

**CDBG STEERING COMMITTEE MEETING**

**MINUTES**

**Tuesday, April 16<sup>th</sup>, 2019 at 8:15 am**

**Meeting Room – City Hall Annex**

**Gardner, Massachusetts**

**Committee Members present:** Joshua Cormier-Chairperson, Scott J Goguen Graves, Tracy Hutchinson, and Lauren Saunders (BOH)

**Committee Members absent:** Trevor Beauregard, Roland Jean, and Sandy Mullins

**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 of February 5<sup>th</sup>, 2019*

*S.J. Goguen Graves/T. Hutchinson*

**All in favor**

**2. Old Business:**

None

**3. New Business:**

**3.1 DHCD Monitoring/City Audit**

J. Cormier updated the Steering Committee on the recent evaluations of our CDBG program. On February 28<sup>th</sup>, as part of the City's overall audit our CDBG program was selected for a more involved audit. K. Medina and J. Cormier spent the better part of a few weeks assisting the auditors and answering questions that related to Block Grants from 2017 to 2019 as well as more historic Housing Rehab projects. With the CDBG 19 application due this presented a number of obstacles but the process was completed and there were no findings as a result of this audit. Further, on April 4<sup>th</sup> DHCD monitored our BG 17 grant. There was a minor issue related to certified payroll that was rectified during the process. At the time of the meeting, there was nothing formal presented to the Department but verbally the message was that there would be no findings as a result of this monitoring.

J. Cormier applauded K. Medina for her work related to the financial management of the grants.

### **3.2 CDBG FY19 Application**

J. Cormier indicated that the CDBG FY19 application was submitted by deadline. DHCD will review applications during the next few months and we should have a decision sometime in late July or early August.

### **3.3 Financial Summary**

J. Cormier said the BG16 is still in the closeout stage. We currently now have BG17 and BG18 open.

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

- **Demolition:** Remainder of the uncommitted money has transferred into the Park/Parking Lot Project. No further update.
- **Park/Parking Lot:** Contractors have returned to the site now that the ground has thawed. Initial work will be related to the wall and walkway construction, however, there are still some drainage issues to respond to during this phase. The construction is expected to be completed by mid-June.
- **Design-Rear Main:** A meeting with the engineers for this project, from Fuss & O'Neill, where a number of options were presented. This project will be completed by the end of May with the presentation of plans related to a future parking lot and/or development within the Rear Main Street area.
- **Public SS:** NewVue meets here every Tuesday to meet with any potential new businesses in Gardner. Counseling for existing business is also available. We have asked for quarterly updates from them but have not received them in an appropriate time manner. J. Cormier indicated that we have yet to receive an invoice in 2019 and he has reached out to the organization for further updates.

J. Cormier provided the committee with the update on BG18.

- **Demolition:** Some properties needed approval from Mass Historic and that approval has been received. With that said, there are currently no definitive projects designated. J. Cormier communicated that there was a social media post referring to the possibility of 25 Main Street being targeted for demolition. It mentioned him as the source for the information. J. Cormier reminded the Steering Committee that all projects for demolition would come before them, need review by DHCD, and would need approval by MHC. J. Cormier indicated that the property has never been listed as a potential project in any communication with them or DHCD and did not know why this rumor was being attributed to him.
- **Downtown Phase I:** With the major water and sewer work downtown, as well as the Complete Streets Project, J. Cormier indicated that we would be working in conjunction with these other projects to complete our Downtown Phase I project. On call engineers from Tighe & Bond have been issued a Notice To Proceed and have begun the design portion of the project. J. Cormier hopes to have an update on the timeline of the project by the next meeting.

- Public SS: Gardner Athletics and Voices of Truth Contracts are complete. J. Cormier and K. Medina met with MVOC to discuss the Integration Project with the new Executive Director. The goal is to have an executed contract and plan of action in the next 45 days.

**4. Announcements and Recognitions:**

None

**Adjournment**

*Motion to adjourn*

*S.J. Goguen Graves/L. Saunders*

***All in favor.***

Meeting adjourned at 8:44 a.m.

**DOCUMENTS**

Minutes from meetings of February 5<sup>th</sup>, 2019

Sign In Sheet for April 16<sup>th</sup>, 2019.

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.