

**Town of Hamilton
Community Preservation Committee
April 9, 2015 Minutes**

Attendees

The meeting was held at Hamilton Town Hall with the following Committee members in attendance: Chair Tom Catalano, Jay Butler, Robert Preston, Jennifer Scuteri (arrived at 7:45 p.m.), Ray Whipple, and Keith Glidden (left at 8:30 p.m.). Community Projects Coordinator Rachel Meketon also present. With a quorum of CPC members present, Tom Catalano called the meeting to order at 7:30pm.

Acceptance of Minutes from the March 19th CPC Meeting

Robert Preston moved to accept the minutes from the March 19th meeting. Jay Butler seconded the motion. VOTE: Unanimous.

Discuss Sub-Committee Recommendations

Discussion ensued about sub-committee's review of guidelines for CPA project submissions and general project evaluation as well as general operating procedures for the Community Preservation Committee. One item addressed was the degree of independence the Committee has from Board of Selectmen and Town Manager including appointment of CPC members. It was noted in review of CPC by-law that at-large Committee members are appointed by Selectmen and that these individuals could be replaced at any time. This has never happened but at-large members could also be replaced when their three year terms expire. The majority of the CPC members are appointed from Town boards and committees of which some are also appointed by Selectmen.

An issue addressed by sub-committee is how the agenda is set for the Committee and there has been push back regarding action to no longer include language in by-law about Town staff being part of agenda process. The CPC had mirrored the model by-law that the state supplied. Discussion addressed how there is the role of Selectmen to remove CPC members if these members are not acting in a manner that is in the general best interest of the Town. This did occur in Wenham. The Committee mentioned that the CPC has the autonomous ability to create a Town Meeting warrant article separate from the Selectmen. Also, that CPC members acting as liaisons for a Board or Committee should represent their Board's or Committee's position.

Discussion was on how citizens need to be part of the Town government process by attending meetings, checking website or reading local newspapers to learn and understand what the CPC is working on. All CPC documents discussed at CPC meetings will be made available on the Town's website as addendums to meeting minutes.

The sub-committee noted that relative to the Hamilton by-law, it will research how CPC members could be appointed and removed by appointing committees (i.e., Conservation

Commission) if an individual is not carrying out the objectives of the appointing committee. The CPC does not plan to recommend any changes to the Town's by-laws.

In addition, the sub-committee is gathering CPC operating procedures from other cities and towns to create these procedures for Hamilton's CPC. A draft of CPC operating procedures has been created that is a compilation of information from CPC plan and the best of the gathered information. Discussion addressed how the CPC Chair and Community Projects Coordinator would develop the meeting agendas with input rather than control from Town staff (i.e., Finance Director, Town Counsel). Discussion was on how the CPC should not have agenda items excised by Town staff. For example, Blueberry Brae property by Town Manager, although that matter was kept on the CPC agenda and addressed by the Committee. The Committee concurred that it needs to maintain control over its CPC meeting agendas.

Revise Application Guidelines

Discussion addressed the sub-committee's considered revisions to the application guidelines including reordering of information for verification, inclusion of timeline for each project grant cycle, historic preservation applicants being approved by Historic District Commission or having their support as part of CPA plan, and open space applicants should establish a partnership with Board of Selectmen and Town Manager.

Funding criteria for projects was consolidated into section #7 of the application guidelines. Discussion was on pool project being divided into feasibility study and procurement piece based on state Division of Capital Planning that requires splitting such a project from a financial standpoint. Also mentioned was if a project that was approved for funding is not going to be done in six months, the applicant should return to CPC with an explanation and to get dispensation from Committee to continue to receive funding for project. After spring Town Meeting the Committee will review open ended projects that could be in jeopardy of losing funding.

Discussion ensued about whether or not the CPC should advocate for an approved CPA project with specific Committee members assigned to liaise. The Committee noted that it could take the list of projects that have not moved forward (i.e., Model T firetruck structure) and assign an advocate to get them going. This could have occurred with the Town Meeting approved American Legion Post CPA project work.

Create Application Evaluation Form

Meketon had aggregated information from other communities to create a CPA project application evaluation form that includes a scoring mechanism (this would be part of public record). Each category in scoring mechanism would have the same maximum potential score/percentage for a project so no category would be weighted over another. This mechanism would allow the Committee to evaluate the projects and set a threshold for the CPC to analyze the viability of a project. Meketon could do a first draft on an initial CPA project grant for the Committee to review and vote on similar to how the

Committee votes on minutes as presented or amended. Discussion addressed how this process could be a guideline for final determination on CPA project eligibility, and could assist Committee working with applicant if a project needs more to score higher regarding eligibility.

Also mentioned was applicability of Mullins rule and members complying when a project review extends for multiple meetings where a member may have to read meeting minutes or listen to meeting recording to be up-to-speed when there is a meeting of material consequence. Discussion addressed how Town Counsel had weighed in on this matter and it does not apply to CPC just bodies involved with adjudicating. The CPC could have a Code of Conduct relative to what members are expected to do if they miss a substantive meeting. It was reiterated that CPC has autonomy (i.e., can vote down use of CPA funds for a project that could go before Town Meeting).

The CPC agreed to have Meketon do a first draft on application evaluation form with scoring mechanism that the Committee will vote on and modify as needed. Meketon would like all comments from the Committee on the Community Preservation plan by May 11. She will also gather public input from the online and hard copy survey (at Town Clerk's office and at Senior Center), at the CPC's May 21 public hearing, and from other Town Committees and Boards. A poster will be done publicizing the May 21 hearing for use at Annual Town Meeting.

Adopt Operating Procedures

This was already done by the Committee at a prior meeting.

Review Community Preservation Plan

Discussion ensued about source documents cited in Community Preservation Plan and if they could be loaded on a thumb drive as well as a few hard copies created for reference for Committee members. All of the documents are on the Town's website. Meketon will work with Committee to identify what CPC members want access to this information via electronic file or hard copy. It was noted that the Planning Board is working towards updating the Town's Master Plan in the next year or so. Meketon has emailed a tracked changes copy of the Community Preservation Plan to CPC members for their review. She also has put all CPA grants awarded information on the website.

The Committee reviewed sample cardstock postcard that CPC will spend \$450 (this is within 5% administrative expenditure) to mail at postcard rate to residents notifying them about the May 21 public hearing. The graphics and copy for the postcard contain photos and text identifying what taxpayers have funded in matching partnership with state to date with CPA funds. CPC provided comments on the draft postcard to be mailed in early May after spring Town Meeting. Information will be included on CPC plan survey that has a June 1st deadline. Meketon will reach out to Town Boards and Committees as well as Town staff to raise awareness about the hearing.

Next CPC meeting is on Thursday, May 14, public hearing on May 21

Meeting Adjournment

Butler moved to adjourn the meeting at 8:56 pm. Whipple seconded the motion. VOTE:
Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Thomas Catalano Chairman