

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”)
Select Board’s Meeting Room, Town Hall
Minutes for October 11, 2023

Call to Order/Roll Call

Chairperson John Kemmett called the meeting to order at 7:00 PM.

[The meeting is being audio recorded.]

Members Present: John Kemmett, Chairperson and Planning Board
Diane Cohen, Vice-Chairperson and Member-At-Large
Karen Howes-Duclos, Member-At-Large
Michael Jones, Housing Authority
Phil Clemons, Conservation Commission
Tom Hickey, Member-At-Large
Adam Valachovic, Parks & Fields Commission

Members Absent: Allan Clemons, Historical Commission

Documents

referenced: Draft July 12, 2023 CPC Meeting Minutes
Financial report & reserve balances as of Oct.10, 2023 from Accounting Dept.
Invoice from CPA Coalition 2024 Renewal
Teresa Santalucia resignation letter
Memo from Housing Authority re: Michael Jones
Wilcox Aluminum invoice

Chairman’s Update

It was confirmed that the trail invoice from Conservation has already been signed by John.

John noted the project report and reserve balances as of Oct. 10, 2023 for the Committee’s review.

John had an Historic Commission invoice concerning the Bonney House that he passed around to Committee members for review and discussion later.

New CPC Member - John introduced new CPC member representing the Housing Authority, Michael Jones.

Special Town Meeting/Hanson Group Home - Concerning the recent special town meeting, new CPC member Michael Jones shared that the request to the Housing Authority to support the Hanson Group Home project came before them from the applicant two months prior to town meeting. He said that they were unfamiliar with the project and did not want to sign off on support for a private home, so they tabled it. Mike said that just before town meeting, they became aware that it was on the warrant. John affirmed that a support letter from the Housing Authority should have been in place prior to the CPC approving the project. Phil commented his sentiment from town meeting that there appeared to be more sensitivity toward projects that would be initiated by the town through the Housing Authority as opposed to those for enhancements to property that is not owned by the town. There was additional discussion with members acknowledging that

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steps in the application review process can be inadvertently missed with suggestion that there should be an improved application vetting process.

Teresa Santalucia resignation - John announced that Teresa Santalucia has resigned from the CPC as the Housing Authority representative, with Diane reading her resignation letter from email dated August 7, 2023 into the record.

CP-3 - Karen stated that the CP-3 data entry has been completed.

Coalition Dues Invoice - John said that the Coalition membership renewal invoice that was received is significantly higher than in previous years. After brief discussion, members agreed that coalition membership is vital to the Committee. MOTION by Phil, seconded by Diane, to approve the coalition invoice. Voted 7-0. Tom read from the Coalition website that the dues fee structure is based upon the amount of CPA revenue. He said that the amount invoiced means that the Town of Hanson received between \$250,000 and \$499,999 in state revenue. Committee members signed the invoice and John asked Shirley to deliver it to the Accounting Department.

Wilcox Aluminum Invoice/Bonney House - John addressed the Wilcox Aluminum invoice, relating to the Bonney House, that he earlier passed around for member review. John reviewed that the original warrant article for the Bonney House years ago was for repairs to the outside of the building. He explained that CPA legislation requires that work performed on an historical building be in keeping with the Dept. of Interior. John said that the Committee can vote to pay the invoice or take time to research if the work done adhered to the Dept. of Interior guidelines.

In response to questions by Diane, there was confirmation that the window work already performed was in response to the vandalism that had occurred earlier this year. It was explained that those responsible for the damage were found and are to pay \$20,000 to the town by the end of the year. Diane questioned if the town should pay this Wilcox invoice or the CPC. She also questioned why the Bonney House is not covered under the town's insurance. John said the question he has is if the CPC should be funding an insurance claim, saying that he doesn't believe that CPC was designed to pay for damages caused by vandalism.

It was also questioned why the CPC was not approached before the work was done to discuss whether remaining money in the Bonney House fund could be used for the repair. Phil stated that the window repair was likely moved on as quickly as possible due to the need to keep the building weather tight. He also stated that he believes that all procurement steps were taken in the hiring of Wilcox.

It was explained in response to question by Michael that there was a Bonney House project approved at town meeting years ago and has funds that have not been spent.

John said that his primary concern is that the work done on the house is in keeping with the Dept. of Interior for historic buildings. There was discussion about the original Bonney House exterior project's vetting prior to the Committee supporting it in 2013 and what the Committee has learned over the years. Diane said she would support paying for these repairs on the Wilcox invoice if it was assured that the money from the vandalism settlement would come back to the CPC.

In response to question from Tom, John said that during a discussion with Stuart Saginor last year concerning the LZ Thomas applications, they were advised that those who undertake work on an historic building should hire an architect who is familiar with Dept. of Interior regulations and can guide the process correctly. John said that Stuart explained that there are resources available for repairing, as opposed to replacing, historic windows, which is the Dept. of Interior preference.

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John affirmed to Tom that the Wilcox invoice is for \$1,650.00, stating his understanding that it was for repairs to previously installed windows that were damaged. John said, however, that he is not certain of the specific details. John agreed with earlier opinion that money returned by those responsible for the damage should reimburse the CPC if they were to pay this invoice, but said he is uncertain of that process.

Tom said that he can relay the nature of this evening's conversation about the invoice to Kurt Tarvis.

Phil said that they should find out if it is allowed to place a storm window over an historic window in an historic building in order to protect it. Tom said he will put that in writing in his communication with Kurt. Tom said he will additionally seek to find out if the historical society has funds to cover the invoice, who could then be reimbursed, keeping the CPC out of it entirely. Diane commented that storm windows may be looked upon differently as they are seasonal and only installed for part of the year and not permanent. She also said that she would like an answer concerning the building's placement on the town insurance.

John suggested tabling the conversation until they collect more information.

Minutes

MOTION by Tom, seconded by Adam, to approve the minutes of the July 12, 2023 meeting. Voted 6-0-1.

Old Business

UPDATES ON EXISTING CPA PROJECTS

Camp Kiwanee North End Cabins – There was no update to report on the North End Cabins.

Bonney House Rehabilitation – It was noted that the Bonney House was discussed earlier.

Thomas Mill Conservation Restriction – Phil stated that he checked on the status of the Thomas Mill conservation restriction with Wildlands Trust a couple of weeks ago. He said that since the reviewer position was vacant for some time, they have not had time to address this project as yet.

PCH Park Engineering Plan – Phil said that his understanding from Lisa Green is that the PCH engineering plan is complete and paid for, however, official paperwork has not come through to the CPC as yet.

PCH Trail Grant Match – Phil said that remaining on the trail project is the completion and erection of a dozen or so signs along the trail, which they hope will be completed by the end of the month.

Historical Markers – No update was presented concerning the historical markers. John asked Tom to check with the Historical Commission to confirm that they will be moving forward with the markers.

Hanson Middle School Soccer and Football Fields – Adam reported that the fields project started about a month ago and by the end of October they are required to plant grass or install sod. He said the option they choose will be dependent upon funds available.

Sleeper Property Conservation Restriction – Phil believes that the review of the Sleeper conservation restriction is in line with the same reviewer as that of the Thomas Mill CR. Responding to John, Phil said that a sign for the site already exists, but there is some controversy about its placement location. John suggested that the sign be put up in a less prominent location for now and perhaps moved at a later date when there is agreement on a preferred location. Phil said he will mention it at a future Conservation meeting.

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Historic Map Restoration – There was no update to report on the historic map restoration project.

Cranberry Cove Landscaping – Phil and Diane reported that the landscaping work is complete at the Cove. No invoice has been presented to the CPC at this time.

UPDATE ON HANSON HOUSING AUTHORITY LZ THOMAS PART B APPLICATIONS

There was no update to report on receipt of Part B applications concerning the LZ Thomas. Michael said the Housing Authority meets tomorrow.

UPDATE ON GATEKEEPER'S COTTAGE PART B APPLICATION (PART A ACCEPTED JULY 2022)

There was no update reported concerning the Gatekeeper's Cottage. John said he will reach out to Frank Milisi for a status.

PROJECT FORECASTING

Tom reviewed that he had created a forecasting document some months ago to know monies that have been committed to, what's in the queue and is what is remaining. Tom said he will update it from recent information.

Tom remarked that the Botieri Field/Town Forest project still shows a balance of \$14,712.41 on the most recent report, with his understanding that this was to have already been closed out. MOTION by Tom, seconded by Diane, to close the Botieri Field/Town Forest project and return the remaining funds to the original funding source. Voted 7-0-0. Shirley was asked to communicate this vote to the Town Accountant.

HANSON CPC SURCHARGE DISCUSSION

There was some discussion of the Hanson surcharge, and the benefits of increasing it. John had previously asked that the topic be kept on the agenda as an ongoing discussion.

With the discussion leading to the various town plans, John asked Shirley to take a look at the Housing Production Plan document to see if it would be feasible to include copies of it in the binders.

PLANNING FOR 2023 PUBLIC FORUM

John stated that the annual public forum has to take place before the end of the year and suggested that it be combined with the Nov. 8 CPC meeting. After some discussion, John said that he will look in to inviting the Steering Committee to the forum.

BINDERS

Binders for Committee members were distributed this evening. John signed the invoice for the copying of the binder pages at Happy Frog Copy Center. Phil said that he would deliver Allan's binder to him.

POLICIES AND PROCEDURES FOR PAYING INVOICES

John re-addressed the topic of invoice payment upon completion of a project and noted again that there needs to be a procedure in place going forward. Tom commented that a letter should go out after an article is approved at town meeting instructing them of the next steps. He said that the coalition does not have its own

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best practices to follow, but he will reach out to town hall for guidance. John asked that this topic remain on the next agenda for follow-up.

STOREY PROPERTY UPDATE

Phil said he does not have an update on the Storey property, but explained that many properties come to the attention of Conservation. He acknowledged that there should be conversation with Mr. Storey to explain where things stand. Shirley noted that a status inquiry had come to the CPC email from Mr. Storey some time ago, prompting her to put it on the agenda. Phil said that he will ask the Conservation staff to prioritize a response to Mr. Storey.

New Business

COMMUNITY PRESERVATION COALITION MEMBERSHIP RENEWAL

The Community Preservation Coalition Membership Renewal was discussion in the Chairman's Update.

Next Meeting

As discussed earlier, the next meeting and the annual public forum will be held on Nov. 8.

Adjournment

MOTION by Phil, seconded by Tom, to adjourn the meeting. Voted 7-0-0.

The meeting was adjourned at 8:20 PM.

Respectfully submitted,

Shirley Schindler, Clerk
Community Preservation Committee