

**Town of Hamilton
Community Preservation Committee
Sub-Committee on Bylaw and Operating Procedures
February 23, 2015 Minutes**

Attendees

The sub-committee meeting began at 9AM. The meeting was held at Hamilton Town Hall with the following Sub-Committee members in attendance: Ed Howard, Jay Butler and Tom Catalano. Planning Director Patrick Reffett and Community Projects Coordinator Rachel Meketon were also present.

Approve Minutes from 2/23 Sub-Committee Meeting

The minutes were approved. Jay asked if Tom had an opportunity to look at the graphics that Rachel presented at the February sub-committee meeting. He had not. **Rachel will resend them and share them with the full CPC as part of the public hearing presentation.** Jay asked if Rachel was able to add the amount of money that has been allocated but not spent to the reserves graphic. **Rachel was able to find that amount in Munis and will add it to the graphic.** Tom and Jay listed projects that might still be open. **Rachel will bring the list to the next CPC meeting.**

Debrief on 3/19 CPC Meeting

Tom asked if the Town will be creating a new master plan because that will affect the community preservation plan. Ed said that the planning board is discussing it, but is also busy with a few different projects. Patrick said that he thinks the 2004 master plan is technically sound, but he'd be very interested to hear what other people think is lacking. Ed mentioned that one of the priorities of the planning board is moving site plan review from the zoning board of appeals to planning. Tom agreed that most communities do it that way. A brief discussion ensued on fees and town staff involvement in reviewing development plans.

Ed asked how the Selectmen's priorities for CPA funds will be presented vis-à-vis other community concerns. Tom responded that the CPC is inviting input in many different ways and from many different stakeholders. It will then be the CPC's responsibility to prioritize that input. One exercise could even be putting values on important Chapter land. Tom said that he is interested in discussing a possible move to a 3% surcharge as a part of this planning process. He'd like to show people how much more we could have if we had been at 3% over the past ten years; how the surcharge would change if we went to 3%; and how the state's contribution would change relative to that. Jay responded that he would prefer to collect the list of potential projects and costs, analyze it, and then have a stronger platform to say how much CPA funding Hamilton will need to meet the demands. At this point, the CPC has been able to fund every viable project that has been presented to it. Tom agreed. **Rachel offered to do preliminary analysis on the 3% surcharge.** One of the major projects is Town Hall. The group discussed the complexity of such a project and the need for it. The group also brought up the possibility of large CPA requests for recreation projects. **Tom said that once we have a list, we'll need to create a time-cost matrix to analyze the projects.** Jay said that the public is not aware of many of these potential

projects, so the CPA planning process will help to increase awareness. Tom asked how we can further help to increase awareness; perhaps by “pushing” information through an email database with residents’ contact information, rather than waiting for people to “pull” the information from the internet. **Patrick said that we should take advantage of the Town’s new social media employee.** He said that the mailing would be effective for those who do not use social media. **Ed said that we will also advertise in local newspapers,** but it is unfortunate that the newspapers don’t regularly cover local boards and committees like they used to.

Review Draft Application Guidelines and Operating Procedures

Rachel shared the revised application guidelines. They are very similar to the original, but incorporate Jay’s comments and the sub-committee discussion. **Tom said that the Historical Society should not be included because only the Historic District Commission is specifically discussed in the bylaw.** Ed mentioned that there is not historic commission or that the current one is limited to the historic district.

Tom asked how the review process could become more transparent. Rachel shared an evaluation document that she created based on the comments from the previous sub-committee meeting, the sample evaluation sheets from other communities, and Hamilton’s current community preservation plan. Jay liked the document and suggested that we add criteria so that the points sum to 100. Rachel and Patrick suggested that the group use a percentage to compare scores. Jay asked if Rachel had considered doing a preliminary review of applications and then reporting to the CPC. Rachel replied that only a few of the criteria are objective and most are subjective. Patrick said that he and Rachel could together review the applications with the expectation that CPC members could disagree with their assessments. Rachel said that it could also be helpful for applicants to have initial feedback from the Town if their applications are lacking important elements. **Tom said that the evaluation criteria should be included in the applications.**

Rachel shared the operating procedures that she created based on Jay’s comments, the sub-committee discussion, and the sample documents from Falmouth and Vermont. Jay had two initial suggestions for changes: **That it be made explicit that the Chair can vote. And that it be clarified that email communications are only restricted when a quorum of CPC members are involved.** Tom asked about “CPC liaison” section. Rachel replied that Falmouth assigns a CPC member to be the contact for each approved project. **Tom and Jay liked that idea as a way to ensure that projects move. Ed, Jay and Tom will review the guidelines and procedures and send any feedback to Rachel over the next week so that she can incorporate it before the CPC meeting on April 9th.**

Discuss Preparations for Public Hearing

Rachel shared a graphic that she had mocked up to represent the CPC’s allocations over the past ten years. The graphic could be used for the public hearing invitation. Tom thought that it was a good start. He asked if it could be incorporated into the ATM presentation. **Rachel will definitely have a slide that showcases the public hearing, though it may not be the final version of the invitation.**

Jay asked if the letter and plan had been sent to the other boards and committees. Rachel said yes and shared the list of boards, committees, and former applicants that had received the letter and plan. Patrick shared that the planning board had discussed it and didn't understand what was meant by priority projects. They may invite Rachel to speak with them at a future meeting. Rachel said that it might be more appropriate for some boards or committees to submit priority projects than others. Jay said that groups are just expressing their interests; they won't be held to the priorities that they present. Patrick said that the purpose is to determine what is important to whom. Tom agreed that this is a macro-level exercise to get a general understanding of what priorities are in the town. Ed brought up the Board of Health as one of the boards that might have specific projects, while the planning board might not. Jay joked that all of the boards might just support renovations of town hall so that they can get proper meeting space.

The sub-committee meeting ended at 10:30AM.