

HAMILTON DEVELOPMENT CORPORATION
MINUTES OF MEETING
MEMORIAL ROOM, HAMILTON TOWN HALL
March 20, 2019

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

Members Absent: None

Coordinator: Dorr Fox

Rick Mitchell called the Hamilton Development Corporation (HDC) meeting to order at 7:32 a.m. with a quorum present.

Warrant for Bills

Mr. Mitchell presented Warrant HDC #1920 in the amount of \$6,818.24 that included payment to the auditor for the HDC's portion of the Town's audit, Minutes time, and the last payment (half of the total) for Robert Shannon's market study.

Tom Goodwin said that while Mr. Shannon's market study provided good information, he had a hard time with the organization of it and found it difficult to compare apples to apples. Mr. Mitchell agreed. Mr. Goodwin said he would like to hold back a retainage of 20% until Mr. Shannon cleaned up the study a bit. Mr. Goodwin said he had emailed the market study to "All HC" on March 6, but nobody had received it except for Mr. Mitchell. He will send it again. He said there were a variety of issues needing to be addressed. According to the study, the highest and best use of the property was 23 one-bedroom condos. Because Mr. Shannon is suggesting no commercial use, the plan would require a special permit. From a permitting standpoint, the HDC discussed that the easiest route would be to develop something with two commercial units, 18 market-rate condos, and two affordable units. Brian Stein said he thought Mr. Shannon was wrong in saying the project would need a variance because the project is in the business district as opposed to a residential area. For example, the amount of frontage might not be required. The HDC discussed some other issues with the study that they weren't sure about or didn't agree with. They asked Mr. Goodwin to set up a conference call with Mr. Shannon to discuss it.

Mr. Mitchell made a motion that the HDC approve payment of Warrant HDC#1920 in the amount of \$5,918.24 (\$6,818.24 minus \$900 for retainage). Mr. Goodwin seconded the motion. The HDC voted unanimously (5-0) to approve payment of the warrant.

Approve Minutes—March 6

Mr. Mitchell made a motion to approve the March 6, 2019 minutes. Mr. Stein seconded the motion. The HDC voted unanimously (5-0) to approve the minutes.

59/63 Willow Street

The HDC continued discussion of the market study and uses cited in it, including a 40B and a mixed-use. There was something in the study about expanding the overlay district, but the HDC didn't think it necessary/doable. Mr. Gisness asked if they wanted to look at the property for parking use. Mr. Mitchell said that would be good to include. The HDC wanted Mr. Shannon to rank his proposed uses according to best use. Mr. Goodwin said it was necessary to dive into the report to understand it. He said he thought that Mr. Shannon did a good job on the comps and agreed that residential condos would sell well. Bill Gisness agreed and said that the realtors he knows have said rentals or condos there would go quickly. The HDC discussed that they might want to talk with the developer/architect Peter Conant who had proposed a 40B single family units development at the Gordon-Conwell Theological Seminary property. Mr. Goodwin will forward Mr. Shannon's market study to the other HDC members (the original document).

Mr. Mitchell said he had been asked to meet with the Finance and Advisory Committee (FinCom) to discuss the HDC and had done so. Something came up from FinCom member David Wanger concerning an idea that the Town only support the cost for the Willow Street property (mortgage and taxes). Mr. Mitchell said if that was done, the HDC would be crippled and wouldn't be able to cover anything else, including administrative costs. In the end, the FinCom voted (5-0) to support the meals tax transfer to the HDC that was on the warrant for Town Meeting. Mr. Mitchell said that in talking with his wife, Carin Kale, he learned that Town Meeting had approved putting the meals tax funds into a Stabilization Fund each year. He is going to look into clarifying that as it would eliminate the need for the HDC to go to Town Meeting each year to ask for the funds.

Mr. Mitchell moved on to the topic of putting together the RFP [request for proposal] for civil, legal, and architectural services. He took what Mr. Gisness had sent to him and highlighted areas where he had questions. The HDC noted that 20-25 "units" needs to be changed to "bedrooms" in three places on the first page. Mr. Gisness talked about some ideas he had included, such as a roof deck, outdoor patios, community common space, small fitness area, public park, etc. Mr. Goodwin noted the plan for one-bedroom units lends itself to appealing to seniors and perhaps young couples. Mr. Gisness said there is also a big

market for divorced parents who needed a second bedroom for their kids. The HDC discussed doing the permitting in such a way that it leaves the door open pertaining to the number of units and bedrooms or says something like “not to exceed x number of bedrooms.” They decided to leave things unspecified for now as they’ll need to look at the schematics of what various options would look like.

The HDC moved on to discussion of the project schedule and number of meetings that would be required by the RFP for each of the professionals. Mr. Mitchell had recommended a schedule based on six weeks and asked if the other members found that reasonable. They did. Mr. Gisness said that could be left blank with the respondents filling in the dates. Mr. Mitchell had included “end of Nov. 2019” as the end date. The HDC thought it best to include the end date but leave the rest up to the respondents. They discussed the number of meetings required by each of the professionals. Mr. Goodwin pointed out that the bid was on 7 meetings but the total they had now was 8; Mr. Mitchell said he would fix that. They discussed the activities the lawyer would need to handle, which included leading the presentation to the Town and handling the coordination of everything.

Mr. Mitchell said that subsequent to his meeting with the FinCom, he had written out a timeline of all that the HDC had been doing for the last five years. This was actually based on a document that Dorr Fox had put together originally. Mr. Mitchell and Mr. Stein reviewed it and made sure all the dates were correct. They added in “2015” for when the benches were installed. Mr. Mitchell commented that this timeline can be used when the HDC meets with other bodies, such as the Board of Selectmen.

Downtown Improvements

Mr. Fox had drafted a letter to be emailed to the downtown business owners and had submitted it for the HDC to review. Mr. Gisness thought it was good. The only thing he would add is to invite the business owners to please join them at the HDC meetings and to say that if anyone wants to be a member of the HDC board, to please come forward. The HDC discussed that they’d like to get a couple of the business owners on the board. Mr. Mitchell said the letter looked good. He asked Mr. Fox to make a few formatting changes: to add space between bullets, and use justified type and Times Roman font. Mr. Gisness added that a note could be included to say to please forward the email to other businesses. He also suggested numbering the items instead of using bullets.

Mr. Goodwin asked if changing the parking downtown to two-hour parking was within the jurisdiction of just the police. Mr. Fox said yes, and there was a question about doing it because of the residents living in the area who would be affected. Mr. Gisness said even still, he thought it good to mention that the HDC had brought up the subject to the Police.

Mr. Fox’s email will also say that the HDC is working to create a web page as a tab on the Town’s website. Mr. Fox reported to the HDC that the cost for that will be \$2K. The HDC

will discuss it at the next meeting. Mr. Fox said Alexa Lucci, who handles the Town's website, had asked about putting together a proposal. The HDC agreed she should. Mr. Fox will run the letter by Mr. Mitchell after making the changes and prior to sending it out.

The next topic was going through the list of firms that the HDC would reach out to in each of the three categories. Mr. Mitchell asked about bidding requirements for the three RFPs. Mr. Fox said for projects of \$10K-\$50K, the HDC did not have to send it to more than three bidders. Mr. Mitchell asked Mr. Fox to get clarification on that for the next meeting and also to have the short list compiled.

Mr. Nickas said that the budget was showing that if they went through what was budgeted, the HDC would end up with about \$168K so shouldn't have to borrow to pay for the permitting they are doing. Next meeting they will review the budget and paying for the appraisal.

Ms. Cookson asked if it might be appropriate for the HDC to pick a business owner to serve on the board. Mr. Stein said he had someone in mind and will extend the invite. The HDC decided Mr. Fox should leave the mention of serving as a board member off of the email.

Mr. Fox asked if they might want to approve a stipend for Tim Neill of Allied Conservation who is doing the map as it will require a fair amount of work. Ms. Cookson commented that Mr. Neill's business logo was featured prominently on the map and this free advertising might serve as a payment in lieu. Mr. Mitchell asked that this discussion be placed on the next agenda.

New/Old Business

The HDC will do a review of the market study and review of the HDC budget at the next meeting.

Adjournment

Mr. Mitchell made a motion to adjourn the meeting at 8:35 a.m. Mr. Goodwin seconded the motion. The HDC voted unanimously among those present (5-0) to adjourn the meeting.

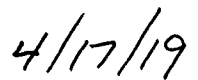
Prepared by:



Mary Alice Cookson



Attest



Date