

HAMILTON DEVELOPMENT CORPORATION

MINUTES OF MEETING

Memorial Room, Hamilton Town Hall, 577 Bay Road

April 17, 2019

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

Members Absent: None

Coordinator: Dorr Fox

Rick Mitchell called the Hamilton Development Corporation (HDC) meeting to order at 7:30 a.m. with a quorum present. Town Manager Joe Domelowicz and Selectman Jeff Hubbard were in attendance.

Warrant for Bill

Mr. Mitchell presented Warrant HDC #1923 and asked for a motion to approve.

Brian Stein made a motion to approve payment of Warrant HDC #1923 in the amount of \$68.24 (for minutes). Tom Goodwin seconded the motion. The HDC voted unanimously (5-0) to accept the motion.

Downtown Improvements

Mr. Mitchell asked Dorr Fox for an update. Mr. Fox said he sent out the RFQs to all those on the list and called them, as well. He said all seemed interested. He has received two responses so far. Due date is April 23. One attorney had a question about whether they were going through the right process; Mr. Fox contacted the state attorneys to ensure they are. One architect had a list of substantive questions, which Mr. Fox asked the HDC and they answered. Bill Gisness suggested Mr. Fox give their responses to all the bidders in addition to the one who had asked the questions.

Approve Minutes—March 20 and April 3, 2019

Mr. Goodwin made a motion to approve the March 20 and April 3 minutes. Mr. Gisness seconded the motion. The HDC voted unanimously (5-0) to approve the March 20 minutes.

The HDC voted (3-0-*2) to approve the April 3 minutes. *Mr. Stein and Anthony Nickas abstained because they were not present at that meeting.

Update on Street Fair

Mr. Fox provided details, which had been presented to the Board of Selectmen (BOS) for approval. The fair is set for May 19 with a rain date of June 9. The road will be shut down between 11 and 5 to allow time for setup/breakdown; the event will be from noon to 4. The businesses, calling themselves ShopLocal HW, are meeting every other Wed. morning at 15 Walnut. The meetings are not just about the street fair, but that has been a primary topic recently. A rock band is scheduled to play at the fair. There's talk of other performers, as well. Gourmet Delights will supply beer and wine, setting up next to the vet's office in the parking lot. So far only 9 people have signed up for booths. There aren't any food booths lined up yet. The vendors are limited to Hamilton/Wenham vendors. Police detail is set and will be free for this year. There is a charge for the booths because the Board of Health wants them to have porta toilets at the event and the charge will cover that. The HDC will be picking up the cost for the insurance, which will be on the next warrant. A brochure will be going out on social media. An announcement will go on the Town's LED sign. Mr. Mitchell asked if there were a contact list of all those participating. Mr. Fox responded yes.

Flower Baskets: Mr. Fox said they were ordered and are expected May/early June. He will inquire on a more precise delivery date. Mr. Gisness reminded him to do an email blast when the baskets go up as well as to alert the businesses of all the other things happening.

59/63 Willow Street

- Solicitation of Consultants
- Review of Market Study

Mr. Mitchell did a recap. At the last meeting, the HDC approved that the retainage for the market study be released and it was. He talked with Salem Five Bank and they were amenable to restructuring the current mortgage. The question is whether the HDC wants to take out anything at that time to cover the cost of the site plan review process.

Budget

Mr. Nickas reviewed a report of the 2019 budget to actuals, citing the current cash position of \$188K, which is the available budget. This year there was an overage on the line item for consulting services primarily due to Carol Johnson (landscape architects) and Robert Shannon (market study). If the HDC spends to the budget they will end up with about \$180K in the cash account. Mr. Nickas said he has started working on the 2020 budget. Mr. Mitchell confirmed with the others they will need about \$70K-\$80K for the site plan

review. Mr. Goodwin said they could roll the existing mortgage or ask Salem Five for a line of credit. Mr. Nickas said he would prefer not to borrow money, but the HDC concluded it would be good to have the line of credit as an option if needed.

Mr. Nickas said he did a schedule on the rents and it appeared some were behind. Mr. Fox explained one of the tenants hasn't paid since November and had asked to make payments of \$600. Mr. Stein had talked to this person and there was good reason why he was behind. The HDC expects he will meet the payments, but he hasn't as of yesterday. He will be moving on at the end of his lease, so they will need to advertise the space. Mr. Fox will put an ad on Craig's List. They did retain a last month's rent that will go toward one of the months due.

Mr. Stein (as past president) will transfer keys to Mr. Mitchell.

New/Old Business

The nuisance tree on the Willow Street property has not yet been taken down. Mr. Stein will get in touch with the tree service and will update them at the next meeting.

Mr. Gisness asked about the process for making a decision on the bidders/consultants. Mr. Mitchell said they would review the RFQs, select the most qualified, interview those selected, make a final selection, and negotiate price.

Mr. Fox asked about the deadlines in the RFQs and how they correlated with the HDC's regularly scheduled meetings. It was agreed the HDC will meet May 1 to review all the RFQs and then will interview candidates on May 15 (a two-hour meeting) and perhaps May 22 if needed and make a decision June 5.

They will try for also paying the mortgage at the May 22 meeting. Mr. Goodwin asked if they could have a standing motion that it just be paid when it's due. Mr. Fox said it is in the rules that he needs their approval for each payment.

Mr. Mitchell asked if audience members Mr. Domelowicz and Mr. Hubbard had comments. They didn't. They confirmed they were aware of the street fair.

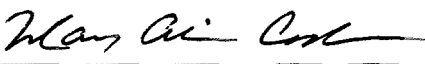
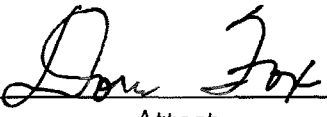
Mr. Fox said he will be handling the setting up of the barriers and has informed Department of Public Works (DPW) Director Tim Olson of this.

Mr. Mitchell and Mr. Fox will have a conference call tomorrow with Alexa Lucci to discuss the new page/tab on the Town website for the downtown merchants.

Adjournment

Mr. Stein made a motion to adjourn the meeting at 8:03 a.m. Mr. Goodwin seconded the motion. The HDC voted unanimously (5-0) to adjourn the meeting.

Prepared by:

		5-1-19
Mary Alice Cookson	Attest	Date