

Medway Redevelopment Authority
September 25, 2014
Medway Middle School
45 Holliston Road, Room 1319
Medway, MA 02053

Members	Andy Rodenhiser	Ray Himmel	Michael Griffin	Doug Downing	Paul Yorkis
Attendance	X	X	X	X	X

ALSO PRESENT:

Consultant Rob Hubbard
Town Administrator, Michael Boynton

The meeting was opened at 7:00 pm.

The Town Administrator was present and explained that he has made meeting with various people to understand the needs of a land use department. There will be a new building commissioner starting in the next few weeks. The Town Administrator is aware that a community development team was created in the Spring. The biggest challenge is finding office space area. The budget for this was only funded for 9 months. The space for various departments is an issue. The problem with the community development team being in the school is that the classroom space adjacent is being leased out for the remainder of the year. This current space will also be utilized by the new energy manager. With the building being a school, it is not ideal for foot traffic. Residents of the town should be able to meet with one department and not have to get in their car to go to another location to meet with another department. The Town Administrator met with the School Superintendent and there was discussion about isolating the wing. There can be some renovations done which would allow the foot traffic to not be part of the school. The renovations would need to take place at the end of the year. The Town Administrator mentioned that this spot may be a better temporary spot for the Department of Public Services and leave land use at the Town Hall.

The position for the Economic Development Director position will be advertised next week. The goal is to have a person hired by November 2014. This person will be staff support and liaison to this the Redevelopment Authority. The Director position will also coordinate with the Planning, Conservation, Board of Health, EDC and Building Inspector. The permitting team will include Board of Health and Building Department. The position of Administrative Assistant which will be support to the Director will not be filled until next year.

There is also a conceptual idea to have a DPS facility. The current fire station could be renovated.

Town Meeting Warrant:

The town meeting warrant will have an article for the Urban Renewal Plan in the amount of \$80,000. The purpose of the money is to have a private third party consultant develop the Urban Renewal Plan. The funding source will probably be free cash.

It was suggested to set up a Subcommittee to make a presentation to the Board of Selectmen to make sure there are no surprises from the public at town meeting. The Redevelopment Authority wants the members of the community to be well informed of that this article for \$80,000 will encompass. It could also be a time to explain who the Redevelopment Authority is and what is their mission in town. The information needs to get to the public. It was recommended that the Redevelopment Authority be placed on the Board of Selectmen agenda for October 6, 2014.

Consultant Hubbard is available for Town Meeting if needed.

Procedural Components:

The Redevelopment Authority discussed that procedurally, the consultant for the work on the Urban Renewal Plan cannot be awarded until the money is appropriated at town meeting.

Consultant Hubbard indicated that the procurement is a planning function and is exempt and not subject to 30 B. He is not sure if Town Counsel agrees. There needs to be clarity on the procurement steps. The quotes for a consultant were solicited and the town has received responses.

The Redevelopment Authority also discussed that they need to be certified by the State. Member Yorkis contacted the State and it was recommended that they get certified before any contracts are rewarded.

Member Yorkis indicated that he could contact the Secretary of the State to see if this will facilitate moving the certification forward quicker. Member Yorkis did not want to pursue this until the Authority approved him to proceed. Member Yorkis informed the Authority that the State website regarding Redevelopment is currently being updated.

On a motion made by Ray Himmel and seconded by Michael Griffin, the Authority voted unanimously to approve member Yorkis reaching out to the Secretary of the State to facilitate the certification.

The Chairman reminded all members that emails and responses should go through Consultant Hubbard.

The Board of Selectmen could contract the consultant and until we are certified.

The Redevelopment Authority wants to know how to transfer the money when and if it is approved. There are so many pieces of this which require insurance coverage.

Minutes:

July 16, 2014:

On a motion made by Doug Downing and seconded by Michael Griffin, the Redevelopment Authority voted unanimously to approve the regular minutes from July 16, 2014.

(Member Yorkis and Himmel abstained from vote)

August 28, 2014:

On a motion made by Doug Downing and seconded by Ray Himmel, the Redevelopment Authority voted unanimously to approve the regular minutes from August 28, 2014.

(Member Yorkis abstained from vote)

Mission Statement/Email address:

The Chairman informed the Redevelopment Authority that this committee does not have a presence on the town's website. The Consultant will contact Rich

from the IT department to get a page on the website. The website should have a mission statement.

The Authority is in receipt of a draft mission statement. This was written by Consultant Hubbard and mainly focuses on the Oak Grove Project. It is a narrow mission statement. The Authority discussed that the mission can change over time and be amended in the future.

Currently, the Oak Grove mission statement includes the land as blighted. This is a federal definition. The Planning and Economic Development Board will need to take a formal vote about this being a blighted property. This will occur when the plan is finalized. It is done at the end of the process and the property needs to be designated as blighted. The Urban Renewal Plan will need a vote as well.

The Redevelopment Authority would like to place the mission statement on the agenda for the next meeting. If any members have any language they want added to the mission statement, and then send an email to Consultant Hubbard.

Carol Wolf was not able to attend the meeting but she is able to attend it on Thursday, October 23, 2014. She is very knowledgeable with Redevelopment Authority.

The Authority also felt it would be beneficial to have the Town Administrator at this meeting.

Steering Committee:

The Committee wants to move forward in seeking people who want to serve on a Steering Committee. The Redevelopment Authority seeks people who want to shape this process without stopping or hindering it. The Steering Committee will help guide the Urban Renewal Plan. The intent is to have this committee only needed for six months. The Steering Committee members may only need to meet eight times.

There was a recommendation to include the following entities: School, Medway Business Counsel, Medway Police, Medway Fire, Council on Aging, and GATRA. There was a suggestion to have Dan Hooper be part of this Committee along with Olga Gerrerira. The Authority thought it would be beneficial to have Gino Carlucci be a part of this process. He is the Chairman of SWAP.

The Authority would like member Himmel to start contacting residents about serving on a steering committee.

Consultant Hubbard will send the draft scope of work to member Himmel in case someone from the public wants more information about this project.

Oak Grove Project:

The Authority is in receipt of a two page document which was drafted for the Town Administrator back in January 2014. Consultant Hubbard highlighted the areas which have been completed. The document also includes the steps required. The master plan is the first step and BSC group has already been done a good deal of the work. The development of redevelopment authority is almost done since we are currently only waiting for certification. The Authority will need to approve a development approach. There will need to be securing of site control and pre permitting which needs to be done along with marketing.

The Urban Renewal Plan will have details about zoning recommendations. The BSC group can be told what we want. It was suggested to have a form based code, since this would shorten the permitting process. This is a very appealing process to the Design Review Committee.

Consultant Hubbard would not recommend Form Based Code for this project. It is too big for this project. Form based code takes a lot of alliterations and is extremely costly.

The Steering Committee plans an important role in discussing what this project will look like.

There is a formal process for taking for lots with records unknown. When it is not under this kind of circumstance, the court makes a determination on value based on appraisal. The formal process involves advertising and notification of all heirs. The money for these unfortunately goes to the State and not the Town.

It was recommended that member Yorkis ask the State why the money cannot be returned to the Town. This could be a reinvestment in the second phase of a project. Member Yorkis will follow-up.

Consultant Hubbard is requesting a waiver for the need for two more appraisals. These are expensive to complete and the current value of the lots does not warrant it.

Member Yorkis responded that there may be some owners who would be willing to deed these lots to the town and in return would receive an acknowledgment of the gift and it becomes tax deductible.

On a motion made by Michael Griffin and seconded by Douglas Downing, the Redevelopment Authority voted by Roll Call to go into executive session at 8:45 pm 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
Paul Yorkis	aye
Andy Rodenhiser	aye

Respectfully Submitted,

Amy Sutherland
Recording Secretary

