

HAMILTON DEVELOPMENT CORPORATION

Minutes

May 7, 2014

Welcome President Brian Stein opened the meeting at 7:30 AM. Board members Anthony Nickas, Bill Gisness, Rick Mitchell and David Carey were present. Emilie Cademartori, Davie Geikie and Kristine Cheetham were also present. Several residents of Hamilton were in attendance and welcomed to the meeting.

59 & 63 Willow Street

Closing - B. Stein began the meeting with an announcement that the closing for the property at 59 & 63 Willow Street was complete. The HDC now owns the two parcels. He and Anthony attended the closing on Friday, May 2, 2014 and it went well.

Property Management – B. Stein moved the discussion to the issue of property management. B. Gisness is the person for Bob McRae and the Barber to call at the moment until the HDC can resolve hiring a property manager. B. Gisness noted that Mr. McRae needed the assistance of a plumber and he had one arrive to provide services. He presented a bill to K. Cheetham for reimbursement.

ACTION: R. Mitchell made a motion to pay the bill for plumbing services in the amount of \$195.00. D. Carey seconded. All voted in favor.

The conversation returned to the issue of hiring a property manager who has their own insurance. B. Stein spoke with Andrew DeFranza of Harborlights about potentially adding the property management of Willow Street to his work at the nearby Firehouse Place/Accord building. Mr. DeFranza seemed interested. B. Lawrence, a resident, expressed concern that the managers of the affordable housing would be involved with the Willow Street property. B. Stein assured her that Harborlights was asked to consider this work because they are in the business of property management and have the appropriate insurance. He also mentioned that the procurement officer did not feel that hiring a property management firm would need to go through the 30B procurement review.

The Board briefly discussed the need to secure rent from the other commercial space. The person introduced at the last meeting was still a candidate for advertising & leasing the space. Someone also mentioned the realty that was selling the place.

The Board returned the discussion to immediate property management issues such as the lawn. They will need someone, a professional with insurance, to cut the lawn weekly now. B. Gisness agreed to take the lead on this one.

Operating Guidelines – K. Cheetham asked the Board to revisit the request to adopt operating guidelines. She noted that as a quasi-public organization, they need to take a vote for every expenditure until they adopt procedures that specify otherwise. It is also helpful to specify the relationship between individual members of the Board and the consulting services such as the attorney, insurance agent, procurement officer, other consultants and town hall staff. D. Carey agreed to work on this for the next meeting.

Press Release – R. Mitchell drafted a press release about the purchase of the Willow Street properties. He forwarded it to the Hamilton Wenham Chronicle. The Board agreed that the Salem News and the Thursday Weekly section in the Boston Globe would also be good places to submit an article.

Planning Phase – The Board briefly discussed the elements of the planning phase for the use of the site and a general plan for the HDC. They agreed to the following order of tasks:

1. Property Management
2. Rental of Commercial Space
3. Wastewater Treatment System – Summer Workshop : June 17, 2014
4. Summer Planning with Urban Land Institute (ULI) Aug. & Sept.
- 5.

HDC Organizational Matters

- Membership – K. Cheetham informed the Board that B. Gisness' appointment had expired and he needed to be reappointed by the Board of Selectmen. He expressed interest in continuing on the committee.
- Approval of Minutes
ACTION: R. Mitchell made a motion to approve the minutes of 4/16/14, 4/23/14, and 4/30/14. D. Carey seconded. All voted in favor.
- Budget Overview – A. Nickas reviewed the budget and 5 year cash flow with the full Board. He noted that the operating was at \$32,000 and the cash reserved would be about \$62,000/year. This is assuming that the meals tax contribution remains at a similar rate and is awarded to the HDC. A new budget will need to be approved for the FY '15 year.

- Downtown Beautification - D. Carey and B. Stein were working with Selectman Scott Maddern to advance the concept of investing in benches and flowerpots for the downtown. B. Stein proposed a plan showing about 10 locations for benches. K. Cheetham distributed a planning list of topics to consider relative to the placement of benches at some of these locations. E. Cademartori asked if there was any correlation between the proposed locations and the Hamilton Wenham Village Plan? She also asked if these would be bolted down to concrete? B. Stein noted that he walked the downtown with a member of the Board Selectmen and chose a few of the sites. He suggested that there might be an opportunity to fundraise with the businesses to support the cost of the benches. The benches can be purchased in bulk and have a shipping cost. K. Cheetham asked about lighting and trash barrels near the benches. B. Stein suggested that the HDC would also be purchasing 4 barrels to match the benches. D. Carey stated that there was wide support among the Board of Selectmen for downtown beautification. B. Stein closed the discussion stating that the management of this project was going to be turned over to the Chairman of the Board of Selectmen.

Wastewater Treatment Planning

- Workshop Date – June 17, 2014
K. Cheetham informed the Board that the date Tuesday, June 17, 2014 was reserved for the workshop. She booked the public library space from 6-9 PM. The next meeting of the HDC on Wed. May 21, 2014 will be dedicated for the consultant from Wright Pierce to inform and prepare the Board prior to the workshop.

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