

**Town of Hamilton
Community Preservation Committee
February 12, 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, and Keith Glidden. HW Recreation Director Sean Timmons, Town Manager Michael Lombardo, Selectmen Chair Scott Maddern, HW Recreation Board Chair Steve Ozahowski, Community Projects Coordinator Rachel Meketon, Director of Planning and Inspections Patrick Reffett, Hamilton Historical Society's Annette Janes, Finance Director Deborah Nippes-Mena (participating remotely), Denis Curran, Wenham CPC member, FinCom members Charles Chivakos and Nick Tensen were also present. With a quorum of CPC members present, Tom Catalano called the meeting to order at 7:35pm and noted the meeting was being recorded and would be televised at a later date.

Acceptance of Minutes from the January 22nd CPC Meeting

Catalano explained that he did not attend this meeting but listened to the audio recording for this meeting so he was able to vote on the minutes. Jay Butler moved to accept the minutes from the January 22nd meeting. Ray Whipple seconded the motion. VOTE: Unanimous.

Application – Community House Renovations 2015 – Melissa Elmer

Community House Executive Director Melissa Elmer described how she and Rachel Meketon had reviewed future Community House capital projects and identified what are CPA eligible (i.e., \$30,000 septic system tie in of kitchen is not). A presentation on Community House projects was also given to the Wenham CPC.

Catalano expressed his concern that CPA funds are an anticipated ongoing revenue source for the Community House and intention of CPA funds is for extraordinary events in Town not for ongoing maintenance/upkeep of public or private projects. The CPC is receiving these type of requests from more than the Community House. Discussion ensued about whether the Town is diluting its ability to take on a significant project by approving ongoing smaller projects. Robert Preston (no longer a Community House board member) concurred with the concern and noted that the Community House is a non-profit, and there are other projects that would require CPA funds (i.e., Patton Park pool). Peter Britton asked what efforts had been done to secure funds outside of CPA and he agreed with concern about the CPA becoming a permanent funding source for capital projects.

Catalano speaking as Historic District Commission Chair noted that the Community House is the only meritorious building in Town and it is on the National Registry so as a cultural artifact it should not fall into disrepair but capital requests are maintenance that should be funded by another mechanism. Jennifer Scuteri addressed how by next year there would be over \$100,000 in Historic Preservation account of CPA funds. She suggested if

the Community House could raise half of the maintenance funds it could be matched with CPA funds. Ray Whipple recommended that CPA funding could be used just for replacement windows.

Discussion was on if an independent vote contingent on a one-to-one match for funds that the Community House raised could be done. Also noted was importance of Wenham's willingness to support 1/3rd of funds.

Community House Director Melissa Elmer stated that the organization has a \$400,000 annual budget and is doing its part to maintain the project by spending 73% of its own fundraising dollars. She noted that Hamilton has been generous with portico and cupola project. Elmer said the CPA's historic preservation funds are a significant pool of money that the organization can compete for to maintain the building when the organization only has up to \$10,000 a year for maintenance. Elmer spoke to how it is very competitive to get other grant funds especially in regard to buildings that are in danger of demolition and in communities with greater need.

Britton noted that the Hamilton Town Hall is going to need CPA Historic Preservation funds in the future (i.e., record retention project is not fund eligible) and expressed concern about CPC being an endowment agency and noted other future requests for CPA funds such as for a turf field.

Scuteri moved that the CPC recommend to Town Meeting to move forward the article that Hamilton will provide a dollar to dollar match of CPA funds up to 50% of the applicant's request for funding provided that the other matching funds are raised by the applicant (i.e., \$33,550 half of \$67,100). Catalano seconded the motion. Butler noted that CPC is cleaning up its rules including when a recommendation is made at Town Meeting to grant CPA funds that the money gets used. Discussion addressed how a sunset clause should be put on this item. Elmer mentioned that this would give the Community House until the end of the next fiscal year (18 months) to raise funds and suggested working with CPC subcommittee to understand when it is appropriate for Community House to apply for CPA funds for its projects. Preston amended the motion that the Community House has 18 months to raise its share of the funds. VOTE: Unanimous.

Application – Conservation Commission for invasive species removal

Michael DeRosa, DeRosa Environmental, representing the applicant. Discussion ensued on project approved by CPC two years ago and it has Conservation Commission permitting until 2016. The open space preservation project is an invasive species management program for harvesting and eradicating knotweed and restoring native species. The project was done at the well pump station on Asbury Street. The CPA request is \$5,000 and on the ground survey will be done on Town properties for cutting and removal of knotweed. Harvested knotweed is taken to Franklin Park Zoo for natural forage for giraffes and hoof/horn stock. Entire stands will be harvested, cut stems treated with organic herbicide, to allow natural restoration of native plants. Town-owned

areas where work will occur is where the triage process would work well and it would not straddle other properties. Discussion addressed how balance from remaining appropriation \$3,000 would be used with request for an additional \$2,000. Preston moved that the CPC approved the revised application for \$2,000. Whipple seconded the motion. VOTE: Unanimous.

Application – Picture digitization project from Hamilton Historical Society

Annette Janes representing the applicant. Janes described interest in continuing picture digitizing project with one-third of collection done last year for \$9,500. This year's request is for \$9,500. The total project cost is estimated to be \$30,000. The digitized images will be put in a database and be accessible by computer. A paper file will be kept.

Ed Howard moved to support the project as presented. The motion was seconded by Scuteri. VOTE: Unanimous.

Finance Director Deborah Nippes-Mena joined meeting via telephone.

Application – Patton Park pool

HW Recreation Director Sean Timmons described how from results of a resident survey about what recreation facilities people would like to see in Town, the Patton Park pool ranked highest. In another survey, 90% of respondents said if the pool was improved they would use it. The proposed pool for Patton Park is six-lane regulation (42' wide by 70' long) with (22' wide by 37' long) recreational swim area with widened stairs at 1.5' deep for children who are learning to swim. The new bathhouse will be slightly larger with private showers and changing areas. In addition, ADA bathrooms will be accessible all year except the winter. When the pool is closed two bathrooms will be accessible with no access to the pool facing the outside of the enclosure. The service/filter room will allow pool staff to ensure bathers have proper passes before they enter the pool, and there will be a lifeguard office with full view of the pool as well as filtration/storage, and vending machines. The staff will have their own bathroom to use separately from the patrons. The bathhouse and service buildings will be wood-framed to save money and be more aesthetically pleasing than what was previously proposed.

The size of the concrete decking has been limited with more grassy area for seating to be family friendly, provide a cost savings, and put leaching field under the grass. There will be outdoor showers to wash off before entering pool. The pro forma budget accounts for all costs (with expense lines for utilities and chemicals possibly high). Revenues are based on season passes for residents, daily admission for residents, and what constitutes a family (i.e., nanny, caregiver), swim team and swim lessons. This revenue and revenue from the park program should cover the seasonal expense for the pool. Currently the Recreation Department revolving fund funds the park program and pool.

Discussion ensued about how any surplus revenue should be applied toward debt service if agreed upon by Recreation Board and the towns as part of annual budget process or kept in reserve to pay for small capital items such as furniture or filter replacement.

Accessories for pool will be paid for after the pool generates revenue. Discussion addressed reduction in bather load by 40 people due to no longer using a zero entry to 4' and less design as well as no kiddie pool. The pool consultant has a project budget of \$1.89 million using unit cost for pool currently being built in Belmont. One CPA application is for \$80,000 for planning phase and get project out to bid, and construction costs not to exceed \$2 million with split for Hamilton and Wenham. HW Recreation Board Chair Steve Ozahowski reported that the Wenham CPC wants to bring the pool project vote to Town Meeting and the majority of that CPC's members were in favor of the project.

Nippes-Mena explained how the split for the cost of the proposed pool was based on population for the two towns where the Town would be responsible for \$1,381,120. She spoke to bonding this amount or \$881,200 and consideration in decision to preserve bonding capacity for future projects. She encouraged the Town to think about paying cash for Hamilton's share of the pool project. This would make the Town Meeting vote easier because it is a simple majority. Also, it would preserve the Town's ability to bond larger projects than the pool (i.e., renovating Town Hall or if a property becomes available for sale that is of interest to the Town as a mixed use property). The cash for the pool can be replaced in the next five years by conservative funding.

Discussion ensued about how the funds would be dispersed based on bidding. Town Manager Michael Lombardo described how if the project was started July 1 conceivably the project could be done in one season (i.e., 9 to 10 months) with 10% retainage and billing done in thirds. Nippes-Mena said since the cash is available, and even if the project was bonded, it could be voted as a FY'15 article at spring Town Meeting for construction document and full project construction. Denis Curran, Wenham CPC member, described how on February 26 that committee will vote on the project and the atmosphere with that committee is in favor with Wenham's interest in a one-time cash payment (i.e., \$698,880 for that town's share). For Hamilton the maximum debt capacity annually is \$250,000 and there would still be CPA reserves and administrative expenses. With a 2% CPA surcharge, 50% of Town Hall renovation could be funded under historic preservation (i.e., \$2 million of \$4 million for 20 years of borrowing, \$200,000 maximum). However, the proposed addition to Town Hall would not be eligible for historic preservation CPA funds. This discussion takes into consideration when Donovan field debt is paid off. Debt schedule for pool project would be for 12 year term.

Butler moved that the CPC approve \$53,120 for the design work and \$1,328,000 for the construction as Hamilton's portion of the combined design and construction of the Patton Park pool cost and it would be paid in cash. FinCom member Charles Chivakos noted that the committee had not met formally on the pool project but he concurred with Nippes-Mena's suggestion to preserve bonding capacity and ease of Town Meeting passage for pool by paying for project with cash. Preston seconded the motion. VOTE: 7-1 with Ed Howard opposed.

Donovan Field acquisition bond payment

Preston moved for the CPC to pay \$45,400 for annual Donovan Field acquisition bond payment. Whipple seconded the motion. VOTE: Unanimous.

5% annual revenues for administrative expenses

The CPC can pay up to 5% of its annual revenues on administrative expenses for coalition membership dues, salary expenses, and Town-wide mailer. This year the CPC will spend \$22,516. Whipple moved to authorize spending up to \$22,516 for administrative expenses. The motion was seconded by Ed Howard. VOTE: Unanimous.

Other Business

Discussion ensued about CPA funds for affordable housing and incentives/seed program for seniors where housing improvements/rehabilitation work could be offered and use of deed restrictions implemented to maintain affordable housing in Town. Hamilton is losing housing stock that is affordable when \$300,000 housing is being replaced with \$600,000 housing. Also mentioned was need for apartments in Town and need for by-law that promotes rental housing, the strongest part of housing market, especially for young adults. Also, whether or not community should be surveyed to see if there was interest in raising CPA surcharge from 2% to 3% and if this should be addressed at spring Town Meeting. Rachel Meketon offered to develop information on how surcharge is populated for Hamilton, and she noted that the CPA abatement application deadline is March 31 before spring Town Meeting.

The CPC subcommittee will meet on February 20.

Meeting Adjournment

Butler moved to adjourn the meeting at 9:21 pm. Preston seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Thomas Catalano Chairman