

# HAMILTON DEVELOPMENT CORPORATION

## Minutes

May 28, 2014

**Welcome** – At 7:30 AM B. Stein opened the meeting of the Hamilton Development Corporation. Board members Anthony Nickas, Rick Mitchell, David Carey and Bill Gisness were present. Emilie Cademartori and David Geikie of Wenham were also present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena and Planning Coordinator Kristine Cheetham were present. Selectmen Jeff Hubbard and resident Andrew Mente were also in attendance.

### Agenda Items

#### **Wastewater Treatment Systems Public Workshop**

The Board shared thoughts on the draft presentation for the WTS workshop. K. Cheetham asked the HDC members to take a few minutes to collectively address the question, Why are you asking people to attend this presentation? Some of the answers were as follows:

- The downtown is at a point where they cannot expand from the current uses due to lack of available space for additional septic capacity. Current efforts have been stalled as have older efforts.
- The previous study did not answer all/enough questions.
- The Master Plan and Economic Development Charrette recommended additional study.
- The community should learn more about the proximity of the densely developed downtown to the groundwater district near the Idlewood Wells.

R. Mitchell agreed to use the thoughts in the discussion to craft one or two slides for the powerpoint presentation to set the stage for the public workshop. He will also work with K. Cheetham on drafting an invitation to the various stakeholders as well as a press release for the HW Chronicle.

#### **HDC Operations**

1. FY '15 Budget – D. Nippes-Mena and A. Nickas provided the Board with a next year budget and a detailed breakdown of the FY '15 budget for both revenue and expenses. The board discussed several different categories as well as the amounts in each. The

2013 actual, the 2014 original and amended and a draft 2015 were included. The Board members asked questions to become more familiar with the government budget/accounting styles. After the discussion, Deborah agreed to re-populate certain accounts with a few amended amounts and present that to the Board for review at their next meeting. D. Nippes- Mena and A. Nickas agreed that the basic operating budget needed to be managed so that use of fund reserves was not needed. There was some discussion about the appropriation of a gift for downtown amenities at the 10% rate. It is included in the 2014 and 2015 budgets. The annual audit is associated with the town audit because the monies are held within the town. This is budgeted and contracted. R. Mitchell wanted to confirm the total amount in the consulting line item and the remaining amount not appropriated. The Board understood that the budget did not have much room for spending, especially until property management issues are resolved. Rent for the commercial space is also not calculated at this point.

#### Operating Guidelines

D. Carey provided the Board with operating guidelines from another similar organization. K. Cheetham noted that if the document were to be useful many changes would have to be made.

- The reference to Organization should be amended to Corporation,
- There are no personnel, so all sections should be deleted that refer to staff,
- The document references following federal laws; state laws, the articles of corporation, the bylaws and other agreements (as appropriate) should be added.
- There is no reference to the town service agreement
- The references to financial systems are not in line with the current systems employed by the town (if town service agreement continues).
- The HDC counsel should review the guidelines.

The discussion then turned to the service agreement with the town. M. Lombardo noted that it expires in June and he was not unsure about the intentions of the HDC. He inquired if they were intending for a similar agreement in scope and terms? The town, according to the language, was not intended to provide staff support. He asked if the HDC had made a determination about the progress in securing their own staff versus perhaps a change in the bylaws to work closer with the town. R. Mitchell noted that he would prefer to re-sign the service agreement with the town and keep moving forward as is currently happening. The Board agreed to review the service agreement and propose a revised document to the town manager for signature in June.

#### Approval of Minutes:

**ACTION:** D. Carey made a motion to approve the minutes of 5//7/14 and 5/14/14. B. Gisness seconded. All voted in favor.

Andrew Mente requested a full set of minutes and that they be made available on-line. K. Cheetham agreed to add a file folder to the HDC listing on the town website.

**ACTION:** D. Carey made a motion to approve the payment of Jane Dooley at her rate for 3.5 hours of typing to prepare the minutes. R. Mitchell seconded. All voted in favor.

**Adjourn** - At 8:40 AM D. Carey made a motion to adjourn. R. Mitchell seconded. All voted in favor