

# HAMILTON DEVELOPMENT CORPORATION

## Minutes May 1, 2013

Welcome – Chairman Brian Stein opened the meeting at 7:30 AM. HDC members Rick Mitchell, Bill Gisness, Dave Carey and Anthony Nickas were present. Planning Coordinator, Kristine Cheetham, was also present.

Organizational Business – The members noted that they have designated terms and were sworn in by the Town Clerk at the previous meeting. K. Cheetham informed the group that there would be separate checks made up for the organization.

### Downtown Study

1. MAPC Barr Grant Outline – K. Cheetham noted that the outline for the Barr Grant (\$25 K) was approved by the MAPC management. The members of the Board then discussed the direction and focus of the outline. There was agreement that this grant should work in tandem with the RFP. The Board agreed that the Barr Grant was an opportunity to include Wenham into the vision process whereas the RFP may focus on specifics for Hamilton. The Board also agreed that a central product of the Barr Grant would be the zoning recommendations. This was an important component of the grant from the MAPC end. The reference to zoning recommendations will be removed from the RFP.
2. Draft RFP Revisions – R. Mitchell provided an overview of the 3<sup>rd</sup> version of the RFP. R. Mitchell will finalize the RFP and work with K. Cheetham to better understand the public procurement process for the HDC. B. Gisness will also work with K. Cheetham to secure a listing of consultants for advertising the RFP. Members mentioned advertising the RFP in the Compass and the Central Register.

### New / Old Business

1. HDC Role with Pirie Property Development – The HDC does not have an official position with the Pirie Property/ Right of First Refusal.
2. HDC Role with Anaerobic Digester at Landfill – K. Cheetham gave a brief update on the Anaerobic Digester progress. She reminded the group the Commercial Overlay District, also the landfill, is listed as a component of the “Development Zone” under the articles for the HDC. The members agreed that the HDC may take an advocacy position with the potential for development of an anaerobic digester at the landfill. D. Carey volunteered

to be the point person for this project. He will review the Fatal Flaw Analysis, draft RFP and then meet with the town manager.

3. McRae Property – B. Stein shared information with the Board regarding a potential option to buy the McRae property in the downtown. This is a strategic parcel that has been on the wish list for downtown. B. Gisness shared past thoughts and plan for the site with the members. B. Stein and A. Nickas will work with the Town Manager regarding this opportunity.
4. The Hamilton-Wenham Merchants Group – K. Cheetham noted that this group would be meeting on Wednesday, May 15, 2013 at 5 PM. At least one or two members of the HDC should attend the meeting to reach out to the local business group.
5. Small Grants for the Downtown – Selectmen J. Hubbard is hoping that the HDC will establish an annual grant of funds, a small amount of money, from the Meals Tax revenue to support downtown amenities and/or marketing. R. Mitchell did not feel that the issue was ripe for discussion. He suggested that this type of recommendation might result from the vision process.

## **ACTION ITEMS**

### **Organizational**

- K. Cheetham to review public procurement policies for HDC and the RFP.
- Articles and studies to be put on line as links on webpage.

### **Downtown Study**

- R. Mitchell will finalize the RFP.
- K. Cheetham will work with MAPC to secure a start date for the Barr Grant.
- HDC will invite members from Wenham to next meeting.

### **New/Old Business**

- B. Stein will attend the next H/W Merchants Group meeting, May 15, 2013 5 PM.
- B. Stein and A. Nickas will meet with M. Lombardo to discuss an option to buy or secure a downtown parcel.
- D. Carey will review the Anaerobic Digester Fatal Flaw report and RFP to determine the role for the HDC with this project.

## **NEXT MEETING DATE**

**Wednesday, May 15, 2013 7:30 AM**