

Hamilton Development Corporation
January 20, 2016

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, January 20, 2016 with Bill Gisness, Dave Carey, Rick Mitchell, Brian Stein, Anthony Nickas present. Community Projects Coordinator Dorr Fox, and DPW Director Bill Redford also present.

Call to order

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

Approve warrant #1612

Discussion ensued about how \$6,500 was given to the Town by the HDC through a reissued check relative to a \$6,500 check that was previously returned by the Town to the HDC.

Dave Carey moved to approve HDC warrant #1612 in the amount of \$2,754.54. Bill Gisness seconded the motion. VOTE: Unanimous.

Approve minutes

Rick Mitchell moved to approve HDC minutes for meetings held on December 2, 2015, December 16, 2015 and January 6, 2015. Stein seconded the motion. VOTE: Unanimous.

59/63 Willow Street RFP

Discussion ensued about language used from Newton RFP and Hamilton's Depot Square RFP to create a draft RFP for 59/63 Willow Street property. The final draft will be sent to the HDC's procurement officer (the Corporation follows Chapter 30B), and BOS for review before it is issued. Discussion addressed the ranking system in the RFP that identifies importance of items contained in the document. Mitchell offered to correct formatting issues in the document. Stein will provide final edits (i.e., more than 10 units affordable housing has to be provided, refer to design guidelines for design compatibility). The design guidelines and zoning information will be attachments to the RFP.

The HDC agreed to require a security deposit from anyone interested in agreement (i.e., \$2,500 to \$5,000) which would be returned if a bidder is not accepted. The final draft

will be sent to Dorr Fox who will seek final comments from the HDC's attorney, procurement officer, and the BOS in the next week. The HDC is working toward issuing the HDC by February 1. Discussion was on getting the RFP into the central register. Advertising for the RFP will be done in the larger area newspapers and posted on the Town website.

Discussion addressed how Stein and Fox had met with representative from YMCA where there is interest in community purpose for the property (i.e., daycare, art studio or retail), a combination of housing and commercial space that would be owner occupied. Also reiterated was David Cutter's interest in the back part of the Willow Street property. A pre-bid conference will be held two weeks maximum after the RFP is issued. The deadline for submitting questions will be two weeks later. Proposals will be due four weeks after questions are answered. A bid acceptance decision will be made six weeks later. Discussion was on how an advisory committee could be used with HDC where the Corporation will make a decision about bids. Also mentioned was that a security deposit (\$10,000) could be submitted when a bid is accepted. A purchase and sale agreement would be done simultaneously.

Discussion ensued about once the bid is accepted the developer could provide a conceptual design in one month. A site plan review application will be required in 60 days after conceptual design is submitted. The sale of the property will occur per approval by the Town. Dates will be determined based on these milestones. The project could take six months to permit.

Discussion was about how the HDC's mortgage for the property is amortizing in May where the bank expects payments of principal and interest. A one-year extension for interest only payment for the mortgage was negotiated, and a balloon payment is due likely in five years. Also noted was predicted timing for when an interested party would be submitting paperwork for a permit in September and that is when the lease runs out for the tenant. The HDC can work with tenants month to month at that time. Stein will provide calendar dates to Fox (i.e., RFP could issue on Friday, February 12).

Hamilton Downtown Improvements

Carey notes that he met with Selectman Jeff Hubbard who reviewed an action plan for downtown improvements that will be ranked and identified pertaining to responsibility (i.e., HDC or the Town).

HDC Budget

Discussion was on 2016 final budget and remaining balance. The HDC has received the \$65,000 in meals tax revenue for the year from the Town. Expenses include debt, insurance and property taxes. Also reviewed was historical financial numbers for the HDC from 2013 and the Corporation's fund balance is \$143,000. Discussion addressed how the HDC could own the Willow Street property as long as 18 months moving forward so it is likely that the budget will remain the same as last year. For utilities, \$1,000 was budgeted to pay for water costs, legal fees will remain the same.

Also noted was the \$6,500 gift given annually to the Town, and that the list of downtown improvements would be reviewed to see if more funds should be directed to the Town. Discussion was about possibility of adding more holiday lights at Patton Park or on Railroad Avenue. The Town does not have a bucket truck so it pays a contractor to put lights on trees in the park. The Town does accept donations for tree lighting. Also mentioned was the \$10,000 budgeted for property taxes. Consulting services is budgeted at \$15,000. Interest only for debt service is in the budget for this year. Discussion was on the \$10,000 annual cost of HDC audit which is part of the Town's audit and that this appears to be expensive. Dorr will talk to Finance Director Brian Connolly about possibility of reducing this cost. A draft of the HDC's 2016 budget will be given to Connolly and the HDC will vote on its budget at the next meeting.

Old/New business

Discussion ensued on Dorr Fox's contract, which is similar to that of his predecessor Rachel Meketon, and it has an hourly rate of \$22.16 an hour. The contract contains the same services and staff support, scheduling board and community meetings, updating HDC information on the Town website, research for grants, compilation of annual plan, other projects and duties, coordination of vendors, account receivables and leases. Carey moved to approve the contract with Dorr Fox with start date of December 16, 2015. Mitchell seconded the motion. VOTE: Unanimous.

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

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Brian Stein, President