

# Hamilton Development Corporation

Sept. 25, 2013

## Minutes

**Welcome** – Chairman Brian Stein opened the meeting at 7:30 AM. Board members David Carey, Bill Gisness, Anthony Nickas and Rick Mitchell were present. Planning Coordinator Kristine Cheetham and Town Finance Director, Deborah Nippes-Mena were present. Sam Cleaves of the MAPC was present. Resident Andrew Mente was also in attendance.

## Agenda Items

**Barr Planning Grant** – Sam Cleaves of the MAPC presented an agenda for the Oct. 3, 2013 public workshop. He reviewed the presentation piece and noted that statistics and demographics of the downtown would be a part of this section. He also mentioned that he would present the four potential development sites with a visual to encourage a conversation about height, density, parking and design standards. B. Gisness shared his introductory remarks in the form of an agenda. He would like to stress that the HDC and current workshop are taking the information from past studies and moving forward. R. Mitchell was interested in how Sam would solicit input from residents so that new ideas and concerns were incorporated into the plan.

### Downtown comments from HDC members:

- “It is the heart of the community, a place where people gather.
- Hamilton treats their merchants well,
- Everyone wants a little bit more out of the downtown; stores, livelihood, diversity...
- The Village is the first impression most have of the community (travelers on Rte 1A),
- The community could use additional revenues from increased economic development.”

**HDC Organizational Paperwork/Budgeting** – Deborah Nippes-Mena, Town Finance Director, attended the meeting to review the town policies regarding financial procedures. She noted that all paperwork and original documents needed signatures and clearance from the attorney prior to release of funds.

There was one discrepancy in the bylaws noted by K. O’Donnell the attorney for the HDC.

**ACTION:** R. Mitchell made a motion to accept the language of the Commonwealth of Massachusetts 2012 Special Act # 151 to be the same language as referenced in the bylaws as “the Articles of Organization”. D. Carey seconded the motion. All voted in favor.

D. Nippes-Mena also requested that B. Stein and A. Nickas come back to town hall to provide signatures on key documents now that they had been reviewed and approved by the HDC counsel. She asked if the organization would consider adopting written procedures for administrative and risk management. She suggested that a new 501 c-3 would normally take up to a year to secure all procedural paperwork. After that time frame, a lack of procedural management may have a negative impact on audits and lending.

**Revenue** – D. Carey informed the HDC Board that the request for all future Meals Tax Revenues to be automatically appropriated to the HDC was not allowable according to the town counsel. The HDC would need to request the funds annually, at Spring Town Meeting, in advance of their receipt in July of that year. If the HDC had a financial asset, it could then become collateral for future revenue sources.

**Waste Water Treatment Planning** - The members of the HDC received a written proposal from Wright Pierce, the engineering firm that attended the previous HDC meeting to offer advice on planning for waste water treatment facilities. R. Mitchell and D. Carey expressed interest in developing a scope of work to solicit at least two other bidders to conduct a public outreach campaign relative to waste water treatment planning.

They also discussed the goal of getting to a financial number for an investment that the community can live with. One member asked how the HDC would ultimately be able to secure the power to force home owners and businesses to hook up to the waste water treatment system. In most communities the town or water/sewer district is created to manage this level of authority. The members also discussed the impact to small businesses during the installation of the system.

**Adjourn** – At 8:40 AM the Board voted unanimously to adjourn the meeting.