

**Town of Hamilton
Community Preservation Committee
May 14, 2015 Minutes**

Attendees

The meeting was held at Hamilton Town Hall with the following Committee members in attendance: Acting Chair Jay Butler, Robert Preston, Shawn Farrell, Ray Whipple, Ed Howard, Nepo Trepanier and Peter Britton (arrived at 7:35 p.m.). Community Projects Coordinator Rachel Meketon, Director of Planning and Inspections Patrick Reffett also present. With a quorum of CPC members present, Jay Butler called the meeting to order at 7:30pm.

Acceptance of Minutes from the April 9th CPC Meeting

Robert Preston moved to accept the minutes from the April 9th meeting. Ray Whipple seconded the motion. VOTE: Unanimous.

Nepo Trepanier is stepping down and Bob Gray from Hamilton Housing Authority will be coming on board.

Updates

CPC Sub-Committee

Discussion ensued about the Sub-Committee soliciting comments from CPC on CPC plan and operating procedures, how the Committee reviews grant applications, and guidelines for grantees. The state of CPC year-end finances will be included in plan. On an annual basis the CPC plan will contain the most up-to-date status of CPC. Discussion addressed defining a date when the plan would be updated each year.

The by-law for CPC and CPA specifies that annually the Committee is supposed to review CPC plan and hold a public hearing to get public input on the CPC plan. Discussion was on selecting late spring or summer or early fall to hold a public hearing and update the plan before CPC selects grant applications in preparation for fall Town Meeting.

The CPC plan in its current draft has been published on the CPC website in preparation for the CPC's public hearing on May 21. This plan needs an agreed upon date when it will be updated annually and financial status. A history of all grants given by CPC is included in draft plan. A financial report will be given at next week's hearing.

Preston moved that the CPC will issue its annual report by June 30th of each year. Ed Howard seconded the motion. VOTE: Unanimous.

ATM 2015 Projects

Discussion summarized success of CPC article being approved at annual Town Meeting; CPA projects will be added to CPC plan. Grantees were sent a formal award letter which they have been signed and returned to CPC stating that they accept the CPA funds that were appropriated. Community House Director Melissa Elmer sent an email stating that

the Community House board has decided to fundraise to match the full amount of CPA award. HW Recreation Director Sean Timmons had reported that fence has been installed at the Patton Park baseball diamond and bleachers purchased. CN&D Construction Company has donated materials and agreed to construct dugouts. After this baseball season any remaining CPA funds will be used to purchase benches. A capital funding mechanism is in place for the Patton Park pool project where CPA money will be taken out as needed so interest can continue to accrue in CPA account. Also, the RFP for the design of the bathhouse at Patton Park is being finalized, followed by construction bidding, and construction planned for fall.

Public Hearing

Presentation

Logistics

Outreach

Meketon reviewed the presentation for the public hearing on Thursday, May 21. The slides included welcome and introduction of the CPC members, CPC duties, agenda, conduct, overview of CPA (eligibility and funding applications, 10 years in Hamilton, top ten contributions, financial overview, revenues, guidelines, surcharge information, appropriations and expenses, fund balances, bonding capacity), Town Board comments (three minutes each: Town Manager, Affordable Housing Trust, Recreation Board, Planning Board, Hamilton Housing Authority), public comments, CPA grantee comments (Hamilton Historical Society, The Community House, American Legion), summary and next steps (CPC plan updated and published by June 30th, application deadlines and where to find CPA project application form for fall and spring 2015 Town Meeting warrant articles).

Meketon will work with CPC Chair Tom Catalano to run the hearing and present information. CPC members provided comments on presentation including when CPA funds would be used versus general fund expenditure (i.e., historic funds and potential Town Hall renovation). No deliberation will be done at the hearing, the intent is to take a global view in planning for future CPA projects. In addition, an explanation will be given on the necessity of the hearing since this is the first time the CPC is holding such a hearing. Hard copies of the presentation will be available to the public at the hearing.

Peter Britton moved to include the financial component of presentation in the CPC plan as a summary of where Hamilton is financially with its CPA funding. Preston seconded the motion. VOTE: Unanimous.

Review Open Project Accounts

There are six open projects where a few go back as far as 2007. Procedures in draft CPC plan provide guidelines specifying if CPA grant money is not spent by a certain number of months the awardee is supposed to appear before the CPC with an explanation. If a project has not been started after a certain number of months the CPC has the right to

cancel its CPA award. The CPC has the right to cancel any CPA grants, a potential result of CPC review of open project accounts.

Britton moved that the Committee pass over this item which will be taken up as first item at the next CPC meeting. Shawn Farrell seconded the motion. VOTE: Unanimous.

Next Meetings

CPC public hearing on May 21, 7 p.m. at HW Library

Summer 2015 CPC Meetings

Discussion ensued about how Thursday nights would not be a conducive meeting time for some CPC members during the summer. Committee scheduled a June 11 meeting.

Meeting Adjournment

Ray Whipple moved to adjourn the meeting at 9:10 pm. Nepo Trepanier seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Thomas Catalano Chairman