

HAMILTON DEVELOPMENT CORPORATION
MINUTES OF MEETING
MEMORIAL ROOM, TOWN HALL, 577 Bay Road

July 7, 2021

HDC Members Present: Rick Mitchell (President), Brian Stein, Anthony Nickas, Angela Arvanites, and Anthony Passaretti (Associate Member)

HDC Member Absent: Chad Smith

HDC Coordinator: Mary Alice Cookson

** The Hamilton Development Corporation was back to meeting in person for the first time following the lifting of Governor Charlie Baker's State of Emergency due to COVID-19.*

Chair Rick Mitchell called the Hamilton Development Corporation (HDC) meeting to order at 8:06 with a quorum present.

Warrant for Bills

Mr. Mitchell presented Warrant HDC-2114 in the amount of \$4,002.53, which was for payment to the Town for services rendered from Jan. through June, staff pay, and payment to the HDC's attorney.

Brian Stein made a motion to approve payment of Warrant HDC-2114 in the amount of \$4,002.53. Anthony Nickas seconded the motion. The HDC voted unanimously among those present (4-0) to approve the payment.

Approve Minutes—June 2 and June 9, 2021

Mr. Stein made a motion to approve the June 2, 2021 HDC Meeting Minutes. Angela Arvanites seconded the motion. The minutes were approved unanimously among those present (4-0).

Mr. Stein made a motion to approve the June 9, 2021 HDC meeting Minutes. Ms. Arvanites seconded the motion. The minutes were approved (3-0).

**Mr. Nickas did not vote on the second set of minutes as he was not present at the June 9 meeting.*

Update on 59/63 Willow Street

Mr. Stein reported on the construction. He said steel was going up (for the elevator shaft). Mr. Mitchell said of the \$5.4M project, the developer had incurred \$400K to \$500K in costs so far.

Ms. Arvanites updated the HDC about her wish to expand her business by taking over the space formerly held by the barber shop. Next to her toy store, she would like to add a general store that would serve coffee and baked goods. She has been in communication with the Board of Health and David Traggorth and would need to make some required upgrades, such as adding plumbing and three sinks (which would tie into the septic system). Mr. Mitchell asked if she would want to combine the two spaces. She said no, that they are joined at the back of the store so there would be a natural flow between the two stores. Mr. Mitchell asked if the barber had vacated the space. She replied yes and that it is currently being used by Traggorth as office space. Ms. Arvanites said Mr. Traggorth had mentioned creating a patio on the side of the building, which, if she served coffee and baked goods, would require her to have an ADA-compliant bathroom. She needs to work out whether Traggorth would be willing to invest in that or what she can do to achieve her goal.

It is not yet generally known who will be taking the commercial space within the new building. Acord Food Pantry will be taking part of it for storage space, according to Anthony Passaretti.

Downtown Business Grant Update/RFP Update

Mr. Mitchell said Natalie Bowers took responsibility for dealing with the bidders on the RFP (Request for Proposal). Four bids were received. Communications, Ink of Beverly was selected for the marketing function (\$20K grant) and Wenham resident Megan McGovern for the event planning (\$30K). This leaves the \$5K being contributed by the HDC, which is being retained for other expenses that may arise. The contracts were signed. Focus groups with downtown business owners were held last Wednesday and Friday by Communications, Ink.

The outdoor reopening celebration/block party has been tentatively set for Saturday, Sept. 18, in the afternoon/evening. Mr. Mitchell said Ms. Bowers understands the importance of promoting the HDC and the HDC will need to discuss what role it will play at the event, such as having a table. Mr. Mitchell said he would be out of town that weekend and unable to attend. The food will be handled professionally and beer and wine will most likely be served. There is also a plan for a trolley running between the two towns since Wenham will also be involved.

Future Initiatives

Mr. Mitchell reported that Director of Planning & Inspections Patrick Reffett was charged with looking at how to implement the recommendations of the parking study. Signage downtown is poor and the parking not well-delineated. Mr. Stein said that they needed to be careful to make the signage effective but not excessive. Mr. Mitchell said he had sent an email to Town Manager Joe Domelowicz in early May to say the HDC was interested in helping with the improvements but had not received a reply. He noted the HDC has about \$500K and will use that to expand its

base, including helping Shop Local HW, but also would like to support other organizations, such as perhaps the Garden Club, The Community House, or another nonprofit. Mr. Stein said there are small initiatives the HDC can contribute as well as bigger things like property acquisition. Mr. Mitchell said the HDC had explored purchasing property in the area but had reached a dead end.

Mr. Arvanites asked if the HDC had the ability to offer a grant to give another entity the ability to do something for the benefit of the community. Becoming a funding source would also enhance the HDC's appeal. Mr. Mitchell said he would check with Counsel to see if it is within the HDC's purview to have a grant program. HDC Coordinator Mary Alice Cookson mentioned sponsoring a dog park as a potential idea.

The bad condition of the lawn and surroundings at the Cumberland Farms property (no mulching, for example) as well as gas station property across the street was discussed. Mr. Mitchell said that is where Shop Local HW could have some leverage. Mr. Stein said he would reach out to the Cumberland Farms corporate office to ask about making improvements.

Mr. Mitchell said the Master Plan Steering Committee was formed. Jack Lawrence is chair and Kristin Kassner vice chair. Also on the Steering Committee is Planning Board member Emil Dahlquist. Mr. Mitchell said he thinks they plan to connect with Shop Local HW regarding its vision for the downtown.

The next HDC meeting was set for Wednesday, Aug. 4, at 8 a.m. Ms. Arvanites said she would be away on vacation and unable to attend.

Mr. Mitchell reported he and Chad Smith had recently received reappointments to the HDC by the Board of Selectmen.

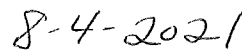
Adjournment

Mr. Nickas made a motion to adjourn the meeting at 8:38 a.m. Mr. Stein seconded the motion. The motion was unanimously approved among those present (4-0).

Prepared by:



Mary Alice Cookson
HDC Coordinator



Date

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

6. The sixth part of the document provides a detailed overview of the data collection process, including the identification of data sources, the design of data collection instruments, and the implementation of data collection procedures.

7. The seventh part of the document discusses the importance of data analysis in interpreting the collected data. It outlines the various statistical and analytical techniques used to extract meaningful insights from the data.

8. The eighth part of the document provides a final summary and concludes the report.