

HAMILTON DEVELOPMENT CORPORATION

RECEIVED  
TOWN CLERK  
HAMILTON, MA

MINUTES OF MEETING

2021 JUL -7 AM 8: 51

Teleconference

June 2, 2021

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

HDC Members Absent: Chad Smith

HDC Coordinator: Mary Alice Cookson

*\* All of the above participated via remotely via a Zoom teleconference meeting.*

Chair Rick Mitchell opened the Hamilton Development Corporation (HDC) Zoom meeting at 9:01 a.m. and took a roll call. Present were four members: Brian Stein, Anthony Nickas, Angela Arvanites, and Mr. Mitchell, and associate member: Anthony Passaretti.

**Discussion—Maria Di Stefano, North East Regional Director of the Massachusetts Office of Business Development**

Ms. Di Stefano introduced herself and shared her slides. She said her office is the economic development agency for the Baker Administration's Executive Office. She lives in Rockport. She formerly served under Mayor Menino and Mayor Walsh as business manager for the Boston Main Street program and is a former retailer. She has experience with both large and small businesses. Her office manages several different programs, including the Economic Development Incentive Program (EDIP), which is designed to foster job creation and stimulate business growth. She basically serves as a "triage" for companies of any size that would like to come into a community. The companies receive State tax credits and local property incentives in exchange for job creation, job retention, and private investment commitments. The company, the municipality, and the Commonwealth all bring something to the table, she said. She discussed what a TIF (Tax Increment Financing) Agreement was and said her role was to assemble a TIF committee and handle the education piece, but not the negotiating part. She helps walk businesses through the process. If they move forward with a tax exemption project, they have to have buy-in from the municipality, and then the State comes in to incentivize the jobs. She said as soon as a municipality hears a company might be interested, it is never too early to start talking with her office. One thing they look for is a "but for" consideration. While some companies plan to come into a community anyway, some projects would not exist "but for" the

EDIP tax credit incentives. She said their “meat and potatoes” is the Tax Credit program. They also help companies with financing, hiring, and workforce development and training.

Mr. Mitchell inquired about infrastructure support. She said that was through Mass Works and the State can help get utilities to a property or do road enhancements. She asked Mr. Mitchell if he had used their one stop process for applying for grants. He said he had. She explained it used to be that there were many different deadlines for many different grants, but now it is a one-stop process. When you apply, you are considered for many difference resources. They also give direction to businesses about what resources to try. As part of her slide presentation, she provided lists of contacts for many of the resources.

Mr. Mitchell confirmed with her that she is the information funnel and resource if the HDC has a question on what the State can do to help with business development. She responded that even if the HDC had a question that had nothing to do with business development, she will do her best to connect the group to the right person. She discussed business resources, such as the Mass Hire Career Centers, Work Share Program, On the Job Training, and Work Opportunity Tax Credit. She said sometimes they offer a Consortium Grant. She noted the Mass Small Business Development Center offers technical help for businesses, such as those that are women-owned, veteran-owned, and LGTBQ individual-owned. Mr. Mitchell commented that small business counseling and financial assistance might be the most immediate things that some of Hamilton’s local businesses might be interested in and that Shop Local HW might want to tap into that for its members.

Ms. Di Stephano was thanked by the HDC and left the online meeting at 9:40 a.m.

### **Warrant for Bills**

Mr. Mitchell presented Warrant HDC-2113 in the amount of \$4,847.15, which included payment for the Nunans’ hanging baskets downtown and their maintenance, staff pay, and an insurance bill for Directors’ Liability.

### **Decision:**

Mr. Stein made a motion to approve Warrant HDC-2113 in the amount of \$4,847.15. Mr. Nickas seconded the motion. A roll-call vote was taken with “ayes” from Ms. Arvanites, Mr. Stein, Mr. Nickas, and Mr. Mitchell, (4-0) unanimous among those present.

### **Approve Minutes—May 5, 2021**

Mr. Nickas made a motion to approve the HDC May 5 meeting minutes. Ms. Arvanites seconded the motion. A roll-call vote was taken with “ayes” from Mr. Nickas, Ms. Arvanites, and Mr. Mitchell, (3-0). \*Mr. Stein did not vote as he was not at that meeting.

### **59/63 Willow Street Update**

Mr. Mitchell said at last night's Planning Board meeting, Marnie Crouch, Affordable Housing Trust interim chair, said the developer had applied for \$213K of the \$500K approved and was looking to draw it down for construction costs.

Ms. Passaretti commented he thought the building was going to be set farther back from the street. He said that the developer had been in touch with Acord Food Pantry about allowing Acord to utilize some of the commercial space for storage. It was still unknown among HDC members about what commercial business will be going in.

### **Budget**

Ms. Nickas said he sent out the draft of the budget and asked to discuss it at the next meeting. He said he put in the detail for 2021 and said about \$12K of the \$20K budget for consulting services goes to the Town, but he wanted to make sure they budgeted a large-enough number. He didn't know if the \$5K that was granted to Shop Local should be included in that line item and had some other questions, as well.

Coordinator Mary Alice Cookson asked if the budget needed to be approved prior to the start of the next fiscal year, which begins on July 1. A brief conference call/meeting was scheduled for next Wednesday, June 9, at 9 a.m. for that purpose. Mr. Mitchell will circulate the budget draft.

### **New Business**

Mr. Mitchell said the RFP [request for proposal] was out, and he believes Shop Local HW is getting the word out. It was sent to about a dozen people. He hopes by the next month's meeting, they will have people under contract.

The next HDC conference call/meeting was set for Wednesday, July 7, at 9 a.m.

### **Adjournment**

Mr. Stein made a motion to adjourn the meeting at 9:52 a.m. Mr. Nickas seconded the motion. A roll-call vote was taken with "ayes" from Ms. Arvanites, Mr. Stein, Mr. Nickas, and Mr. Mitchell, (4-0) unanimous among those present.

Prepared by:



Mary Alice Cookson  
HDC Coordinator

July 7-2021  
Date

