

CDBG STEERING COMMITTEE MEETING

MINUTES

Tuesday, April 28, 2020 at 9:30 am
TeleConference/Web-Meeting, GoToMeeting
Meeting ID: 607 428 869

Committee Members present: Jeffrey Legros, Tracy Hutchinson, Roland Jean, Lauren Saunders, Sandy Mullins and Trevor Beauregard

Committee Members absent: Scott J Graves

Others Present: Katie Medina, DCDP

J. Legros opened the meeting at 9:30 a.m.
J. Legros pointed out he would be recording the meeting.

1. Acceptance of Minute

Motion to accept minutes of February 25th, 2020

T. Huchinson/R. Jean

All in favor

2. Old Business:

None

3. New Business:

3.1 BG19 Update

J. Legros explained BG19 funds have been cleared. All special conditions have been approved except for Parker Street Project. A Notice to Proceed for 20 Rock Street has been issued to Fuss & O'Neill and a Notice to Proceed has been issued to Tighe & Bond for the Design of Downtown Improvement Phase 2.

3.2 BG20 Update

J. Legros said BG20 Application was successful completed and submitted. We hope to hear in the early summer if we've been approved.

3.3 Gardner Small Business Covid-19 Relief Assistance Program

J. Legros explained Gardner is looking to help fund Microenterprise businesses with 5 or fewer employees to help offer financial help due to Covid-19. The Microenterprise business owner would have to be LMI eligible or serve a LMI community. We would like to use the available Program Income in the amount of \$33,718.60 for this program. This program would go right to the eligible LMI microenterprise businesses. J. Legros added that we would like to also combine other funding sources to help more businesses that may be ineligible due to not being LMI. The

GRA may possibly contribute \$20,000 to help with these business. In regards to longer term, CDBG will be releasing more funding for this purpose under the CARES act. HUD is currently working on a formula as to how to give to each community an allotment. Gardner will be eligible for these funds. J. Legros explained we are in need of support from the committee to establish this program.

T. Hutchinson asked how the amount is distributed and if we will establish a limit in which each business can receive. J. Legros answered yes. He explained to in order to ensure everyone would get some type of funding, we would put a max of \$3,000 per business or two months of rent. He added these funds would help with rental income/mortgage for businesses but home businesses would be ineligible.

T. Beauregard added we applied for \$50,000 of grant funds through the Mass Attorney General's office. These funds would also help with the same type of business assistance. He added if combined with GRA contributions, Program Income and these grant funds, we could have a total of \$100,000 available for businesses. That amount would help with approximately 35 businesses.

T. Beauregard/T. Hutchinson

All in favor

3.4 Program Income-FY18 Budget Amendment Revision

J. Legros explained the committee had originally approved \$54,000 of Program Income to be used for the Downtown Improvement Project. We no longer need the whole amount. We decided to eliminate the light pole bases because they took up too much space. J. Legros further explained however the police detail line cost more than anticipated due to longer days. Eliminating the light poles and adding the overage of police detail, Change Order #1 came out to \$12,185.70. J. Legros said there is another Change Order for this Project. We would like to update all lights with LED bulbs on the light poles. This would be an upgrade of 22 lightbulbs. This change would make the City more efficient in that it would use less electricity and would have to be replaced less often. The total of Change Order #2 would be \$8,787 for that improvement.

R. Jean/T. Hutchinson to approve \$20,972.70 for Change Order #1 & #2 for Downtown Phase I.

All in favor

3.5 FY18 Category 2-Additional Activity

J. Legros explained \$7,000 is needed in Demolition funds for 14 Leamy Street. It is a safety hazard and structurally unsound. J. Legros said we received a letter from the Fire Department stating the building is deemed a fire hazard due the fire alarms being disconnected. R. Jean added that the floors are collapsed and a danger to surrounding houses with the fire alarm being shut off. L. Saunders also agrees it's a hazard and needs to be taken down. J. Legros said we would need a vote to allocate \$7,000 in existing demolition funds in BG18 to be used for 14 Leamy Street.

L. Saunders/T. Beauregard

All in favor

3.6 Financial Summary

J. Legros explained the status of BG18 financials:

Demolition-122 Main Street Demo has been fully demoed. Bourgeois Wrecking was the contractor.

Downtown Phase I started back up on March 30. Work began with sidewalks by the Blue Moon and Sullivan alley. The next phase is new sidewalks from City hall Ave to Priscilla's and conduit for new light poles.

Social Services-MVOC reached out to North County Land Trust to connect with veterans for nature guided hikes. This is all contingent on Covid-19.

NewVue is a microenterprise that help businesses get up and running and/or help businesses find sources of income. This falls in line with businesses that have been affected by Covid 19. They are looking to shift their focus on assisting businesses with covid 19 relief and helping through this difficult time.

BG19 was recently cleared and we are moving on to contracting phase.

T. Bearegard asked when Jeff expects to start expending Demo funds. J. Legros answered he hopes by mid to late May we will have 20 Rock Street out to bid.

Adjournment

Motion to adjourn

R. Jean/S. Mullins

All in favor.

Meeting adjourned at 10:12 a.m.

DOCUMENTS

Minutes from meetings of February 25, 2020

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.