

HAMILTON DEVELOPMENT CORPORATION

MINUTES OF MEETING

Conference Call

July 1, 2020

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

HDC Members Absent: Chad Smith and Anthony Passaretti (HDC Associate Member)

HDC Coordinator: Mary Alice Cookson

** Note: All of the above participated via remotely via conference call. The number was published on the posted agenda for public access.*

Chair Rick Mitchell opened the meeting of the Hamilton Development Corporation (HDC) at 9:03 a.m. HDC members present on the call were Mr. Mitchell, Anthony Nickas, Brian Stein, and Angela Arvanites.

Warrant for Bills

Mr. Mitchell presented two warrants:

- HDC-2023 (FY'20) in the amount of \$6,181.99, which included staff work, Town of Hamilton services, Harborlight Community Partners' maintenance fee, Nunans' hanging baskets, and their maintenance
- HDC-2101 (FY'21) in the amount of \$2,952.12, for the July mortgage payment

Mr. Mitchell made a motion to approve Warrant HDC-2023 in the amount of \$6,181.99. Mr. Stein seconded the motion. A roll call vote was taken with "ayes" from Mr. Mitchell, Mr. Stein, Mr. Nickas, and Ms. Arvanites, (4-0) unanimous among those present.

Mr. Mitchell made a motion to approve Warrant HDC-2101 in the amount of \$2,952.12. Mr. Stein seconded the motion. A roll call vote was taken with "ayes" from Mr. Mitchell, Mr. Stein, Mr. Nickas, and Ms. Arvanites, (4-0) unanimous among those present.

Minutes Approval— June 3, 2020

Mr. Mitchell made motion to approve the June 3 meeting minutes. Mr. Stein seconded the motion. A roll call vote was taken with “ayes” from Mr. Mitchell, Ms. Arvanites, Mr. Nickas, and Mr. Stein, (4-0) unanimous among those present.

Update on 59/63 Willow Street Project

Mr. Mitchell said he assumed Traggorth Companies’ application to the Department of Housing and Community Development (DHCD) was submitted by deadline, which was the end of June. He said Traggorth had thanked him for the support letters, which came from State Representative Brad Hill and State Senator Bruce Tarr. Rep. Hill had told Mr. Mitchell to let him know when the application was submitted because he would make calls to the DHCD in support.

Mr. Mitchell reported that the yoga studio owner at 63 Willow St. is terminating her lease and moving out of the space because it isn’t currently economically viable for her to continue there.

Mr. Mitchell said he spoke with HDC Associate Member Anthony Passaretti who said some soil testing was done at the Willow Street property. Mr. Mitchell said he had advised Mr. Passaretti to put together a list of abutters to give to David Traggorth for the purpose of relationship building.

- **Potential Easement for Acord Food Pantry Generator**

Acord had asked for an easement to locate a generator on the Willow Street property to protect its food from spoiling in the event of a power outage. Mr. Stein said he had not yet talked with Meridian Engineering about it. Mr. Mitchell said he would discuss it with the project attorney, as well.

Budget

Mr. Nickas said he had updated the budget categories. He said once the payments on today’s warrant were posted, he will see where things stand. Two versions of the budget were drafted: one that took into account the selling of the property and the other without. Since there’s no way of knowing what will happen, it was agreed to go with the more conservative budget, which has been adjusted down from previous years to \$50K. Mr. Nickas said he will make some adjustments and send a new budget out for review.

Downtown Businesses

- **Comprehensive Mailer to Residents**

Shop Local HW's marketer Natalie Bowers had joined the call. Mr. Mitchell noted the HDC had approved \$4,000 for the downtown business mailer project and the cost came in at \$4,112.

Decision:

Mr. Mitchell made motion to increase the budget for the downtown business mailer by \$112 (from \$4,000 to \$4,112). Mr. Stein seconded the motion. A roll call vote was taken with "ayes" from Mr. Nickas, Ms. Avantes, Mr. Stein, and Mr. Mitchell, (4-0) unanimous among those present.

Ms. Bowers had written a proposal for the project, but it had not yet been distributed to the HDC. She summarized project, called the 2021 Pandemic Business Directory. Its purpose is to support local businesses as they reopen in this challenging environment. It was going to be a postcard, she said, but was changed to a directory that lays out the schedule and process for reopening. Ms. Bowers contacted all Hamilton-based businesses and they have received 57 responses. They overlaid that with existing Shop Local and HDC mailing lists and now have a total of 130 businesses participating. Graphic designer is Brent Leland of Leland Creative. The final content has been submitted to him. An offer was extended to Wenham businesses for business listings priced at \$50 each. The mailer should arrive in 5,000 total mailboxes at the end of July. Once the piece goes out, Shop Local will have a social media campaign to promote every business in the directory by classification. Mr. Mitchell asked for a copy of the directory when it comes out so he could share it; Ms. Bowers said she will send it to him.

- **Outdoor Event**

Ms. Arvanites has been exploring the idea of shutting down Railroad Ave. for an outdoor event. She put together a survey to ask businesses if they would participate and how it might impact their businesses. The dentists were not in favor. Hamilton House of Pizza, which has changed ownership, was supportive. The Weathervane had concerns about liability, cost of outdoor furniture, where customers would park, and the weather, which can make it a risky prospect. Ms. Arvanites is continuing to explore the idea. A taco truck was at TM Landscaping last Thursday eve. for an event, and she is talking with the food truck owner about offering some type of food that folks could eat outside at tables set up on Railroad Ave. She needs to talk with the Town Manager and Police Chief about using the parking lot. Mr. Mitchell asked to perhaps pick two potential dates for the event.

- **Parking Study**

Mr. Mitchell talked with Director of Planning & Inspections Patrick Reffett. The contract was agreed to and sent to Town Counsel. They hope that by next week, the study will be signed and initiated. The next step is to convene local residents in the area as a parking committee so their input may be taken into consideration.

New/Old Business

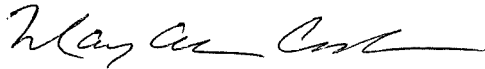
Coordinator Mary Alice Cookson noted that Michellelee Carroll, who was handling the HDC warrants, has moved on to her new position as regional HR manager, so the HDC needs someone else to process the warrants. Mr. Mitchell will speak with Town Manager Joe Domelowicz about it.

The next conference call/HDC meeting was set for Aug. 5 at 9 a.m.

Adjournment

Mr. Stein made a motion to adjourn the meeting at 9:30 a.m. Mr. Mitchell seconded the motion. A roll call vote was taken with "ayes" from Mr. Mitchell, Mr. Stein, Ms. Arvanites, and Mr. Nickas, (4-0) unanimous among those present.

Prepared by:



Mary Alice Cookson
HDC Coordinator

8-5-2020

Date