

HAMILTON DEVELOPMENT CORPORATION

Minutes

June 26, 2013

Welcome

At 7:30 AM Chairman Brian Stein opened the meeting. Board members Rick Mitchell, Anthony Nickas, Bill Gisness, and Dave Carey were present. David Geikie and Emilie Cadematore of Wenham were also present. Town Accountant, Deborah Nippes-Mena and Planning Coordinator Kristine Cheetham were also present.

Downtown Vision & Planning

K. Cheetham provided the Board with an update on the Barr Grant. She and Emilie Cadematore, Wenham Town Planner, recently met with Sam Cleaves of MAPC to go over the scope of work and responsibilities. Both planners are developing a mailing database of homeowners and businesses. Each town is also providing MAPC with current zoning bylaws as they relate to the downtown area. K. Cheetham also mentioned that she spoke with a couple of local reporters about the grant and presented an overview of the grant to the Board of Selectmen at their Monday, June 24, 2013 meeting.

The Board confirmed that they would serve as the Working Group for the grant. They did not feel that any additional members were needed for this role.

The initial focus group meetings will be with the Hamilton Wenham Merchants Group on Wed. August 14, 2013 and the neighborhood meeting date is to be determined for late July. The meeting will be held at the Hamilton-Wenham Library. Prior to the focus group meetings, the Working Group will meet with the consultant to go over the agenda for the meetings. The consultant is available at the next HDC meeting on Wed. July 17, 2013.

Selectmen Jeff Hubbard is organizing a downtown walk to open the lines of communication regarding downtown ideas and concerns. B. Stein agreed to attend on behalf of the HDC.

Organizational Matters

- Budget Categories – D. Nippes-Mena provided a background on the budget categories that she felt would be needed for the HDC. She recommended that the Board attempt to identify all potential expenses for the budget categories. Although she did note that the HDC could amend their budget at any time during the year which is different than the budget process for town departments. She informed the Board that she works with zero-based budgeting as a practice. Finally, she recommended that the Board and/or treasurer review the laws relative to 501 c-3 entities. For instance, this type of organization is not allowed to demonstrate a profit of more than 10% in a given year.

ACTION ITEM – Deborah, Anthony and Kristine will meet to identify budget categories and appropriate funds to those categories. The budget will be presented for a vote at the next HDC meeting.

- Revenues – K. Cheetham mentioned that the Board might want to consider sponsoring, or drafting a petition, an article for the fall town meeting requesting a dedication of the annual Meals Tax funds to the HDC. She explained that the current funds were voted on by town meeting, but a formal dedication would alleviate the need to request the funds annually. The original petition to accomplish this was passed over until the legislature approved the language for the HDC.

ACTION ITEM - K. Cheetham will research the language used in the 2010/2011 town meeting warrant.

- Legal & Insurance Information – D. Carey heard back from at least one attorney who was willing to review the documents for the HDC. The HDC finances should be available at some point in July if the budget is voted and approved by the Board. The Service Agreement will need to be signed by the town manager when it is approved by the HDC legal counsel.

ACTION ITEM – D. Carey will secure a few additional responses for legal counsel prior to the next meeting.

New / Old Business

- McRae Property – D. Carey continues to work with B. Bowler the attorney for this property to discuss a future option to purchase the land. He will research a right of first refusal for the HDC and/or town.

Adjourn

At 8:30 AM R. Mitchell made a motion to adjourn. D. Carey seconded. All voted in favor.