

**Town of Hamilton
Community Preservation Committee
July 12, 2007**

Attendees

The meeting was called to order at approximately 7:40pm in the Memorial Room of Town Hall with the following Committee members in attendance: Dave Carey, Lindle Willnow, Leigh Keyser, Chris Davis, and Peter Britton. A quorum was present. Christine Berry as CPC Coordinator was also present.

Approval of Meeting Minutes

The minutes from the June 14th meeting were approved.

Town Hall Boiler Replacement Project Update

The cost to replace the boiler in Town Hall is now approaching \$100,000, an increase from the \$60,000 which was originally estimated by Reinhardt Associates. Allison Jenkins, Assistant Town Administrator, inquired as to whether the CPC might support a request to fund an additional \$40,000 towards this project. If approved by the CPC, this additional cost would need approval at a future Town Meeting.

Since the last CPC meeting, Reinhardt has submitted a letter detailing the reasons for the increase in cost. The additional cost includes replacing old heating system valves and controls to will enable Town Hall staff to better maintain the temperature of the building and provide for increased energy efficiency. Town Hall has not been a priority compared to some of the other improvements in Town (e.g. Public Safety Building). This project will go through a public bid process so there will be another opportunity for the CPC to weigh in on the cost of this project. It would be helpful for this scope of work to request a base bid with the costs for alternates added separately.

The Committee voted to approve an additional \$40,000 for the boiler replacement project. The use of the CPA funds for this project shall not exceed \$100,000. If project scheduling allows, the Committee would like to fund the additional \$40,000 as a rider for FY09 funding.

CPA Revised Draft Application

Christine has worked to update the CPA application request for funding. A suggestion was made that successful candidates be required to attend Town Meeting in order to be available to answer detailed project questions, should they arise. Preliminary applications for CPA funding should be due by December 1st with final applications due in mid-January. Christine will work to incorporate the Committee's comments on the application and ask that Candace Wheeler also review the revisions.

Potential FY09 CPA Project – Improvements to Town Hall bathroom

Allison Jenkins inquired as to whether the CPC might be willing to consider the use of CPA funds to make improvements to the bathrooms at Town Hall. Part of the improvements

would be to improve the bathrooms to make them ADA compliant, which is a permitted use of CPA funds.

The Committee inquired whether there was enough space to make the bathrooms handicap accessible without needing to create one unisex bathroom. We should confirm with Donna as to the legal status for ADA bathrooms, and work with Allison to come up with an estimate for the work.

CPC Needs Assessment Study

Both the CPA statute and the Department of Revenue Information Government Release on the CPA states that CPCs must prepare a needs study and plan and update annually. Christine will look at what other towns have done and work to prepare a framework for the Committee to review at our next meeting.

Christine will also circulate the Principles and Priorities for Use of CPA Funds that Committee previously developed. A discussion of these priorities will be included on the agenda for the next CPC meeting.

CPC Webpage Updates

Christine has worked on updates to the CPC website. While the substantive content of the website hasn't changed, there are more links to the specific information. Christine will work to incorporate the Committee's comments and post the revisions on the Town's website.

General Policy

The Committee discussed the desirability of reserving approximately 50% of CPA funds each year to be held in reserve for major projects, including significant open space acquisitions and development of affordable housing. As a result, some proposed projects may not be funded.

Other

Julie Hubbard, a member of the Finance Committee, will act as a liaison between the Fin Com and the CPC. The Committee asked Christine to invite her to the next CPC meeting.

Christine will follow-up on a suggestion made by Peter to see how CPA and Community Development Corporations can be linked as a way to efficiently move forward on affordable housing projects.

Lindle reported that he spoke with Maggie Whitesell who said that work on the Patton Park athletic fields should be starting in August. This project was funded using FY07 CPA funds.

Next Meeting

The next meeting is scheduled for Thursday, August 9th at 7:30pm in the Memorial Room at Town Hall.

Meeting Adjournment

The meeting was adjourned at approximately 8:30pm.