

HAMILTON DEVELOPMENT CORPORATION

MINUTES OF MEETING

December 13, 2017

Members Present: Bill Gisness, Tom Goodwin, Rick Mitchell, Anthony Nickas, and President, Brian Stein

Coordinator: Dorr Fox

This meeting was called to order by Brian Stein at 7:32 am with a quorum established

Warrant

Tom Goodwin made motion to approve Warrant HDC-1811 in the amount of \$3,155.97 for costs associated with the minutes secretary's time, Dorr Fox's time, Nunans (\$1,080) Harborlight, and insurance (\$1,450).

Bill Gisness seconded.

Vote: Unanimous in favor.

Minutes

Bill Gisness made motion to approve the minutes of November 29, 2017 with minor amendments.

Rick Mitchell seconded.

Vote: Unanimous in favor.

59/63 Willow St

The Affordable Housing Trust would meet on December 20, 2017. Reportedly Harborlight was hoping the agreement would be ready for funding and wanted the approval of the Selectmen in the future. According to Brian Stein, Andrew DeFranza had indicated that the Harborlight Board meeting did not find that anything had changed and that the project would move forward. Mr. Stein thought Harborlight would file a Project Eligibility Letter (PEL). Rick Mitchell recalled that Scott Maddern had indicated that Harborlight could return to the Selectmen for their support once the PEL had been filed. The Schools had not met with the Longmeadow Committee.

Members of the Corporation discussed the schedule. If the PEL was filed quickly, nothing would change. Brian Stein said he wanted to go to the bank to renegotiate terms. Dorr Fox would verify when the balloon payment was due. Rick Mitchell wanted to verify the schedule for the bank as the vote had been completed. Mr. Mitchell suggested the drafting of an official letter indicating that an award had been made with contingencies and anticipated schedule, which should be confirmed for a closing date on or before June 30, 2018. It was agreed that the Board made its vote and Mr. Stein would sign the document. Mr. Stein did not vote but would sign as president. Members did not feel it would be a conflict of interest.

New Business

The Mass Grant was discussed by Rick Mitchell. Mr. Mitchell noted that one grant was from the Department of Housing and Community Development, which had technical assistance. The last round had been missed. The grant was designed to offer a range of services to revitalize downtowns. Consultant grants were available for up to \$15,000. The grant would cover design issues, economics of downtown development, housing, parking, small business support, and branding. Mr. Mitchell thought it should be something to pursue and would follow up to determine if the grant would be available the following year.

The Mass Development grant was discussed by Rick Mitchell. The grant provided a collaborative effort to bring together expertise from cross agencies to help cities and towns to address their planning and development needs. There was an on-line resource library, technical assistance, individual feedback from experts, and local site visits when applicable. The Urban Land Institute (ULI) was one of the groups.

Rick Mitchell suggested priorities downtown, one of which was branding. Another priority was providing assistance to downtown businesses to get them more organized. Bill Gisness recalled that four separate agencies had given input, advice, and direction. Organizations offered the same suggestions, but nothing had been accomplished. Tom Goodwin questioned which towns the Corporation wanted to emulate. One issue was that residents did not want to change the downtown area.

Members of the Corporation agreed to improve downtown sidewalks and curbs, light trees, and place wiring underground. Anthony Nickas said it would be better to keep changes simple rather than engage in large projects that would cause residents to become excited. Bill Gisness recalled that the DPW had said the HDC could provide the scope of work and the DPW would provide the labor. The community needed to get on board to determine how to fund improvements. Rick Mitchell mentioned connectivity and the unification of the downtown in many ways to include: signage, crosswalks, sidewalks, traffic mitigation, and beautification. A list of short, midterm, and long terms items should be created.

Members of the Corporation discussed their alliance to the downtown group. The HDC had awaited a proposal on paper from the group, which never arrived. The Community House had illuminated their building, which was an improvement downtown. It was agreed that if a scope of services could be written to light the park, the DPW would issue a Request for Proposal. Rick Mitchell would speak with Denis Curran to discuss running conduit and electrical boxes in the park.

Bill Gisness suggested floating a loan with Salem 5 and paying it with meals tax money to pay for improvements downtown.

Beautification and Unification of downtown included: curbs and sidewalk on 1A and Railroad Ave. The lighting of trees, spare conduits under the road, and sidewalks were included. The

second phase would include Willow St. and Asbury St. Better crosswalk markings and signage, including a raised roadway for the crosswalks was proposed. In North Andover, a solid red painted crosswalk was enhanced by brick stamping, which stood out. Dorr Fox wondered if there might be funds for safety related issues. Bill Gisness suggested meeting with the State to determine what could be done along 1A. Mr. Fox would contact the State DOT. The Corporation discussed the possibility of replacing the existing streetlights with decorative ones.

Bill Gisness suggested having the Downtown business group organized and possibly putting together a spring event or Fourth of July event. Rick Mitchell added that if the group advocated for their proposals, they would gather support from the Selectmen.

Dorr Fox would speak with the State, speak with the downtown business group, and speak with the DPW. Rick Mitchell suggested speaking with Bruce Tarr and Brad Hill. It was agreed that the public needed to be involved. Rick Mitchell noted there was nothing controversial to the proposal except for the cost. Bill Gisness suggested using meals tax money. Future work included focus on the Dodge Tree site and a possible creation of a Transportation Overlay District.

Anthony Nickas requested a financial run of the numbers, including cash to see where the Corporation stood regarding their budget.

Rick Mitchell made motion to adjourn.
Seconded by Tom Goodwin.
Vote Unanimous to adjourn at 8:35 am.

Prepared by:

Marcie Ricker

Attest

Date