

Town of Hanson  
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”) Meeting  
Minutes for December 13, 2017

**Next scheduled meeting will be on Wed., January 10, 2018 at 7 PM**

Call to Order/Roll Call

The meeting was called to order at 7:00 PM. Roll call was as follows:

Members Present: Tom Hickey, Chairman and Member-At-Large  
John Kemmett, Planning Board  
Allan Clemons, Historical Commission  
Teresa Santalucia, Housing Authority  
Diane Cohen, Member-At-Large  
Patty Norton, Vice-Chairman and Member-At-Large  
Phil Clemons, Conservation Commission (late arrival)

Absent: Rob O'Brien, Parks & Fields

Approval of Minutes

John made a motion to accept the minutes of the October 11 meeting, seconded by Patty. The motion was approved 6-0-0.

Chairman's Report

FINANCES/BUDGET

Tom said that it is his intention to bring to the next meeting plans to close out the Botieri Field/Town Forest project.

OUTSTANDING BILLS

**Wildlands Trust** - Tom said that he still does not have an update concerning the Wildlands Trust balance from the Thomas Mill and is trying to determine if any additional money will need to be spent before the project is closed.

**Botieri Field/Town Forest** - Tom reported that Allan has confirmed that the leftover monies (about \$2,700) from the Bonney House roof and rafter project can also be closed out, which Tom will address at the next meeting.

OTHER

Tom said that he as yet has not obtained the information from Merry about the video recording of the CPC meetings, but expects to by the next meeting. Tom also explained that Shirley will be preparing the 2017 CPC Annual Report that is due in early January.

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Tom lastly explained that the Town Hall received a request from the Department of Revenue asking that the CPC chair write a letter saying that it will not appropriate more money than what was appropriated by the state. From speaking to Lee Gamache, Tom said the reason for the letter is that apparently the town had indicated on a report an amount that was expected to be appropriated to the CPC and the actual amount came in slightly less than that. Tom said he is still researching this before he prepares the letter and will provide an update at the next meeting.

Patty reported that per an email from Stuart at the coalition, Hanson received about \$37,000 in the latest community preservation distribution, which was less than last year.

### Old Business

#### UPDATES ON TOWN MEETING APPROVED PROJECTS

**Bonney House** -Allan said that the Bonney House is pretty much complete on the outside, except for the upcoming purchase and installation of some window sashes and the repair of aluminum storm windows. He said there is about \$18,000 left on the project.

**Botieri Field/Town Forest Project** – Phil said that the trees have not been removed yet at Botieri Field. He said that Rob had earlier indicated that they would be removed by Thanksgiving, but since that didn't happen, Phil is not certain when it might be.

**Schoolhouse #4 Painting Project** – Allan said that painter will not be able to begin the painting until spring due to the accident that his worker was involved in recently.

**Housing Production Plan Project** – Teresa said she believes that the production plan RFP is still under review.

**Poor Meadow Brook Improvement Project** – Phil said there have not been any expenditures since October concerning Poor Meadow Brook, but said that recently volunteers removed 150 tires from the woods. He said they have communicated their need for additional volunteer work to the scouts. Phil said that plans are being made for an ADA path.

#### DISCUSSION OF POTENTIAL/UPCOMING CPC PROJECTS

Diane said that she submitted a pre-application to the CPC for the dock pilings at Cranberry Cove. She said that the website application is a PDF format and Tom asked Shirley to place a “doc” version of the document on the website as well. Tom also asked Diane to send the pre-application to Shirley so that she can distribute it to members.

Patty said that they may be able to apply for a historic preservation grant that has a 50% reimbursement.

Diane said that with the money that is remaining from the north end cabins at Camp Kiwanee, they are planning to do screening. They are also researching if they are able to use the remaining CPA funds on the ADA work at the cabins or if the amount will have to be closed out.

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Phil shared that there are no plans in the near future for an application concerning the Plymouth County Hospital.

#### HANSON HISTORICAL COMMISSION/CPC-RELATED OLD BUSINESS

Patty stated that the Historical Commission may present a pre-application to the CPC next month for historic boulders in anticipation of the town's anniversary in 2020.

#### UPDATE ON REVISED CPC APPLICATION

Tom explained that he, John and Diane had met as a subcommittee on Nov. 20 to discuss revisions to the CPC application. He read in to the record a note he had prepared for members that listed the proposed adjustments to the application and pre-application. The points made were as follows:

1. Re-name the pre-application and application to Application Part A and Application Part B, respectively.
2. Bring more information to Application Part A (previously pre-application) to capture as much of the short answer/box checking information. This, Tom said, would provide more information to the committee early in the process, without overburdening the applicant.
3. Separate the application guidelines' pages into its own document.
4. Remove the audit section in Application Part B (previously "application"), as it is not necessary.
5. Add an item labeled "D. Procurement" in section V of Application Part B (previously "application"), which asks that the applicant secure multiple quotes for supplies and services in order to provide the most accurate cost estimate for the project as possible. Applicants are asked, Tom said, to obtain three quotes, if possible.

Tom also noted that on section VI. Project Budget of Application Part B, there is a new column concerning supporting documentation, which is designed to remind the applicant that if they have indicated the existence of a funding source, they will need to include that documentation. Lastly, Tom said that he added a checklist at the end for the chair to assess the completeness of the application.

Allan asked if the item "Other Investments" on the Project Budget section is intended for anticipated volunteer workers. John agreed that they should be included, but noted the difficulty in assessing a dollar value. Tom said he will reach out to Stuart at the coalition to ask how other towns are handling volunteer labor on their applications.

Tom said that he did not include the application guidelines in tonight's discussion and would like to do so in future conversations. He asked Shirley to distribute the guidelines to members in anticipation of discussion at the next meeting.

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John asked if changes to the guidelines going forward would need committee approval. Responses became a discussion of placing applicant FAQ's on the website, kept current with relevant information, in order to provide as much assistance as possible.

OTHER OLD BUSINESS

There was no other old business to discuss.

New Business

HANSON HISTORICAL COMMISSION/CPC-RELATED NEW BUSINESS

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

REQUEST FROM HANSON YOUTH FOOTBALL AND LA CROSSE

Tom explained that he had spoken to Linda Cole who says that Hanson Youth Football and La Crosse intends to meet with the CPC to discuss a request to upgrade the football field at Maquan Elementary School. Tom continued that he has reached out to Rob O'Brien to determine if Parks & Fields has a matrix on which they have prioritized the level of need of the fields in Hanson, which would be very beneficial to the CPC for future sports project discussions.

OTHER NEW BUSINESS

There was no other new business to discuss.

Adjournment:

John made a motion to adjourn, which was seconded by Teresa, and approved unanimously 7-0-0. The meeting was adjourned at 7:51 PM.

Respectfully submitted,

Shirley Schindler, Clerk  
Community Preservation Committee