

# HAMILTON DEVELOPMENT CORPORATION

## Minutes

August 6, 2014

**Welcome** – At 7:30 AM B. Stein opened the meeting of the Hamilton Development Corporation (HDC). Board members David Carey, Rick Mitchell and Anthony Nickas were present. Planning Coordinator Kristine Cheetham was also present.

Attendees: Bill Redford, DPW Director was present as were citizens Mr. & Mrs. Lawrence.

### Agenda Items

**Downtown Planning** – The Board had a general discussion about downtown planning efforts for the fall. A few ideas were to host roughly one evening planning session a month to gather input from the community on several topics. The Board discussed the possibility of the third Wednesday of the month.

R. Mitchell agreed to write a draft plan of action for the HDC as well as to satisfy the service agreement with the town.

1. Architectural Design – This will include several visions for the downtown as well as schematics for the McRae/Willow Street property. The board would like to go through another visual preference exercise.
2. Dimensional Standards – This component will address building height, architectural features, and other related design standards.
3. Enhancements – This component will address locations for downtown amenities and priorities relative to different features such as sidewalks, benches, lighting, etc.
4. Zoning – K. Cheetham reminded the Board that the potential zoning changes were already included in the Hamilton Wenham Village Plan. It was worth revisiting the document.
5. Urban Land Institute – The Board wants to continue to proceed with a scope of work with the ULI for an economic assessment and design element for a portion of the downtown. The intent is to utilize the funds and the expertise of the ULI for a different portion of the downtown than the Railroad Ave – Willow Street (McRae) area. B. Gisness will continue to take the lead.

6. Wastewater Treatment System – The Board would like to continue with the research on this topic. The consultant will be submitting a “next steps” letter that can be used for an additional scope of work.

**Downtown Amenities** – R. Mitchell asked B. Redford to share any new progress on the park benches. He stated that an engineering firm was consulted regarding the concrete pad design. He also stated that the actual benches are available on the state bid list. He suggested that there may be three suitable locations on Railroad Ave for these benches. The actual locations were not discussed at this time. He added that the work would entail removing sidewalk to be replaced with a new concrete pad for the bench to be bolted on. He said that the current sidewalks may not be suitable for the drilling. He anticipated some activity on this project in the fall.

**Operating Guidelines** – D. Carey and A. Nickas will meet with Deborah Nippes-Mena, Finance Director, when she returns from vacation to establish operating guidelines.

**Property Management** – B. Stein noted that the cabinet maker seems interested in the commercial space. However, if he is not then the HDC may need to spend some funds on advertising. The Board also discussed whether or not to conduct a little interior painting and small upgrades.

**Outreach** – The Wenham Board of Selectmen have agreed to put the HDC on the agenda for their next meeting. The focus of the meeting is on the wastewater treatment system power point presentation. K. Cheetham will finalize the details with E. Cademartori.

**Adjourn** – At 8:30 AM D. Carey made a motion to adjourn. R. Mitchell seconded. All voted in favor.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_

Brian Stein, President