

MINUTES  
**Hamilton Historic District Commission / Historical Commission**  
May 9, 2019

Members Present: Edwin Howard, Chair, Jack Hauck, Olivia Hyde, Scott Clements and Katherine Mittelbusher.

Staff Present: Dorr Fox

---

Ed Howard opened the meeting at 6:06 p.m. He welcomed new member Olivia Hyde to the Commission.

**DISCUSSION OF RFP FOR CONSULTANT TO PREPARE HISTORIC DISTRICT DESIGN GUIDELINES**

The Commission reviewed the draft RFP for consultants to prepare the design guidelines for the historic district. The Commission made several changes, including putting a date on the document, changing the date the RFP was due and changing a reference to the review committee to the Commission. These changes will be incorporated into the document.

Dorr Fox also presented a list of consultants that he had obtained from the Preservation Massachusetts Consultants Directory. He had noted the consultants who stated they specialized in preservation planning or design guidelines for historic districts. The Commission members selected several consultants to send the RFP to. These consultants included Eric Dray, Essex Preservation Consulting, Finegold Alexander & Associates, Wendy Frontiero, Katy Holmes, PAL, Arnold Robinson and Stacey Spies.

Scott Clements made a motion to approve the document with amendments. Katherine Mittelbusher seconded the motion and it was unanimously approved.

Mr. Clements made a motion to send the RFP to the list of consultants that they had determined would be the best consultants to prepare the document. Jack Hauck seconded the motion and it was unanimously approved. Ms. Mittelbusher noted that they should send it out so that other consultants may also be able to respond. Mr. Fox stated that he would look into whether it could be placed on the historic preservation listserv.

**CELL TOWER PROJECT AT 577 BAY ROAD**

Mr. Howard noted that Varsity Wireless, the company which plans to build the cell tower behind Town Hall, has contacted Mr. Fox so that they can appear before the Historic District Commission. It was also mentioned by Mr. Howard that Varsity Wireless has won a court decision and that the decision is being contested by the Planning Board. Mr. Fox stated that he had told them that they can appear before the Commission following the completion of all appeals, and if the appeals are resolved in Varsity's favor.

## ALL BOARDS MEETING – MAY 22, 2019

Mr. Fox noted that there will be an All Boards meeting on May 22<sup>nd</sup> at the Hamilton Wenham Library at 7:00 p.m. to discuss the Town Hall project. Members of the Historic District/Historical Commission are encouraged to attend.

### MINUTES

Mr. Clements made a motion to approve the minutes of the March 7, 2019 Commission meeting. Ms. Mittelbusher seconded the motion and it was unanimously approved.

Mr. Howard made a motion to adjourn at 7:05 p.m. Mr. Clements seconded the motion and it was unanimously approved.