

# HAMILTON DEVELOPMENT CORPORATION

## Minutes

Feb. 12, 2014

**Welcome** – President, Brian Stein opened the meeting at 7:30 AM. Board members, Rick Mitchell, Dave Carey, Bill Gisness, Anthony Nickas, and David Geike were present. Planners Emilie Cademartori and Kristine Cheetham were also present. Residents Andrew Mente and Mr. & Mrs. Lawrence were also in attendance.

## Agenda Items

**Development Opportunity** – The Board members discussed a variety of topics related to the development opportunity at 59 & 63 Willow Street. B. Stein clarified for the Board that the HDC would be responsible to remove materials & equipment from the commercial site after the sale.

**ACTION:** R. Mitchell made a motion to amend the offer to reflect the ownership of the materials in the commercial building. A. Nickas seconded. All voted in favor.

B. Stein mentioned that the next steps would involve a bank review of loan application and an appraisal.

The Board members raised the issue around public outreach. What to say about the offer and when. It was agreed by the Board that no outreach would occur until the offer and purchase and sale agreement were signed. After that a few members (D. Carey & R. Mitchell) offered to work on a press release for the local papers as well as something for the HDC website.

The Board agreed that the HDC insurance would need to increase coverage for the property. They also discussed the need to hire a property manager. Bob McRae would need someone to call, like a landlord, for his needs as they may arise. Two members, D. Carey & B. Stein, agreed to research property management issues.

**Hamilton Wenham Village Plan** – The Board members shared a few thoughts on the recently released Hamilton Wenham Village Plan. R. Mitchell noted that the transportation and zoning recommendations reflected the tone of the public meetings. He was pleased with the document. A. Mente wondered about where some of the data originated and questioned whether or not the report reflected a vision for the community. There was a discussion about how to advance the recommendations in the plan with the two town's Board of Selectmen and Planning. The concept of a press release came up as a way for the HDC to announce the document.

ACTION: R. Mitchell made a motion to support the recommendations in the plan. A. Nickas seconded. All voted in favor.

The members of the Board also briefly discussed the design review guidelines. The members would like to take time at another meeting to review and discuss them in further detail. Others concurred that they would like to see more discussion on the topic. Also many would like to see small steps made towards pedestrian improvements to draw attention to the downtown.

B. Gisness mentioned that he would now be able to meet with the Urban Land Institute to further investigate marketing and financial assessments. The ULI was interested in setting up their meeting with real estate developers, the property owners, and to address the business needs and potential for housing development.

Selectmen Jeff Hubbard noted that he remains committed to downtown amenities such as a kiosk, website, benches, sidewalks and lighting. He mentioned a list of topics that has been around for a few years from the previous downtown committee and another one from his summer walk. K. Cheetham offered to distribute the lists to Board members.

Wastewater Treatment Planning – K. Cheetham reminded the Board that the consultant would be attending the next meeting to initiate the planning project. The Board members agreed to review the septic studies and think of key questions to share with the consultant. She also asked the members to begin to identify the stakeholders who they would like to attend the workshop on wastewater systems. The Board members agreed that the downtown property owners, the members of the permitting Boards and Commissions and the village residents were clearly stakeholders.

### **HDC Organizational Matters**

Frank Antonucci, the Chief Procurement Officer for Ipswich, forwarded a letter of interest to the HDC relative to procurement policies. K. Cheetham reminded the Board that review of procurement policies was something that town employees for Hamilton could not conduct under the Service Agreement.

ACTION: D. Carey made a motion to retain Frank Antonucci as a Certified Procurement Officer for the HDC procurement and bidding needs.

**Adjourn** – At 8:40 AM, B. Gisness made a motion to adjourn. A. Nickas seconded. All voted in favor.