

HAMILTON DEVELOPMENT CORPORATION

MINUTES OF MEETING

Memorial Room, Hamilton Town Hall, 577 Bay Road

July 24, 2019

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

Associate Members Present: Angela Arvanites and Chad Smith

Coordinator: Dorr Fox

Rick Mitchell opened the Hamilton Development Corporation (HDC) meeting at 7:31 a.m.

Warrants for Bills

Mr. Mitchell presented Warrant HDC-2003 in the amount of \$3,631.30 for staff time and quarterly taxes.

Tom Goodwin made a motion to approve HDC-2003 in the amount of \$3,631.30. Brian Stein seconded the motion. The HDC voted unanimously (5-0) to accept the motion.

59/63 Willow Street: Meeting with Consultants

Attorney Jill Mann said the consulting team wanted the HDC to review their design concepts and discuss the various options. There were four in total. A handout of the options including schematics for the first and second floors of each was distributed, along with a meeting schedule. The schematics did not include Option D that had just been added late last night/early this morning.

Option A: 4 two-bedroom units, 12 one-bedroom units, 16 total units, 20 total bedrooms, 3,900 commercial square footage, 29 parking spaces.

Option B: 6 two-bedroom units, 12 one-bedroom units, 18 total units, 24 total bedrooms, 4,500 commercial square footage, 33 parking spaces.

Option C: 8 two-bedroom units, 12 one-bedroom units, 20 total units, 28 total bedrooms, 5,000 commercial square footage, 37 parking spaces.

Ms. Mann asked about getting the title so the HDC wouldn't incur the expense of having her pull the title. Dorr Fox said he will email HDC Attorney Kathleen O'Donnell for it.

Angela Arvenites arrived.

Thad Siemasko of SV Design reviewed the plans showing the layout of each option, including the locations of septic, drainage, parking, green space, residential space and commercial space. He discussed what each option offered in terms of number of bedrooms (ranging from 16-20 units), commercial square footage (3,900-5,000 square feet), and parking spaces (29-37).

Peter Clark, Planning Board member, arrived. April Ferraro, senior engineer handling the design, also arrived.

Mr. Siemasko discussed septic gallonage. He talked about setback for the building. He said the setback is determined by site plan review but he thought 10 feet was reasonable for planning. Option C is the same as Option A, he explained, except the road would bend into a curve creating space for adding another wing to the building there. If they go with 20 units, one of the units has to be handicap-accessible. He wondered about perhaps trying to get approval to put that unit on the first floor.

The HDC discussed they would like to have an elevator in the building. It was noted that Option D provides carport parking tucked under, which everyone seemed to like. If they reduce the commercial space provided, they can reduce the parking spaces.

Charlie Wear of Meridian Associates discussed drainage. All the surrounding buildings dump water onto the site. There is nothing to be done about that since it has been going on for a long time. If the drainage is undersized in any way, it will mean flooding, he said. The grade is significant at the street. Draining out onto Route 1A is not allowed. Pumps aren't a great idea. On a more positive note, he said he thinks if they went with alternative technology for the septic, they could reduce the size of the system (and amount of space needed for it) and then perhaps use some of that space for the drainage. Under Title 5, if you use alternative technology, you need to show a footprint of how you could do a standard system there, he said. He isn't sure if you need to keep that footprint for the septic alone or if drainage could happen there. It would involve a discussion with the Board of Health. He hadn't seen it done but Ms. Mann had.

The consultants and HDC discussed some reasons why they didn't think Option C would work.

Chad Smith arrived at 7:50 a.m.

The HDC and consultants discussed the idea of putting some residences atop #63 Willow Street. That would also flow into the septic. Ms. Mann said it was a creative solution as then the septic might be considered an expansion or repair to the existing system. Ms. Siemasko asked where those potential tenants would park. They thought maybe on the street. Mr. Mitchell noted adding #63 to the project makes it an attractive part of the package.

Mr. Wear said soil testing will happen next week or the week after. They've done the loading rate.

The HDC and consultants discussed sunlight for the units based on the different configurations. With Option D, some (but not all) of the units look right into the Timeless Interiors building. An elevator isn't required but Mr. Stein said they should plan for it. The elevator would be a perk, especially appealing to seniors.

Bill Gisness asked: With others draining onto their property, do they need to calculate that water into the calculation? The answer was yes. While unfair, the drainage from the paved parking lot coming onto the site has been there for a long time. An option would be to bring suit against them, but Ms. Mann's guess is the suit wouldn't prevail unless there had been changes done outside of site plan review that had resulted in additional drainage. They didn't think that was the case. They discussed the idea of asking the neighbors there to allow them to install a drainage system under the parking lot.

The HDC looked at the options from the standpoint of the neighbors as well as for marketing purposes. Option C was removed from the equation. Option A involves the smallest building and uses gravity for drainage so requires less fill. It has the least amount of bedrooms, but would be more palatable to the neighborhood. They liked the idea of Option A with a carport.

Ms. Ferraro said they have 3,000 gallons available to them. For scheme B, they needed 3,265. They talked about cutting the commercial space and perhaps putting tenant accommodations (common room, storage, etc.). Ms. Mann asked the question of whether they wanted to trade some commercial space for residential space; she thought they needed to determine the mix.

Mr. Smith said he had liked the commercial space in Option B. He thought the more residential units there the better for the town. He thought 2,500 square feet would allow for two commercial spaces. They discussed that there couldn't be a doctor or dentist office there due to the water considerations. Ms. Mann asked if they would want them to target 2,500 square feet for the commercial space. The HDC members responded yes.

Mr. Stein said having commercial space off of the Black Cow parking lot was nice, but he wasn't sure who was using that parking lot—patrons or staff.

They discussed that they wanted the parking to meet zoning criteria. Trying to provide extra public parking spaces would be hard to enforce/maintain, according to Ms. Mann.

Mr. Wear brought up his concern again that they didn't know if the Board of Health would allow him to put drainage into an area set aside for septic if they went with alternative technology. He said Options C, B and D aren't really viable options without that. Mr. Mitchell said then they should stick with Option A. The discussion culminated with selecting Option A (with the addition of carport parking) and Option D for further design concepts.

Timing for the project was then discussed. Ms. Mann reviewed the schedule. The application to the Planning Board was pushed back from Aug. 6 to Aug. 20. They will do the soil tests from Aug. 1 to Aug. 7. They will file the application for site plan approval in the latter half of August (by Aug. 29) so they could open the public hearing Sept. 24. (You have to file 21 days before the hearing.) Mr. Mitchell noted that would mean having a neighborhood meeting sometime between Sept. 1 and Sept. 19. Ms. Mann wants to hold the abutters meeting after they file. A potential site walk was scheduled sometime between Sept. 17 and Sept. 20. She estimates closing the public hearing Oct. 15 and signing the decision Nov. 5. Ms. Mann noted the schedule is aggressive. If they slide it back by two weeks, they would sign in early December.

It was discussed that the consultants would come back to the HDC and present plans for Options A and D. However, Mr. Wear was concerned that wouldn't leave much time for getting the design plan done for the Planning Board if they waited on choosing the final option. Ms. Mann said they would need to know which option to present to the board. Also they needed to get a trench permit before they can do the perc test. To be in front of the Planning Board for official file on Sept. 24, they need to file by the end of August/first of Sept. Mr. Wear said if they need a finished design by Sept. 1, they need to know an option sooner than later.

Mr. Goodwin said the economics work better with Option D than with Option A. His thought was to go with D and find out if they can put drainage in the area where the septic is. Otherwise they'd have to reduce the size of the septic and therefore a couple of units, parking spaces, etc. If they pursue D and can't get there, they can end up with A. It was decided that that was a good plan.

Mr. Fox asked whether the consultants would be coming back in two weeks. They said they could just do an email to check-in to let him know.

The consultants and the two associate members left the meeting.

Downtown Improvements

Mr. Fox showed the sign that the new tenants wanted to put up at their Willow Street office, replacing Tom Mountain's sign.

Mr. Fox said Shop Local HW is planning a Christmas event and was hoping the HDC would pay for the insurance as it had done for the Street Fair. He estimated it would be between \$100 and \$200. Also Shop Local was hoping the HDC might pay for risers for the Christmas sing to take place at the lighting of the Christmas tree. The rental charge is \$14 each and they would need about 10, so the cost would be about \$140 plus \$95 delivery fee. The HDC gave the go-ahead.

New/Old Business

Mr. Fox brought up that he is only allowed to work 19 hours per week total for all of the four boards he works for. Therefore, he's needed to pass off some staff work to Mary Alice Cookson, who did the bulk of the work on the new website. He suggested raising Ms. Cookson's pay rate for her staff work (not minutes work) to be on par with his rate, going from Level 4 to Level 10. Mr. Mitchell wanted to know if this would be on work going forward. Mr. Fox said yes. He said he spoke with Director of Planning & Inspections Patrick Reffett and Finance Director Marissa Batista about it. Mr. Mitchell said this was a bump-up in personnel classification and recommended having Town Manager Joe Domelowicz weigh in. Mr. Mitchell asked Ms. Cookson to provide an estimate of the hours she expected to be working at the higher rate. She said she would. Mr. Nickas was concerned about having this because last year the HDC used up its consulting budget. Mr. Fox said he works about 20 hours a month for the HDC, but those hours have gone up quite a bit.

Approve Minutes—June 26 and July 10

Mr. Goodwin made a motion to approve the minutes of June 26 and July 10. Anthony Nickas seconded the motion. The HDC voted unanimously (5-0) to approve the two sets of minutes.

New/Old Business (Continued)


Mr. Fox noted the changes to the new Shop Local web page should be completed at the end of the week. Mr. Mitchell asked Mr. Fox to send the members an email when the site goes live.

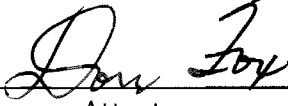
Anthony Nickas noted the HDC had not yet voted on the budget and asked Mr. Fox to put the item on the next meeting's agenda.

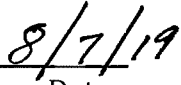
Adjournment

Mr. Stein made a motion to adjourn the meeting at 8:45 a.m. Mr. Goodwin seconded the motion. The HDC voted unanimously (5-0) to adjourn the meeting.

Prepared by:


Mary Alice Cookson


Attest


Date