

**Hamilton Development Corporation**  
**October 28, 2015**

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, October 28, 2015 with Rick Mitchell, Bill Gisness, Brian Stein, Anthony Nickas, Dave Carey 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**

Dave Carey moved to approve HDC warrant 1608 for \$3,207.60 for the mortgage, arborist for cutting down trees at 59 Willow Street, Harborlight, and renewal of P.O. box as described. Rick Mitchell seconded the motion. VOTE: Unanimous.

**Meet potential candidate for HDC coordinator position**

Discussion ensued with Community Projects Coordinator Dorr Fox about working up to 5 hours a week doing administrative work for HDC. He is a retired planner from the state system so he can work up to 960 hours a year. Fox is researching with PERAC if an exemption could occur since he would be paid by HDC rather than Town of Hamilton where he is working up to 19 hours a week. He mentioned if extra hours for HDC are needed he could take a week or so off so he doesn't exceed his allotted hours since he will not be earning vacation time.

Also addressed was how Fox could work with the HDC by getting mail at Town Hall and the South Hamilton post office box (i.e., this is where rent payments for Willow Street properties are received), and helping with presentations. He may not need to attend the Corporation's bi-weekly meetings to accommodate his schedule but he will be notified by Stein about what occurs at the HDC meetings. The HDC is looking to Fox to help with creation of RFP for Willow Street property. In the future Fox would assist HDC with his knowledge of state grants (i.e., wastewater treatment system, transportation district). Fox would be responsible for working with the HDC on meeting agendas, managing the Corporation's information in a central file, and distributing information.

Carey moved for the HDC to hire Dorr Fox under terms similar to the contract the HDC had with former Community Projects Coordinator Rachel Meketon (i.e., outlines hourly rate). Mitchell seconded the motion. VOTE: Unanimous.

**Discussion – RFP for 59/63 Willow Street**

Discussion was on 1 to 2 page introduction document for potential developers that describes the site and what is the ideal type of development the HDC is envisioning for the site. A rating system was defined that totals 100 points. Pedestrian access is being considered for the site including proximity to commuter rail. Criteria was defined for a developer familiar with working with a public entity.

Developers that the HDC has spoke to about the site include Harborlight Community Partners, and Windover. Other parties the HDC could contact are David Cutter, Richard Lappin, C.P. Berry, YMCA, Oak Tree Development. Fox will compile list of emails of contact people based on information sent by HDC members. Meetings can be set up with these individuals so they can come to a HDC meeting and walk the site.

RFP process:

- Pre-RFP      Finalize developer invitation  
                 Create list of potential developers  
                 Email invitation to developers to meet with HDC at scheduled meeting,  
                 and/or private meeting that one HDC member can attend (i.e., Windover),  
                 and/or site walk  
                 Developers respond with feedback, draft formal RFP  
                 RFP would be reviewed by HDC legal counsel, Town manager, BOS,  
                 Planning Board and Zoning Board of Appeals
  
- Issuance      February 1, public advertisement to bidders who expressed interest,  
                 procurement officer as part of draft review, pre-bid conference after RFP is  
                 issued (unless RFP is clear enough this would not be required), Q&A with  
                 bidders until February 15, and bids are due on March 15
  
- Selection      April 15 bidder selected  
                 60 day negotiation on signing contract
  
- Follow-up    June 1

Discussion was on how a property survey should be done as part of RFP process to redevelop the site. The HDC updated Fox about what activity has occurred downtown to date and importance of mixed use for the area including having apartments downtown as well as more retail.

**Discuss any further outreach on Mixed Use by-law:**

Presentation to Selectmen on Nov. 2

Letter to Chronicle

Town Meeting presentation

At fall Town Meeting the HDC will have one slide (Why Mixed Use?) highlighting key points about why the mixed use amendment to the zoning by-law is being brought to voters (i.e., Master Plans, charrette, downtown visioning meetings, ULI). Meetings have touched on the topic for the downtown and have incorporated abutters, landowners, public officials, Town boards. All of the consultants have recommended institution of a mixed use by-law for the downtown.

Benefits associated with implementing the mixed-use amendment language to the zoning by-law are that business owners would have supplemental income (i.e., residential above their commercial establishments), rental housing, housing options, enhanced downtown (active, improved), smart growth. Discussion ensued about how development is limited by septic capacity, and it is based on Board of Health approval, and site plan approval. Also mentioned was that a number of business owners have talked about the mixed use option for years so they can supplement their income.

Stein will have the one slide prepared for meeting with Town Moderator to review presentation materials for Town Meeting. He will also be attending BOS meeting. The Selectmen and Planning Board have recommended favorable action on the warrant article for mixed use amendment to zoning by-law.

On another topic, the HDC will notify ULI that there are no further changes to its report on Hamilton before the report is finalized and issued.

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

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_  
Brian Stein, President