

**Hamilton Development Corporation**  
**May 13, 2015**

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, May 13, 2015 with Brian Stein, Bill Gisness, Rick Mitchell, Dave Carey, Anthony Nickas present. Consultant Rachel Meketon, DPW Director Bill Redford, Director of Planning and Inspections Patrick Reffett also present.

**Call to order**

Brian Stein called the HDC meeting to order at 7:30 a.m.

**Warrant for Bills**

The warrant was for Willow Street property insurance, \$6,500 bequest to the Town, consultant's time, postage, utilities for \$9,736.12. Stein moved that the HDC approve warrant #1516 in the amount of \$9,736.12. David Carey seconded the motion. VOTE: Unanimous.

**Monthly Budget Report**

Anthony Nickas presented the monthly budget report for 2015 through May 5, 2015 where HDC was over budget in repairs and taxes, and for FY'15 \$65,000 was transferred from the Town into HDC account. The HDC has funds left to spend in its FY'15 budget and some funds in other categories could be transferred to cover overages. The budget forecast identifies that budget was spent in all categories and repairs line item was over budget by \$9,000, and with additional rental income (\$4,900 is due) the budget is nearly balanced. The adjusted categories will balance the budget. One more debt service payment is due since HDC is paying in arrears. Meketon will verify balance on rent due (i.e., May and June rent payments for both 59/63 Willow Street).

Nickas explained that the HDC has approved a budget that would have a negative of \$6,800, there is additional income and expenses but the budget will be at \$26,364 to the positive for the next two months to the end of the year. The HDC's actual balance is \$95,191. The ULI consulting cost will be \$6,000 and could be paid next fiscal year in August or September once the consultant's work is done. The overage on repair costs was attributed to \$3,250 in tree removal and \$3,320 for getting Willow Street house ready for rental. Other costs are ongoing maintenance of house. Spending until the end of the year will be for minutes recording time and consultant time.

Discussion was on FY'15 budget ending June 30: rental income left to be paid being verified by Meketon, utilities and fuel charges will be spent to budget, repairs up to \$15,000 (already at \$12,560), legal expense was \$585 and \$1,000 budgeted, auditing budgeted at \$7,000, consulting services at \$15,000 and \$3,200 has been spent to date (further analysis suggested that ULI's cost of \$6,000 could be put in this year's budget) so this number could be adjusted to \$12,000, nothing has been spent to date on advertising and printing with ULI announcement planned for newspaper \$500 will be budgeted, building supplies with nothing spent to date, \$200 was budgeted including cost for post office box, grounds keeping supply, governmental fees and taxes for real estate taxes \$9,100, liability insurance without terrorism for \$2,768 with \$4,500 budgeted, \$6,500 for 10% of HDC budget for downtown improvements, debt service payment of \$21,843 to be verified by Meketon, Hamilton staff support had been budgeted at \$10,879 recorded in October 2014 this cost would not occur next year. The HDC should have excess money this fiscal year.

Nickas has started the FY'16 budget and he will get debt service information from Meketon which will be reviewed by HDC at its next meeting.

### **ULI TAP update**

HDC representatives are meeting with ULI tomorrow to do a site walk starting at MBTA railroad tracks in the Hamilton Shopping Center parking lot from 12 to 2 p.m. Cecil Group and MAPC information as well as HDC Powerpoint presentations were mailed to ULI. The area to be highlighted tomorrow includes MBTA train station location, Community Package store and Cumberland Farms buildings, downtown boundaries containing Asbury, Linden, Willow Streets, and Hamilton Shopping Center, Patton and Pingree Parks, former Hansbury, Mike's Auto, and McRae sites, Railroad Avenue, Haley property, mixed use properties with rental space above, Boulders and Maples housing, Hamilton/Wenham town line, parking areas with business parking issues, and it will be noted that septic systems are used throughout Town. Discussion ensued about keeping Wenham town officials in the loop with Hamilton's HDC actions.

An all boards meeting will occur with ULI on Monday, June 22 at 7:30 p.m. at HW Library or Senior Center where ULI will make its presentation. Attendees will include Board of Selectmen, Planning Board, Zoning Board of Appeals, Town Manager, DPW, Town Planner, real estate brokers, building owners (i.e., David Cutter, Richard Lappin, Joe Leone, T&M landscaping), developers (i.e., Harborlight, Peter Gourdeau), business owners Chris Connolly, and Steve at barber shop, police and fire. Announcements of the meeting will be included in the newspaper and posting will occur. Meketon will

research availability of the library for meeting and notify Town boards. Bill Gisness will notify building owners and Stein will speak to developers. The HDC will find out if ULI needs anything else for its process at the site walk.

### Zoning

Discussion ensued with Director of Planning and Inspections Patrick Reffett regarding concise language for mixed use in zoning by-law to move process toward fall Town Meeting. At spring Town Meeting the Town appropriated \$50,000 to hire a consultant in FY'16 to clean up and rewrite the Town's by-laws to make them work better together. Reffett is writing RFP for consultant. He noted that Town Manager needs to understand how this task should move forward including with representatives from multiple boards (Planning Board, ZBA, BOS, HDC, ConCom, Town Manager and Reffett) on a committee to determine scope including economic development, tax generation relative to residential growth, and use of studies done in the last decade. Discussion addressed how Planning Board chair had advised Reffett there would be push back to this approach. Reffett mentioned that it has to be identified if the Town wants to focus on dynamics and outcomes from studies (i.e., Master Plan, Cecil Group, MAPC) and by-law that accommodates them.

Discussion was on how the studies suggest growth and existing zoning by-law does not allow development. Also how since 2004 the Town has developed by-laws to allow development such as OSFPD, Senior Housing, Great Estates, and when trying to implement them there has been resistance from certain contingents in Town so the by-laws have been rendered nearly useless so these could use rewriting. Included in the \$50,000 effort will be which Town board should be responsible for site plan review (i.e., ZBA or Planning Board), some of this work has been done by Town Counsel relative to state law, and process with appellate board and land court.

Reffett weighed in on proposed mixed use language in zoning by-law stating that text should be clear on permitting uses within the business district that simply and elementally talk about mixed use. The existing by-law allows residential but not at the level of density that the HDC expects property in downtown to accomplish. He suggested parking, other control measures, and design guidelines be included in another section of the by-law to govern growth relative to number of units per property.

Reffett offered to provide the HDC in a month the sections of the zoning by-law where information should be added regarding the amount of parking that should be prescribed to facilitate Town Meeting approval. Planning Board has discussed changing parking requirements in cases where they are onerous for various uses. HDC will go to

Selectmen and Planning Board after it has the mixed use language in place to move process forward.

Discussion was on timeframe for completing total zoning by-law revision and limited number of experts available to do the work. Reffett opined if the mixed use language is well thought out and an applicable fix he believes land use boards and fall Town Meeting would approve it before total rewrite is done, regardless of resistance from a small vocal faction opposed to development in Town, especially since there are some properties in the downtown that need addressing.

**Old/New Business**

Discussion was on inquiry from Salem Five regarding a tree on HDC's Willow Street property that is dropping branches on bank's parking lot and if trimming or removal would be done. Stein and Gisness will investigate situation to determine by analyzing markers at the former McRae site if the tree is on the HDC's property. There is also debris from one of David Cutter's property on the HDC property that Cutter needs to have removed.

Discussion ensued about how DPW is in processing of installing two benches on Railroad Avenue, one at post office courtyard, and one at parking lot, both with accompanying trash receptacles. The intent is to have the installation done by Memorial Day.

Mitchell moved to adjourn the meeting at 8:30 a.m. Carey seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_  
Brian Stein, President