

**TOWN OF HAMILTON  
COMMUNITY PRESERVATION COMMITTEE  
October 12, 2006**

Attending the meeting of the Community Preservation Committee at Town Hall at 7:30 p.m. on October 12, 2006 were Tom Catalano, Chris Davis, Bob Bullivant, Dave Carey, Lindle Willnow, Leigh Keyser, and Ray Whipple, Peter Clark and Peter Dana. Also present was Deborah Mena, the Town's new Finance Director.

**Project Status**

The status of the approved 2006 projects was reviewed. In general, most projects are still in their infancy as the state matching funds have not been available as yet. The Senior Housing Kitchens project is just about ready to go forward. Projects of higher priority have kept most of the projects that involve the Town's Public Works Department (Patton Park fields, Cemetery repairs, Chief Masconomo plaque, and the School Street Well restrictions) from moving forward to date. The RFP for the old library study is planned to be issued in the next 2-3 weeks.

Ms. Mena reminded the Committee that moneys allocated for projects in 2006 do not have to be spent in FY2007. It does have to be spent on the designated projects. Tom C. will send out an e-mail to all the projects' proponents to get an official status report in time for the upcoming Town Meeting (11/13/06). Project Managers will follow up for their respective projects.

**CPC Coordinator**

The advertisement for the position of CPC coordinator was submitted to be published in the Beacon. The ad should appear in the Beacon later in October. The selection subcommittee consists of Dave Carey, Tom Catalano, Bob Bullivant and Chris Davis. The staff at Town Hall are still looking into where and how to locate this staff member. It is likely that they will be situated on the second floor somewhere.

**Cash Flow/Release of Funds**

The State will be issuing the matching funds for the CPA on October 13, 2006. The amount is \$287,075. The Town currently has an equivalent amount in reserve. Ms. Mena will inform the committee about the specific investment instrument the monies are being held in. The Committee agreed to issue a press release for the Chronicle and the Salem News that the monies have been received and remind the public that the process for proposing on next year's projects is beginning. Notice will also be made on the Committee's web page. Dave Carey will communicate with the newspapers on this release.

Because of a mix-up on fiscal year allocations, the \$300,000 estimate for FY2007 CPA collections will make the Committee's allocation for open space lower than the 10 percent minimum. An article will be required at Town Meeting to increase this allocation to meet or exceed the minimum amount. It was moved and

approved to increase this allocation to \$50,000 which is well above the minimum amount.

The Committee wants to make sure that future calculations are correct each year. Ms. Mena mentioned that the calculation of the exact amount is complex. The committee will provide an explanation at Town Meeting. Set aside allocations in the future will make sure that the minimum percentages are exceeded to prevent this occurrence.

The match from the State is anticipated to be 100 percent for next fiscal year and should stay at 100 percent for a few years after that. Peter Clark will check on how long the State expects to maintain the 100 percent match.

### **Town Meeting Preparation**

The following items will be presented at the Town Meeting on November 13, 2006:

- Article for increasing the open space allocation to \$50,000 from \$31,000.
- Status reports for all FY2007 projects. Tom Catalano will coordinate compilation of these reports. Each project manager will prepare a draft for their project.
- Report on the receipt of the state match of funds.
- Schedule for developing FY2008 projects. The tentative schedule for receipt and evaluation of proposals is as follows:
  - Send out notices and requests for proposals      Oct. 2006
  - Draft Proposals due      Dec. 1, 2006
  - Final Proposals due      Jan. 5, 2007
  - Proposal evaluations and meetings with proponents  
January, 2007
  - Selection of Projects by CPC      February 2, 2007
  - Public Hearing      March 8, 2007
  - CPC meeting with Selectmen      March 12, 2007
  - Spring Town meeting      May 7, 2007

### **Fiscal Year 2008 Projects**

Peter Clark will draft an article for the Chronicle to notify the public of the upcoming proposal period. The article will include examples of other towns' projects, the current Hamilton project status and schedule and report on the State match (for FY 2007 and beyond).

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The committee reminded itself that proposals need not be limited to the amount of available funds. Larger projects can be financed through bonds over a longer duration than one year. It was also reminded that proposers for CPC funds will be asked more stringently whether they have pursued other funding sources. The wording on the RFPs should state "Proposers should demonstrate that reasonable efforts have been made to secure funding from other sources."

Potential projects may include:

- Increased allocation for increased Town Hall heating system costs. The monies allocated would cover the heating system but not the ceiling or the ceiling could be fixed and the additional monies be allocated to the heating system
- Housing for antique fire apparatus
- Pleasant Pond Trails
- Athletic fields

A letter to the chairs of town boards and other potential proposers will be sent out soon as well.

**Next Meeting**

The next meeting will be held on Nov. 9th to discuss and finalize the Town Meeting presentation and finalize the RFP schedule.