

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MINUTES OF MEETING

August 10, 2017

Members Present: Robert Preston, Ed Howard, Jay Butler, Shawn Farrell, Mimi Fanning, Neil Duggan

Members Absent: Tom Catalano, Chris Currier, Katherine Mittelbush

Coordinator: Dorr Fox

Jay Butler called the meeting to order in Tom Catalano's absence at 7:30 p.m. with a quorum present. He noted three members were absent.

Minutes

Ed Howard made a motion to approve the minutes of the July 13, 2017 meeting. Robert Preston seconded the motion. The Committee voted unanimously to approve the minutes.

Committee Reports

Mr. Howard reported that the Planning Board had a full agenda at its last meeting. Neighbors and the school are at odds and nothing has been resolved regarding the proposed new sports field at Pingree School. Construction of a cell tower behind Town Hall was voted down because a super majority was needed and not achieved. Mr. Howard stressed that the vote was only to turn down having a cell tower at this particular location. Other locations may be considered.

Shawn Farrell reported the Board of Selectmen appointed two new associate members to the Planning Board: Janel Curry and Chris Shepherd. The Board approved placement of a plaque near Chebacco Lake acknowledging the first controlled sustained flight of powered aircraft in New England in 1910. The Patton Homestead was discussed, finalizing the structure and staffing there. Michael Lombardo met with a handful of people concerning the RFP for a director. The issue of solid waste going up and composting going down was again discussed. While overall waste tonnage has remained consistent, this trend is concerning. A newly formed recycling committee will do some public education and try to reverse the trend. If it can't, the Town might need to return to biweekly pickups (instead of the current weekly pickups). A tracking system called Trello is being used to help the Selectmen manage their projects. Mr. Butler suggested that might include the CPC's projects. Mr. Farrell said he will ask about that. Dates are being discussed for a special Town Meeting in the fall, which has a full robust warrant.

Mimi Fanning reported that the Housing Authority hired Crystal Galicki as a new administrative assistant when the current one left to take a full-time position. Ms. Galicki worked with the Town seven years ago. Ms. Fanning also gave an update on the renovation of Lamson Hall. The

roofing work is quickly being completed and the aim is to start holding functions there. The porches and how to fund them is still being discussed.

Three Eligibility Applications

Mr. Butler instructed CPC members to use their project evaluation tool to score what they hear in the following “pitches” pertaining only to each project’s eligibility. The issue of whether or not to fund the projects will be discussed at the next meeting when the rest of the CPC members are present. He invited the first applicant to the podium.

- **Conservation Commission – Knotweed Removal**

Michael DeRosa of Derosa Environmental Consulting Inc. and Jim Hankin, coordinator for the Conservation Commission, explained that Japanese knotweed is an invasive and insidious species that spreads and impinges on native plants and grows tall enough to become a safety concern. Mr. Derosa’s firm has been removing knotweed and restoring native landscapes for quite a few years. The task isn’t as simple as pulling it out, he explained. After harvesting the knotweed (and giving it to the Franklin Park Zoo, a breeding zoo, which uses the plant material for giraffe food among other things), Derosa uses an herbicide to treat the roots and prevent the plant from growing back. The firm has done this in Hamilton for two years and has approximately \$300 left on a previous grant.

Questions/Discussion

Mr. Butler asked if the knotweed removal will be done only on Town-owned land. Mr. Derosa answered yes.

Neil Duggan asked about the difference between what is done by Derosa’s firm and what the DPW can accomplish. Mr. Derosa said that the DPW just cuts the knotweed and this actually makes it become denser. His firm hand harvests it and treats the roots so it does not return. They also dry out the material and burn it.

Mr. Farrell asked if the applicant generally runs out of money before running out of knotweed. The answer was yes. Mr. Farrell proposed perhaps asking for more money up front (increasing the amount from \$4K to \$6K, for example) to attack the knotweed sooner than later.

Decision

Mr. Preston made a motion to approve the project’s eligibility. Mr. Howard seconded the motion. The Committee voted unanimously in favor of accepting the project’s eligibility.

- **Housing Authority**

Kate McGuire addressed the CPC on behalf of the Housing Authority to discuss exterior work needed on the Brooks House. She apologized that references didn’t make it into the

packet. She noted that the other Housing Authority projects are coming in significantly under budget. She discussed the history of the Brooks house, a home for low-income elderly and/or disabled residents who are unable or not ready to live independently. Her office is in the basement of the building. Due to questions about whether the CPC can or should fund painting, she researched similar projects funded in Massachusetts towns and found one that was funded for siding, as well as windows and roofs. If painting cannot be included in the grant request she will amend her application. Other work that needs to be done at the Brooks House includes replacement of the roof, windows, selective siding (vinyl siding won't be appropriate due to the historic nature of the house) and trim.

Questions/Discussion

Mr. Butler inquired if painting falls under the category of preservation activities. Ms. McGuire said she thinks it should because the integrity of a building can't be preserved without painting it. The guidance document is silent on the issue, but CPC members noted that damage can be sustained if you don't paint a structure.

Mr. Preston asked if Town Hall used CPC funds for painting. Mr. Farrell said not as far as he knew. Mr. Preston asked what other funding mechanisms could be used. Dorr Fox said possibly the Affordable Housing Trust (AHT), although not likely. (The AHT funded ramps in the past but turned down other projects.) If funding isn't received for the painting, it will likely need to come from the Housing Authority's capital budget.

Mr. Farrell asked what the quote was for the paint. It was \$11,300.

Allison Jenkins, a Building Committee member in attendance, asked about State funding. Ms. McGuire explained they do get capital funds from the State, but said that is strained. She put in a bond bill, but it got knocked back, she said.

Neil Duggan asked what the impact would be if they don't do anything. Ms. McGuire responded that the winters are tough on the residents if they have to face interior leaks from ice dams. The maintenance man then needs to spend his time patching instead of attending to other issues, such as snow removal.

Mr. Farrell asked if residents will need to be relocated during the renovations. The answer is no. The building work is confined to certain hours.

Decision

Mr. Howard made a motion to accept the project's eligibility. Mr. Farrell seconded the motion. The Committee voted unanimously in favor of accepting the project's eligibility.

- **OPM/Design for Town Hall Restoration**

DPW Director Tim Olson said the Building Committee has to hire an Owners Project Manager (OPM) before design work can commence and is requesting the CPC fund the

OPM for the first phase of the project. After the OPM is hired, they will then need to hire a designer. The total estimate for the Town Hall restoration work is \$3 million, which they've found is comparable to municipal buildings in other towns. They are requesting \$46,500 to get started with the project. For now Mr. Olson said he is just looking for eligibility consideration and will come back with a tighter number when they have more time to define the scope of the project.

Questions/Discussion

Mr. Preston asked if the money would pay the OPM's salary. Mr. Olson said yes for the first phase, then the next phase would depend on additional funding. He would like to have a designer on board during the winter and a more defined scope in place by spring.

Mr. Butler noted that the CPC can pay for the historic piece of the project but not all of it. He said the CPC has shown its support for this project many times, but there is not as much money as there once was. He asked if Building Committee minutes have been generated and can be shared with the CPC. Ms. Jenkins said the minutes are on file with the Town Clerk and she has requested they go on the website.

Mr. Howard noted that Mr. Catalano is a well-known architect and had questioned using the building of schools as the model for determining funds needed. For example, prevailing wages are used for a school project. He said in the past, whoever was in charge wasn't forthright enough in educating the townspeople about what is being asked. Mr. Olson replied that he is trying to bring the project forward and be transparent.

Mr. Duggan said that as a new CPC member and a new resident, he wanted to know how this project ranked in priority and its cost benefit to the community. He was informed by other members that it is an A project. There are cracks in the roof and structural issues. For example, filing cabinets are placed in certain places to get weight off of the floor in different places. Mr. Olson said his office is located on a former stage so the sound resonates and affords little privacy. Mr. Howard said there's no question that the Town Hall's preservation is paramount to the needs and desires of the community.

Mr. Farrell made a motion to accept the project's eligibility. Mr. Preston seconded the motion. The Committee voted unanimously in favor of accepting the project's eligibility.

Review of Open Grants

Mr. Fox gave the following updates, referring some of them to Mr. Olson for discussion.

- **Senior Center Ballustrade:** Mr. Olson said it is on his plate to get done. He wanted examples of what they're looking for. Mr. Fox said they did find pictures courtesy of Ray Whipple. Also, the original company, which is still in business, can be contacted. Mr. Olson asked if composite material was OK to use. He was told yes, that something low-maintenance, such as Azek, is recommended (although not vinyl because it is shiny).

- **Patton Park Cannon/Wagon Wheels:** Mr. Fox said Mr. Whipple brought in photos showing polyurethane was used in the 1990s. The project won't be done until January so there is time to decide on the paint (currently proposed to be olive drab), finish and other details to make it historically accurate. They are seeking photos and information, and want to reach out to a military history group. The problem is that photos back then were black and white. Mr. Preston recalled metal paint was used during the 1960s.
- **American Legion Electrical Work:** This project is not going smoothly. Receipts and cancelled checks requested by the CPC have not been provided. Work supposed to be done at the end of June was not done, and there appears to be a problem. The CPC decided to ask Joe Hanson, the lead man, to appear at the next meeting and give a forecast and receipts. Mr. Butler will give Mr. Hansen and Greg McKenna the heads up that this is going to happen.
- **Historical Society Pictorial Collection:** Nothing has changed since the last meeting. The pictures are digitized and online for public viewing, but they are not yet cataloged to be searchable.
- **Patton Estate Roof Replacement:** Mr. Olson said the building permit was pulled shortly before the June 30 deadline. The roof may not be completed until the spring of 2018. [Per the grant award, the pulling of the permit was to indicate commencement of the work; however, the roof project is now being incorporated into the larger renovation project that's planned.] Mr. Olson's report on this was followed by a stern and lengthy discussion about sunset clauses and why work needs to be completed timely when grant money is awarded. (*See further discussion below.)
- **Winthrop School Playground:** It is under construction and should be finished by the end of summer.
- **Pingree Park Playground:** Nothing has been started, but they are only in the first two months and have two years to complete the project.
- **Buker School Playground:** The Hamilton/Wenham school district will vote in the fall about putting the project into its budget and creating a timeline.
- **Hamilton Housing Authority Roof Replacements:** The project came in at \$35K under budget. Two bidders showed up for the walk-through. They hope to have it wrapped up early next week and will send the last invoice to Mr. Fox.
- **Habitat for Humanity House Construction:** The walls are up on both of the houses. They are planning to do the interior work with tech schools this fall and should be done by Christmas.

Further Discussion of the Patton Estate Roof Replacement

Mr. Farrell explained the grant was awarded for emergency repairs to the roof. Those repairs were not started. He acknowledged the ball was dropped in part due to the transition between the previous DPW director and the hiring of Mr. Olson. Mr. Olson said there are no signs of water intrusion or damage and said he is monitoring that, but it makes sense to incorporate the roof into the larger project so as not to have to bid it out twice. CPC members agreed it made sense to do both at the same time, but as discussed with legal counsel, when the grant was approved, it was just for the roof and was supposed to start June 30 and nobody came before the committee to say otherwise.

Mr. Olson said in his experience, he hasn't seen commencement dates written into grants in other towns. Mr. Fox explained the idea came from Donna Brewer, legal counsel, and that the clauses exist so funding cannot be tied up indefinitely. Mr. Farrell said when money is encumbered with nothing happening, that money can be put back into projects that are actually happening.

Mr. Howard made a motion to rescind the current grant and ask for a new application. Mr. Duggan seconded the motion with the understanding that Mr. Olson be encouraged to submit a new application. Mr. Olson said he will not get to the roof until other aspects of the project are addressed, but that he could come back with a new application when he gets the cost estimates. There is a mismatch of shingles, their conditions and styles, he said. The intention is to do a new roof in its entirety. Mr. Butler said the motion to rescind the grant can be re-voted next month.

Mr. Fox said he would be more comfortable not voting on this now and then having to re-vote it. After further discussion, Mr. Howard agreed to withdraw the motion and Mr. Duggan did likewise. Mr. Butler said they will address the issue at the next meeting when all members are present.

Signage for CPC Projects

Plaques for completed CPC projects are needed and a list has been drawn up. (These are plaques that advertise that a project was CPC-funded.) The CPC needs to come up with a standard format for the signs. Each 10- by 20-inch bronze plaque costs about \$700, which the CPC does not have in its budget. A surplus of money that could have been used from last year was closed out. Also the State match has gone down so administrative funds are down. Mr. Fox suggested seeing what remains in the budget in April or May and if there is an excess, some money can be set aside for the signs. Mr. Catalano had previously suggested that any project over 50K ought to budget for a sign. Mr. Butler agreed that projects should "tuck in" the cost of the sign to their overall costs. Mr. Howard mentioned the signs should not be bronze or they will be stolen.

Closing Out Projects

Mr. Fox noted that two projects had money left over and could be closed out. The first project was the renovation of the bathrooms at the Senior Center. The project has been completed and there is \$3,483.70 remaining in the account.

Mr. Preston made a motion that the CPC close out the project and roll the funding back into the appropriate fund. Mr. Farrell seconded the motion. The committee voted unanimously in favor of closing it out.

The second project was the Town Clerk's project to digitize records with \$30 remaining in the account. Mr. Fox said he got a verbal OK from Linda Grimes, the Assistant Town Clerk, who said she believed the project could be closed out. Andrea Carlson, the Town Clerk, is on maternity leave, and was not available for comment.

Mr. Preston made a motion to close out the project and roll the \$30 back into the appropriate fund. Ms. Fanning seconded the motion. The committee voted unanimously in favor of closing it out.

New or Other Business

Mr. Howard wanted to bring the CPC up to speed on Chebacco Lake, where he anticipates that the use of the lake will get more intense and face problems like those that were faced in Essex, which had to restrict its beach to Essex residents and guests. Mr. Howard said he had coffee with the police chief who noted some issues have occurred with Chebacco (cars blocking the road and such). Mr. Howard said he had suggested a low-budget feasibility study and wanted to keep that on the books, as well as the possibility of developing a ski slope. He is seeking ideas and people to move those forward. Mr. Farrell suggested they might also look at removing the knotweed at Chebacco to improve the area.

Ms. Fanning had a question on the scoring system for projects when it wasn't clear where a project was to be located, for example. She was told to give it a 0 on that line.

Mr. Farrell answered Mr. Howard's question about why the gate was locked to go to Masconomet's grave. He explained that anybody is welcome to go there, but if there is a higher terrorism threat level, the gate is closed.

Adjournment

Ms. Fanning made a motion to adjourn the meeting at approximately 9:12 p.m. Mr. Duggan seconded the motion. The members voted unanimously to adjourn the meeting.

Mary Alice Cookson

Attest

Date