

HAMILTON DEVELOPMENT CORPORATION

April 3, 2013 – Meeting Minutes

Welcome – 7:30 AM Chairman Brian Stein opened the meeting. HDC Members Bill Guisness, Rick Mitchell, Anthony Nickas were present. Dave Carey was absent. Hamilton Planning Coordinator, Kristine Cheetham was also present.

Agenda Items

1. Membership – The members all formally congratulated Anthony Nickas on his appointment.

Next Steps:

Kristine asked the Board of Directors to consider determining length of terms for each member at the next meeting. Of the five members, 2 shall have 3 year terms, 2 shall have 2 year terms and one shall have a one year term. After the terms are set, each member shall be sworn in by the Town Clerk. [Perhaps Jane Weston can attend the next HDC meeting to do this.]

2. Town Meeting & Warrant Articles – B. Stein will speak on behalf of the HDC at town meeting for the three articles in the warrant. He noted that two of them are meals tax transfers and one is a transfer of funds from the old Economic Development Committee. B. Stein is prepared to read the HDC mission statement and goals.
3. Downtown Study
Grant Opportunity – K. Cheetham is working with the senior planner at MAPC to secure a grant to fund a portion of the downtown study. Funds were available from the State's Smart Growth and Sustainable Communities Program to accomplish some of the same tasks the HDC identified in the RFQ/RFP. MAPC has roughly \$20-25 K for a planning project for Hamilton. K. Cheetham will follow up with MAPC to review their proposed outline of work for this grant.

RFQ/RFP Discussion – The Board had an open discussion about the nature of the deliverables that they envisioned from the downtown study. The Board also realized that the cost(s) associated with the study will determine whether it is an RFP/RFQ. B. Guisness provided background from the initial study. He noted that a major action resulting from the 2009 Downtown Charette was the creation of the Hamilton Development Corporation.

DELIVERABLES

- Physical Renderings of Downtown Vision(s)
- Identification of Infrastructure Investments
Pedestrian/Bicycle/Vehicle Circulation & Parking
Septic Systems(s)
- Zoning Bylaws / Amendments
- Cost/Benefit Assessment
- Community Vitality & Programming

SCOPE OF WORK

Research and Refine Downtown Study with HDC and Consultant

Re-affirm Goals from 2009 Downtown Charrette

Establish “location(s)” for downtown study

Draft (4/5) build-outs for downtown area

Consensus with Stakeholders (3 to 4 Meetings with small focus groups)

Downtown Businesses

Neighborhood(s)

Land Use Boards

Community-wide Meetings (3 total)

Introductory

Draft Findings (After Stakeholder Meetings)

Final Presentation

Next Steps:

R. Mitchell and B. Guisness agreed to continue to refine the RFQ/RFP. They will add in deliverables, priorities, and budget estimates. This should be ready for the next meeting.

K. Cheetham will work with MAPC on their proposal and share that with the Board prior to the next meeting.

4. New/Old Business

Communication with Business Owners – Selectman Jeff Hubbard recently met with some of the property owners in the downtown. They were enthusiastic about seeing downtown

planning revisited. They also stressed that the single largest constraint to development is the issue of septic capacity.

Communication with Neighborhood Groups – Selectman Jeff Hubbard also met recently with the “Barn” group. He stated that they were interested in working on positive changes in the community such as the downtown. They recently hosted a meeting with a consultant from the Harvard Design Group who discussed ways to build consensus within a community.

NEXT MEETING DATE: Wednesday April 17, 2013 7:30 – 8:30 AM