

**CDBG STEERING COMMITTEE MEETING**

**MINUTES**

**Friday, April 27<sup>th</sup>, 2018 at 8:15 am**

**Meeting Room – City Hall Annex**

**Gardner, Massachusetts**

**Committee Members present:** Joshua Cormier-Chairperson, Trevor Beauregard, Tracy Hutchinson, Roland Jean, and Lauren Saunders

**Committee Members absent:** Sandy Mullins and Scott Graves

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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 March 20<sup>th</sup>, 2018*

*Roland Jean/T. Hutchinson*

**All in favor**

**2. Old Business:**

**2.1 Waterford Street School Feasibility Study**

J. Cormier informed the Committee that Tighe & Bond visited Waterford Street School to begin the initial assessment of the building and its conditions. The initial tour took place on April 20<sup>th</sup> and the engineers will now look at historical data and plans to determine the feasibility of future use. It is expected that this project will be completed prior to the end of June.

**3. New Business:**

**3.1 Sign Application – Parker Smoke Shop**

J. Cormier informed the Committee that he has received a Sign & Façade Application from the owner of the Parker Smoke Shop (2 Parker Street). Given that this was the first sign application that has been received with the new members, the Committee had a lengthy discussion as to the method of reimbursement, if approved, and what steps should be taken prior to approval. It was determined that applications would be approved only after a supportive final inspection and that funds would be reimbursed to the owner of the business. To the latter point, the Committee tasked J. Cormier with obtaining proof of payment from the applicant or the contractor prior to issuing reimbursement.

*Motion by Roland Jean to transfer \$2,500 from Program Income to BG16 Sign & Façade, following an approved final inspection by the Building Department, for the purpose of approving and reimbursing the cost of two signs located at the Parker Street Smoke Shop.*

*Seconded by Trevor Beauregard.*

**All in favor**

### **3.2 Sign Application – Game Knights**

J.Cormier informed the Committee that he has received a Sign & Façade Application from the owners of Game Knights (44 Main Street). Based on the previous item's debate, the parameters were discussed and found to be the same.

*Motion by Trevor Beaugard to transfer \$816.50 from Program Income to BG16 Sign & Façade, following an approved final inspection by the Building Department, for the purpose of approving and reimbursing the cost of a sign located at Game Knights.*

*Seconded by Roland Jean.*

**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 for all intents and purposes has been completed. The backfill amount has been increased but should be completed by the end of the day and there will be a small cut to the wall running parallel to the parking lot entrance. The final step will be to seed and water. Commercial marketing has already begun.
- Housing Rehab: A possible emergency case was brought to Katie on the day before. The applicant has not returned to follow up.
- 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 plans and specifications have been approved by Building Commissioner R. Jean. We will propose at the next meeting the contracting of Doug Desmarais, our Housing Rehab Specialist, to serve as the Clerk of The Works for the project. Doug will help supervise the bid process as well as provide construction oversight.
- 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 has begun and the initial plans have been reviewed. Formal design should be completed by the next meeting and we hope to bid the project out by the end of May.
- Design-Rear Main: The NTP for this project has been issued and the project is underway.
- PSS contracts are complete.

There has not been any communication related to BG18 submitted on 3/2/18.

## **4. Announcements and Recognitions:**

**Adjournment**

*Motion to adjourn*

*T. Beaugard/ T. Jean*

**All in favor.**

Meeting adjourned at 8:48 a.m.

**DOCUMENTS**

Minutes from meetings of March 20<sup>th</sup>, 2018.

Sign In Sheet for April 27<sup>th</sup>, 2018.

Meeting notes taken by J. Cormier.

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