

Hamilton Development Corporation

Minutes

Oct. 9, 2013

Welcome – Chairman Brian Stein opened the HDC meeting at 7:30 AM. Board members Bill Gisness, Anthony Nickas, Rick Mitchell and David Carey were present. Planning Coordinator Kristine Cheetham was present. Residents Andrew Mente and Josh Blake were also in attendance.

“When I first drove through Hamilton and saw the beautiful Patton Park I was drawn to the community and stayed because of the quality of life.”

Barr Grant Public Workshop Review – The HDC members each shared their perspectives of the Oct. 3 public workshop. They felt that there was a decent turnout of residents considering that there were other meetings going on in the community that evening. They felt that several questions about existing zoning and future zoning were of concern to the attendees. They also sensed that the residents were more favorable towards community control of development, through features such as design standards. Some members felt that the information gathering approach to the evening did not have a conclusion. Also the hard stop at 8 PM ended the meeting promptly. However, K. Cheetham noted that the consultant had a staff person working with each of the small groups to decipher the comments and consolidate them. The members also hoped that the final report would provide one or two different types of visual(s) for the development sites. The pictures selected did not reflect a Hamilton style that the audience was drawn towards. K. Cheetham asked if the HDC felt that a building with open windows/storefront on the first floor would be more appealing? The members of the Board agreed that it might. They also felt that the overall reaction to development right along the sidewalk was not received well. A picture is worth a thousand words. The HDC would like to review the draft report prior to the next public workshop.

K. Cheetham noted that there were plans for a new structure at the public safety lot to enclose a historic fire/pump truck. This location, along with the potential redevelopment of the town pool, presents new opportunities to discuss parking and pedestrian connections. She will share these plans with the consultant so that they can be incorporated into the plan.

A few members took the time to discuss potential financial and capital planning with the town. The HDC recognizes the need to coordinate short and long term capital planning.

Waste Water Treatment Planning – The members of the Board discussed drafting a scope of services to contract with an engineering firm to conduct a public education event for the community relative to waste water treatment. R. Mitchell and D. Carey agreed to take the lead on drafting the scope. K. Cheetham offered to forward a list of all of the local septic/waste water engineering companies. The Board agreed to work on the draft scope of services in October with a goal of securing a company in November.

DHCD Technical Assistance Grant Application – K. Cheetham asked the HDC members for a letter of support for the grant application to the DHCD. The application is for up to \$10 K that would go towards a graphic designer for a streetscape/signage program for the downtown. The grant does not pay for the actual signs or banners. It is intended to be for technical assistance to communities with the assumption that the community can invest in the results. The HDC support letter does not commit them financially to the grant.

ACTION: D. Carey made a motion to draft a letter of support. B. Gisness seconded. All voted in favor.

Urban Land Institute – B. Gisness and K. Cheetham attended a meeting with the Urban Land Institute on Oct. 3, 2013. The ULI offers a Technical Assistance Panel to communities for a small fee (\$7-8 K) but provides pro-bono land use planning expertise. They tend to focus on finite areas in urban, downtown settings, which will enable them to pull in the exact type of expertise needed to assist a community. The goal for Hamilton was to take the next step after the downtown plan is complete and secure their assistance with a market and financial analysis of the potential “build-out” of the downtown.

HDC Organizational Matters

1. Budget – At the next HDC meeting, the Board will revisit the budget.
2. Emails – At the previous meeting a few members noted difficulty using the allhdc email system. The group will attempt forward attachments to determine where the problem lies.
3. Ethics Exam – All members must complete the online ethics exam. The exam certificate is good for a two year period. B. Stein and A. Nickas need to complete the process.
4. Administrative Procedures – At the previous meeting the research and adoption of administrative procedures was recommended by the town finance director. The Board

asked K. Cheetham to research language and/or contact the attorney to determine if she has preferred language.

5. Board of Selectmen Meeting – The town manager asked for a representative of the HDC to attend the next Bd. of Selectmen’s meeting to provide them with an update.
6. SmartSheet/HDC Planning – D. Carey asked if the HDC had an overall plan with milestones. The Board agreed that this would be important to have as a working document. K. Cheetham agreed to work with D. Carey on a smart sheet and plan.

Adjourn – The meeting was adjourned at 8:40 AM