

HAMILTON COMMUNITY PRESERVATION COMMITTEE

MEETING NOTES

TELECONFERENCE

July 9, 2020

Members Present: Chair Jay Butler, Katherine Mittelbusher, Shawn Farrell, and Richard Boroff

Members Absent: Chris Currier, Robert Preston, and Sherry Leonard

Other Town Staff Present: Director of Planning & Inspections Patrick Reffett; Patrick Shannon, Assistant to the Town Manager/Community Preservation Coordinator

*\* This meeting was conducted via Zoom teleconference with all of the participants remaining in their homes.*

Chair Jay Butler opened the Community Preservation Committee (CPC) meeting at 7 p.m. There was no quorum, but it was agreed to proceed to see if more members would join later. Unofficial meeting notes instead of minutes were taken.

**New CPC Coordinator**

Mr. Butler introduced Patrick “Pat” Shannon, new Assistant to the Town Manager/Community Preservation Coordinator, who will be assuming the duties of Dorr Fox. Mr. Shannon holds a Master’s degree in Public Administration. In the Denver, CO, area he served as a manager of special districts. He will report to both Town Manager Joe Domelowicz and Director of Planning & Inspections Patrick Reffett, and will handle grant writing as well as some of duties of Michellelee Carroll, former Assistant to the Town Manager, who has moved to her new role as regional HR director.

Mr. Butler introduced Richard Boroff, Planning Board member and Open Space Committee chair, as the newest CPC member who replaces Janel Curry as the Planning Board liaison.

**Approve Meeting Minutes (2/13/20 Meeting)**

Minutes could not be voted on because there was no quorum. Mr. Butler explained the CPC had not met since February.

**Committee Reports**

Mr. Farrell reported the Board of Selectmen (BOS) has a new member: Jamie Knudsen, who was elected BOS secretary. Mr. Farrell was elected BOS Chair and William Olson, BOS Vice Chair. The last BOS meeting focused on the budget, COVID-19, and Town Meeting. BOS liaison assignments are in process. Mr. Butler asked if there had been discussion yet of Special Town Meeting (STM) for the fall. Mr. Farrell said yes, and at STM, they would take care of those items not covered at Annual Town Meeting (ATM).

Mr. Butler said he would meet with Mr. Shannon to publish a CPC meeting schedule. Mr. Farrell said he would get back to him about when STM would take place, generally mid-October or early November.

Katherine Mittelbusher reported the Hamilton Historic District Commission had not met since February.

Mr. Reffett reported the Planning Board had approved the Town Hall Building Committee's Town Hall building/preservation project, and the Zoning Board of Appeals (ZBA) had approved the site plan. Mr. Butler mentioned the design work was largely funded by the CPC. Mr. Reffett added the Planning Board was discussing future scenarios relative to Gordon Conwell Theological Seminary and detailed a few, including using some underutilized campus housing for affordable housing units for the Town. Planning Board member Marnie Crouch was voted Hamilton Affordable Housing Trust (HAHT) Chair.

Mr. Boroff provided some information about the Open Space and Recreation Plan, which was written by Joe Sacchi, formerly with the MAPC [Metropolitan Area Planning Council] and now a planner in San Francisco. Mr. Boroff said the Open Space Committee had not met for a while.

### **Status of CPC Finances**

Mr. Butler said Finance Director Marisa Batista was closing up the Fiscal Year and it will be another week or so before he knows the CPC's year-end financial status.

### **Search for New Committee Members**

- Planning Board liaison—Mr. Richard Boroff is now on board.
- Hamilton Historic District Commission liaison—In process. Mr. Butler suggested it could be Ms. Mittelbusher.
- At-Large—In process. Looking for two at-large members.

### **Review of Open Grants and Vote for Closure of Some**

Mr. Butler said Ms. Batista would like the CPC to close out some grants, which will require a vote at a future meeting. He reviewed the following that may be closed out:

- **Brooks House Renovations**
- **Knotweed Removal Program**
- **Affordable Housing Trust**
- **Master Plan Housing Element**
- **Weaver Pond Restoration**
- **The Community House**

Mr. Butler said the only grant not ready for closure is the following, as there is approximately \$130 left to spend:

- **Town Hall OPM/Design Services**

A discussion was held about why grant money is being returned to the CPC for the Knotweed Removal Program and Weaver Pond Restoration. Mr. Reffett explained that due to the previous knotweed removal that had been done and the treating of roots, it was difficult to find more knotweed on Town property needing to be removed. Pertaining to Weaver Pond, it was too difficult for the Town to handle the disposal of the harvested material, which was too heavy for the Department of Public Works (DPW) trucks to accommodate. Also Brick Ends Farms was no longer accepting it.

### **Anticipated Fall 2020 CPC Grants**

- **Town Hall Renovation**—Plan is for a \$2M grant to “take the edge off” the tax rate. The amount will be bonded. Total cost will be between \$6M and \$9M. Mr. Butler said he expects this to be considered at STM. He believes the CPC can skip the eligibility hearing since a few grants have already been issued to this project and go right to the funding hearing. The same application can be used, but with some date changes.

Mr. Butler said the CPC has the potential to offer rent assistance in the form of a grant to an organization like the Hamilton Foundation if such an organization (charity) asks for a grant. Mr. Shannon said he had already received a call from a resident asking about rent assistance.

### **Plan for CPC Plan Update**

Mr. Butler reminded the CPC that they usually update the CPC Plan in July. He is going through it now and should have it done by Monday. When he’s finished he will send it to Mr. Shannon. Mr. Butler is looking to find the master for the 2019 CPC plan that was in Mr. Fox’s files.

### **Plan for Annual Meeting**

There was a discussion on scheduling the CPC’s annual public meeting, which updates the public about CPC grants and solicits community input. Mr. Butler is in the process of putting

together a presentation. He discussed with Mr. Farrell that he could do the presentation to the BOS at its next meeting scheduled for July 27. Mr. Farrell will get back to him on it.

### **Other Business as Necessary**

Annual elections will be held at the next CPC meeting. Mr. Butler said he would like to continue as Chair and will ask Robert Preston if he wants to continue as Vice Chair.

Mr. Butler reviewed the CPC's Anticipated Projects list.

- Town Hall Construction Documents \$550K—Completed. Can be taken off the list.
- Town Hall \$2M—Previously discussed.
- American Legion Roof, Gutter and Downspouts \$42K—The American Legion has not formally asked for the grant. Mr. Butler thought the Legion should find a sponsor or donor and the CPC could perhaps come up with a subsidy.
- Open Space/ Recreation Open Space Committee Sign at Patton Riverwalk TBD—Mr. Boroff said he was the Chair of the Open Space Committee and had not heard about this project. Mr. Farrell explained it was proposed by a previous committee. It was suggested they drop it from the list for now.
- Invasive Species Removal \$5K—Previously discussed.
- Turf Field at High School \$2M—It was decided to leave it on the list, but to push the timeline out a couple of years. Mr. Boroff said there was a committee trying to raise funds. Mr. Farrell noted it was in Wenham's budget as a capital plan, which included Title IX improvements. Mr. Butler supplied some history. The CPC had given \$43K for a study and cost estimate for an athletic complex. The project came in at \$9.5M with the turf field portion as \$3.5M. He said School Superintendent Julie Kukengerger had said she wanted to find money to redo the study—which is the \$65K in the school capital budget. Mr. Farrell noted there is \$500K in Hamilton's stabilization account that can be used provided Wenham contributes its share.
- Garage at Patton Park \$50K—Mr. Butler asked Mr. Shannon to reach out to the Recreation Dept. to see if there's still desire for this and the next two projects on the list to be done. It was marked as being under consideration for 2021.
- Small Playground at Fairhaven Field \$12,500—Under consideration for 2021.
- Grading and Drainage Improvements to Donovan Field \$100K—Under consideration for 2021.
- Community House Replace Heating and Cooling Systems \$50K—Completed.
- Community House Brick Work Repointing and Slate Roof Work \$50K—Completed.
- Affordable Housing Trust Construction of New Community Housing \$500K—In past years, the CPC has awarded the Affordable Housing Trust \$250-\$300. This year the Trust would be receiving two payments from Canter Brook in the amount of \$217,500. They already received one and will get the other in December, according to Mr. Reffett. Right now the Trust is putting its money toward the Willow Street project and will channel what's left into the Habitat for Humanity project on Asbury Street.
- Feasibility Study for Chebacco Lake Beach Improvement \$20K—Mr. Boroff said it was his understanding it isn't a good idea to develop Chebacco Lake because then you would

have to hire lifeguards and make other improvements. This was put on the list by retired CPC member and Planning Board member Ed Howard.

- Sledding Slope on Donovan Hill \$5K—This was also put forth by Mr. Howard. It was decided to keep this and the Chebacco Lake item on the list.
- Hamilton Housing Authority, Replace Front Porches at 15/17 Central and 14/16 Harris \$17,200—Not eligible for a CPC grant.
- Hamilton Housing Authority Paint Exterior of 121 Railroad Ave. \$45K—Not eligible.
- Hamilton Housing Authority Railroad Ave. Apartments' windows \$47K—Not eligible.
- Patton Park Horseshoe Pit \$5K—Completed as an Eagle Scout project. Can be taken off the list.
- Council On Aging [COA] Installation of Elevator and Fire Escape \$221,140—Mr. Butler asked Mr. Shannon to check with COA Director Mary Beth Lawton on this. Mr. Farrell said the COA had money to do improvements on the building but hadn't done them yet.

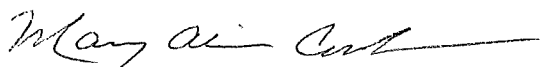
Mr. Farrell reminded the CPC they had talked about holding a joint meeting with Wenham's CPC, but it had fallen by the wayside when COVID-19 hit. He will reach out to the Wenham CPC. He also noted that STM was held last year on Oct. 19.

Mr. Butler said they also talked about having a CPC training session with KP Law, who is Wenham's Town Counsel as well as Hamilton's. Mr. Butler will reach out to Mr. Domelowicz about it.

For this year's CPC public hearing, potentially taking place at the BOS July 27 meeting, Mr. Butler said he would make a 25-minute presentation and explain the fluctuations in the State match. He will prepare the slides and send them around to the CPC for comment.

Mr. Butler said after that he would like to go back to the regular CPC meeting schedule of the second Thursday of each month at 7 p.m., which would make their next meeting Aug. 13. He said the next regular agenda would include: CPC election, closing out the grants officially, voting on the CPC Meeting Schedule, approving the February minutes, and perhaps entertaining a funding request from the Town Hall Building Committee.

The CPC adjourned at 8:16 p.m., although no official vote was taken as there was no quorum.



Mary Alice Cookson  
Minutes Secretary

8-13-2020

Date