

HAMILTON DEVELOPMENT CORPORATION

MINUTES OF MEETING

Memorial Room, Hamilton Town Hall, 577 Bay Road

March 4, 2020

HDC Members Present: Rick Mitchell (President), Brian Stein, and Anthony Nickas

HDC Members Absent: Tom Goodwin and Bill Gisness

Associate Members Present: Chad Smith and Angela Arvanites

President Rick Mitchell opened the Hamilton Development Corporation (HDC) meeting at 7:32 a.m. with a quorum present.

New Board Members

It was discussed that new board member appointments are still pending with the Board of Selectmen (BOS). The BOS has not voted yet and hopefully will at its next meeting on March 16. Mr. Mitchell said he would speak with Town Manager Joe Domelowicz about it.

Some members discussed among themselves the required ethics training that must be taken.

Minutes—February 5, 2020

Mr. Mitchell noted a vote to approve the Feb. 5 minutes was required for the Finance Department to make the budget increase of \$9,880 into the Consulting Services Budget, a decision made at the last meeting (on Feb. 5).

Decision:

Brian Stein made a motion to approve the February 5, 2020 HDC minutes. Anthony Nickas seconded the motion. The HDC voted unanimously among those present (3-0) to approve the minutes.

Warrant for Bills

Mr. Mitchell presented Warrant HDC-2017 in the amount of \$7,440.17, which included the mortgage, HDC staff work, utilities, SV Design services, advertising for the 59/63 Willow St.

RFP, map artist Tim Neill's services, and Attorney Jill Mann's legal services up to the contract amount of \$2,459.29.

Decision:

Mr. Nickas made a motion to approve payment of Warrant HDC-2017 in the amount of \$7,440.17. Mr. Stein seconded the motion. The HDC voted unanimously among those present (3-0) to approve the warrant.

Mr. Mitchell presented a second Warrant, HDC-2018, in the amount of \$3,959.29. This was a warrant cover sheet received from the Finance Dept. He was uncertain what it was for. Mr. Stein noted some charges were included in both warrants. Mr. Mitchell asked if the HDC could take a vote and he would speak to the Finance Dept. after the meeting to investigate which warrant was correct and straighten it out.

Decision:

Mr. Nickas made a motion to approve payment of Warrant HDC-2018 (pending Mr. Mitchell's investigation) in the amount of \$3,959.29. Mr. Stein seconded the motion. The HDC voted unanimously among those present (3-0) to approve the warrant.

***NOTE:** Following the meeting, it was learned that at one point the Finance Dept. had decided to divide the invoices into two separate warrants, but then had decided against it. So the charges in the second warrant (HDC-2018) were duplicate charges already included within the first warrant (HDC-2017). Therefore, the Finance Dept. voided the second warrant and HDC's vote on that second warrant (HDC-2018) will need to be rescinded at the next HDC meeting.

59/63 Willow Street

Mr. Mitchell said he received calls from the Finance Dept. last evening as Attorney Jill Mann went over her budgeted contract amount by \$4,571.26. He needs to speak with Ms. Mann about it and it will most likely require a contract amendment.

The Bidders' Meeting for the 59/63 Willow Street RFP was held Feb. 18, but no bidders attended. However, Mr. Mitchell did receive some questions from a bidder: Civico Development. (Civico was not on the list of the 17 bidders to whom the RFP was originally sent). Mr. Mitchell said he responded to the questions by the date required, and he gave the HDC a brief summary of the questions and his responses. (That list appears at the end of this document.) Bids are due by March 20.

Mr. Mitchell said he had talked with Hamilton Affordable Housing Trust (HAHT) Chair Russ Tanzer, who was fine with the language he used in the responses. If a developer is looking

for a subsidy for construction of two or more affordable units, the HAHT would be willing to look at that to determine if it could make a contribution.

Budget

Mr. Mitchell recapped that he had signed the budget transfer form, transferring money from the postage category into the utilities category to pay the HDC's water bill. Also, the consulting budget will be increased by \$9,880 now that the Feb. 5 minutes were approved.

HDC Coordinator Mary Alice Cookson said she's working on getting an up-to-date budget report from the Finance Dept. Mr. Nickas said he would like to keep from having so many small transfers and adjustments. Ms. Cookson said the report Mr. Nickas has now does not reflect all the rent deposits, which are being treated as cash receipts and are apparently recorded after the fact; the inputting is behind by months. The HDC would like a report including all HDC income and expenses to date, especially so Mr. Nickas can take a look at the consulting category and make sure it's on track.

Downtown Improvements

Angela Arvanites said she is meeting with Mr. Domelowicz tomorrow to discuss the next Shop Local HW event, tentatively set for Sunday, May 17. The event will be similar to the Street Fair held last May. Railroad Ave. would be closed to traffic from noon to 4 p.m. This year they will not be having tables; businesses will rent a "parking space" and offer something creative in their space. Shop Local HW wants to provide more food and drink choices this year and are in discussion with local breweries and establishments. They are hoping the HDC fund the porta toilets for the event and the event insurance. Mr. Mitchell asked her to provide quotes.

Ms. Arvanites said construction looks to be engaged at the HWCAM property, and Blue Light Yoga has a new sign at 63 Willow St.

New/Old Business

Mr. Mitchell said the Town is in process of getting bids for a parking study downtown. One was about \$20K, which was thought to be steep, although Mr. Mitchell noted it did include a healthy public participation process. Another company was then solicited and came back with a higher bid. Mr. Domelowicz is trying to see if the bidders can reconcile the scope of services.

Anthony Passaretti, HDC associate board member candidate, said some abutters in the Willow Street area had been contacted about the study, which was a sign it was moving forward. He said a parking study hasn't been done by the Town for many years and

suggested that perhaps it should be the responsibility of the Town. The HDC discussed whether it should pay for all or a portion of the study, perhaps half. Mr. Nickas said they would need to see if it would be included in their 2021 budget or in this year's budget. At the end of this fiscal year, the HDC should have about \$60K, he said.

-- Hanging Basket Proposal

Ms. Cookson said Nunans' Florist had been given a verbal OK to their proposal. She listed the prices for the hanging baskets and mentioned the islands listed in the proposal. Mr. Stein said the Garden Club typically provides the islands. Mr. Mitchell said Nunans was given a verbal OK on the baskets only; he wanted a new proposal prepared without the planters. Ms. Cookson made a copy of the proposal and the HDC reviewed it. They discovered that the section labeled "islands" was actually a fee for the maintenance of the islands and not the plants themselves.

***NOTE:** Mr. Stein later located a copy of the 2019 proposal and saw that the 2020 proposal was just slightly higher than last year's. The invoices were confusing as they didn't include total cost (for the purchase of the baskets, maintenance of the baskets, and maintenance of the islands). However, the 2020 proposal looked reasonable upon further investigation.

-- Acord Generator

Mr. Passaretti explained that during power outages caused by storms, the Acord Food Pantry has a need for a sizeable generator to keep from losing all the food it has stored. Acord can't afford to buy a generator yet, but when they do, they need a place to locate it and are wondering if the HDC could carve out some space on the 59 Willow Street property. Mr. Mitchell said they could perhaps record it as an approved use/exclusive use easement rather than deeding it over. He said he would like to walk the proposed location with Mr. Passaretti and mark it out, then come back to the HDC with a visual. There was a question about whether Acord had natural gas on the property. They will find out.

Adjournment

Mr. Stein made a motion to adjourn the meeting at 8:05 a.m. Mr. Nickas seconded the motion. The HDC voted unanimously among those present (3-0) to adjourn.

Prepared by:



4-10-2020

Mary Alice Cookson

Response to Questions Submitted by Bidders

59/63 Willow Street RFP

Hamilton, MA

(March 1, 2020)

1) Are there any ledge concerns about the property?

A full civil engineering survey of the property has not revealed ledge on the property.

2) The RFP says no 21 E has been done on the property. Have any environmental tests have been done on the parcel?

No environmental tests have been conducted on the property beyond those required for septic and drainage.

3) As of right now, our financial models do not work with eighteen units with an acquisition price of one million. Will offers under that amount be considered or is one million the absolute minimum?

Bidder's may submit bids under the \$1 million minimum.

4) The RFP calls for two affordable units. Has there been any discussion of adding more affordable units to the project? Does Hamilton have an affordable housing trust that could help support more affordable units?

The town of Hamilton has an Affordable Housing Trust (AHT) that has provided funding for the construction of affordable housing units. At present, there are no plans, nor is there a requirement to add more affordable housing units at 59/63 Willow Street. Bidders are free to propose additional affordable units should they so choose.

The AHT has expressed a willingness to consider providing funding towards construction of the two required affordable units at the 59/63 Willow Street property. Bidders seeking a contribution from the AHT for the 2 (or more) affordable units should identify the dollar amount they would be seeking for each unit.

