

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MINUTES OF MEETING

TOWN HALL—MEMORIAL ROOM

February 14, 2019

Members Present: Chair Jay Butler, Ed Howard, Robert Preston, Neil Duggan,
Katherine Mittelbush, and Allison Jenkins

Members Absent: Chris Currier, Janel Curry, and Mimi Fanning

Coordinator: Dorr Fox

Other Town Staff Present: Department of Public Works (DPW) Director Tim Olson

Chair Jay Butler called the Community Preservation Committee (CPC) meeting to order at 7:05 p.m. with a quorum present.

Minutes—Jan. 10 Meeting

Robert Preston made a motion to approve the Jan. 10 minutes. Ed Howard seconded the motion. The CPC voted unanimously among those present (6-0) to approve the minutes.

Committee Member Reports

Mr. Howard said the Historic District Commission (HDC) had a preliminary meeting with Town Hall Building Committee reps and asked the Committee to “leave a little for landscaping.” The two groups will meet again on March 7 to discuss the Town Hall’s visual setting.

Ms. Jenkins reported on behalf of the Board of Selectmen (BOS) that a number of seats are up for election. Deadline for returning papers is Feb. 22. The BOS is considering starting a Capital Management Committee and will be looking for someone from the CPC to serve. The idea was brought forward by Selectmen Scott Maddern. It hasn’t been approved yet by the BOS; it will also be reviewed by the Finance and Advisory Committee (FinCom).

Funding Application— Town Hall Restoration/Renovation Project

Mr. Butler introduced Department of Public Works (DPW) Director Tim Olson who is seeking an additional \$150K ask on the same project as before for OPM [Owner’s Project Manager] & Design Services. Receiving this money brings them up to 30% of design. It gives them the ability to continue with the design once a conceptual option is chosen. There will also be an ask from Town Meeting as a separate warrant article, but the amount hasn’t been determined yet. Mr.

Olson acknowledged the CPC has limited funds; the \$150K is just a small piece of what they need to get to 80%-90% of design.

Mr. Preston asked if there was any word from the Town about how much would be capitalized. Mr. Olson said the roadmap was to get a sum approved from the CPC, receive additional money from Town Meeting, and then go for the full ask either at Fall Town Meeting or the next Annual Town Meeting. Mr. Preston asked how long the \$150K would sit before it got spent. Mr. Olson said he thought they had enough money now to get them to July 1 when the \$150K would be available (if approved) and that it would be exhausted by the end of the year.

Mr. Olson outlined what work had been done and talked about the data gathered, and said a social media push to get the design concepts out to the public will be next.

Ms. Jenkins said she didn't think one ladies room on the first floor was sufficient. Also, she said when residents come in to the building, they seem lost. She suggested a counter with staff from the Assessors', Town Clerk, and Treasurer/Collector offices, where residents can pay bills all in one place. These departments are small and sometimes have to close if someone is out sick or on vacation, she said, so combining them would cut down on that. Mr. Olson said this idea is being considered.

He said a goal is to fit all the employees in the one building without having any offices in the basement. They are discussing the idea of removing the grand staircase to create office space so as not to have to put on an addition. Mr. Preston asked about removing storage from the building to create space. Mr. Olson said there wouldn't be much located in the basement other than storage, a bathroom, and perhaps showers for the DPW crew. They will need to worry about humidity and flooding issues. They are discussing having the upstairs as meeting space, which was part of the building's original design. That way they would keep the vaulted ceiling. The environment upstairs isn't good for having any type of conversation and isn't meeting the needs of the staff, he said.

Neil Duggan said the trend in the industry has been reducing footprints for workspace, having flex space, and telecommuting, which is a lot less expensive. Ms. Jenkins said people stop by Town Hall all the time without appointments and didn't think telecommuting was something that would work there. Mr. Olson said he's heard that people would like everybody located in the same building, including the DPW.

Mr. Butler asked what amount would be requested at Town Meeting and how it would be presented. Mr. Olson said he had a good idea of the amount but didn't reveal it. Mr. Butler noted they'd be having two warrant articles—for the CPC grant money and the capital ask, which he said can be confusing. He said in the past he heard comments/complaints about there being two different competing warrant articles for the same thing without an explanation. Mr. Olson said they need at least one of the articles approved to keep going. Mr. Preston commented that Town Meeting might choose to go with the less expensive of two warrant articles unless there was a really good reason to pass them both. Mr. Olson posed the possibility that the public might also

feel the Town should pay rather than the CPC. He said in any case, the money requested would keep the project moving forward to the next phase.

Ms. Jenkins withdrew her comment about the ladies room as she noted there are plans to add bathrooms on the second floor.

Mr. Olson said that there were eight or nine options for the building and now they are down to two.

Decision:

Mr. Preston made a motion that the CPC grant \$150K for Town Hall building renovation (OPM and Design Services) and put this to Town Meeting for a vote. Mr. Howard seconded the motion. The CPC voted unanimously among those present (6-0) to accept the motion.

Mr. Fox asked if they wanted to place any conditions on it. Mr. Preston said they'd been told that a sunset clause isn't an option. Mr. Butler said he expects the money would be spent by the end of the year.

Mr. Fox asked about the wording of the warrant article and whether OPM should be added in along with Design Services. They said yes, it should include both. Also they discussed who the applicant was—the DPW, the Town Manager, or the Town Hall Building Committee. They thought it would be the DPW. Ms. Jenkins said the wording of the article would be reviewed and approved by the BOS. They discussed timing for the funding and that it wouldn't take effect until July 1.

Funding Application— Community House Project

Community House Executive Director Melissa Elmer had distributed a proposal detailing her request for \$197K from the Hamilton CPC. [She was also asking for \$98K from Wenham of which she was granted \$50K.] She recounted some of what she had said at the Eligibility hearing since some CPC members had been absent. She talked about the Community House's mission, programs, and events. A before- and after-school program will be starting up next fall that the Community House will manage itself. Right now they lease childcare space to the YMCA. She talked about how the Community House was largely run by volunteers until 1983 when the first Executive Director was hired, so a lot of archival information was lost. They are working to document and remember eight men who lost their lives in World War I. They are starting an anniversary campaign (\$2M renovation and expansion) and she had separated the list of items into three buckets. She talked about other income sources, including shows, workshops, space rental, fundraising, and grants. She said the Community House doesn't generally qualify for a majority of historic grants.

Mr. Preston asked the rationale for why Wenham only awarded \$50K of the \$98K. She said it was the most they had received from Wenham and that The Community House was competing for funds with the Wenham Town Hall project.

Tricia Michallyzyn, the Community House Development Director, asked if it were possible for the two town's CPCs to meet and come together in support of the community. Mr. Fox said they had talked about that in the past and were told the Wenham CPC was not interested. They discussed exploring it again.

Ms. Elmer said they needed the furnace work done before next winter and wanted to have it done this summer.

Mr. Howard asked for explanation regarding the elevator going to the basement. He asked if the building was ADA-compliant. She said the building was ADA-compliant, but not fully ADA-accessible (which is allowed because of the age of the building). By law, if a certain percentage of the building is renovated it has to be brought up to be fully ADA-accessible. She said they could reach that threshold if they realize the \$2 million expansion.

Mr. Preston said Hamilton couldn't afford to pay the \$47K shortfall of Wenham's decision. Ms. Elmer said she wasn't asking that. She talked about the work that's needed. There are 12 sump pumps in the building, and there's concern about air quality with kids in the building each day. There are also some inside structural and electrical issues to address. The projector room will be repurposed as a control room for things taking place on the stage. She knows they have much fundraising to do.

Mr. Howard asked if the entry into the building was ADA-compliant. She said yes, but the doors aren't user-friendly. Someone with a wheelchair would need to open both doors to get through because the doors are narrow and the button to do that doesn't work well.

Ms. Elmer said they have a generator for the sump pumps that's tested weekly. The building serves townspeople who have no heat during storms.

Mr. Howard said he'd like to see the Community House get more money and do things right (as opposed to bits and pieces). Mr. Duggan said he's very supportive of The Community House and thinks it should be given more priority than the Patton Estate roof, for example.

Mr. Butler asked if The Community House was the official moniker. Ms. Elmer detailed the history of the name. It used to be Hamilton-Wenham Community Services and then was called The Community House of Hamilton and Wenham. Then the name was changed legally to just The Community House. The CPC wanted to know why the board members didn't come to CPC meetings. She said she couldn't answer for them.

Ms. Jenkins inquired about the after-school program. Ms. Elmer talked about the transfer bus and how that works for the kids. She talked about licensing from the State and how many kids can be in x number of square feet.

Mr. Butler asked about timing, when they needed the funds. She said if the funds are approved they could line up a contractor for July 1 to do the furnace. Mr. Butler suggested they add a condition to the grant that the project start by July 1, 2020.

Mr. Preston said when the Town Hall building project gets started, if the Community House could provide meeting space, it would be helpful. She was amenable to that.

Mr. Howard asked if the Community House had been designated as "historic." Mr. Preston said yes, it was in the National Register. Mr. Howard suggested they stress that in their pitch.

Ms. Jenkins posed an idea that if during the Town Hall renovations, they could move the Town employees into the Council on Aging building and temporarily house the seniors (likely patrons of the arts) at the Community House, it might be good.

Mr. Duggan asked that since Hamilton is giving three times more money than Wenham, that the sign acknowledging Hamilton CPC's contribution be larger. Ms. Elmer said yes it could be.

Decision:

Ed Howard made a motion that the CPC grant The Community House \$197K for the proposed renovations with a July 1, 2020 initiation date. Mr. Duggan seconded the motion. The CPC voted unanimously among those present (6-0) to accept the motion.

Ms. Jenkins suggested Ms. Elmer put out a flyer at Town Meeting. Ms. Elmer said the Community House might hold a forum prior to that to inform the public. CPC members thought having the board chair at Town Meeting to answer questions might be good, but Ms. Elmer said she was happy to handle it.

Mr. Howard asked if they might ask Mr. Fox to research other grants that might be available. Mr. Fox said he thought the deadline had passed, and Ms. Elmer said they've already looked at all the grants. Ms. Jenkins suggested Ms. Elmer might want to consult with State Representative Brad Hill.

Eligibility and Funding Applications: Hamilton Historical Society

Mr. Butler said he thought Annette Janes was coming as the applicant, but Ray Whipple was there instead. President of the Historical Society Mr. Whipple, who sat on the CPC for 10 years, discussed the history of the Society, how it started in 1961 out of a barn next door at the Post Office and then moved to Town Hall and operated upstairs on the stage. At the beginning of 2000, the Historical Society moved to the Town Hall basement. He said not many people know they are there. When the Historical Society moves to the Patton Estate, they do not have enough wall space for their archives. They are asking for \$5, 816 that will cover the task of taking their artifacts, digitizing them, and getting them on the internet. It makes the move to Patton doable, he said.

Mr. Preston asked if they had already done the digitation they were previously funded for. Mr. Whipple said not yet. They had more boxes to do.

Ms. Jenkins asked where the artifacts would go. He said they would have one wall for them and some could go around the estate rather than having them in boxes as they are now.

Mr. Butler clarified that what they were doing was taking pictures of the artifacts so people could view them. He didn't think digitation qualified for CPC funding. Mr. Preston said the application noted they would also be cleaning up the artifacts and making them available in display spaces around the homestead.

Mr. Whipple said Hamilton used to be part of Ipswich and the Ipswich Historical Society has the artifacts from that time, but Hamilton isn't really represented.

Ms. Jenkins asked Mr. Fox if he had asked the question of the CPA Coalition about whether this project was eligible. He said he could ask but wouldn't have an answer until the next meeting. This is the last meeting the CPC will have prior to sending everything in for Town Meeting. Ms. Jenkins suggested they perhaps vote on it now pending that. Mr. Butler said he would prefer to wait and have Mr. Whipple and his group finish up work using the grant money they already have. He was in favor of delaying the vote and having Mr. Fox do more research and going to Fall Town Meeting instead of in April. Mr. Butler questioned the eligibility of photographing the artifacts. He thought preserving the documents would qualify but wasn't sure about the photographing of them.

Decision:

Mr. Howard made the motion to table action on this grant pending an investigation of the project's eligibility. Katherine Mittelbusher seconded the motion. The CPC voted unanimously among those present (6-0) to postpone the vote.

Mr. Butler commented that the project description might need to be reworded so the emphasis was on cleaning and restoring the artifacts rather than photographing them.

Status of Metal Plaque Signage

Mr. Butler said the CPC plaque was installed at the American Legion and has a prominent spot in Patton Hall, where its functions are held.

Mr. Fox said Chris LaPointe of Essex County Greenbelt stated that the CPC can have a plaque at Sagamore Hill, but Greenbelt wants to be listed on a plaque at the Donovan Fields. Bottom line is that the metal CPC plaques will not go at the Donovan Fields or at the Town Pool because those signs will be listing all contributors (not just the CPC) per the Town Manager and Recreation Director. Mr. Preston suggested one sign go to The Community House. Ms. Jenkins suggested the other go to Town Hall.

Mr. Fox said the Housing Authority hadn't gotten back to him about having a sign there. They had discussed Firehouse Place, but Mr. Fox wasn't sure who to talk with about that because Harborlight Community Partners had sold the property for \$1 to Firehouse Place. Mr. Butler suggested asking the Housing Authority. Mr. Butler said one of the signs was for the Council on Aging Building. Ms. Jenkins suggested Mr. Fox talk with Accord as it is part of Firehouse Place and has a very public entrance. He said he will.

Review of Open Grants

- **Patton Park Cannons:** Mr. Fox said they're still waiting delivery of the paint. The CPC thought a deadline of Memorial Day would be a good goal.
- **Historical Society Pictorial Collection:** Mr. Fox had forwarded an update from Annette Janes. The Historical Society has a little more than \$3K in its account and is still working on the project.
- **Patton Estate Roof Replacement and Exterior Restoration:** They have been spending a lot of money recently; work is being done. The new Patton Homestead director started today.
- **Brooks House Renovations:** The CPC has received many invoices.
- **Town Hall OPM:** Previously discussed.
- **Knotweed Removal Program:** You can't see the knotweed in the winter, so this project will be starting up in the spring.
- **Affordable Housing:** The Longmeadow Way and Willow Street projects were both cancelled. The Hamilton Affordable Housing Trust (HAHT) is exploring a property on Asbury Street across from the Canter Brook site and adjacent to Asbury Grove's swimming pool and ballfields for two or three affordable unit that might be constructed by Habitat for Humanity. The Gordon-Conwell Theological Task Force has asked the HAHT to look into the idea of using unused dorm space on the campus for affordable housing and hiring an attorney to see if it's legally possible. Mr. Howard inquired where the \$250K grant money was. Mr. Fox said that amount was reduced (it is \$217,151.80 now per Mr. Butler) and was returned to the CPC's community housing reserves where it may be used for other housing projects.

Mr. Howard asked if they had received a report from the Patton Homestead. Mr. Butler said the Town hired a director and is running it. Mr. Fox said he could ask someone to give a presentation. Mr. Howard asked about it because he said the grant money would need to be returned to the CPC if it hadn't already been. He asked who had hired the director and was told the Town Manager. Mr. Howard said he'd like an update. Mr. Preston said most of the money being spent right now at the Patton Homestead is for windows, roof, etc. Mr. Butler didn't like the idea of bringing a rep from the Homestead in to talk about its business plan because all the CPC really needs to know about it is that they spent the grant money responsibly.

Ms. Jenkins asked if the members of the CPC had a Hamiltonma.gov email address. Not everybody did. Ms. Jenkins said the Town is changing email providers this month. The members said they preferred using their personal email addresses. Ms. Jenkins pointed out that might not be good if there is a lawsuit or a public records request.

- **Master Plan Housing Element:** Mr. Fox said Director of Planning & Inspections Patrick Reffett said the consultant advised him that they are at 40% of project completion and have had robust public engagement. They've held one public forum Feb. 5, gotten 527 survey respondents, and will hold another forum March 20 in the high school cafeteria. The project should be completed by mid-calendar year.
- **The Patton Park Basketball Courts:** Work hasn't begun. Mr. Fox's guess is they're waiting until spring.
- **Weaver Pond Restoration:** The permitting portion is completed and a consultant was hired to do the work.

Other Business as Necessary

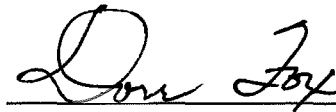
None.

Adjournment

Mr. Preston made a motion to adjourn the meeting at 9:26 p.m. Mr. Howard seconded the motion. The CPC voted unanimously among those present (6-0) to adjourn the meeting.



Mary Alice Cookson
Minutes Secretary

 3/14/19

Attest

Date