

**Medway Redevelopment Authority**  
**July 16, 2014**  
**Medway Middle School**  
**45 Holliston Road, Room 1319**  
**Medway, MA 02053**

**Members Present:**

Douglas Downing, Michael Griffin, Andy Rodenhiser, and Dick Parella.

**Not Present:** Ray Himmel

**Also Present:** Consultant Robert Hubbard

Town Administrator, Suzanne Kennedy

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The meeting was opened at 7:00 pm.

**Minutes:**

**On a motion made by Mike Griffin and seconded by Doug Downing, the Redevelopment Authority voted unanimously to accept the minutes from June 17, 2014 as written.**

**Submission for certification:**

The minutes of the organizational meeting, June 17, need to be certified by the town clerk. The minutes will then be sent to the State for certification.

**Other business:**

The Authority was provided with an updated time line of the schedule of tasks. The certification will be one of these completed tasks. .

Consultant Hubbard provided the Authority with a draft for the scope of work for a consultant to prepare the Urban Renewal Plan for Oak Grove Park.

Consultant Hubbard informed the Authority that his contract has been extended until the end of September.

The new Town Administrator will be starting the week of July 28, 2014 at which point Rob and Andy would like to introduce themselves and explain their role on the redevelopment authority.

Suzanne Kennedy indicated that there have been newly hired people for land use. The office location of these employees still needs to be worked out. There will need to be a transition plan in place. The new town administrator is also aware that there is 9 months of salary for an Economic Development person. The most recent plan for office space is to have the PEDB, Community Development and EDC offices in the middle school. The Authority was also made aware that there were price quotes done for renovating the fire station.

The Consultant let the Authority know that a mailbox has been provided and it is on the lower level of the mail boxes at the town hall. The only correspondence in there was from the Capital Improvement Committee.

The discussion moved to the funding for the Urban Renewal Plan. There was an inquiry if the Authority can put in a request for funds through Capital Improvement Plan. Suzanne Kennedy explained that this does not meet the typical definition for capital. An option may be to have the authority go to the fall meeting requesting free cash for the Urban Renewal Plan. The free cash has not yet been certified.

Suzanne did inform the Authority that she did have a meeting with town counsel about the Oak Grove parcels. There continues to be a series of questions counsel needs answered when looking at eminent domain taking.

It was recommended that the Urban Renewal Plan be in place before we take any land. The land that the town already owns can be conveyed.

The most important next step is to secure funding for the Urban Renewal Plan. The URP is basically the recipe on how the Authority will proceed. During the URP preparation, there will be another look at the return on investment. There will also be a new market analysis completed. Once the plan is prepared, it will need to be voted on. There will need to be a vote from the Authority, Planning and Economic Development Board, and the Board of Selectmen. Once the plan is approved, the Authority can purchase land without going to the town. The Authority will still need to go to the town for money for land acquisition. This happens at town meeting. It will come down to the voting residents at the town meeting.

The Chairman suggested that it might be worthwhile to have a meeting with the Board of Selectmen.

It will be a series of years before the Town will see revenue.

The Chairman informed the authority that he did speak with DPS Director, Tom Holder about the Infiltration & Inflow and other water issue. There is 30% of unaccounted water. This is being looked at within the DPS department.

There was more discussion on whether the Authority should put in for capital funds for the purpose of acquisition of property based on the estimate of appraisals in the report.

Suzanne Kennedy suggested consulting with Town Counsel about placing land acquisition on a capital request.

**Urban Renewal Plan Scope of Work:**

**On a motion made by Doug Downing, and seconded by Mike Griffin, the Authority voted to accept the scope of work for the Urban Renewal Plan and seek price quotes.**

The paperwork for Capital Requests needs to be submitted by August 11, 2014. The Authority agreed to prepare a submission to capital committee restricting it to parcels, and keeping the values confidential.

Suzanne responded that the process is for staff to first assemble requests, and then in November and December the Board of Selectmen get involved.

The Authority discussed how we let people know what is going on regarding the Redevelopment Authority. Most of the information can go on the website, but there needs to be a better way to explain it to the community.

The Authority was informed that Consultant Hubbard is being paid out of the Economic Development Article. There is \$8,800.00 which remains in this account.

In regards to seeking bids for the Urban Renewal Plan, this will need to go out to bid. There was discussion if this could be professional services which may be exempt from going out to bid. There will need to be further clarity on this.

**TASKS:**

- Check with Town Counsel if we need to go out for bid for an RFP; also if land acquisition can be part of a capital improvement request
- Get the schedule for budget and warrants. (Karen Kristy)
- Prepare submission to Capital Improvement Committee.

**FUTURE MEETING DATE:**

- August 28, 2014 at 7:00pm.

**On a motion made by Douglas Downing, and seconded by Michael Griffin the Redevelopment Authority voted by Roll Call vote to go into executive session to discuss value of parcels related to land acquisition and the authority will adjourn out of executive session and will not go back into open session.**

**Roll Call Vote:**

**Doug Downing        aye**  
**Michael Griffin     aye**  
**Dick Parella        aye**  
**Andy Rodenhiser    aye**

**Respectfully Submitted,**

**Amy Sutherland**