

**Town of Hamilton  
Community Preservation Committee  
April 14, 2016 Minutes**

**Attendees**

The meeting was held at Hamilton Town Hall with the following Committee members in attendance: Chair Tom Catalano, Vice Chair Jay Butler, Ray Whipple, Shawn Farrell, Peter Britton. Community Projects Coordinator Dorr Fox also present. Tom Catalano called the meeting to order at 7:00 p.m.

**Acceptance of minutes from February 11 and 29, and March 10, 2016 CPC meetings**

Shawn Farrell moved to accept the minutes of February 11 and 29, and March 10, 2016. Peter Britton seconded the motion. VOTE: Unanimous.

**Committee Member reports**

Farrell described how the Selectmen are focusing on the Longmeadow Way project to set up public hearings. He encouraged residents to take the Town wide online survey. If not enough responses are received a postcard will be sent out containing the link. Town officials hope to receive 500 responses. Peter Britton noted that he had received calls about the Longmeadow Way project as a member of the Affordable Housing Trust. Ray Whipple mentioned that the Hamilton Historical Society books and maps are being scanned as part of the third CPA grant.

**Town Meeting report**

Ed Howard reported on Planning Board's unanimous vote to take no action on Town Meeting warrant article regarding moving site plan review from the Zoning Board of Appeals to the Planning Board. He summarized how Patrick Reffett, Director of Planning and Inspections, had written a statement describing why site plan review should remain with Zoning Board of Appeals, and how a white paper should be written as to why site plan review should be done by an elected versus appointed board defined by the Selectmen.

It was noted that the current language in the proposed warrant article was likely not to pass Attorney General's requirements, and if the article came to Town Meeting and action was taken two years would have to lapse before the matter could be addressed again. Discussion was on process for a citizens' petition and steps that need to be taken to get an article on the warrant and to meet the AG's requirements. Discussion was on miscommunication and misunderstanding between citizens' group and Town officials. A citizens' group bringing a petition forward is responsible to get legal assistant to craft legally accurate language. If the Planning Board had adopted the language in the warrant article resulting from the citizens' petition then Town counsel would have provided legal assistance with the language. Next steps could be another citizens' petition addressed at special Town Meeting in the fall.

Also mentioned was that the HWRSD does not plan on contributing to any playgrounds or athletic fields in its capital plan for next five years. This will be considered when the CPC determines its support relative to CPA project applications for school projects.

Discussion ensued on the restriction on the \$250,000 allocated from CPA funds at spring Town Meeting for affordable housing so it cannot be used for the Longmeadow Way project. This action could be reversed at fall Town Meeting.

For future Town Meetings, the CPC will work toward describing CPA projects more extensively on slides in the CPA presentations. Also mentioned was how the CPA summary slides should be clear for attendees to understand the amount of money in CPA reserves, and that the Town Meeting slides should be available for review by presenters before the meeting. The Committee noted that the Town Hall personnel changes impacted management of presentation slides for this spring Town Meeting. A final note was that when the Committee's votes on articles are spelled out in warrant they should denote total number of members voting when vote was taken (i.e., unanimous could mean 7 of 9 members in attendance).

### **Subcommittee report**

The CPC needs a Housing Authority representative on the Committee according to bylaw. Kate McGuire of the Hamilton Housing Authority could report to the CPC on the matter. The CPC has been conducting its meetings with a quorum but the Committee would like as many members as possible to attend to give all Town boards representation in Committee discussions and decisions.

The subcommittee has been holding meetings to discuss the public meeting on Tuesday, May 24 that the CPC will hold to provide an update on CPA in Hamilton. Community Projects Coordinator Dorr Fox has developed letters to all boards and committees and former CPA applicants, a notice of public hearing document and a press release.

### **CPC Survey/Public Hearing**

Discussion was on how some of these questions mirror those in the Town wide survey. A CPC specific question could ask for suggestions, provide in an open response format, on future CPA project application grants. Also mentioned was Department of Revenue announcement that state match for CPA could be as low as 19% for next year with a 2% surcharge. Information could be provided in a survey question on what could be accomplished (greater return on investment) with 3% surcharge versus 2%.

Also addressed was how a slide at the CPC meeting would address the abatement program for low/moderate income elderly and non-senior households who are concerned about whether or not they can afford the increase in CPA surcharge from 2% to 3%. This could be added as a survey question as well.

Farrell reported on results from the 186 Town wide surveys completed to date. Responses on how people felt about how well CPA funds had been spent in the last 10 years: 35.7% yes, 31.6% no, 32.7% no opinion. In response to if the surcharge should be increased from 2% to 3%, survey takers said: 35.1% yes, 47.4% no, 17.5% no opinion.

Next steps for the Committee include sending out email invitations to the May 24 meeting followed by the survey. Fox will identify audiovisual equipment needed for the event. The meeting presentation slides will be put on the website prior to May 24. Fox will work with other Town officials to gather and verify CPA financial information. The CPC survey completion deadline will be as close as possible to the meeting date and results could be posted. Farrell will assist Fox with the technical details associated with the survey. There was discussion about including the Chebacco Lake Association in the emailing list for the meeting and survey.

**CPC Plan**

The CPC has to update its plan by the end of June prior to the start of the next fiscal year. This includes housekeeping, especially the appendices, such as updating the financial information, contacts and committee members as well as taking out the automatic two-year sunset clause.

**Future Grants**

Farrell mentioned that the Hamilton Horseshoe Club would be coming back with an application (this could include leasing space from the Myopia Hunt Club on the schooling field), which could involve high school students and Boy Scouts. In addition, the Wenham CPC may come to the Committee about CPA funding assistance to redo the Pingree Park playground (this structure was privately funded 25 years ago). It was noted that the Hamilton CPC donated a small amount of CPA funds to the Patton Park playground that was primarily privately funded. The Wenham CPC did not contribute any CPA funds to the Patton Park playground.

**New Business**

Annual election of Committee officers will be done at an upcoming meeting. Also mentioned was how Town board and committees make recommendations about who on their boards will serve as liaison members on CPC (i.e., Conservation Commission).

**Adjournment**

Whipple moved to adjourn at 8:51 p.m. Butler seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_  
Thomas Catalano Chairman