

Call to Order

The meeting was called to order at 8:37 a.m. in the 3rd floor Conference Room at the Town Offices. Present were: Chairman Charles Kendrick, Thomas Childs, Elaine Clements, Suzanne Korschun, Austin Simko, and Karen Van Welden-Herman; also present were: Planning Director Paul Materazzo, Senior Planner Lisa Schwarz, Director of Business, Arts and Culture Ann Ormond, and Safety Officer Glen Ota.

Minutes

On a motion by Ms. Van Welden-Herman seconded by Mr. Childs, the Task Force voted to approve the March 13th minutes by unanimous vote.

Review Draft Outline of Request for Proposal (RFP) for former Town Yard Site

Mr. Materazzo briefly reviewed the HMD master calendar showing that since August 2018, drafts of the following 4 studies have been done: traffic and circulation, placemaking, environmental, and sewer and water. Now the 5th study - Draft *Request for Proposal* (RFP) needs to be reviewed by the Task Force, and then go to Tri-Board (BOS, Planning Board and HMD Task Force) before presenting to the public and finally at a special November Town Meeting.

A *Reflections Questions* document was distributed to help facilitate the discussion about whether the Draft RFP has captured the goals and objectives of the Town/Community. Stantec's Alex Phillips was on the telephone to participate remotely. The *Goals and Objectives* section of the RFP was reviewed and there was discussion about requirements versus goals and the possible need to be more specific versus broad wording allowing flexibility for developers' proposals. Elaborating more on community priorities and helping to better determine "wants" vs. "needs" in the *Planning Objectives* section, would be helpful. Task Force members and interested residents, who were in attendance, are asked to rank objectives and provide more clarity on specific ideas so the list reflects absolute requirements/priorities. Mr. Kendrick and Mr. Simko will continue to work with the Planning Board and Selectmen to help further define what is wanted in each category and ensure that the wording will help stimulate a range of solutions by developers and will reflect the purpose of redevelopment and potential future return on investment for this 3-acre site.

Overview of additional services in relation to consultation with the MBTA

The Stantec Team is providing Real Estate Advisory services to propose conceptual designs for how the train station and the MBTA parcel will be redeveloped. A feasibility study including 3 possible layouts for the train station redesign along with a cost analysis will be proposed in order to help encourage the MBTA to make decisions and continue to move forward, which is essential to the HMD redevelopment. Progress will continue to be reported back to the Task Force as it evolves.

Review final draft of Circulation and Street Design Study

HMD Task Force members will review the Final Draft of the Circulation and Street Design Study (link sent by email) as prepared by Design Consultants, Inc. in order to discuss at a future HMD Task Force Meeting.

Discuss Community Engagement Plan

Ideas were discussed to engage the community in the HMD redevelopment process and in preparation for the November Town Meeting. Some examples include the following: Tuesday morning coffee hours; Zip Trip; Noon Tunes; Walking Tours; and Social Media outreach. Resident Becci Backman suggested a rubber duck race on the Shawsheen River, to be organized with Shawsheen River Greenway, beginning at Oak & Iron Brewing Co. and possibly to be held on Andover Days. This would help foster connectivity between the Downtown and River/HMD. Informational fliers can be distributed to parents who sit in their cars at school pick-up lines. Ms. Van Welden-Herman offered to discuss ideas with the library director. Task Force Members are encouraged to provide additional ideas and volunteer to help with specific events and outreach.

Adjournment

The meeting was adjourned at 10:00 a.m.

Documents: Draft *RFP Former Andover Town Yards Site 4/11/19*

Reflections Questions for the HMD Task Force

Real Estate Advisory Services: Additional Services: Consultation with the MBTA