

# HAMILTON COMMUNITY PRESERVATION COMMITTEE

## MINUTES OF MEETING

April 13, 2017

Members Present: Shawn Farrell, Chris Currier, Jay Butler, Tom Catalano, Ed Howard,  
Mimi Fanning

Coordinator: Dorr Fox

This meeting was called to order by Tom Catalano at 7:37 p.m. with a quorum present.

### **Minutes**

Jay Butler made a motion to approve the minutes of the March 9, 2017 meeting. Ed Howard seconded the motion. The Committee voted unanimously to approve the minutes.

### **Committee Member Reports**

Mr. Catalano reported on two things before the Historic District Commission. First was the proposal of Francis Parisi at Patriot Communications to construct a cell tower on town-owned land behind Town Hall. For some reason, the balloon test didn't happen April 8 as it was scheduled. He is waiting to hear back about why it did not occur. Secondly, the Historic District Commission is looking to see how they can review, approve and assist the Trustees of Reservations who are applying to place Appleton Farm on the National Register of Historic Places.

Ed Howard reported on action by the Planning Board pertaining to its cease and desist order at 227 Willow Street (being referred to as The Elevator Building). The Town Council advised the Board that the order is fine, but the Building Inspector didn't want to go along with it, and a legal opinion is coming. The Board doesn't want anything higher than what it approved, which is 41 feet. The Zoning Board of Appeals agreed with the Planning Board that the elevator cannot go up to five stories. There is a 14-day waiting period from last Wednesday for Bill Bowler on the Zoning Board of Appeals to write out that the applicant is being turned down for going above 41 feet and then the applicant can appeal it to Land Court or Superior Court. Also before the Planning Board was one small meeting regarding an extensive study from the City of Salem called "Salem for All Ages," which is an endorsement of integrated housing that is inclusive of all ages living together. Only 9 percent of the populous of Salem had any interest in over-55 housing. Mr. Howard said personally he believes housing should be integrated.

Mimi Fanning said she was in the hospital and missed the Town Meeting but watched it on TV. She will be attending the Housing Authority meeting on April 20 and will report on that at the next meeting.

Chris Currier said the Conservation Commission met last night and continued a discussion of improvements to the Patton Ridge site. They also had a site walk. A drainage pipe that

encroached upon town land was removed and the property boundary was staked. Another matter discussed was a “friendly” enforcement order given to Essex County Green Belt, which has a black earth composting operation on the Sagamore Hill site that has encroached upon and affected the wetlands. The order seeks to put the property back to its condition prior to the encroachment. That process is moving along rapidly, and the black earth is expected to be off the site by this summer, although it may take a number of years to be put back to where it needs to be.

Shawn Farrell said the Board of Selectmen are in discussion and have had a public hearing for the turnbuckle LLC known now as Honeycomb (a bakery) that is applying for a full liquor license. The Patton Homestead gave a proposal about how to manage the property and is in discussion about the details and hierarchy. Mr. Farrell, Patrick Reffett and Jim Hankin are working on getting a multiple board meeting together to talk about the parking at Patton. The Board of Selectmen gave Town Manager Michael Lombardo his annual evaluation. They had a presentation by Rob Brennan from Cape Build, who has signed on to help with the community’s affordable housing needs and has won awards for his company’s cottage-style housing. (CPC members interjected to clarify that Cape Build is *not* a not-for-profit.) The Selectmen also discussed the Town Hall Building Committee that will oversee Town Hall renovations. They have not received many applications. To fill that committee, rather than have the membership be reps from the various boards, they’ve decided to open it up to anyone who wants to participate.

#### **Review of 4/1/17 Town Meeting Voting**

Mr. Catalano asked a procedural question about how and why the script was amended without anyone talking to the CPC first. Dorr Fox explained that the Town Moderator Jen Scuteri wanted changes and decided to add in an alternative slide that Mr. Lombardo wrote up. While everything went through, Mr. Catalano said it was awkward to have a script that was a surprise to him. The script had an alternate motion to approve the Affordable Housing Trust money with the proviso that it couldn’t be spent on Long Meadow.

#### **Review on The Joint Committee on Revenue Hearing on An Act to Sustain Community Preservation Revenue (H.2615 & S.1504) on Monday, April 10 at the State House**

Jay Butler reported that the Community Preservation Act Coalition sent out an email on April 8 wanting letters of support to be written to sustain the Community Preservation Act. Mr. Howard said the hearing was publicized for Monday, April 10, but it wasn’t posted on their website. Mr. Fox said he will call to inquire about it.

#### **Review of Open Grants**

Mr. Fox noted he sent out an email today regarding these. He gave the following updates:

- **Senior Center Ballustrade:** He found photographs and gave them to Mark Shaw, who is leading the project with the DPW. He had also previously brought in a sample of the synthetic material and they’re in the process of getting contractors. He is hoping the

project will come to fruition by the end of this month. Today the steps were being fixed and the bronze letters have been up for a while.

- **Patton Park Cannon/Wagon Wheels:** He has contacted the folks in South Dakota and received a revised estimate. They have re-measured the existing wagon wheels and created pallets to transport them. The company in South Dakota will handle the transportation. He and Ms. Batista are in agreement on the order and just need to check it with Mr. Lombardo. This should be done within the next few weeks and then reconstruction will happen in South Dakota for two months. They are doing both cannons and both wheels, and hope they'll come back looking good. One of the wheels is in pieces, but they do have the pieces to work with.
- **American Legion Electrical Work:** He reported the bill received was very sparse. Also Ms. Batista wanted to be sure the bill came from the grantee, the American Legion, and not the contractor or subcontractor. They did receive an invoice from Hanson Plumbing and Heating, also a bit sparse. As far as Mr. Fox knows, the generator has not been put in yet, but a building permit was pulled. The windows are in the process of being installed. Mr. Butler said he would ask for invoices from the persons doing the work. The electrical work is the only remaining piece. Mr. Catalano agreed they need invoices from the subcontractors and said that donated "in kind labor" cannot be counted toward the grant. Mr. Fox said he will give them a call tomorrow. Mr. Butler said they already had a generator, but didn't have a transfer switch and that is the work they're doing. Mr. Fox said they haven't called for an inspection yet and will need to pass inspection before receiving funding.
- **Historical Society Pictorial Collection:** He noted that the Society asked last week for \$200 to restore one of their photographs. There is \$6,920 left in the allotment and they are continuing on. Mr. Catalano asked when people would be able to access the scanned photos. Mr. Fox responded that they've scanned them all in, but they aren't organized yet so that they'll come up in a search. Ray Whipple is in charge of the project, but former head Annette Janes has been submitting things.
- **Patton Estate Roof Replacement:** He is concerned that there's a condition on this project that by June 30, it needs to commence construction. Mr. Fox told the new DPW Director Tim Olson that he has to get a building permit by then and needs to have the plans. Mr. Olson told him he is just in the process of hiring an architect. Mr. Catalano questioned why an architect was necessary. He thought it only involved replacing the roof and the siding on the dormers, but Mr. Fox said it is more complicated than they had originally thought and will cost more than the grant money of \$45,000. It will have to go out to bid. Mr. Olson has sent an email reporting that he has begun to draft up specifications for the roof replacement. Mr. Catalano mentioned that the building has had ice dams and suggests it be written in such a way that they make sure the new roof is ice-

dam resistant. He said he would be happy to talk with Mr. Olson about it. Mr. Fox said that the way he interprets it, if the building permit is pulled by June 30, that's a commencement of construction and Mr. Catalano agreed. The condition cannot be amended without going back to Town Meeting.

- **Winthrop School Playground:** Mr. Fox received an encouraging email that the materials lists as well as the budget has been finalized. The order has been placed and delivery of materials is expected prior to the end of this school year with installation expected this summer prior to the start of the new school year. They have contracted with New England Recreation Group for the materials.
- **Patton Homestead Riverwalk:** The project is completed. Mr. Fox has not gone out to see it yet, but Mr. Hankin did. The deck is under water right now. It is very nice when not under water, according to Mr. Farrell. Mr. Catalano asked if the site was on the Discover Rails and Trails map. Mr. Farrell says it may end up there. Mr. Fox noted that without a place to park, it's hard to get to.

### **Review of Project Evaluation Tool**

Mr. Butler asked the CPC for input on his grant evaluation scoring system, which is a tool that the CPC members use to evaluate grants that come before the board. It is posted on the website. The system allows CPC members to get a numerical score so they can compare notes. Mr. Butler said he went through the document last month to look at Open Space and converted the statements into questions. He would like to swap out two pages to what they already have and passed out copies with his changes noted. The CPC members were now asked to review the changes to the document pertaining to Recreation and to give their input. Mr. Butler accepted the suggestions and said it wasn't necessary to record the details in the minutes. Mr. Butler noted that this document can be continuously updated. Mr. Ferrell said he liked the phrasing as questions rather than statements and others agreed. Mr. Catalano thanked Mr. Butler for taking on the project.

### **Property Tax Bill Insert to Advertise Surcharge Exemptions**

Mr. Catalano says he will work on the graphic design for the insert and will get it back to the Committee for a look next week. Mr. Fox will circulate it and gather responses.

### **CPC Vacancy Status**

There is one vacant seat now because Peter Britton has stated that he will keep his seat and stay on the Committee. He is an at-large member, but is currently in Africa. Mr. Fox says Mr. Britton might want to step off the CPC if two new people are found. Mr. Farrell said he found five people interested, but none of them have the time. Chris Shepherd has submitted an application for being an alternate for the Planning Board or the CPC. The vacant seat is for an at-large member to replace Ray Whipple.

### **Plans for 2017 CPC Public Hearing**

The Public Hearing was very lightly attended in the past, but having one per year is a requirement. Mr. Farrell asks if they can jazz it up to get more to attend. Mr. Howard proposed to hold it in conjunction with the CPC's regular June meeting. Mr. Butler also suggested folding it into the regular meeting. Mr. Farrell agreed.

Mr. Howard makes a motion to hold the annual open meeting on the usual June meeting date, which is June 8. Mr. Farrell seconds the motion and it is unanimously approved.

CPC members decided it should include refreshments and be televised on public access and include a slide show and presentation. Another suggestion was to have people email, tweet or text in their questions. Ms. Fanning suggested getting a blurb in the *Hamilton-Wenham Chronicle* and *The Salem News*. Mr. Fox said it can be done as a legal ad in *The Salem News*. He suggested making the ad smaller, spending approximately \$200 - \$300 as opposed to \$1,000 spent in the past. Mr. Fox will reach out to and invite the League of Women Voters. The Community House might be amenable to putting a notice up on its sandwich board. Mr. Fox will inquire about that.

The CPC members decided to set the time for the meeting at 7 p.m. Ms. Fanning suggested that the beginning of the meeting be the Public Hearing part. Last year's presentation of 80 slides can be made shorter, and Mr. Fox will send out a pdf of that presentation so members can individually send back their comments. Mr. Butler notes that while this meeting is billed as "public," the public is always welcome at all the meetings. Mr. Farrell says that everyone who has gotten a grant in the past should be invited.

### **Other Business**

Mr. Howard had a "passing comment" regarding the smaller building that was put on the property in the back corner at the Community Center. He raised a question that there wasn't any second egress on the second floor. For years, the Planning Board has said the second floor needs a second egress, he said, and apparently, this building was built without it. Mr. Catalano explained that it has to do with different use groups. Commercial space doesn't have the same requirements as a one- or two-family dwelling. You need a second means of egress for every sleeping room and the window counts. On that building, you could go out through the window onto the roof, he said.

Ms. Fanning asked why a bakery would be petitioning for a liquor license. Mr. Farrell explained that the owner offers prepared foods and also wants to support local distilleries by selling their products. Also, the business will be easier to transfer with that in place if it is ever sold.

Mr. Butler makes a motion to adjourn the meeting at 8:52. Ms. Fanning seconds the motion and it passes unanimously.

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Mary Alice Cookson

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Attest

Date