to ensure the information is clear for these categorizations, additional detail from other CPC plans useful to Hamilton's CPC plan, and review text relative to local laws.

Discussion was on how to manage public hearing to ensure presenters and attendees are given equal time. Also mentioned was how anyone interested in a CPA project could initially contact Meketon to understand what projects are eligible for CPA funds, there could be information provided to CPC link on website to direct people to how they could learn more about CPA project eligibility, and letter from CPC could contain project eligibility information.

Meketon referred to 10-year anniversary of CPA implementation in Hamilton since it was adopted in May 2005. To commemorate the anniversary, slides of completed projects could be shown at the public hearing, and put on the website. It would focus on how the CPA funds have been used successfully in Town. Discussion ensued about how communities that have a 3% CPA surcharge are receiving as much as 100% match from the state. Also mentioned is that the median house in Hamilton typically pays \$150 a year for CPA surcharge.

Meketon summarized that after receiving Reffett's comments she would send draft revised CPC plan to Committee, and she would create postcard and presentation for public hearing. She noted that the sub-committee is also interested in revising the CPA project application guidelines and operating procedures for the CPC.

Discussion ensued about how the letter could go to the Town boards and committees as early as Monday, March 23, 2015.

Next CPC meetings on Thursday, April 9 and Thursday, May 9, public hearing on May 21

Meeting Adjournment

Preston moved to adjourn the meeting at 9:00 pm. Howard seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Thomas Catalano Chairman