

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MINUTES OF MEETING

TOWN HALL—MEMORIAL ROOM

577 BAY ROAD

July 11, 2019

Members Present: Chair Jay Butler, Ed Howard, Shawn Farrell, Janel Curry, and Sherry Leonard.

Members Absent: Chris Currier, Katherine Mittelbush, Robert Preston, and Neil Duggan

Coordinator: Dorr Fox

Chair Jay Butler called the Community Preservation Committee (CPC) meeting to order at 7 p.m. with a quorum present. He recommended they accommodate Director of Public Works (DPW) Tim Olson by allowing him to go first due to a family obligation.

Review of Eligibility Applications for Fall Town Meeting:

Town Hall Restoration Eligibility

Mr. Olson said he'd put in front of them an application for an additional sum to advance the OPM [Owner's Project Manager]/Design Services from design development into actual construction documents and bidding. After that, they would then have a hard number for construction costs to take to Annual Town Meeting next spring. He said he understood some things included in his request may not be CPC-eligible, such as relocation costs, but he wanted to give them the "big picture" on the next phase of the project.

Mr. Butler said he appreciated Mr. Olson giving them the whole amount (approx. \$600K) for getting the project through to next spring. He and Mr. Fox discussed there's some ambiguity on what the CPC currently has. Dorr Fox said as of July 1, there was about \$100K in reserves and some of the additional \$480K they expected to receive over the next year has already been allocated to other projects and administrative costs. He and Mr. Butler said they need to speak with Finance Director Marissa Batista to determine what they actually have available.

Mr. Olson said the Building Committee had the green light to move on Option A and advance it to design development. That will use up some of the \$250K already received at the April Town

Meeting. This next ask at the Fall Town Meeting may be also concurrent with a Town ask. Mr. Butler responded if they agree to give the Town Hall project a lot of money and then the Hamilton Affordable Housing Trust (HAHT) asks for a lot of money, they will have no more money. He discussed what the CPC learned from Stuart Saginor, Community Preservation Coalition executive director, about what may and may not be covered by Community Preservation Act (CPA) funds. Much of the decision is at the discretion of the CPC along with advice from Town Counsel. This evening, he said, they would only be discussing eligibility. Next month they will discuss funding.

Decision:

Shawn Farrell made a motion the CPC approve eligibility for the Town Hall restoration project. Janel Curry seconded the motion. The CPC voted unanimously among those present (5-0) to approve eligibility.

Mr. Fox said he had a question for administrative purposes: He asked if their approval was generic with an amount to be determined. Mr. Butler said yes. Mr. Olson said to please ask if they need to have the architects break up the number. They agreed they would do that. Mr. Olson left the meeting.

Mr. Butler and HAHT Chair Russ Tanzer discussed returning to their regular agenda while waiting for Don Preston of Habitat for Humanity to arrive.

Approve Meeting Minutes—June 13

Ed Howard made a motion to approve the June 13 minutes as presented. Sherry Leonard seconded the motion. The CPC voted (3-0) to approve the minutes. *Mr. Farrell and Ms. Curry did not vote as they weren't present at the June 13 meeting.

Approve Meeting Minutes—May 9

The CPC discussed that these minutes weren't approved at the last meeting because there weren't enough people there who had attended the May 9 meeting.

Mr. Howard made a motion to accept the May 9 minutes as presented. Mr. Farrell seconded the motion. The CPC voted (4-0) to approve the minutes. *Ms. Leonard did not vote as she wasn't on the CPC at that time.

Committee Member Reports

Ms. Curry said the Planning Board was continuing to work on Master Plan for Housing and the consultant was working on the financial aspects, to look at the impact on the tax base. That was still in process.

Mr. Farrell reported the BOS held the joint public hearing with the CPC. The BOS approved union collective bargaining agreements with police, administrative, and fire; and approved an

Eagle Scout patio project at the back of the Council on Aging (COA) building. The BOS reappointed board and committee members; appointed Part-time Interim Town Clerk Sharon George; opened the warrant for Special Town Meeting; approved an agreement for new Town Counsel services; and voted to endorse Option A for the Town Hall renovation. The BOS also set up a special meeting to discuss water issues (past, present and future) on July 29 at 6:30 p.m. at either the American Legion or The Community House

Ms. Leonard said the Brooks House was nearly completed, but the grant was not closed out yet. There's a punch list of some minor issues to be taken care of, such as door closures that weren't set right. There are two family units that have been leased and two ADA-compliant apartments will be available soon.

Mr. Howard reported the Historic District Commission performed a site walk with the Town Hall Building Committee to express its feelings about historic details. The Commission voted 5-1 for Option B, to preserve the stairway. There was discussion on the staircase/elevator question, keeping the archways, matching the wainscoting, having a ceiling high enough to accommodate the grandfather clock, and things of this nature.

Mr. Farrell added there was a proposed change made to the design so those working within the offices can see the total windows instead of just a portion of them, which will also provide more light.

Discussion on Annual Public Hearing / Approve July 1 Minutes

Mr. Butler said there was only one visitor at the Joint Public Hearing meeting so it was good they chose to gather with the BOS. He asked Mr. Fox if they needed to approve minutes of the July 1 Joint CPC/BOS Public Hearing. Mr. Fox said yes.

Mr. Farrell made a motion to approve the minutes from the July 1 CPC/BOS public hearing. Ms. Curry seconded the motion. The CPC voted unanimously (5-0) to approve the minutes.

Affordable Housing Trust: 434/436 Asbury Street

Mr. Tanzer said the HAHT was asking for \$200K to help with the development of seven affordable housing units at 434 / 436 Asbury St. He said the property is across from Canter Brook where the cell tower is. The man who controls the site wants to sell it for the purpose of affordable housing. Six units would be attached; one would be free-standing. The cost per unit is good at only \$93K as opposed to \$150K-\$160K for the previous Habitat for Humanity units on Asbury St. A 70% local preference will be given. Habitat is committed to doing it. He asked that the CPC please consider the eligibility request.

Mr. Fox discussed there is approximately \$200K available, along with an additional \$45K-\$47K that will be coming as part of the 10% set aside for affordable housing. The \$200K is there because the project at 59 Willow St. hadn't happened. Mr. Tanzer said the total HAHT

contribution for this project would be about \$650K. They expect the units would be two-bedrooms. Mr. Fox noted it is near a public water supply well. The project would be done as a friendly 40B.

Mr. Butler told Mr. Tanzer the CPC would probably require that the project be started by a certain date and wanted him to come back with an idea on what the date would be. Mr. Tanzer said Mr. Preston had shown the HAHT rough sketches that seemed they would fit beautifully on the two lots. Mr. Butler brought up the issue of deed restrictions on the units. Mr. Fox and Mr. Tanzer noted they would be restricted in perpetuity.

Mr. Butler reiterated that CPC funds have shrunk and the unanswered question was whether the CPC was going to be asked next April to fund some of the \$8M needed for the Town Hall. Mr. Tanzer said he understands that. Mr. Butler discussed the idea of increasing the Town's surcharge from 2% to 3%. Mr. Howard said he thinks that is worth doing because the return on investment is significant.

Decision:

Mr. Farrell made a motion that the CPC deem the grant request for the HAHT to build affordable housing at 434 / 436 Asbury St. eligible. Ms. Curry seconded the motion. The CPC voted unanimously among those present (5-0) to approve the motion.

Update of 2019 CPC Plan

Mr. Butler said there is a CPC Plan on the website that is about 60 pages long with information about the history of the CPC and all the grants it has given to date. Each year it is updated. This year he will add the slides he showed at the joint public hearing, including all the organizations that have received money to date, how much each has been given, and the dates the grants were given (as was suggested by Mr. Farrell). The other members thanked Mr. Butler for all the work he has done.

Vote to Close Out Projects

- **Patton Park Cannons—\$0**
- **Patton Park Basketball Hoops—\$3,518**
- **Historical Society Pictorial Collection—Preserve Our Pictures Final Phase—\$597.10**
- **Patton Estate Roof Replacement and Exterior Restoration—\$0**

Decision:

Shawn made a motion to close out the four projects listed above. Mr. Howard seconded the motion.

Further Discussion:

The CPC discussed the amounts coming back to them for each of the four projects. (See above.)

Decision (Continued):

The CPC voted unanimously among those present (5-0) to close out the four projects.

Review of Open Grants

- **Brooks House Renovations.** \$20,873.83 left to spend. Ms. Leonard said they won't spend more than they have to, so there will likely be money coming back. They are working on the final punch list. Everyone seemed pleased with the project.
- **Town Hall OPM/Design Services:** \$150K was just approved at the April Town Meeting and they started spending against it July 1.
- **Affordable Housing Trust grants:** \$450-\$474K.
- **Knotweed Removal Program:** \$1,550.69 left to spend on removing invasive species.
- **Master Plan Housing Element:** Still working on the plan; \$2,600 left to spend.
- **Weaver Pond Restoration:** \$13,243.77 left to spend. Mr. Farrell said they would be doing some herbicide spraying and then coming back to hydro-rake.
- **The Community House** \$100K, just approved at the April Town Meeting.

CPC Officer Elections

Mr. Butler asked if they should defer this agenda item to the next meeting to have a larger board present to vote. However, Mr. Howard made a motion to nominate Mr. Butler to continue as CPC Chair. Ms. Curry seconded the motion and added a motion to nominate Robert Preston (absent this evening) to continue as Vice Chair. The CPC voted unanimously among those present (5-0) to elect Mr. Butler as Chair and Mr. Preston as Vice Chair.

Other Business as Necessary

None.

Adjournment

Mr. Curry made a motion to adjourn the meeting at 7:42 p.m. Mr. Howard seconded the motion. The CPC voted unanimously among those present (5-0) to adjourn the meeting.



Mary Alice Cookson
Minutes Secretary



Attest

8-19-19

Date