

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MINUTES OF MEETING

TOWN HALL—MEMORIAL ROOM

January 10, 2019

Members Present: Chair Jay Butler, Ed Howard, Robert Preston, Neil Duggan, Chris Currier, and Janel Curry

Members Absent: Allison Jenkins, Mimi Fanning, and Katherine Mittelbusher

Coordinator: Dorr Fox

Other Town Staff Present: Director of Planning & Inspections Patrick Reffett and Director of Public Works Tim Olson

Chair Jay Butler called the Community Preservation Committee (CPC) meeting to order at 7 p.m. with a quorum present.

**Eligibility Application—Community House Project**

Mr. Butler took this agenda item out of order because the applicant has a sick child at home. Melissa Elmer, Executive Director of the Community House (284 Bay Road), said she's been in the position 12 years. She introduced Tricia Michallyszyn, Director of Development. Ms. Elmer said a strategic plan was approved in November for the Community House, which will celebrate its 100th anniversary in 2021. With this milestone is planned a large capital campaign. However, recently the heating system has shown signs of failure, so instead of seeking support for the larger project as they had planned to do next year, she is applying for a CPC grant now. The Community House serves children in the building on a daily basis and can't afford not to have heat. She noted three different buckets: upgrades, renovations, and possible expansion. Some pieces are related to historic preservation and some aren't. She listed just the items she felt were related to historic preservation in her application.

Mr. Butler commented all of the items on her list are about preserving the building, which is designated as a historic building. Dorr Fox added he reached out to the Community Preservation Association (CPA), who agreed the items were eligible for CPA funding. Mr. Butler noted tonight's discussion was on eligibility only, not funding. His only other comment was that the Community House was asking for a total of \$295K with \$197K coming from Hamilton and \$98K from Wenham. Ms. Elmer said there's been no meeting invite from Wenham yet and their application was due last week.

Robert Preston said her buckets make it logical and easy from an eligibility standpoint. He asked if the Community House would consider allowing the CPC to hold meetings there “without being bled for it” while Town Hall renovations are made. She said yes.

Neil Duggan said his family is a beneficiary of the Community House. He had a question about the two-thirds split since he’s noticed a large percentage of the Community House beneficiaries are Wenham residents. Mr. Preston responded it is a fairly traditional split based on the tax rate and population, consistent with the split of the regional school budget, as well.

**Decision:**

Mr. Preston made a motion that the CPC vote to find the Community House request eligible for consideration of CPC funding. Janel Curry seconded the motion. The CPC voted unanimously among those present (6-0) to accept the motion.

The next step is the funding application hearing on Feb. 14. Then if approved it would go to Town Meeting the first Saturday in April.

**Minutes—Nov. 18, 2018 Meeting**

Robert Preston made a motion to approve the Nov. 18, 2018 meeting minutes as presented. Ms. Curry seconded the motion. The CPC voted unanimously among those present (6-0) to approve the minutes.

**Committee Member Reports**

Ms. Curry discussed that the Planning Board is working on the housing element of the Master Plan. They’ve had focus groups and a survey is ready to go out. She wants to make sure people know about it and will respond.

Ed Howard talked about the Historic District Commission (HDC) hearing for the Ford residence to expand the width of the driveway (by six feet—three feet on either side) where it meets the state highway (Route 1A). There are four house lots off the driveway. The Fire Department didn’t like the proposed hammerhead turnaround and preferred a cul-de-sac. At the public hearing, neighbors had an opportunity to voice their opinions. Mr. Howard said there’s some “smoothing out” to do (other permits are needed) but the applicant got its approval on making the changes. Mr. Howard said new Acting Fire Chief Ray Brunet’s opinion carried a lot of weight since it’s difficult for fire equipment to maneuver in a small driveway and the action was in the interest of public safety.

**Vote to Close Out the Hamilton Housing Authority Lamson Roofs Project**

Mr. Fox said the work on the Lamson Hall roofs was completed and there is \$33,775 to be returned to the CPC.

**Decision:**

Ms. Curry made a motion to accept the \$33, 775 from the Lamson roofs project that is being returned to the CPC. Mr. Preston seconded the motion. The CPC voted unanimously among those present (6-0) to approve the motion.

**Review of Finances**

Mr. Fox explained some details on the spreadsheet he had distributed. He said that the projected unreserved balance would be \$581,967 as of June 30, 2019. There's \$250,936.80 in the reserves for community housing from the aborted Longmeadow project. There is only \$61.52 under Open Space. There's \$64,078.72 under Historic Preservation. Starting July 1 with the new fiscal year, they will be receiving additional money, but Finance Director Marissa Batista's advice is not to spend any money before they get it because people will be coming in with invoices and the money may not be there. Also, they don't know what will happen with the State match. Mr. Fox said Ms. Batista had also suggested carving out \$180K to go to Sagamore Hill to pay on the bond. They also have to make a payment on Donovan Field. After administrative costs, the CPC will have \$402K to write checks on. They do have the money to cover both grants applied for this evening. \$22,119.56 was returned to the CPC for the Council on Aging balustrade.

**Eligibility Application—Town Hall Restoration/Renovation Project**

Director of Public Works Tim Olson said he is working on the Town Hall Building project and thought it a good idea to come before them for funds to continue with the project. He's asking for \$150K (of the approximately \$6M project). The funds will allow the Town to contract for the next phase in OPM (Owner's Project Manager) and Designer services related to the preservation project. They are still vetting when to go to Town Meeting, whether it will be in April or not until fall.

Mr. Preston noted CPC funding will be for historic preservation purposes although Mr. Olson is looking at the entire building and a potential increase to the footprint, which would not be eligible for CPC funding. Mr. Olson said in addition to what they've already received from the CPC they have \$100K from Town Meeting to use for any type of addition; they will limit CPC funds to the historic footprint. They're well aware they need to separate out the costs. Right now they are evaluating the building and using CPC funding for that. When they get into the design they will be breaking out the costs. Mr. Preston said this was obviously an eligible request.

**Decision:**

Mr. Howard made a motion to approve the Town Hall Restoration/Renovation Project's eligibility for CPC funding. Ms. Curry seconded the motion.

**Further Discussion:**

Mr. Olson asked if in the interest of streamlining things he should have to appear before them on each phase's eligibility since the overall project had previously been found eligible. He knew he would have to come before them with funding applications, but didn't know why he should have

to come back regarding eligibility since they were just adding money to the already approved project. Mr. Preston wasn't in favor of skipping eligibility hearings. He said this part of the project is eligible but that doesn't mean everything Mr. Olson brings to them will be eligible. Mr. Butler concurred. Mr. Olson said some communities don't even have an eligibility portion and if it's the same scope of work... Mr. Butler said that is how the CPC has set up its bylaws.

Mr. Butler asked whether there was going to be a presentation made at Town Meeting after the CPC decided on funding to sell the idea to the Town. Mr. Olson said yes. He talked about the studies coming up and said things are moving along nicely. The Building Committee will meet on Jan. 16.

They discussed septic. Mr. Olson is not yet sure of the present system's capacity. Because the upstairs was previously a large assembly room, it may have a large capacity. Sewage is currently pumped uphill and they may be able to relocate the septic and use gravity.

Mr. Duggan asked what percentage of the \$6M will be funded by the Town vs private donations. Mr. Olson said that's to be determined. It would be nice to have citizen involvement/a campaign committee trying to gain those donations.

### **Review of Open Grants**

Mr. Butler suggested they take this agenda item next and he pulled some items out of order to accommodate Mr. Olson being present.

- **Patton Park Cannons:** Mr. Fox interjected he went to see Cassidy Brothers. Everyone agrees drab olive is the proper color to paint the cannons, but when he sent Cassidy Brothers the formula they had a different idea of what the color should be. Mr. Fox showed two samples of the color, which are close. CPC members said they didn't think it necessary that the color of the cannons and wheels match exactly. They thought Cassidy's recommendation was fine.
- **Patton Estate Roof Replacement and Exterior Restoration:** Mr. Olson said they stayed fairly close to what was proposed, although he added a few copper gutters. The new roof got new gutters. The one section where the dormers are was completed. He added they've had a couple of interviews for the Patton Homestead director.
- **The Patton Park Basketball Courts:** Work hasn't begun and won't happen until spring.
- **Master Plan Housing Element:** Ms. Curry discussed this previously. Director of Planning & Inspections Patrick Reffett said the process has two public forums: Feb. 5 at the Hamilton/Wenham Library and March 20 in the high school cafeteria, although that space isn't confirmed. He said the consultants have had a good month and a half's worth of work. They are currently editing the demographics report that should be back to him on Monday. A survey is being composed to ask people's opinions relative to housing, housing growth, and what people are comfortable with to give the Planning Board and residents a better understanding of what people think and what growth accommodations

should be relative to zoning articles and amendments. Ms. Curry commented it was crucial to get the information out and everyone should forward it to their friends.

**Further Discussion:**

CPC members and Mr. Reffett discussed the Housing Production Plan, which is a State requirement every five years. The Town will be using the same consultant and same demographics collected for the Housing Element of the Master Plan, which will save the Town money. Mr. Butler noted the Hamilton Affordable Housing Trust (HAHT) is paying for the Housing Production Plan with money given them by the CPC. He noted there was some question about whether the HAHT ought to come for a separate grant to do the plan, but with the demise of the Longmeadow project they do have the money.

Mr. Howard asked Mr. Olson if he had found enough snow plow drivers and trucks. Mr. Olson said yes. Mr. Olson and Mr. Reffett left the meeting.

**Review of Open Grants (Continued)**

- **Historical Society Pictorial Collection:** Mr. Fox talked to Ray Whipple who said they are going to be using the money.
- **Habitat for Humanity Houses:** With the certificates of occupancy being issued, they are coming off the Open Grant list.
- **Brooks House Renovations:** Ongoing. Mr. Fox just got an invoice Mr. Butler will be signing.
- **Town Hall OPM:** Previously discussed.
- **Knotweed Removal Program:** On hold over the winter. Will start up in the spring.
- **Affordable Housing:** Not discussed except within the context of the Master Plan.
- **Weaver Pond Restoration:** Mr. Fox said permitting is complete. He passed out a booklet and said it's moving forward. Chris Currier said the Conservation Commission gave similar approval for Myopia Hunt Club ponds and said there's a noticeable difference.

**Status of Metal Plaque Signage**

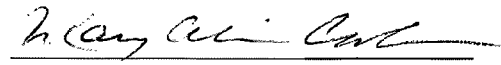
Mr. Butler recapped that the CPC had voted on where to put the metal signs; however they're still sitting in Mr. Fox's office. Mr. Fox said Recreation Director Sean Timmons told him the Recreation Center would like to do their own sign that will acknowledge both the contributions of Hamilton and Wenham. Mr. Timmons took a photo of the CPC's sign because he will use similar wording. This gives the CPC an extra metal sign to place elsewhere.

**Other Business as Necessary**


None.

**Adjournment**

Mr. Howard made a motion to adjourn the meeting at 7:55 p.m. Mr. Preston seconded the motion. The CPC voted unanimously among those present (6-0) to adjourn the meeting.



Mary Alice Cookson  
Minutes Secretary

 2/20/19

Attest

Date