

**CDBG STEERING COMMITTEE MEETING**

**MINUTES**

**Tuesday, May 15<sup>th</sup>, 2018 at 8:15 am**

**Meeting Room – City Hall Annex**

**Gardner, Massachusetts**

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

**Committee Members absent:** Trevor Beauregard, 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 April 27th, 2018*

*T. Hutchinson/J. Susen-Roy*

**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 assess the building's potential future use when a new elementary school was built. They will evaluate what areas need to be removed or rehabilitated. He is hoping to have that report within a couple of weeks. S. Mullins questioned what the intent of the Waterford Street School would be if it is determined it can be re-used. J. Cormier explained there is a bit of discussion as to it being used as the Girls & Boys Club but we don't have a definite plan yet.

**2.2 Sign Application-Parker Smoke Shop**

J. Cormier explained that at this time we are not able to reimburse the Parker Smoke Shop for their sign because the wires have not yet been connected to the sign. Until that happens, and the final inspection is approved, we will hold off on reimbursement.

**3. New Business:**

**3.1 Doug Consulting-Sign & Façade Project**

J. Cormier informed the Committee that we would like to hire Doug Desmarais as the Clerk of the Works for the Gardner Travel Project. He is currently our Housing Rehab Specialist and has agreed to oversee the project. His cost would be \$6,000.

*Motion by J. Susen-Roy to transfer \$6,000 from Program Income to BG16 Sign & Façade.  
Seconded by S. Mullins* **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 complete. The only thing we are waiting for is for the contractor to hydro seed, mow twice and to remove the fence.
- NewVue Central Street: NewVue is still waiting on remediation work to be completed. Until that happens the renovations cannot be completed.
- Gardner Travel: The plan and specs are complete so we are ready to go out to bid.
- 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: We are currently sampling barrels at 20 Rock Street and will determine how much it will cost to remove them.
- Park/Parking Lot: We are hoping that the design phase will be bid out by the end of May.
- Design-Rear Main: The project is ongoing
- PSS contracts are complete.

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

### **Adjournment**

*Motion to adjourn*

*S. Mullins/J. Susen-Roy*

**All in favor.**

Meeting adjourned at 8:35 a.m.

### **DOCUMENTS**

Minutes from meetings of April 27th, 2018

Sign In Sheet for May 15th, 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.