

HAMILTON DEVELOPMENT CORPORATION

June 4, 2014

Minutes

Welcome – At 7:30 AM Brian Stein opened the meeting of the HDC. Board members Rick Mitchell, Anthony Nickas, David Carey, and Bill Gisness were present.

B. Stein announced that Richard Boroff, a citizen, was recording the meeting.

Agenda Items

HDC Operational Matters

1. Budget – A. Nickas clarified the cash balance on the budget sheets. They Board also discussed the line item for consulting, as it seemed low. R. Mitchell confirmed that the budget assumed the meals tax was somewhat fixed over time. He also inquired about the process to collect meals tax funds. K. Cheetham agreed to discuss that with the Treasury staff.
2. Operating Guidelines – They are not complete and need many revisions. D. Carey and A. Nickas agreed to work on revisions. The Board asked about the process for collecting rent from tenants. They inquired if the bills can be automatically deposited. The Board agreed that they supported anything that simplified the financial paperwork.
3. Service Agreement – B. Stein and R. Mitchell stated that they had a meeting scheduled for the following day with the Town Manager and the Chairman of the Board of Selectmen. They hoped to gain a better understanding of the town position prior to revising and signing a new service agreement.
4. Downtown Benches/Amenities – KC asked the Board to forward a written gift agreement to the Board of Selectmen that specifies the amount and intentions of the project. This vote and letter precede the transfer of funds. She noted that the project is now with the DPW Director to research public property to locate the benches.

The trash collection must be included in the gift agreement. There was discussion about the policy of carry-in carry out and a few ramifications of public waste receptacles after 911 and the Boston Marathon. D. Carey noted that he now looks at all town squares

when he drives through them. The nice ones all have benches and barrels. R. Mitchell added that managing a waste removal contract is outside of the purview of the HDC. He feels that it should be something taken on by the town. The meals tax funds should be used to sponsor the benches and barrels. J. Hubbard felt that the project had been slowed down and planned to work with the Chairman of the Selectmen to keep it moving forward. R. Mitchell also added that the HDC was going to conduct outreach to business owners to see if they will donate funds or location for additional benches. B. Stein stated that he had specifications for the benches and that they were about \$1500 a bench. He agreed to forward the specifications to K. Cheatham so that she can include it with the gift agreement to the town.

ACTION: R. Mitchell made a motion to transfer 10% of the meals tax funds, roughly \$6,500, in the terms of a Gift Agreement to the Town of Hamilton for the purpose of downtown improvements such as benches, barrels and waste removal service. B. Gisness seconded. All voted in favor.

5. Property Management: Willow St. – B. Gisness informed the Board that he had 3 inquiries about renting the commercial space. The inquiries also included discussion of modifications inside the space and a draft lease agreement. No decisions have been made. D. Carey asked about the terms in the lease agreement. B. Stein confirmed that the rental was for one year at \$700/month not including utilities. They were also asking for first, last and security. D. Carey suggested that if a tenant invested in the inside – they would likely want a longer term lease. He also asked if there are public health restrictions for use of the site. B. Stein noted that the Title V review of the property does specify limits for certain uses. The water usage at the site needs to remain minimal.

ACTION: B. Gisness made a motion to use the lease agreement between the barber and HDC as a template for the lease agreement for the other commercial tenant. A. Nickas seconded. All voted in favor.

B. Gisness also mentioned that he contacted a lawn care company and would secure a written contract for those services for the files. Also he spoke with three people regarding property management services. It is difficult to find a person with the level of insurance required. The proposal from Harborlight is a preferred option.

ACTION: R. Mitchell made a motion to approve the property management services by Harborlight. A. Nickas seconded. All voted in favor.

6. Minutes – The Board reviewed the minutes of the meeting on 5/28/14. One edit on the attendees was made.

ACTION: B. Gisness made a motion to approve the minutes. D. Carey seconded. All voted in favor.

Adjourn – At 8:30 AM R. Mitchell made a motion to adjourn. B. Gisness seconded. All voted in favor.