

CDBG STEERING COMMITTEE MEETING

MINUTES

Tuesday, June 19th, 2018 at 8:15 am

Meeting Room – City Hall Annex

Gardner, Massachusetts

Committee Members present: Joshua Cormier-Chairperson, Sandy Mullins, Roland Jean, Trevor Beauregard, and Jennifer Susen-Roy

Committee Members absent: Tracy Hutchinson and Scott Graves

Others Present: Katie Medina, DCDP

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 of May 15th, 2018

S. Mullins/J. Susen-Roy

All in favor

2. Old Business:

2.1 Waterford Street School Feasibility Study

Tighe & Bond have presented a “Draft” version of the Waterford Street School Feasibility Study. The report is being reviewed internally for comments and questions. Once completed, T&B will present a final report that will be distributed. By the July meeting, this report should be ready for the public.

2.2 Sign Application-Parker Smoke Shop

J. Cormier explained that at this time we are still 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 Emergency Housing Rehab Case #16-304

J. Cormier informed the Committee that we received an emergency housing rehabilitation request for a hot water heater replacement. The homeowner qualified for the funding, our Housing Rehab specialist reviewed the need and determined it qualified, and the work was completed. R. Jean questioned whether all permits were pulled and if final inspections were completed. K. Medina indicated that she had not received an invoice from the contractor, however, she would not pay the contractor until she confirmed that an inspection was completed by the City.

Motion by J. Susen-Roy to approve the fund transfer from Program Income to BG16 Housing Rehab for the completion of the project to be paid following the inspection of the work.

Seconded by T. Beauregard

All in favor

3.2 Gardner CAC – Youth Employment Request

J. Cormier informed the Steering Committee that he had spoken with Julie Meehan, Executive Director for the CAC, about the organization’s recent Youth Employment project. Within the discussion, J. Meehan indicated that the project was an immense success and helped many people. However, there was one secondary issue that arose. The organization’s main printer/copier was used at an increased rate to communicate with those in need relative to the project (i.e. recipes, healthy living tips, etc.) and the copier had ceased to work. It was determined that, as part of the existing project, the remaining funds could be used to purchase a copier/printer to replace the one that was no longer usable. J. Cormier requested a proposal for additional funds to offset the difference.

Motion by S. Mullins to transfer \$2,827.00 from Program Income to BG16 CAC-Youth Employment for the purchase of a copier/printer.

Seconded by J. Susen-Roy

All in favor

3.3 Financial Summary

J. Cormier provided the committee with activities related to BG16. An extension request was approved and the Grant will now expire on December 30th, 2018.

- Demolition: the Maki Building demolition is complete. The site has been seeded and grass growth has begun. Furthermore, the fence has been removed allowing for the site to be more open. We are still working with the contractor to ensure adequate grass growth prior to releasing the retainage.
- 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 currently out to bid with a site walk scheduled for June 21st and a bid opening of June 28th. A further update will be provided at the next meeting.
- 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: A contract was issued to New England Disposal Technologies for the removal of barrels located within 20 Rock Street. In addition, Fuss & O’Neill continues to work on finalizing the demolition assessment for the property.
- Park/Parking Lot: Tighe & Bond has presented a number of design proposals for this property. We continue to discuss the best option as it relates to available funding.
- Design-Rear Main: The project is ongoing
- PSS contracts are complete and services have begun.

4. Announcements and Recognitions:

Adjournment

Motion to adjourn

J. Susen-Roy/S. Mullins

All in favor.

Meeting adjourned at 8:38 a.m.

DOCUMENTS

Minutes from meetings of May 15th, 2018

Sign In Sheet for June 19th, 2018.

Meeting notes taken by J. Cormier/K. Medina

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