

CDBG Advisory Committee
Minutes of November 3, 2009

Present:

Members: Jim Allen, Herb Chaffee, Bruce Clarke, Art Jay, Donna Neylon
Excused: Lucinda Thompson

Jim Allen called the meeting to order at 9:00 am in the Selectmen's Office of the Town Hall. The purpose of the meeting was two fold:

- 1) To review the proposals received as a result of the RFP for a Grant Administrator and
- 2) To review the Community Development Strategy (CDS) in preparation for the Public Hearing to be held on Tuesday, November 17th at 7:15 pm as part of the Selectmen's meeting.

MINUTES OF PREVIOUS MEETINGS:

Bruce Clarke moved to approve the minutes of both the August 25, 2009 and the September 29, 2009; Herb Chaffee seconded; so voted.

RFP/GRANT ADMINISTRATOR:

The deadline for submission of proposals was November 2, 2009 at 3:00 pm. Proposals had been sent to:

William Scanlan 19 Metcalf Street Worcester, MA 01609
James M. Mazik, AICP Deputy Director for Operations Chief Procurement Officer Community Development Section Mgr Pioneer Valley Planning Commission 60 Congress Street Springfield, MA 0104-3419
Mary Marquardo, Office Manager Community Opportunities Group, Inc. 129 Kingston Street, Third Floor Boston, MA 02111
Tom Sweeney 14 Zenith Dr. Worcester, MA 01602

There was only one Proposal received and that was from William Scanlan, 17 Metcalf Street, Worcester. Donna gave each member a copy of the RFP specifications, a score sheet and a proposal. Each member of the committee reviewed the proposal independently and marked their score sheet. Mr. Allen pointed out on Page 4 of Mr. Scanlon's proposal that the Selectmen must appoint the grant administrator as an "authorized agent" on behalf of the Town.

Following each person's individual review and scoring, it was learned that each had marked Mr. Scanlon's proposal as "highly advantageous" and the score sheets were turned over to Donna for safe keeping.

Herb Chaffee moved that the CDBG AC accept Mr. Scanlon's proposal as the most qualified; Bruce Clark seconded; so voted. This meant that the committee would not go out to solicit new proposals.

Jim Allen then opened the envelope marked "price proposal" by Mr. Scanlon and read it to the committee. Mr. Scanlon's cost for the job was \$52,000 to be invoiced at an \$80/hour rate over a period of 14 months, plus administrative costs not to exceed \$8,000 and invoiced separately.

At about 9:45 am, Donna Neylon moved that the CDBG AC recommend to the Board of Selectmen at tonight's meeting that they accept William Scanlon's price proposal as submitted and move to immediately appoint William Scanlon as grant administrator for the CDBG-R grant and to request that they also appoint him as "Authorized Agent"; Herb Chaffee seconded; so voted.

COMMUNITY DEVELOPMENT STRATEGY (CDS)

There was general discussion of how to get the best input and ideas from the community and town officials. There will be public hearing on 11/17/09 as part of the Selectmen's meeting; the Hearing is being advertised in the *Telegram* and has been announced at several Selectmen's meetings.

Donna has also sent out "gang" e-mails with the current CDS attached asking for input from townspeople. One has already responded (James Cooke) asking that there be consideration for a town-wide sewer system and water lines on the other side of the river.

The committee asked Donna to be sure to send the CDS to representatives of QVCDC, PVPC, and CMRPC asking for their input. They also asked her to send a memo with the CDS attached to each department's mailbox. The Board discussed a possible follow-up meeting for December 1, 2009 @ 9:00 am if the CDS is not finalized on November 17th.

The Committee discussed the priority list on the CDS and agreed on the following changes:

#1: Omit the words "Common St., Lincoln St., Lincoln St. Extension" and add "Main St." to read: "Make water, street, sidewalk, and drainage improvements in the Town Center. The most urgent needs are Main St., High St., and Draper St. Upgrade the drainage system to reduce neighborhood flooding and meet state water quality standards.

Add: "Increase quantity of available housing for low to moderate income households and get some abandoned homes rehabilitated and back on the tax rolls." It was agreed that this (which may need to be re-worded by grant writer, Bill Scanlon) should be the new #2.

Add: the word "additional" to #9 to read: "Make additional parking improvements in the Town Center, including additional handicapped parking, and improve sidewalks for wheelchair accessibility."

Change #10 by omitting the second sentence and inserting a new one, to read: "Due to high demand for services, the Merrick Public Library is facing a severe space shortage. These needs continue and must be addressed."

Add: the words "continue with" to #11 to read: "Continue with the clean up of the Mill St. Brownfield site and convert to a productive municipal or public use." The members hope that this may be eliminated entirely from the CDS for 2011.

No Change (using the numbers on the CDS):
3, 4, 5, 6, 7, 8, 12, 13, 14, 15, 16, 17, 18

Omit entirely the current #19.

The Committee agreed, because of the lateness, to each take the CDS home and review it looking for other changes and updates and to submit them to Donna. They will tentatively post a meeting for Tuesday, November 17, 2009 @ 9:00 am.

OTHER:

Bruce Clarke told the members that the Water Commissioners met last night and were concerned that their department was "stagnant" and they directed him to begin looking into extending the water lines across the river at least as far as two mobile home parks (Nanatomqua and Wagon Wheel) and to look for a location for additional wells.