

Hamilton Development Corporation

MINUTES

Oct. 23, 2013

Welcome – At 7:30 AM Chairman Brian Stein opened the meeting. Board members Anthony Nickas, Bill Gisness and Rick Mitchell were present. Also present were Emilie Cadematore and David Geike of Wenhan. Hamilton residents Mr. Lawrence and Anthony Mente were present. Planning Coordinator Kristine Cheetham and Finance Director Deborah Nippes-Mena were also present.

AGENDA ITEMS

1. **Request for Quotes: Waste Water Treatment Planning** – The Board and attendees discussed the draft language in the Request. The intent is to conduct an educational workshop for the community on waste water treatment for the downtown. The second major goal for the Request is to have the consultant provide advice on the identification of the next steps for advancing waste water treatment for the downtown. The members of the Board agreed that they would like to better understand the overall relationship between the leaching field/capacity/and potential for downtown development.

Amendments to the draft included the addition of Wenham in the title. Also a map of the downtown should be included with the Request. The HDC agreed that the map should be the same as the one for the Barr Grant. It will not include the residential village at this time.

Procedurally, the next steps are to finalize the draft, secure a review from attorney, solicit to at least six firms, allow for a two week response time, review and select a firm. The Board discussed review criteria. D. Mena informed them that they did not have to include review criteria for the selection of a firm to conduct these services. They should, however, keep the justification for selection in writing. Finally, the Board will need to complete all registration with the state prior to entering into a contract for services with another firm. K. Cheetham is working on finalizing this paperwork with the attorney.

ACTION: R. Mitchell made a motion to approve the amended language of the Request as discussed. B. Gisness seconded the motion. All members voted to approve.

2. **Downtown Planning Workshop** – The Board briefly discussed the upcoming downtown workshop. They wanted to convey their interest in the visual choices for any projected developments. They felt that the Oct. 3 workshop revealed images of a density and height that were not acceptable.

Mr. Lawrence noted that many in the community accept that life and the look of Hamilton will change in the future. However, he was concerned about what level and appearance of change the community was sponsoring.

The members also noted that many wanted more opportunities to talk, ask questions and have an open discussion. If needed, the Board members stated that they would support payment for additional time at the Library.

K. Cheetham noted that she would be working with the consultant over the next week or so to review his draft plan for the downtown. She will also convey the Boards thoughts and concerns relative to the next public workshop.

3. **HDC Organizational Matters**

K. Cheetham went over a few organizational matters for the Board. In order to finalize the registration with the state, she asked the Board who they wanted to list as the “resident agent” of the Corporation. The Board agreed that they would prefer to list the attorney – if she was amenable. If not, then they would list the Planning Coordinator until there is a time when there is formal staff.

K. Cheetham noted that she is waiting for the insurance quote now that they have an updated budget report. D. Mena suggested that the quote would likely be \$1,000 - \$2,000.

ACTION: A. Nickas made a motion to amend the budget to include a line item for Insurance and an amount of \$1,500.

K. Cheetham also mentioned that D. Carey initiated work on an Annual Plan in smart books. However, it was just a beginning. She hoped that the Board would offer guidance about goals and objectives for the upcoming year. D. Carey was not present at the meeting, so he was assigned additional work on the topic.

4. **Downtown Opportunities**

B. Stein informed the group that he continues to communicate with Tim Berry the real estate agent for Mr. McRae. The Board discussed their interest in pursuing an option to purchase the land. R. Mitchell noted that a few next steps were needed. The HDC will need a business plan with a demonstrated revenue stream. Also the Board will need to work closely with a commercial real estate agent. B. Stein added that the Board needed

to determine how the option structured so that the HDC can afford to purchase it? What is the purpose for the purchase?

A second property of interest is the one owned by the Cumberland Farms, Inc. R. Mitchell shared information that there may be change(s) ahead for the parcel. He suggested that he is reaching out to the Chair of the ZBA as a member of the Planning Board and HDC to discuss their interest and role in planning ahead for use of this site. K. Cheetham noted the Planning Board and the ZBA both had regulatory roles to play and could not prejudice a property prior to review. It could set up either Board for an appeal. She did note that the HDC, Town Manager, and/or members of the Board of Selectmen could reach out to the property owner directly without a regulatory conflict. It would be a more appropriate avenue to share the planning desires of the community.

New/Old Business

Andrew Mente, a resident of Hamilton, asked the Board if they had an opinion on the Patton Park Pool Renovation. He noted that the pool renovation and associated parking and pedestrian activity would have an impact on one end of the downtown district. B. Gisness responded that the re-development of the pool was certainly a positive for the community and any additional pedestrian activity was also a positive. However, members R. Mitchell and A. Nickas wanted more information on the overall costs of the project and design prior to offering an endorsement by the HDC.

ACTION:

R. Mitchell made a motion to adjourn the meeting at 8:30 AM. B. Gisness seconded. All voted in favor.