

Hamilton Development Corporation
March 18, 2015

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, March 18, 2015 with Brian Stein, Bill Gisness, Rick Mitchell, Dave Carey, Anthony Nickas present. DPW Director Bill Redford, Consultant Rachel Meketon and Wenham Planning Board Chair David Geikie also present.

Call to order

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

Approve 12-17-14, 12-31-14, 1-7-15 and 1-10-15 Minutes

Bill Gisness moved for the HDC to approve the 12-17-14, 12-31-14, 1-7-15, and 1-10-15 minutes. Dave Carey seconded the motion. VOTE: Unanimous.

Approve Warrant for Bills

Discussion ensued about items on the warrant including more extensive painting and repair work by Harborlight at 59 Willow Street house (\$3,300), half of arborist survey cost from David Cutter relative to trees that were removed, minutes recording, administrative support, heating oil for 59 Willow Street that will be reimbursed by tenant, and Landcare for snowplowing. At the HDC's next meeting, the Corporation will review full budget report with rental income, projected expenses (i.e., ULI), and fund balance. Discussion addressed how trees at the 59/63 Willow Street property were removed on the property line abutting Cutter building and that undergrowth will now prosper.

Gisness moved that the HDC approve HDC warrant 1512 in the amount of \$7,045.46. Carey seconded the motion. VOTE: Unanimous.

Discussion was on Rachel Meketon looking into if monthly payment for 59/63 Willow Street mortgage could be pre-approved on warrants. Since HDC meetings when warrants are approved have not been coinciding with when the mortgage bills are received.

Design Guidelines

Gisness will speak to Meketon about formatting Hamilton's design guidelines similarly to Northboro's document. Once completed it will be circulated to the Corporation members for comment.

Discussion ensued about HDC goal in best case scenario to get zoning by-law changed to include mixed use and multi-family at fall Town Meeting, putting out an RFP in late winter, and a developer would be on board in 12 months. This schedule has allowed the tenants at 59 Willow Street house to be in a 18 month lease.

The HDC outlined its goal deadlines:

2015

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| April 15 | ULI Technical Assistance Application submitted |
| May 1 | Design Guidelines – HDC review complete |
| May 15 | ULI Report received |
| June 1 | HDC operating policies and procedures done |
| July 15 | Parking recommendation |
| Oct. 15 | Zoning by-law change approved |
| Dec. 31 | RFP complete |

2016

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| Apr. 1 | Developer selection |
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Discussion ensued about how the HDC could engage Wenham in its development process for the downtown area and how that municipality would likely become reactionary when any changes are proposed in the abutting downtown area in Hamilton (i.e., wastewater treatment). The Hamilton BOS expressed support for the HDC at a recent update presentation.

The HDC will submit its plan to Selectmen for next fiscal year in June. Next steps for the Corporation after goals described earlier in the meeting are accomplished would be to focus on another parcel such as the former Hansbury property, types of septic systems, and use of Meals Tax revenue to improve aesthetics of Bay Road and Railroad Avenue to emphasis downtown business (i.e., sidewalks, trees). Discussion was on improved economy with no increase in Meals Tax revenue realized. Carey offered to research this

once a new Finance Director is in place in Hamilton. This could include developing a list of establishments in Town that are paying Meals Tax with information from DOR.

ULI Technical Assistance Application

Discussion revisited what parcels the HDC would include in the ULI Technical Assistance Application, and whether or not a parcel in Wenham should be included. Wenham Planning Board Chair David Geikie said there is currently no engagement by Wenham on this. As a result the HDC decided not to focus on Haley property in Wenham for the ULI study but include former Hansbury, McRae, and Mike's Auto properties.

Gisness suggested that as part of this process to develop the ULI TAP, he could invite a local ULI contact to attend next HDC meeting to brainstorm and ask questions to develop what the HDC wants in an ULI study. So the TAP will identify the cost/benefit for Town of McRae's property as well as the other two suggested sites and possibly all of downtown.

Discussion ensued with Anthony Nickas who noted that the ULI reports from its Boston website were useful (i.e., Marlborough with mixed use/overlay district, Hyannis parking plan) for HDC to review when considering how to create TAP. Stein emphasized importance of tying study to proposed by-law change for mixed use and multi-family. Also significant will be issues/impacts on school system, public safety, roads. Gisness thought ULI representatives could recommend what HDC should ask for in a study. Stein and Gisness agreed to analyze what would be a reasonable number of units on the three properties (i.e., 30 on Hansbury as recommended by MAPC) to propose for the study. A second phase once the by-law change is in place could be to look at other sections of Town. The completed ULI studies look at challenges and opportunities in communities they surveyed.

Discussion was on getting a financial person involved (i.e., ULI representative) beyond developers to understand what development would cost at identified properties in Hamilton's downtown (i.e., with or without wastewater treatment) who could attend next HDC meeting at 8 a.m. Discussion with Geikie was about proposal for Hamilton's fall Town Meeting to change zoning by-law to add mixed used and multi-family. Also, how Hamilton is trying to promote business in the downtown so it would not have a higher tax rate for businesses to foster profitability. Wenham has considered a higher tax rate for its business district to encourage property owners to seek more profitable businesses.

New/Old business

Discussion ensued on summary of HDC's accomplishments that could be presented at spring Town Meeting if there are any questions about directing Meals Tax revenue to HDC or to update community about what HDC is doing. Stein will speak to Town Moderator Bruce Ramsey on the matter.

Meketon updated the HDC on research she had done on other state chartered economic development corporations relative to using their policy and procedures documents as templates for HDC's operating policies and procedures. She noted how Marlborough passed a mixed use by-law and conducted a developer forum for downtown mixed used zone. Meketon will get a copy of this by-law for the HDC to review. Gisness described how the former Economic Development Committee held a developer forum with representative from Windover and Richard Lappin where they asked questions of the Committee and biggest conversation was on how difficult Hamilton's approval process was for developers. Discussion addressed bringing in developers (i.e., Windover, Lappin, Harborlight) after the by-law change for mixed use and multi-family is passed in Hamilton for their input. Also mentioned was in the past the lack of response from Chapter 40B developers being invited to discuss potential development in Town. There had been a working session with developers and realtors related to development of the landfill which is currently being analyzed for potential solar use. Gisness noted that there is interest in creating industrial parks in the area. Discussion revisited having a ULI visitor once a week attend HDC meetings in the near future to brainstorm what could be done with Hamilton's downtown as it relates to ULI TAP.

Also mentioned was that this spring the Town will be installing benches and trash receptacles downtown paid for with 10% of Meals Tax revenue from the last fiscal year. In addition, if any flower pots should be added downtown, not on telephone poles, since there are complications about who owns sidewalks in downtown, and HW Garden Club does not have enough members to manage this proposal.

Gisness moved to adjourn the meeting at 8:21 a.m. Carey seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Brian Stein, President