

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MINUTES OF MEETING

TOWN HALL—MEMORIAL ROOM

September 13, 2018

Members Present: Chair Jay Butler, Ed Howard, Mimi Fanning, Katherine Mittelbush, and Janel Curry

Members Absent: Chris Currier, Robert Preston, Allison Jenkins, Neil Duggan

Coordinator: Dorr Fox

Chair Jay Butler called the Community Preservation Committee (CPC) meeting to order at 7:10 p.m. with a quorum present.

Meeting Minutes

Janel Curry made a motion to approve the August 9 meeting minutes as presented. Ed Howard seconded the motion. The CPC voted unanimously among those present (5-0) to approve the minutes.

Committee Member Reports

Mr. Howard said the Historic District Commission/Historical Commission welcomed new members and had a discussion with the First Congregational Church about roofing materials for their buildings in the Historic District. Nothing was resolved, but it's on their platter, he said.

Janel Curry said the Planning Board gave a report on the recommendation related to the proposal for the housing update to the Master Plan. Several other things are on their agenda related to a big housing development on Sharon Road and some changes to that. Some big hearings will be coming up.

Mimi Fanning said the Housing Authority met today. It revised its new capital improvement plan for Fiscal Year 2019, looking ahead through to 2022-23. The first thing they are doing is upgrading the hallways. Maintenance Mechanic Dustin Zabelski does an excellent job, she said. The bid for the contract for painting of the Brooks House was accepted. Bids close today for the rest of the work (carpentry, etc.).

Town Meeting Presentation

Mr. Butler will be making the presentation for the CPC at Special Town Meeting (STM). Mr. Fox said there will only be one slide. Pertaining to the CPC grant that was approved for the basketball hoop replacements, Mr. Butler noted the Youth Basketball League would be making a \$2K donation. He is assuming that because the grant amount wasn't amended, any extra money will go back to the CPC. Coordinator Dorr Fox said he would check on it. Mr. Butler said a similar situation applies to the grant for the Patton Park cannons. Boy Scout Hugh Gist had funds left over from his Eagle Scout project painting the tank that he wants to donate to the cannons' restoration project. He was planning to do that in November, but Mr. Butler wondered if he might let them know what the amount will be before that. Mr. Fox added the \$5,500 bid for the cannons is firm.

Report from HAHT to CPC

Mr. Fox said due to a new State statute, the Hamilton Affordable Housing Trust (HAHT) is required to make a report to the CPC each year in September regarding projects done with CPC funds. He was told he could issue a verbal report. He's already entered a paper report into the State's database. He reported the HAHT has been given \$750K by the CPC. \$50K of that was spent for administrative purposes, which included a consultant's study about housing at the Council on Aging/ Public Safety Building site, as well as time for his services, as well as that of the Town Counsel and Minutes Secretary. \$300K of the Trust's funds was granted to Harborlight Community Partners for developing the 59 Willow Street project. The stipulation was that the project be done by June 30, 2018. The check was written, but won't be negotiated until the property is sold. The Trust hopes a Purchase & Sale will be reached within a month; it depends on what happens at STM. Now the Trust is looking at Longmeadow Way and a project to reduce the density of the housing to be potentially developed there. [\$300K was already allocated for the project, but that grant agreement has not been signed.] If Longmeadow doesn't go forward, Willow Street might fall through, as well. If so, the money would come back to the CPC. In summary, the breakdown is that the Trust had \$750K. \$50K and \$300K were expended. That leaves \$400K in the Trust coffers, \$300 of which may go to Longmeadow, which would leave \$100K.

Ms. Curry noted Canter Brook Estates will most likely be issuing a payment in lieu of creating affordable housing units on site, and that decision is intertwined with all of what Mr. Fox mentioned.

Mr. Butler said recent communications from the Community Preservation Coalition said that when CPA funds are given, a grant agreement is a must. He said in the past he didn't think Town Counsel Donna Brewer thought it always necessary to have a grant agreement when the CPC gave money to the Trust; however, he said he would feel better if the CPC had such a document in place moving forward. Mr. Fox will talk with Ms. Brewer about it.

Presentation on the Patton Homestead

DPW Director Mr. Olson said he was happy to answer questions and summarized what's been done. The exterior work went out to bid. He gave some details. They aren't funded to replace the whole roof, he said, so they are doing just what's needed. They can't improve the Homestead in excess of 30% of its assessed value or it will trigger making it completely up to code with ramps and changing the interior doorways, bathrooms, etc. They pulled back the bid to keep it under the threshold. The entire bid will be \$295K, but what triggers the 30% is only the work that requires a building permit. So if they subtract out the painting and carpentry, what triggers is \$202K, which is under the \$256K threshold. They plan to use all the funds they've received so far from the CPC (\$245K) by late spring.

Carin Kale, president of the Patton Homestead Board of Directors, showed the conceptual plans for the Homestead, which were presented at Military Day. The Homestead will have a handicapped accessible entrance, but they are keeping the front entranceway as it is to maintain the character of the building. They found out the two-story porch on the back of the house dates back a long time (20s/30s), so they are going to preserve it. The Wenham Museum is handling the archives. The Patton Homestead's nonprofit board is kicking off a capital campaign. At STM, there will be a warrant article for \$90K for hiring a full-time director as well as utilities and expenses. She said the intent was never to ask the Town for that. In the future, they expect the rentals of the facility to offset expenses. This weekend Ben Patton is being married on the property. They view that as a good test for the property.

Mr. Butler asked about the impact of not getting the Mass Cultural Grant. She said they wouldn't have been able to use it yet anyway. Mr. Olson said he thought the decision was influenced by them wanting the handicapped access to be in place first and didn't want to give money until the Homestead is more established.

Mr. Butler asked if they considered the River Walk part of the project. They said yes. Mr. Olson said the DPW has been doing what it can with the grounds and mowing. Ms. Kale said Green Meadows Farm is granting an easement to get down to it. Robert Patton is committing to an annual contribution to the Homestead operation, she said. They don't have a dollar amount yet, but are in discussion.

Mr. Howard asked about the CPC's return on investment. He questioned the \$230K figure for the roof. Ms. Kale said the prevailing wage law for public projects doubles everything. He asked about the value of the property. Mr. Olson put the value of the property at \$1.7M with the land included. The building value was \$853K.

Ms. Curry had a question about staying below the threshold. Mr. Olson said it's a cumulative thing for within a three-year period. In three years, they will have the access and the money ready to do a bigger project and won't need to worry about the threshold. He said he'd love to do the whole roof. There is masonry work on the back side to do. It's expensive in terms of the wage, the size of the project, the bonding requirements the contractors have to fulfill. He described the process of contractors, subcontractors, etc.

Back to Mr. Howard's question about what the \$230K for the new roof involved—Mr. Olson said it included roofing, painting, carpentry, masonry, dormer work where wood is rotted, flashing, redoing windows by repainting them, and putting on better storm windows.

Mr. Howard asked about the heating systems there. Mr. Olson said one is forced hot air and the other is forced hot water.

Mr. Howard asked if they would be removing the skylights. Mr. Olson said yes.

Mr. Howard noted property values have climbed in the last few years and said getting current valuations might "help the cause" (pertaining to reaching the threshold). Mr. Olson and Ms. Kale didn't know how long ago the valuation of \$853K was done.

Review of Open Grants

Mr. Fox gave the following updates:

- **Senior Center Balustrade:** Mr. Olson said the delay of this project is due to the fact that he's been dealing with other issues and needed to find the time. In the past, when the balustrade was on the Senior Center, it penetrated the roof and was tied into the rafters. He believes at since then the Senior Center was re-roofed. His question is whether they wanted to penetrate the new roof to put the balustrade on for purely aesthetic purposes, as it is a much more involved project than just a carpentry project. Mr. Fox said the only application he found was put in by Allison Jenkins, who is not present this evening. There's a discrepancy on the amount, but there is \$23K in the account. Mr. Olson said he would talk with Ms. Jenkins about it, and if the balustrade was a request from Council on Aging Director Mary Beth Lawton, he would talk with her. Mr. Butler said this project is going back two DPW directors. He doesn't want to be Chair of a committee that funds things that just never happen. Mr. Butler said he would discuss the balustrade with Ms. Lawton, as well.
- **Town Hall OPM:** Design Technique is on board as the OPM [Owner's Project Manager]. This firm did the renovation of Topsfield's town hall, which Mr. Olson said looked fantastic. Now the Building Committee and the Town are working on formulating an RFQ [request for qualification] to assist in obtaining design services. That will include a structural evaluation and looking at how the space might be used to serve programming needs. Mr. Butler noted the deal to date was set up by Mr. Olson and Director of Planning & Inspections Patrick Reffett in a way that gives the Town flexibility and controls costs.

Mr. Olson left the meeting.

- **Master Plan Housing Element:** Mr. Reffett said he's been working with the Planning Board on obtaining the services of a professional consultant that would help the Town renew a portion of its Master Plan, specifically focusing on residential development. Due to the fact that they've had a number of articles that have gone to Town Meeting that

haven't done well, they've decided to step back and gather as much extensive, robust information as possible to determine articles that people want and will feel comfortable supporting. An RFP was generated and posted in mid-August. They received proposals from Communities Opportunity Group, Inc., and JM Goldson Community Preservation + Planning. Both; both are good, capable firms, he said. The proposals were reviewed by Ms. Curry and Rick Mitchell of the Planning Board against the criteria. JM Goldson was chosen. An associate of Ms. Goldson, Judi Barrett, prepared the Town's current Master Plan in 2003-04. Mr. Reffett expects work to begin within the month and be completed within 6-8 months. The more public outreach they do, the longer it will take, he said.

Ms. Curry said one of the reasons for choosing Goldson was the company's expertise around cost benefit analysis. Often at public meetings, there is a concern that putting in housing raises costs for the community and they wanted someone with good experience to look at that to help the community make a more informed choice.

Mr. Butler noted the MAPC (Metropolitan Area Planning Council) did a housing production plan for the Town back in 2013 and asked if they were going to go back and look at the numbers that were generated back then. Mr. Reffett said yes, and that they are getting new census information and data to look at. The 2004 document was predicated on the 2000 census. A census was done in 2010, but the State numbers are more up to date. That will be the call of the consultant, he said.

Mr. Butler mentioned the debate on Longmeadow. He asked if the new Master Plan might suggest what number of housing units might be appropriate there. Mr. Reffett said he didn't think this plan would be site specific. He said he's been around enough 40B projects to know that good design helps to soften density. Well-designed projects can fit the typography and fit neighborhoods. That is not a discussion we've had in any of the discussions. He knows there is a need for housing to accommodate those who want to live in Hamilton, but can't because there is nothing here for them.

Mr. Reffett left the meeting.

- **Patton Park Cannon/Wagon Wheels:** The cannons are being brought up at STM. If approved they will be restored. Mr. Fox said he's pursuing an alternative bid. Hopefully they'll be done by next spring and the wheels will be put back on by then.
- **Historical Society Pictorial Collection:** The Historical Society has been on vacation and will start back up in about two weeks.
- **Patton Estate Roof Replacement:** Discussed earlier in the meeting.
- **Buker School Playground:** It is complete. Mr. Butler and Mr. Fox will have a site visit and meeting with the Assistant Superintendent. They need more supporting documentation before writing the check, which will go through the Friends' group.
- **Habitat for Humanity Houses:** Expected to be completed in October.

- **Brooks House:** The architect was chosen and they are going to be submitting bills. Also a contractor was selected today.
- **Town Hall OPM:** Discussed earlier in the meeting.
- **Knotweed Removal Program:** It is continuing and they are consistent about submitting invoices.
- **Affordable Housing:** Discussed earlier in the meeting.

Other Business

The next meeting is set for Oct 11, which is two days before STM. Mr. Fox said the CPC section was put into the warrant so no changes can be made except on Town Meeting floor. Mr. Butler noted if there is any update regarding the basketball hoops and the cannons, he can say something about the donations at STM. Mr. Fox said his thinking is that they should still vote for the full amount and then see about getting some of the funds back.

Adjournment

Mr. Howard made a motion to adjourn the meeting at approximately 8:26. p.m. Ms. Mittelbusher seconded the motion. The CPC voted unanimously among those present (5-0) to adjourn the meeting.

Mary Alice Cookson

Attest

Date