

Hamilton Development Corporation
August 3, 2016

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, August 3, 2016 with Bill Gisness, Brian Stein, Anthony Nickas, Tom Goodwin present. Community Projects Coordinator Dorr Fox also present.

Call to order

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

Warrant for bills

Tom Goodwin moved to approve HDC warrant #1703 for \$592.85 for Harborlight, National Grid, and mortgage (extra day of interest). Anthony Nickas seconded the motion. VOTE: Unanimous.

Approve minutes – July 20, 2016

Stein moved to approve the HDC meeting minutes from July 20, 2016 as amended. Goodwin seconded the motion. VOTE: Unanimous.

Downtown Improvements

Stein described his meeting with Selectman Jeff Hubbard and merchant Don Robinson about how the merchants group could use any funding provided by the HDC. The group is interested in funding for beautification of downtown (i.e., banners and flowers). If funding were provided directly from the HDC to the merchants group, the group would take initiative on flowers, banners, insurance for fall festival, etc. The merchants group could maintain the flowers and replace with holiday greens in the winter. There was also interest in holiday lights.

The HDC would provide direction to the merchants group on how the money would be used. The merchants group could not use the funding for administrative purposes (i.e., operations) as specified by the HDC's attorney. It could be used for marketing or downtown improvements. The group would be held responsible for reporting on how much and for what purpose the money is used. A grant agreement could be put in place similar to what is used for CPA project funding. When the work is done, Community Projects Coordinator Dorr Fox would process checks and conduct a site visit to ensure that work was completed. The HDC can only use the money for the downtown even if

it gives it back to the Town or to the merchants group. The funds under discussion are from FY'15. Hubbard has specific details on how flowers could be provided and maintained. Fox will work with the HDC's attorney to review generic grant agreement form, and payment process. Stein will communicate with Hubbard and Robinson once the HDC gets a response from its attorney.

59/63 Willow Street

Surveyor Peter Kane has provided a nearly complete survey of the HDC's Willow Street property and will give the Corporation a CAD file. Stein will talk to the abutter about a tree where there is interest in removal based on the survey identifying who owns tree.

Discussion ensued about no restrictions in the HDC's legal structure associated with joint venture, ground lease, lease, sale of its property. There are procurement guidelines for \$10,000 and \$35,000 (i.e., sealed competitive bid). It is an involved process with subjective factors. Also noted was how Hamilton allows mixed use: multi-family with a commercial component. There is no limit on density.

Also mentioned was how there can be no quid pro quo in partnerships between the HDC and a developer. The Town could be an applicant potentially in partnership with HDC/BOS in a friendly Chapter 40B. In addition, that a project manager is needed for any project over \$35,000 (this can be a Town employee). With a friendly 40B there are soft guidelines on water discharge, building footprint and envelope, units and density. Requirements that are not flexible are septic system and stormwater management.

Discussion was on how the HDC could have Nordblom provide advice on number of units, cost and marketability for the site based on the survey, and similar advice could be sought from other developers.

Stein mentioned that he would be attending the Affordable Housing Trust meeting relative to the AHT's investigation of potential sites for affordable housing downtown (i.e., HDC's Willow Street property which would include a business use). Discussion addressed the Dodge Tree site on Willow Street as another potential site for affordable housing downtown.

The AHT is also analyzing other possible affordable housing sites (i.e., where Senior Center is currently located, keep Senior Center and put housing at Winthrop School parking lot site, or behind the public safety building). The historical significance of Senior Center building was discussed since CPA money has been invested in the site relative to whether or not the building should be considered for demolition. The AHT is

also looking at Town owned land for individual affordable housing projects. Investigation is being done on alternative uses for the MBTA's Hamilton Wenham train station/parking lot site (i.e., solar). In addition, there is a 60 acre parcel near Meadowbrook Farm that is not currently for sale but could potentially be considered by AHT for affordable housing.

Also noted was \$235,000 of CPA funds available for affordable housing that cannot be used for the Longmeadow Way project. It could be applied towards a project for the HDC. In addition, CPA historic preservation funds could potentially be used for the front building on the HDC's Willow Street site.

Discussion addressed interest from prospective renters for half of the HDC's commercial building (former Mac's shoe shop) and how the HDC should identify monthly utility cost. Also, if it is worthwhile for the HDC to invest any funds into its commercial unrented site to refinish part of the floor, paint and replace some plumbing fixtures to increase rentability of the location. The HDC wants to rent the location but is working to define future of the site. Since Harborlight is managing the property it could offer advice on how to inexpensively upgrade the property. This could satisfy requirements for one of the interested rental parties: jeweler, cabinet maker or upholsterer. The lease could be as long as a year. The HDC has received a lot of feedback that people in Town want the building kept at the site as part of the neighborhood. It would need insulation added to the building which has a dry unfinished basement.

Board business

Discussion ensued about how the Corporation will continue its review of FY'17 budget. Fox will provide the HDC with an updated, year to date, financial statement.

Gisness moved to adjourn the meeting at 8:25 a.m. Nickas seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Brian Stein, President