

HAMILTON
DEVELOPMENT
CORPORATION

Board of Directors

David Carey
Bill Gisness
Rick Mitchell
Anthony Nickas
Brian Stein

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MINUTES

July 17, 2013

Welcome Chairman Brian Stein opened the meeting at 7:35 AM. Board members Anthony Nickas, Bill Gisness, and Dave Carey were present. Also present were Emilie Cadematore, David Geike, Debora Nippes-Mena, Kristine Chetham and Sam Cleaves.

Downtown Vision & Planning – Sam Cleaves of the Metropolitan Area Planning Council presented an updated scope of work and timeline. The members of the HDC and planners from Wenham agreed upon dates for fall meetings with the general public and the working group.

- Calendar - The community meetings are tentatively scheduled for Thursday, October 3, 2013 and Thursday, Nov. 14, 2013 from 7 – 9 PM. The meetings will be held at the Hamilton-Wenham Library, if it is available or the Hamilton Council on Aging building. The Working Group will meet again to discuss results of the first community meeting and prepare recommendations for the downtown plan on Wed. October 23, 2013 at 7:30 – 8:30 AM.
- Review Study Area for Hamilton-Wenham Downtown – All members participated in the discussion of the study area and offered hopes & visions for the planning process. They identified seven key areas for the grant to address for economic development:

- McRae Property on Willow Street
- Hansbury Site on Willow & Asbury
- Council on Aging & Community House
- Bank and Railroad Avenue
- 300 Main
- Gasline & Walkway near Gulf Station and Shopping Center
- Haeley property in Wenham

The Board also discussed potential sites for consideration of a sewerage treatment facility. The Winthrop School and Hamilton Public Safety property were identified as a potential site as well as the Enon Village in Wenham. Both are adjacent to public areas for potential leaching fields.

Sam discussed a component of the grant that would provide sketch up designs or visualization concepts for roughly four areas of the downtown. His initial thoughts centered on the following

sites: the Bank on the corner of Railroad Ave and Route 1A, the Gulf station at the train crossing, the Community House & corner of Asbury Street, and the Henderson property on the Wenham town line.

- Discuss Focus Group Agenda(s) – Sam presented a draft agenda for the focus group meetings. He confirmed that the goal was to engage the community in a discussion of the downtown and to listen to their ideas. He suggested that zoning concepts were not really a focus for the neighborhood meetings but may be a larger part of the public meeting in the fall. He asked the Board to keep in mind towns that were rural but had some density in their downtowns that may be useful for comparison. One goal for this project is to identify ways to build connections between the downtown and the community programming at the Patton Park (and Wenham downtown).

Organizational Matters

- Budget
 1. Review and Approve Budget – D. Mena presented a draft budget for the Board to consider. She noted that the HDC was on the same fiscal cycle as the town which begins on July 1 of each year. She also noted that the HDC was able to vote a budget at this meeting but amend or revise it at any time as their bylaws will allow. The Board reviewed the categories and budgeted amounts and made a few edits to the draft. One new addition was an “endowment/grants” category to address local requests for improvements in the downtown. D. Mena will forward a revised draft to the HDC. **ACTION:** A. Nickas, HDC Treasurer, made a motion to accept the budget, as discussed, for \$50,575 for the year 2014. D. Carey seconded. All voted in favor.
 2. Review and approve Audit Agreement – D. Mena provided a copy of a three year engagement letter for audit services with Sullivan, Rogers & Co. LLC. **ACTION:** A. Nickas made a motion for the Board to accept the terms in the audit agreement. D. Carey seconded the motion. All voted in favor.
 3. Discuss Investment Strategy – This topic was postponed for a future meeting.
 4. Draft Language for Dedication of Meals Tax Revenue – K. Cheetham mentioned that draft language should be prepared to request a formal dedication of the meals tax revenue to the HDC. D. Mena confirmed that the HDC would need to draft a letter to the town manager and Board of Selectmen with this request. **ACTION:** K. Cheetham will work on language and a letter for the HDC to review at the next meeting
- Legal & Insurance Information
 1. Review and Select Attorney – The members reviewed the three proposals for attorneys. They agreed that all were qualified but had different rate structures. The members agreed that cost for services was a key factor in selection. B. Stein noted that one attorney had experience with affordable housing trusts which have similarities with the HDC in that they can bond for land purchases. The Board agreed with his assessment of K. O’Donnell’s experience.

ACTION: D. Carey made a motion to award the legal contract to Kathleen O' Donnel. B. Stein seconded. All voted in favor.

K. Cheetham will facilitate the communication to the legal applicants.

2. Insurance Form – K. Cheetham prepared a draft of the Insurance form. After final review with D. Mena she will secure a signature from either B. Stein or A. Nickas. A quote will be presented when available.

- Summer Schedule

The members agreed to meet on Wednesday, July 31, 2013 and Wednesday, August 14, 2013 for summer meetings.