

HAMILTON COMMUNITY PRESERVATION COMMITTEE

Minutes of the Meeting

Hamilton Council on Aging – Senior Center, 299 Bay Road, Hamilton

June 13, 2024

Members Present: Chair Jay Butler, Robert Preston, Shawn Farrell, Michelle Horgan, Sandy Codding, Kim Dietel, and Darcy Dale

Members Absent: Bill Wilson

Coordinator: Laurie Wilson

**Call to order and roll call**

Community Preservation Committee (CPC) Chair Jay Butler called the meeting to order at 7:04 p.m. and took a roll call. Present were Mr. Butler, Robert Preston, Michelle Horgan, Kim Dietel, Sandy Codding, Darcy Dale, and Shawn Farrell.

**New committee members**

The CPC welcomed new member Ms. Dale, Planning Board (PB) representative. Bill Wilson, the new Select Board (SB) representative, was not present. Members introduced themselves.

**Committee vacancy—Historic District Commission rep**

The CPC currently has eight members. It has been unable to fill its ninth seat, which is a representative from the Hamilton Historic District Commission.

**Approval of meeting minutes of February 26, 2024**

Mr. Farrell made a motion to approve the February minutes. Mr. Codding seconded the motion. A roll-call vote was taken with “ayes” from Mr. Butler, Mr. Preston, Ms. Horgan, Ms. Dietel, Mr. Codding, and Mr. Farrell, (6-0-1). \*Ms. Dale abstained as she had not read the minutes and was not a CPC member in February.

**Committee member reports**

Mr. Farrell reported on last night’s public meeting that introduced Utile, the Town’s form-based code consultants. At the meeting/Zoom, the State’s 3A requirements for MBTA communities were discussed, as well as the elementary schools’ consolidation and the Gordon-Conwell Theological Seminary (GCTS) 40B application. The CPC discussed the GCTS and other affordable housing projects in the context of 3A as well as their impact on the Town’s SHI (subsidized housing inventory).

Ms. Horgan reported that the Housing Authority has learned it is not compliant with the Executive Office of Housing and Livable Communities’ fair housing requirements, which will hurt its State funding. The Town is compliant for elderly housing, but not for family housing. The Housing Authority has only seven family units and one in four must go to a minority family. These homes turn over only about once in 25 years.

Coordinator Laurie Wilson said bid requests for the Town Hall renovation went out in May and the Town is awaiting responses.

Sandy Codding reported there are still a couple of openings on the Conservation Commission. He mentioned the Beech Street Preservation project.

Ms. Dale said the PB is working on the Storm Water Management Bylaw and the GCTS 40B project. She noted that creating a form-based code is not dependent on the State’s 3A regulations and people should not conflate the two. She said the Town is waiting to see what the courts will do concerning 3A as a number of towns have filed lawsuits. The PB is also working to make the Master Plan more “digestible.”

### Review of open grants

- **Town Hall Restoration, Addition, and Preservation Project:** Mr. Butler searched online and found that the bid date for the Town Hall project is June 13 (today) for the subcontractor and June 27 for the general contractor. Ms. Dietel asked why the employees had to move out of Town Hall months ago. Ms. Wilson explained the holdup is because the Town was in discussion concerning geothermal heating vs. heat pump.
- **HWRSD Athletic Facilities Improvement Project:** Ms. Horgan said Arguss Construction was chosen and broke ground on June 3. The bid was \$9.6M, which does not include the design of the amenities building. The total bid is less than what was projected, so money is expected to come back to the Town. She supplied some project details, including that there will be no lights on the tennis courts. Completion is expected in July 2025.
- **Asbury Commons Affordable Housing Project:** No update. The Affordable Housing Trust has not met since the Annual Town Meeting. Asbury Commons is a project by Harborlight Community Partners.
- **Fire Department Model T Building:** Some weeding and moving of trees has begun.
- **Housing Production Plan Update:** No update.

### Annual public informational meeting presentation July 15, 2024

Mr. Butler will be putting a public notice in the Salem News as required. The meeting (joint with the SB) is set for July 15 at 7 p.m. at the Hamilton-Wenham Library and on Zoom. Mr. Butler discussed low attendance at previous meetings. He reviewed his PowerPoint slides and gathered CPC comments/suggestions, which included the following:

- Ms. Wilson noted an edit needed on page 9: to change the number of grants received by Town from “79/97” to “79/96.”
- For clarification purposes, Mr. Preston recommended including a slide to explain how the CPC determines project eligibility.
- Ms. Dietel suggested a slide explaining the fact that fewer grants were given in the Community Housing category because there was a much lower number of grant applications for this category.
- Mr. Farrell suggested adding a column to the grants list on pg. 9 to say whether they are for Open Space, Community Housing, or Historic Preservation. Mr. Butler pointed out that this information is included in another slide.
- Mr. Preston suggested eliminating the heading [Hamilton CPC 2024 Annual Meeting] that appears on each slide to increase the type size on all slides.
- Ms. Wilson suggested adding a potential grant request that she had discussed with the Town Clerk to the Future Anticipated Potential CPA Grants list.

Mr. Butler discussed that a CPA amendment in 2007 enabled CPA funds to be used for existing facilities. He noted that using CPA funds for artificial turf for athletic fields is prohibited, although said this rule has been interpreted a few different ways.

It was noted that the State match last year was 21%. Registry of Deeds’ revenue (the main source of CPA funding) has been down. If Hamilton had increased its surcharge to from 2% to 3%, it would have received \$423,121 in addition to the \$556,652 it received.

### Decision:

Mr. Farrell made a motion that the CPC accept the draft as discussed for the Community Preservation Committee 2024 Public Informational Meeting on July 15. Ms. Dale seconded the motion. A roll-call vote was taken with “ayes” from Mr. Butler, Mr. Preston, Ms. Dietel, Mr. Coddling, Ms. Horgan, Ms. Dale, and Mr. Farrell, (7-0) unanimous.

### Future Anticipated Potential CPA Grants

The CPC affirmed that it also accepted the Future Anticipated Potential CPA Grants list.

### 2024 - 2025 CPC meeting schedule

The CPC did not vote, but also accepted the meeting schedule created by Ms. Wilson.

### 2024 CPC Report

Mr. Preston made a motion to accept the report as written and displayed. Ms. Dale seconded the motion. A roll-call vote was taken with “ayes” from Mr. Butler, Mr. Preston, Ms. Horgan, Ms. Dietel, Ms. Dale, Mr. Coddling, and Mr. Farrell, (7-0) unanimous.

**Status of CPA signage**

Ms. Wilson has created a list of all locations to which the CPC has given grants. Plaques recognizing the CPC’s contribution to these projects will be displayed at many of them. The CPC reviewed the list and updated where plaques are still needed. Two outstanding are the Asbury Grove tabernacle and the First Congregational Church of Hamilton. Trails and parking lots will not have signs. Ms. Wilson will order six more bronze plaques.

**Election of Chair and Vice-Chair**

Both Mr. Butler and Mr. Preston agreed to stay on in their current positions.

Mr. Farrell made a motion to elect Jay Butler as Chair and Robert Preston as Vice Chair. Ms. Dale seconded the motion. A roll-call vote was taken with “ayes” from Mr. Butler, Mr. Preston, Ms. Horgan, Ms. Dietel, Ms. Dale, Mr. Codding, and Mr. Farrell, (7-0) unanimous.

**Next meeting**

The joint meeting with the Select Board / CPC annual public presentation will be on Monday, July 15. The next regular CPC meeting will be on August 8 at the Hamilton Council on Aging.

**Other business as necessary**

Mr. Butler mentioned he had read the draft of the Master Plan and found only one recommended action for the CPC in the implementation plan:

- 4A. Initiate and complete a Comprehensive Cultural Resources Inventory using a Survey & Planning grant from the Mass. Historical Commission.
- 4B. Create a grant program for the maintenance and restoration of privately owned historic structures, based on the priorities identified in the Comprehensive Cultural Resources Inventory, potentially using CPA funds.

He discussed communication he had received previously from Stuart Saginor, executive director of the Community Preservation Coalition, that said grants for privately owned structures that are historically significant to a town are allowable if they meet certain criteria.

**Adjournment roll call**

Mr. Preston made a motion to adjourn the meeting at 8:35 p.m. Ms. Dietel seconded the motion. A roll-call vote was taken with “ayes” from Mr. Butler, Mr. Preston, Ms. Dietel, Mr. Codding, Ms. Horgan, Ms. Dale, and Mr. Farrell, (7-0) unanimous.

Prepared by:

*MAC*

Mary Alice Cookson  
Minutes Secretary

*7/9/24*

Date

Respectfully submitted as approved at the *8/8/24* meeting.

Laurie Wilson, Coordinator *yw*

**Documents Discussed at Meeting:**

- Meeting Minutes of Feb. 26, 2024, Mary Alice Cookson
- 2024 CPC public presentation, Jay Butler
- Meeting Schedule, Laurie Wilson
- Anticipated Future Grants List
- CPC Report
- Locations list for CPC signage