

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”) Meeting
Minutes for July 12, 2017

Next scheduled meeting will be on Wed., August 9, 2017 at 7 PM

Tom called the meeting to order at 7:01 PM. Roll call was as follows:

Members Present: Tom Hickey, Chairman and Member-At-Large
John Kemmett, Planning Board
Allan Clemons, Historical Commission
Phil Clemons, Conservation Commission
Diane Cohen, Member-At-Large

Absent: Patty Norton, Vice-Chairman and Member-At-Large
Teresa Santalucia, Housing Authority
Rob O’Brien, Parks & Fields

Guests: Annmarie Bouzan, Recreation Commission

Reference Material: CPC Expenditure Report; CPC Project Report; CPC Application Draft;
CPC Pre-Application Draft; Draft Pre-Application for Bonney Hill Park
from Board of Selectmen

Approval of Minutes

John made a motion to accept the June 14 meeting minutes, seconded by Phil. The motion was approved unanimously, 5-0-0.

Chairman’s Report

FINANCES/BUDGET & OUTSTANDING BILLS

Tom referenced two reports that were distributed to members—a CPC Expenditure Report and a CPC Projects Report. On the expenditure report, Tom drew attention to the \$3,150.00 that was not spent from last year’s CPC Master Plan project. He said that at some point the committee can vote to close out the unused amount.

The projects report itemized all CPC projects since the committee’s inception. Tom made note of the last column which indicated 1) if a project had been completed in full, (2) if a project was closed, meaning all allocated monies were not used for the project, or 3) the amount of allocated monies that remain for a project.

John asked what the process is for closing a project. Tom said that the committee would first have to vote to close it, followed by a town meeting article to return the monies to the undesignated

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funds category. John then asked if the CPC Master Plan project had been approved at town meeting, saying that if it had not, the committee would not be required to close out unused funds at town meeting. Tom said that he will check on it to make sure that it is handled correctly.

Tom noted that on the project report a balance remains on the Thomas Mill Purchase project from 2009. He said he had spoken to Laura FitzGerald Kemmett about it and she believes that the amount that remains may be funds that need to be reimbursed to Wildlands Trust. Phil said that he has reached out to them to find out if the CPC has satisfied all the expenses related to the conservation restriction and will report back when he hears from them. John stated that the mill had actually been purchased for less than the \$74,000 approved amount and after taking out the conservation restriction, there probably is money leftover that should be returned to undesignated funds. Tom said he will make sure it is researched to determine if there needs to be a cleanup article at town meeting.

Continuing on with the projects report, Tom referred to balances on two Bonney House projects, with Allan saying as a side note that he was made aware of an issue with an early Bonney House project bill in the amount of \$518.00 that was never paid. Tom said that he would sign the bill and return it to Merry.

Tom pointed out the balance for the Botieri Field/Town Forest project, with Phil saying that the amount is for the upcoming tree removal and the signs. Tom said that Merry gave him a copy of a requisition for the tree removal in the amount of \$3,400.00 slated for completion by September. Phil said that the sign cost will come in at less than \$1,000.00.

Lastly, Tom mentioned the Camp Kiwanee North End cabin balance for pending work that was discussed at the last meeting.

NEXT MEETING

The next scheduled meeting of the CPC was scheduled for Wednesday, August 9, 2017.

OTHER

Tom asked that a motion be made that would allow the chair to sign bills amounting to less than \$10,000.00 A motion was made by Allan, 2nd by Phil and approved unanimously, 5-0-0.

Old Business

UPDATES ON TOWN MEETING APPROVED PROJECTS

Bonney House – Allan said that students will be back in September to complete the siding. He said there is stripping to do before they return, but will do that when they know a definite date. Going forward, Tom said that he expects the historical commission to lead the discussion considering the future of the Bonney House and additional requests for funding. Allan asked

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again about the paint purchase and window repair work that he would like to coordinate with companies other than Sampson Lumber. Tom said he would have to look over the wording of the article to ensure that the work and alternate vendor would be permissible.

Botieri Fields/Town Forest Project – Phil said that he expects that the trees are scheduled to come down after the baseball season is over and the signs will go up shortly thereafter.

Camp Kiwanee North End Cabins – Annmarie said that the intent per last month's discussion had been that they would go forward with the north end cabin work, but it is now on hold due to other circumstances presently going on at the camp. Diane shared that they had been working to determine the most cost effective way of completing the work, that they are waiting on word if ADA compliance and bathroom work would be CPA-permissible, and the same for using CPA monies to purchase materials for work performed by Camp Kiwanee staff. As they move forward for these answers, Tom emphasized utilization of the coalition and town counsel as resources in researching CPA funding questions, and expressed his willingness to reach out to the coalition with questions when necessary.

Following up from the conversation at the last meeting, Annmarie said that she did speak with the building commissioner about having their caretakers do some of the work on the cabins. He suggested that the caretakers do work on one cabin and he will inspect before they proceed to the other cabins.

Schoolhouse #4 Painting Project – Allan said that they have received three bids for painting the schoolhouse. Tom explained that the town administrator's responsibility, as procurement officer, for selecting the appropriate bid.

Housing Production Plan Project – Theresa was not present, so there was no update on the housing production plan.

Poor Meadow Brook Improvement Project – Phil said that he is getting quotes for clearing the vegetation at Poor Meadow Brook and the commission is discussing what elements of the project could be accomplished at no cost.

DISCUSSION OF POTENTIAL/UPCOMING CPC PROJECTS

Tom explained that this category is intended for discussion of future potential projects that have yet to be introduced with a pre-application.

Allan said that he has inquired about the cost for the historical commission to place engraved historic boulders around town. Tom said that he has asked and been told that the project would represent permissible use of CPA funds. Phil commented that the commission should also consider plaques as more historic information could likely be included on them.

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PLYMOUTH COUNTY HOSPITAL UPDATE

Tom postponed discussion of Plymouth County Hospital (“PCH”) for the new business agenda topic.

HANSON HISTORICAL COMMISSION/CPC-RELATED OLD BUSINESS

There was no historical commission/CPC-related old business to discuss.

OTHER OLD BUSINESS

There was no other old business to discuss.

New Business

APPLICATION DEADLINES

Tom asked that committee members give some thought to a future conversation about instituting CPC application deadlines; the primary intent being to manage expectations. John said that in the past the committee has accepted pre-applications at any time and he believes that upon receipt of the pre-application, it is timely for discussing timelines with applicants and inform them of what they need to do and by when. Tom said that the committee will continue this conversation at a future meeting.

REVISIONS TO CPC APPLICATION AND PRE-APPLICATION

Tom said that the application and pre-application drafts that were distributed are intended as a conversation starter for possibly streamlining certain parts of the current applications. He had drafted changes as the result of feedback observed from past applicants. Tom asked the committee if they would like to address the topic for in-depth discussion at a future meeting. Tom also would like to look into what it would take for applicants to complete the application electronically. He will put this topic on the September agenda.

DRAFT PRE-APPLICATION FOR PARK AT PCH SITE

For purpose of early discussion, Phil distributed a completed pre-application from the Board of Selectmen for a municipal park at the PCH site. He said that the PCH Re-Use Committee has begun serious conversations with park designers and that it has been written into the Open Space and Recreation Plan that a park would be consistent with the town’s recreational plans. Phil said that the committee hopes that a park plan will be in place within a year from now. He described possible revenue sources for a park, by way of conservation and grant applications, that they intend to pursue in addition to CPA funds.

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Phil explained that the community preservation purposes that this application addresses include historic for the site's historical significance, open space and both passive and active recreation. He said that at this time they do not know all that the project will entail nor its cost. Their purpose in this discussion is to gauge support by the CPC for the park.

John questioned the intended use of CPA funds for the project as it was non-specifically described on the document. Tom said that from what is stated on the draft, however, use of CPA funds appear to be within the bounds of the requirements.

John suggested that a construction management firm or professional be involved from the very beginning due to the magnitude of the project, with Phil adding that the hiring of such a firm could likely be what the CPC ultimately funds.

Phil stated that of all the many uses for the PCH property that have been discussed over the past months, the creation of a park for a portion of the site has been the recurring theme and the Board of Selectmen voted unanimously in favor of supporting the planning of a park. Phil stated that the existence of a government structure to oversee a park is not in place in Hanson and is a prerequisite for grant application.

Tom asked how the re-use committee would be involved with the park planning. Phil said that the committee is charged with making recommendations only. Tom clarified that future conversations about the park would likely be initiated by the Board of Selectmen and Phil agreed. Tom said that the CPC will continue this conversation at future meetings in its discussion of potential or upcoming CPC projects.

HANSON HISTORICAL COMMISSION/CPC-RELATED NEW BUSINESS

There was no historical commission/CPC-related new business to discuss.

OTHER NEW BUSINESS

Diane asked about the new applications versus the draft applications, with Tom stating that the changes on the draft are largely intended to organize the information better. John explained that when they created the application originally, their plan had been that they would review it regularly based upon user comments. Tom cited that in this draft he felt that separating the guideline pages into a separate document would make the application seem less daunting to applicants.

Adjournment:

Allan made a motion to adjourn, which was seconded by Diane, and approved unanimously 5-0-0. The meeting was adjourned at 8:28 PM.

Respectfully submitted,

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Shirley Schindler, Clerk
Community Preservation Committee