

Hamilton Development Corporation
December 2, 2015

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, December 2, 2015 with Rick Mitchell, Brian Stein, Anthony Nickas present. Community Projects Coordinator Dorr Fox, Selectman Jeff Hubbard, and DPW Director Bill Redford also present.

Call to order

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

ULI report re: BOS

Discussion ensued about how the BOS had asked the HDC to present the ULI report at an upcoming Selectmen's meeting. The HDC addressed actions recommended by ULI including the mixed use by-law that passed at fall Town Meeting, branding (Hamilton and the downtown village), downtown improvements including flowers, better sidewalks, curbing, benches, better connectivity downtown, parking. Also suggested was that a one-page handout could be given to Selectmen summarizing highlights of experience with ULI including goals and objectives, outcome, and next steps. Discussion was on the HDC's findings from the ULI report such as implement downtown branding, develop plan for downtown improvements, define Town's responsibility in terms of what could be funded (i.e., trees, better sidewalks).

Update on Willow Street

Community Projects Coordinator Dorr Fox had notified seven developers of the HDC's interest in hearing from them for their input on developing the HDC's Willow Street property. Responses were received from Andrew DeFranza of Harborlight Community Partners (he had planned to attend the HDC meeting today), as well as another developer (Oak Tree who had inquired if a site plan was available).

Discussion addressed the schedule the HDC had proposed at a previous meeting with February 1 being when RFP would be ready for release. Also mentioned was how the BOS had returned last year's \$6,500 of meals tax that the HDC had given the Town for downtown improvements since no projects had been defined for expending the funds (i.e., the funds could possibly be used for branding). The HDC and BOS could discuss and agree on where the 10% of the meals tax funds could be spent (i.e., HDC working with HW Garden Club to plant flowers downtown, or the North of Boston.org tourism

board for branding). Fox will investigate possible downtown development assistance by contacting North of Boston.org representative that spoke to HDC about its distribution infrastructure to understand process and potential costs. The ULI report addressed how the identity for Hamilton and specifically for the village area downtown needs to be defined.

Discussion ensued with Selectman Jeff Hubbard about how the downtown merchants group had scaled back its efforts and is meeting less frequently. Also noted was how the merchant association had not held its Fall Festival due to the strict insurance (\$1,200 was largest expense related to event) and health inspection requirements from Hamilton. The HDC suggested that it could possibly provide financial assistance or encouragement to the merchants organization to foster its interest in holding events. A small Christmas walk is planned by the downtown merchants. Also mentioned was that \$2,000 was the cost for installing Christmas lights downtown so this was not done by the merchants. Some retailers had used solar lights. Other support beyond providing funding for expenses could be assistance with a merchant website, and engagement with the merchants in the HDC's effort to bring in experts for branding the downtown area. The HDC will reach out to Don Robinson who runs the merchant group.

Approve minutes

Anthony Nickas moved to approve the November 18, 2015 HDC minutes. Rick Mitchell seconded the motion. VOTE: Unanimous.

Other business

Discussion was on December 16, 2015 as a date that HDC could notify developers as an opportunity to speak to the Corporation about its Willow Street property. Fox offered to call developers to assess interest and determine of those interested if they would attend a public meeting or meet individually with HDC representatives. Once he identifies interest he could email information to developers. Also noted was that the HDC would need to get a formal survey done of the Willow Street property.

Mitchell moved to adjourn the meeting at 8:11 a.m. Carey seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Brian Stein, President