

**TOWN OF HAMILTON
COMMUNITY PRESERVATION COMMITTEE
January 11, 2007**

Attending the meeting of the Community Preservation Committee at Town Hall at 7:30 p.m. on January 11, 2007 were Tom Catalano, Chris Davis, Lindle Willnow, Ray Whipple, Leigh Keyser, and Peter Clark. Jack Akin was present as a visitor. A quorum was present.

CPC Coordinator

Interviews were held for the post of CPC Coordinator by the subcommittee in charge of selection. Three interviews were held in all. Christine Berry was unanimously recommended by the subcommittee. Reasons cited were her background in government, familiarity with grant writing and the grants process, and a masters degree in planning. Currently, she works for the state Department of Conservation and Recreation (DCR) on a part-time basis but she would reduce her hours at DCR to start as CPC Coordinator. She is ready to start as soon as she is approved by the committee as a whole. A motion was made and she was unanimously approved by those present. The other candidates interviewed will be contacted. Appreciation was expressed for the assistance that Jean Nelson has provided for the Committee to date.

Some of the issues remain prior to her starting include the following:

- Where in Town Hall will she work?
- Can she work from home and what would her office hours be at Town Hall?
- Can she work more than 19 hours per week during busy periods (i.e., pre-Town Meeting)?

Her initial tasks will likely include:

- Setting up a financial reporting and tracking system for CPC projects
- Coordination of proposals and meetings
- Updating CPC web page
- Expediting existing CPC projects

Dave Carey will develop a written task list for the committee's review which will be presented to Christine upon her starting work.

Project Status

The status of the approved 2006 projects was reviewed. In general, most projects are have not proceeded far as of yet even though the state matching funds have not been available as yet.

The Senior Housing Kitchens project is ready to go forward but there have been some questions as to its applicability to the State's procurement regulations.

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Leigh Keyser presented a letter to be delivered to the Selectmen and Finance Director formally requesting payment and describing the work to be done. The committee agreed to wait until a ruling is made regarding the need for public bidding before continuing to move on this project. The RFP for the old library study has been issued and the Housing Authority's planning studies have begun but most other projects are on hold primarily due to staffing problems at the Town DPW.

FY2008 Proposals

As of the meeting date, seven proposals have been received. A synopsis of these projects are as follows:

- Replacement of gymnasium floor at the Buker School
- A new building to house the historic Chemical Fire Fighting Truck in Hamilton
- Repair and build trails in Chebacco Woods
- Trails projects at Pleasant Pond
- Restoration of historic records at Town Hall
- Portico repairs at the Community House

Peter Clark requested an extension of the deadline for proposals for two weeks to February 5 which was approved by the Committee. Alison Jenkins will send copies of the proposals to all committee members.

Potential additional projects that may be proposed could include:

- Modification of the Patton Park Baseball field project to allow use of sod to expedite the project
- Additional work on the WWII memorial at Town Hall
- Woodbury Street Path
- Additional playing fields projects

Next Meeting

The next meeting will be held on Feb. 8th to discuss the proposals received set a review schedule and begin planning for Town Meeting. An interim meeting may be held to introduce Ms. Berry to the Committee.