

**TOWN OF HAMILTON  
COMMUNITY PRESERVATION COMMITTEE  
May 18, 2006**

Attending the meeting of the Community Preservation Committee at Town Hall at 7:30 p.m. on May 18, 2006 were Chris Davis, Bob Bullivant, Dave Carey, Lindle Willnow, Leigh Keyser, and Ray Whipple and Peter Dana.

**Work Assignments**

Members of the committee were assigned as project managers for the projects recently approved at Town Meeting. The assignments are as follows:

Project	Project Manager
Kitchens at Senior Housing	Leigh Keyser
Community Housing Coordinator	Dave Carey
Town Hall Repairs (ceiling, boiler)	Bob Bullivant
Cemetery Headstones	Ray Whipple
Chief Masconomo Plaque	Tom Catalano
School Street Well Restrictions	Peter Dana
Old Library Study	Peter Clark
Patton Park Baseball Outfield Leveling	Lindle Willnow
CPC Coordinator	Chris Davis

Each project manager will be responsible for contacting and working with the applicants of their respective projects.

**CPC Coordinator**

The position of CPC coordinator was discussed next. Staff at Town Hall are looking into where and how to locate this staff member. It is likely that they will be situated on the second floor somewhere.

The job description for this person was then discussed. A posting for a similar position in Falmouth was distributed and reviewed. It was decided that rather than try to edit this description, the committee would try to develop a list of the duties they feel the staff member should perform. These included the following:

- Review proposals for eligibility and completeness
- Attend CPC meetings and prepare and distribute agendas and minutes

TOWN OF HAMILTON  
COMMUNITY PRESERVATION COMMITTEE  
Minutes of May 18, 2006 Meeting

Page 3

with preparation of CPC's annual report, budget and town meeting warrant article(s); provide updated information to be posted on CPC web page; act as a conduit for public information such as preparing news releases, etc.; and develop a strong working knowledge of the Community Preservation Act as it is implemented by other towns and executed under state law. Successful candidate will be organized, able to establish collaborative working relationships, possess math and computer skills, understand financial matters,, have knowledge of town government operations, and possess skills in communications, writing, and research. Requirements include Bachelor's degree or equivalent, knowledge of town government operations, familiarity with community preservation in general and the Community Preservation Act as well as with grant proposal preparation, and the initiative to start up new position. Starting Pay: \$18.36 per hour for a maximum of 19 hours per week. Part time position with no Town benefits. Forward resume and cover letter to Community Preservation Committee, Town of Hamilton, P.O. Box 429, 577 Bay Road, Hamilton, MA 01936.

The hourly rate will be verified by Bob Bullivant. The committee will review the above description to finalize for posting. Once finalized by the committee, the description must be approved by the Personnel Board. Then it will be advertised followed by interviews by the committee. It is anticipated that this person will start by September 1, 2006.

#### **Town Meeting Follow Up**

All agreed that the presentation at Town Meeting went well and were pleased with approval of the article. It was also agreed that proposers for CPC funds will be asked more rigorously whether they have pursued other funding sources. The wording should be "Proposers should demonstrate that reasonable efforts have been made to secure funding from other sources."

#### **Cash Flow/Release of Funds**

Because of certain regulatory and timing requirements, the Committee was informed that, the monies approved by Town Meeting will not be released for expenditure until October 2006. The money was frozen when the Town's tax rate was set in December, 2005. For the money to have been available, it would have had to have been set in reserve by the Special Town Meeting in the fall of 2005. Now, it appears that the Special Town Meeting in October, 2006 must move the funds collected in the 2006 to the 2007 fiscal year budget. At that time, money allocated for the projects approved in the 2006 Town Meeting can be spent. In the future, the money collected by the Town must be set in reserve or allocated before the Town tax rate is set in early December.[Note: this was subsequently clarified and it now appears that the FY 2006 CPA funds will be available for expenditure in July 2006]

**Terms of Office**

Chris Davis indicated that due to his job responsibilities, a new chair will be needed starting in July 2006. The terms of each member are as follows:

Chris Davis, chair	2007
Tom Catalano, vice chair	2006
Bob Bullivant	2006
Dave Carey	2007
Peter Clark	2008
Peter Dana	2008
Leigh Keyser	2006
Ray Whipple	2007
Lindle Willnow	2007

**Woodbury Street Path**

This project was discussed in light of the recent public meeting held on 5/8/2006. The Selectmen and interested parties agreed to move forward with Phase I of the project which will complete the path from Bridge Street to the entrance to Gordon-Conwell Seminary. The CPC will entertain proposals for Phase II of the project. On the question of the use of public money, it may be used if all parties agree to an engineering plan for Phase II, prior to making a proposal to CPC.

**Asbury Grove**

The Affordable Housing Committee will be re-opening discussion with parties associated with Asbury Grove regarding the potential conversion of some homes to affordable housing. There are a number of homes in this area which have severe problems with septic systems that will be expensive to solve. However, there are a number of problems in moving forward. If an affordable housing restriction is granted, Asbury Grove would not be allowed to impose restrictions on the residents of the affordable home as they do now. In addition, there are a number of different parties who seem to represent the Asbury Grove Camp Meeting Association. A single point of contact would be preferred to help move this complicated issue forward. One idea put forth would be to include restoration of the historical tabernacle as part of any conversion of homes to affordable housing. Bob Bullivant noted that a similar example can be found in Laurel Park in Northampton.

**Next Meeting**

The next meeting will be held on June 1 to discuss and finalize the CPC Coordinator's job description unless agreement can be reached via email prior to this date, in which case the June 1 meeting will be cancelled.