

**Town of Hamilton
Community Preservation Committee
June 14, 2007**

Attendees

The meeting was called to order at approximately 7:40pm in the Memorial Room of Town Hall with the following Committee members in attendance: Dave Carey, Lindle Willnow, Ray Whipple, Leigh Keyser, Peter Dana, and Tom Catalano. A quorum was present. Christine Berry as CPC Coordinator was also present. Deborah Mena, Hamilton Town Finance Director, and Peter Britton were also present.

Approval of Meeting Minutes

The minutes from the May 10th meeting were approved.

CPA Budget and MUNIS Module

Deborah Mena, Hamilton Town Finance Director, was in attendance to discuss the CPA's year-to-date budget and the MUNIS Module for Project and Grant Accounting. Deborah reviewed the amounts budgeted for CPA projects and the amounts available in reserves.

The MUNIS module for Project and Grant Accounting would allow the Town to individually track the expenses for each CPA appropriation in MUNIS without having to use spreadsheets and cross verification. Hamilton uses the core MUNIS program now. The CPA was written without considering the accounting levels that municipalities use. CPA requires multi-year accounting with individual project codes to accurately understand its expenses. This program could also be used for Chapter 90 funding and police detail billing. This program would have long-term benefits to the Town.

Deborah estimates that this program will save considerable amounts of time. Deborah would be willing to give Christine web access to the program from home. There are no other comparable programs to this MUNIS module. Both Candace Wheeler, Town Administrator, and the Finance Committee are aware of this request for funds and are comfortable with the request.

The cost for the module is \$5,520 and would come out of FY07 CPA administrative funds. This amount includes training. The \$594 annual maintenance fee would come from other town funds.

The Committee voted to allocate the \$5,520 out of the 5% CPA administrative fund for the purchase of the MUNIS module pending the support of the Board of Selectmen.

Town Hall Boiler Replacement Project Update

The cost to replace the boiler in Town Hall is now approaching \$100,000, an increase from the \$60,000 which was originally estimated by Reinhardt Associates. Allison Jenkins, Assistant Town Administrator, inquired as to whether the CPC might support a request to fund an additional \$40,000 towards this project.

The scope of the project which was submitted to the Committee was very vague. Questions were also raised as to how this scope relates to the \$9,900 energy audit and heating design that was approved at 2007 Annual Town Meeting using FY08 CPA funds. Dave and Christine will follow-up with Reinhardt to discuss the scope of the project and escalating cost.

Old Library Reuse Study Project Update

At the Spring 2007 Town Meeting, \$10,000 in CPA funds was appropriated to study the condition of the old library and determine possible uses. Reinhardt Associates has estimated that the cost of this project would be between \$15,000-\$20,000. It has been suggested that this project get turned over to Hamilton's Economic Development Committee. Selectmen Bill Bowler planned to contact Reinhardt to discuss the project scope.

Coordination with Wenham on Future Joint CPA Projects

Jeff Chelgren, Town Administrator for Wenham, and Christine have discussed the possibility of improving coordination between the two towns on future CPA projects. Christine will communicate with Jeff and report back to the Committee. Future coordination may be necessary on a case-by-case basis.

CPC Project Managers

Several Committee members have offered to act as project managers for some of the FY08 CPA projects. It was suggested that not every project requires a Committee member to act as project manager. Christine will work to keep the projects on track and will keep the Committee updated on progress and issues.

CP Committee Make-up

Dave Carey will now be acting as the Board of Selectmen representative for the CPC. It is also expected that Peter Britton will be taking his place as the Hamilton Housing Partnership representative to the CPC. It is expected that the Board of Selectmen will approve these appointments, as well as renew the terms of the Tom Catalano, Chris Davis, Lindle Willnow, Leigh Keyser, and Ray Whipple for additional two-year terms at an upcoming meeting. Tom Catalano will remain on as Chair of the Committee.

Next Meeting

The next meeting is scheduled for Thursday, July 12th at 7:30pm in the Memorial Room at Town Hall.

Meeting Adjournment

The meeting was adjourned at approximately 9:00pm.