

# CDBG STEERING COMMITTEE MEETING

## MINUTES

**Tuesday, March 20, 2018 at 8:15 am**

**Meeting Room – City Hall Annex**

**Gardner, Massachusetts**

**Committee Members present:** Joshua Cormier-Chairperson, Jennifer Susen-Roy, Trevor Beauregard and Tracy Hutchinson

**Committee Members absent:** Sandy Mullins, Roland Jean and Scott Graves

**Others Present:** Katie Medina, DCDP

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J. Cormier opened the meeting at 8:15 a.m.

J. Cormier pointed out the Open Meeting Announcements posted at the two entrances in the meeting room.

### **1. Acceptance of Minutes**

*Motion to accept minutes on January 23, 2018*

*T. Hutchinson/J. Susen-Roy*

***All in favor***

### **2. Old Business:**

### **3. New Business:**

#### **3.1 Waterford Street School Feasibility Study**

J. Cormier presented a scope of work from Tighe and Bond for a Feasibility Study at Waterford Street School. T&B will review and evaluate the structure of the building among other things. The proposal sets forth the required tasks with a cost of \$21,900. J. Cormier proposed using existing Program Income funds to fund this task.

*Motion made to transfer \$21,900 from Program Income to BG16 Planning.*

*T. Beauregard/ J. Susen-Roy*

***All in favor***

#### **3.2 Financial Summary**

J. Cormier provided the committee with activities related to BG16; which will expire on June 30.

- Demolition: the Maki Building demolition is beginning today and should be down by the end of the day. Debris removal and site reconstruction should be completed within three to four weeks.
- Housing Rehab: A possible emergency case related to windows/sills was discussed and an update will be provided if the case moves forward.

- NewVue Central Street: NewVue is still waiting on remediation work to be completed. Until that happens the renovations cannot be completed.
- Gardner Travel: The project is being reviewed by Building Commissioner R. Jean. Mr. Jean is working with the building owners to complete plans/specs that would be approved by his department In addition, Doug Desmarais, our Housing Rehab Specialist, has provided a scope of works to serve as the Clerk of The Works for the project.
- Other projects are completed and/or services have been provided. Specific numbers related to Public Social Services were communicated and updates provided.

J. Cormier provided the committee with activities related to BG17.

- Demolition: Portions of the funding associated with the demolition of the Maki building will come out of BG17. Furthermore, on-call engineer Fuss & O’Neill has begun the demolition assessment and hazardous materials inventory for the property located at 20 Rock Street.
- Park/Parking Lot: Notice To Proceed documents have been issued to Tighe & Bond for both projects. The survey and design work will be completed by mid-May and the goal is to place the projects out to bid in June.
- Design-Rear Main: The NTP for this project has been issued and the project is underway.
- PSS contracts are almost complete.

He added we submitted BG18 on 3/2/18.

**4. Announcements and Recognitions:**

**Adjournment**

*Motion to adjourn*

*T. Hutchinson/ T. Beauregard*

***All in favor.***

Meeting adjourned at 8:40 a.m.

**DOCUMENTS**

Minutes from meetings of January 23, 2018.

Sign In Sheet for March 20, 2018.

Meeting notes taken by K. Medina

All documents are filed in the Office of Community Development and Planning, 115 Pleasant Street, Room 202, Gardner, MA 01440.