

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”)
Lunch Room, Lower Level, Town Hall
Minutes for February 21, 2024

Call to Order/Roll Call

Chairperson John Kemmett called the meeting to order at 7:04 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
Tom Hickey, Member-At-Large
Paul Cerra, Member-At-Large

Members Absent: Phil Clemons, Conservation Commission
Adam Valachovic, Parks & Fields Commission
Allan Clemons, Historical Commission

Guests Present: Tony DeFrias, Hanson Town Planner

Documents
referenced: Draft November 8, 2023 and January 10, 2024 CPC Meeting Minutes
Financial report as of Feb. 12, 2024 from Accounting Dept.
Draft Town Meeting Warrant Article - CPC Budgeting

New Business

RETURN OF PROJECT FUNDS EXCEEDING TWO YEARS

MOTION by John, seconded by Tom, that the Committee work toward a policy whereas projects with unspent monies that are two years old be returned to the CPC.

Tom stated that clarification would need to be made for a two-year rule that differentiates between projects that have been in progress for years versus new applications going forward.

Diane remarked that the CPC application should contain a statement that the project needs to be completed within two years of its approval. John noted that there are circumstances that may cause a project to go beyond two years, suggesting that the applicant return to the Committee to discuss why the project will be delayed. He said there could be a separate document for them to apply for an extension, making it a part of the application form. Tom pointed out that item #9 of the current Guidelines form has language that 1) projects are expected to begin within six months of receipt of funding, and 2) if a project that has shown no action within twelve months after Town Meeting certification, and the applicants have not sufficiently communicated the reasons, the reward will be considered void.

The motion was tabled and the topic will continue at the next meeting

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Old Business

HOUSING PRODUCTION PLAN APPLICATION

Town Planner Tony DeFrias stated that the Town of Hanson Housing Production Plan (HPP) will be expiring on May 21, 2024. He said that some grants that he applies for ask if there is a valid plan in place. Mr. DeFrias said that he is seeking money from the CPC in order to bring the Housing Production Plan up-to-date to ensure that the Town does not miss grant opportunities, as well as to stay in compliance with the Commonwealth.

Mr. DeFrias said that he reached out to the EOHLC (Exec. Office of Housing and Livable Communities) to ask about plan extensions, but was told to contact the consultant who prepared the original plan for a cost estimate to update it. He said the consultant was the Barrett Group, who provided a proposal for \$40,000. Mr. DeFrias considered grant money to pay for the revision cost, but said the issue would be if they did not get the grant, the plan would be expired by then.

John stated that CPC administrative funds would not be enough to cover this cost. Mr. DeFrias said that he has submitted a draft placeholder article for this request with the Select Board's office and that Feb. 29 is the date that those warrant articles must be finalized.

John solicited thoughts from members and noted that a CPC application has not been submitted as yet. There was discussion on how to proceed given the Feb. 29 warrant deadline. Shirley said she will send the original HPP application to Mr. DeFrias that he can use as a guide to create a new one for the Committee. John mentioned that if the Committee voted to finalize a warrant article now without a vote on an application, the Committee could withdraw the article if it was voted to do so at a future meeting. John pointed out that at the March meeting the Committee will be in receipt of Mr. DeFrias' application and cost estimates. Mr. DeFrias cited the email quote he received from the Barrett Group on Feb. 5, saying that he will forward it to Shirley.

John stated that procurement guidelines require estimates from more than one source. Mr. DeFrias said he will pursue other estimates, starting with Old Colony Planning Council in an attempt to obtain three quotes.

Mr. DeFrias responded to Diane to say that it would probably be acceptable if a plan is in the process of being completed at the time of the current HPP's expiration as opposed to allowing it to lapse altogether. Mr. DeFrias affirmed to John that the updated plan would not be complete by May 21. He did say that if the process is started and he applies for a grant, he will be able to show that the update is being actively pursued.

John asked how being up against a last-minute plan update could be prevented in the future. Mr. DeFrias responded that in his case, he would leave behind for future employees a binder of his work, which would include applicable dates, for others to refer.

MOTION by Tom, seconded by Diane, to approve a placeholder Town Meeting warrant article for the update of the Town of Hanson Housing Production Plan. Voted 6-0-0.

John asked Mike to ask the Housing Authority for a letter of support for this article.

There was additional discussion on the amount that the Committee would approve.

MOTION by Tom, seconded by Diane, to support a placeholder of \$50,000 for a renewed Housing Production Plan, pending receipt of a completed application. Voted 6-0-0.

Town of Hanson
542 Liberty Street, Hanson, MA 02341

John asked Mr. DeFrias to share this updated information with the Select Board's office for the article.

Minutes

MOTION by Diane, seconded by Mike, to approve the minutes from the Nov. 8, 2023 and Jan. 10, 2024 meetings. Paul noted that he was not present at the January meeting and that the minutes do not reflect his absence. [Shirley will make the correction on the draft.] Voted 6-0-0.

Old Business (cont'd)

UPDATES ON EXISTING CPA PROJECTS

Bonney House Rehabilitation – Tom said that he has been in touch with Scott Winkler at Wessling Associates and asked him specifically about guidelines and compliance relating to painting exterior trim on historical buildings. Tom said that Scott indicated that the painting at the Bonney House should be fine, but Tom said he will forward the response to John and Diane for review.

Chairperson's Update

CPC BUDGETING

In response to question from Tom, John stated that per previous Committee discussion, the annual CPC budgeting article on the warrant will address an increase in the CPC's administrative expenses. He said he has spoken to the Town Accountant who agrees that the Committee is entitled to administrative expenses up to five percent of revenue. John said he and Shirley have been working on the article. [Shirley exited briefly to make copies of the draft.]

Old Business (cont'd)

UPDATES OF EXISTING CPA PROJECTS

Historical Markers – Tom said that he will contact the Historic Commission chairperson for feedback on what they want to do with the historical marker project.

[Tom left the meeting at 7:57PM.]

UPDATE ON HANSON HOUSING AUTHORITY LZ THOMAS PART B APPLICATION

As a new CPC member, Mike asked for some background information on where the LZ Thomas window request stands.

John reviewed that the LZ Thomas windows were originally brought forward to the Committee early in the CPC's existence, but the project was not supported at that time. He described his recollection from those years ago that their decision had been based upon following exactly how the CPA legislation was written. Diane suggested that one aspect that would have drawn hesitation by the Committee is the fact that CPA funds were not used to create the housing initially. John detailed a concern they had was that the CPA legislation preamble states CPA funds cannot be used to supplement a municipal budget, and that the Housing Authority budget is municipal.

John noted that recent consideration of the window replacement has been under historic resources and the guidelines for adherence are very complex.

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Mike said that the budget that they have to work with for the LZ Thomas is \$12,000 per year plus receipts from tenant lease payment.

The Committee continued its discussion of past consideration of CPA funding for LZ Thomas windows and future options. There was some discussion of other financial means in which the LZ Thomas could be brought up to code. Mike said that the Town can take ownership of the property provided the building meets current regulations. Mike said that they have been told that a release of liability would not be an option.

Answering question, John said that the CPC is a recommending body, but that it does not have to recommend an application even if it meets all of the CPA requirements.

John remarked that CPC administrative funds could be used to facilitate the LZ Thomas being placed on the National Register of Historic Places, which could potentially open up grant opportunities.

UPDATES OF EXISTING CPA PROJECTS (CONT'D)

Historic Map Restoration – John affirmed to Diane that he has signed the invoice marking the completion of the historic map restoration.

Camp Kiwanee North End Cabins – Diane stated that they are beginning work on the Craft Cabin at Camp Kiwanee. She estimated that there is about \$11,000 remaining for the North End cabin project.

Miscellaneous

▪ Shirley said she will finalize the budget warrant article with the Town Accountant and Select Board's office prior to the Feb. 29 deadline.

▪ John commented that the Committee needs to ensure that signage for completed CPC projects reflects the CPC as a funding contributor. He said that it is important for the community to know the positive difference the CPC is making. John added that he believes the requirement is stated in the application and it is up to the Committee to enforce it.

Next Meeting

The next CPC meeting is March 13.

Adjournment

MOTION by Diane, seconded by John, to adjourn the meeting. Voted 5-0-0.

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Shirley Schindler, Clerk
Community Preservation Committee