HAMILTON DEVELOPMENT CORPORATION

MINUTES OF MEETING

February 22, 2017

Members Present: Bill Gisness, Tom Goodwin, Rick Mitchell, Anthony Nickas, and President, Brian Stein

Coordinator: Dorr Fox

This meeting was called to order by Brian Stein at 7:33 am with a quorum established.

Warrant None presented

Minutes None presented

59/63 Willow Street

Rick Mitchell wanted to make the RFP friendlier. Discussion ensued as to the wording of accepting a proposal that included a mix of commercial-residential use, purely residential or affordable residential projects. Bill Gisness recalled that in the past, there was a hope to never do purely residential use as it was one of the few commercial sites in town. Rick Mitchell stated that market rate residential was the only thing that came back to the Corporation.

Brian Stein noted that a 40B project would be all residential. Phrasing would include: "The HDC may consider an affordable residential development. Such a proposal would require a 40B permit from the Town Zoning Board of Appeals." Proposals could have the site developed with either mixed residential and commercial use or purely residential with affordable units, in accordance with the Town's Inclusionary By-law.

The site was described as being in the heart of the business district, close to residences and businesses with excellent transportation opportunities. The site would be currently available for a mixed use project, which would be permitted "As of Right" under Site Plan Approval only.

Soil testing had been completed on the site and indicated the potential to support a 30 bedroom wastewater disposal system along with a stormwater management system. The RFP would direct readers to see Attachment A, which would be used for illustration purposes and would not be the preferred design.

Once a project developer was selected and an award made, the HDC would anticipate working cooperatively to support the developer's permitting and Site Plan Review process with its dealings and submissions before the Town's political and regulatory bodies. There would be no legal or engineering expenses incurred by the Corporation.

The Corporation would meet and approve the RFP on March 1, 2017. It would be sent to Kathleen O'Donnell for legal review. On March 15, 2017, after final comments were accepted, the Corporation would vote on it and it would be sent out on March 22, 2017. Dorr Fox discussed lead times as being two to three weeks with the State Register. Other options for publication would be Combise, Banker and Tradesmen, as well as two weeks public notice to advertise in the Hamilton Wenham Chronicle. The Pre-bid conference would take place on Wednesday, April 5, 2017 at 10:00 am. The conference would not be mandatory. Brian Stein would be present.

The Corporation discussed the parking description, management description if the Town were the lessor, as well as the evaluation piece. Bill Gisness discussed evaluating mixed use design capability, experience, and parking. The percentage weight aspect would be removed. Creative stormwater management solutions were proposed to be added and consideration of adjacent parcels was noted.

It was decided that at least one member of the development team must have completed a mixed use or multi-family development in the last seven years. Also, the team must submit three professional references. The Corporation also decided that it would be best not to add a minimum price to the RFP.

New/Old Business

Motion to adjourn made by Rick Mitchell. Seconded by Bill Gisness. Vote Unanimous to adjourn at 8:30 am.

Prepared by:

Marcie Ricker

Attest

Date