

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MINUTES OF MEETING

TOWN HALL—MEMORIAL ROOM, 577 BAY ROAD

November 14, 2019

Members Present: Chair Jay Butler, Ed Howard, Robert Preston, Katherine Mittelbusher, and Sherry Leonard

Members Absent: Janel Curry, Neil Duggan, Shawn Farrell, and Chris Carrier

Chair Jay Butler opened the Community Preservation Committee (CPC) meeting at 7:07 p.m.

Approve Meeting Minutes—Oct. 10 2019

Ed Howard made a motion to approve the meeting minutes of Oct. 10 as presented. Mr. Preston seconded the motion. The CPC voted (4-0) to approve the minutes. *Sherry Leonard did not vote as she was not a Committee member at the time of the meeting.

Committee Reports

Mr. Howard said a meeting of the Hamilton Historic District Commission (HHDC) had been set for Dec. 10 at 1 p.m. to meet with the consultant hired to help them write the HHDC guidelines that serve as the HHDC's "bible." Following that meeting, at 3 p.m., there will be a joint meeting of the Town Hall Building Committee and Hamilton Historic District Commission (HHDC) to discuss the design of the Town Hall building addition.

Mr. Butler added that there will be a Town Hall Building Committee meeting next Wednesday, Nov. 20, at 5 p.m. to which HHDC members are invited to give their input.

Sherry Leonard said she had nothing to report from the Housing Authority.

Discuss Results of Oct. 19 Town Meeting Warrant Article Actions

Mr. Butler commented that Town Meeting was a confusing meeting. Mr. Preston confirmed Town Meeting had approved Option B.

Development of Grant Letters to the Town Hall Building Committee and Hamilton Affordable Housing Trust

Mr. Butler said that because the CPC grants were approved at Town Meeting for the Hamilton Affordable Housing Trust (HAHT) and Town Hall Building Committee projects, grant letters need to go out. Former Community Projects Coordinator Dorr Fox used to write and send out the grant letters. Mary Alice Cookson said she would look into finding the files and forwarding a sample letter or template to Mr. Butler.

Review of Open Grants

- **Town Hall OPM/Design Services:** The Town Hall Building Committee was awarded \$250K for the Town Hall restoration project. They have \$6,284 left on the last CPC grant. Mr. Butler explained that Option C, which had been presented by Doug Trees, was again placed on the table but was recently voted out, and the Building Committee is working on looking at a modified Option B. He said HHDC member Scott Clements' position is that they should retain the upstairs stage because they don't want to demolish anything historic unless they have to. Last night the Building Committee voted to save the stage and steps leading to it; however, this will necessitate putting in a small chair lift to make it accessible for people in wheelchairs. There has been further discussion concerning what to do with the basement and deviating somewhat (for the purpose of cutting costs) on what had been previously agreed upon. As for the design for the addition to the back of the building, which will house the elevator, the Building Committee gave direction to the architect and now has six different designs to review. The HHDC will be shown the designs and given an opportunity to comment and ask questions. Katherine Mittelbusher said the idea was to receive input before much money was spent. Mr. Preston asked if there were room for having storage in the addition; Mr. Butler said no. CPC members discussed that the back of the building would become the main entrance. Ms. Mittelbusher added they had determined that the back of the building will be considered a public way even though it won't be viewed from the street. There was another discussion about the importance of addressing moisture issues in the basement by improving the drains, putting in a new generator, and other plans.
- **Knotweed Removal Program:** Mr. Butler said that according to Finance Director Marissa Batista, \$7,500 is left on the grant. Jim Hankin, Conservation Commission coordinator, who has been out on medical leave and recently retired from Town service, was in charge of this. No knotweed was found at the high school or at Cutler and Winthrop schools, although they did find some at the landfill, which they have addressed. The remaining funds may be returned. Mr. Preston said he sees plenty of knotweed along Hamilton public ways. Mr. Howard said they should look at the Town Beach. Mr. Butler said he would pass along the information to Director of Planning & Inspections Patrick Reffett.
- **Weaver Pond:** Mr. Butler received a report that the pond was chemically treated during the summer; however it said the grant intent was for removing aquatic vegetation, but there was no landfill for disposing of it and they need to rely on the Department of Public Works (DPW) to help remove and transport it, as they had done the last time. The issues

of where to put it and how it will be transported still need to be addressed. There is still \$17K left on the grant, some of which may be returned

- **Master Plan Housing Element:** The plan is receiving its final edits. They expect to be using the remaining \$1,500 in a few days.
- **The Community House:** There is \$9,450 left to spend. Melissa Elmer will be sending an invoice for \$2,500 for the pipe insulation for the new furnace and they will hold the rest of the money for issues that may arise. There is an issue concerning the money The Community House received from Wenham due to a restriction that the money has to be spent on historic preservation and once spent on something, that something can never be changed. Therefore, it can't cover the boiler because that will obviously need to be changed at some point. They are working on figuring out a solution. Mr. Preston suggested that if the building is registered as historic, they might be able to look at using that money for roofing because roofs aren't subject to the restriction.

* It was also discussed that the project for digitalizing photographs in the Town archives ended and about \$500 was refunded; the CPC received back a few thousand dollars for the Patton Park basketball hoops; and the Housing Authority's grant money had been used.

- **Affordable Housing Trust:** Mr. Butler said Habitat for Humanity executed an offer to purchase 436 and 439 Asbury Street for \$700K and has 12 months to pull the deal together. They will be using the \$200K in CPC grant money approved by Town Meeting as well as the payment in lieu made to the Trust for Canter Brook. Therefore, the CPC doesn't anticipate any additional ask from the Trust.

Mr. Butler noted the deadline for submitting grants for the next Town Meeting is in December. He discussed that the annual distribution from the DOR [Department of Revenue] Trust Fund to the Community Preservation Coalition is tomorrow, which is when they find out the State match. State Senator Bruce Tarr put together and passed a bill earlier this year that if there is any money left over in State surplus, they will put about \$20M into the kitty to be divided among the communities in the coalition, but they can't give up that money until the State closes their books on the current spending year, which hasn't been done. Prior to the additional allocation of funds, Mr. Butler said it's likely the State match will only be about 11%. Mr. Butler asked the CPC members if they received emails from Stuart Saginor, executive director of the Community Preservation Coalition. They all replied yes.

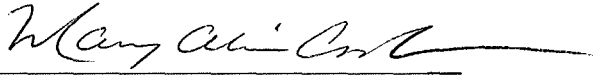
Finding a replacement for Mr. Fox was discussed. Mr. Butler said it is being made a full-time position with added responsibilities.

Other Business

The next CPC meeting will be Dec. 12, the day the CPC entertains eligibility grants for the Spring Town Meeting. It was discussed by the members that if there are no grants to review at that meeting, the CPC will meet in January instead.

Adjournment

Mr. Howard made a motion to adjourn the meeting at 7:38 p.m. Mr. Preston seconded the motion. The CPC voted unanimously among those present (5-0) to adjourn the meeting.



Mary Alice Cookson
Minutes Secretary

1-9-2020

Date