

Eligibility & Funding  
of \$40,000 approved  
2/8/24



# TOWN OF HAMILTON APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Date: January 31, 2024

**Project Title:** Housing Production Plan (HPP)  
**Name of Applicant:** Patrick Reffett, Director of Planning & Inspections  
**Name of Organization:** Hamilton Planning Department  
**Address:** Hamilton Town Hall at Patton Homestead, 650 Asbury Street  
**Telephone:** 978-626-5248  
**Email:** preffett@hamiltonma.gov

**CPA Category (underline all that apply):**

<b>Open Space</b>	<b>Historic Preservation</b>
<b>Recreation</b>	<b><u>Community Housing</u></b>

**CPA Funding Requested:** \$40,000      **Total Project Cost:** \$40,000

Please attach answers to the following questions. Include supporting materials as necessary.

1. **Project Description:** Please give a detailed project description, including specific objectives. **The Commonwealth of MA requires that communities undertake these plans every five years to assist in the management and preparation of housing with subject communities, most notably with a focus upon affordable housing.**

2. **Goals:** How does this project accomplish the goals of the CPA? (See Guidelines for Project Submission for general criteria) **The funding would be specifically utilized in order to hire a qualified consultant to revise and re-write as necessary the existing document which expires on May 25, 2025. The state refers to the local HPP as it considers whether or not to make safe harbor designations.**

3. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year/multi-faceted project? If so, the proposal should be submitted in two phases; phase one for the study/engineering, followed by phase two for the project completion.

**To be completed by May 25, 2025.**

*Please be sure to read through the CPA Guidelines for Project Submission prior to completing this application.*

4. **Budget:** Please provide a full budget including the following information, as applicable.

(NOTE: CPA funds may not be used for maintenance):

a. Total amount of the project cost, with itemization of major components.

**\$40,000**

b. Additional funding sources. Please include those that are available, committed, or under consideration including fundraising, other grants, etc.

**Potentially funds from discretionary Town funds if available or state grant sources (who typically will only pay a portion of project costs).**

c. Describe the basis for your budget and the sources of information you used, including evidence detailing that the lowest bid has been received.

**The \$40,000 figure was obtained from an urban planner who has worked in affordable housing for approximately 50 years (Judi Barrett).**

5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project?

**No board can approve since the effort has not yet begun. I anticipate the Planning Board, HAHT and Select Board will support.**

What is the nature and level of community support for this project? Please provide evidence that you are qualified and eligible to undertake the project.

**I have managed the preparation of several HPP's heretofore (including the one which currently exists) with the use of qualified consultants who must approved by the Commonwealth.**

*Please be sure to read through the CPA Guidelines for Project Submission prior to completing this application.*



Hamilton Planning Department  
650 Asbury Street  
Hamilton, MA 01982

January 31, 2024

Dear Chairman Butler and Community Preservation Committee Members:

On behalf of the Town of Hamilton I am respectfully requesting that the CPC provide the Planning Department/Town with \$40,000 in order to prepare a new Housing Production Plan (HPP). This expenditure is considered an eligible affordable housing activity under CPA practices. The Commonwealth requires that communities undertake these plans every five years to assist in the management and preparation of housing within subject communities, most notably with a focus upon affordable housing. For instance the State refers to the local HPP as it considers whether or not to make safe harbor designations.

This funding would be specifically utilized in order to hire a qualified consultant to revise and re-write as necessary the existing document which expires on May 25, 2025. Yes, I realize this date is over a year away but given public process, review challenges, various board's involvement and apportionment of departmental workload, this timeframe is reasonable.

Many thanks for your assistance and consideration in this matter. Should you have questions please feel free to contact me.

Regards,

Patrick Reffett  
Director of Planning & Inspections

Cc: Joe Domelowicz, Town Manager  
Laurie Wilson, CPC Assistant  
Jamie Knudsen, HAHT Chair  
Shawn Farrell, SB Chair  
Marnie Crouch Planning Board Chair

**Laurie Wilson**

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**From:** Patrick Reffett  
**Sent:** Thursday, February 1, 2024 3:53 PM  
**To:** Jay Butler; Laurie Wilson  
**Subject:** Re: Housing Production Plan Application for Funding.2.1.24

FYI - I asked our HUD HOME people if I could use a future HOME grant for the HPP and they said NO - HUD only allows their \$ to be used for construction product .....

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**From:** Jay Butler <jbutler@hamiltonma.gov>  
**Sent:** Thursday, February 1, 2024 3:45:52 PM  
**To:** Patrick Reffett <preffett@hamiltonma.gov>  
**Cc:** Laurie Wilson <lwilson@hamiltonma.gov>; Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Shawn Farrell <sfarrell@hamiltonma.gov>; Jamie Knudsen <jknudsen@hamiltonma.gov>; Marnie Crouch <mcrouch@hamiltonma.gov>  
**Subject:** Re: Housing Production Plan Application for Funding.2.1.24

Thanks.

Jay

> On Feb 1, 2024, at 3:43 PM, Patrick Reffett <preffett@hamiltonma.gov> wrote:  
>  
> <Housing Production Plan Application for Funding.2.1.24.doc>