

**Medway Redevelopment Authority**  
**January 14, 2015**  
**Medway Senior Center**  
**76 Oakland Street**  
**Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Ray Himmel</b>	<b>Michael Griffin</b>	<b>Doug Downing</b>	<b>Paul Yorkis</b>
<b>Attendance</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

Stephanie Marcandetti, Director, Community & Economic Development  
 Kelly O-Rourke, Community Improvement Planning Committee Liaison

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The Chairman opened the meeting at 7:00 pm.

There were no citizen comments.

The Chairman explained that this was the first time the Redevelopment Authority has met since the passing of the Consultant Hubbard and the hiring of Stephanie Mercandetti, the Director of Community and Economic Development.

The Chairman welcomed Stephanie Mercandetti and wanted her to provide her Background experience to the Redevelopment Authority.

Ms. Mercandetti explained that she previously worked in Walpole as the Director of Planning and Economic Development. She has over 15 years of experience in this field. Stephanie will work as a staff liaison to the Redevelopment Authority. Stephanie also serves as the Chairman to the Framingham Planning Board. She is currently making her rounds to the various Boards and Commissions.

The Chairman communicated that Stephanie will be providing recommendations for improvements to the process and will help to guide the town and boards to make us more permit friendly to business.

### **Office Space:**

The office of the Director of Community and Economic Development is located where the IT was housed; upstairs in Stanford Hall. There will be a future goal to have a land use office area.

### **Bid Process:**

Stephanie informed the Authority that after going through the paperwork Rob had there was not an RFP bid process. There was \$80,000 allocated, but there was no formal vote on the scope of the RFP. There were also no quotes for the proposals. Stephanie did speak with Carol Wolf and the RDA is not exempt from the procurement and we need to go through 30 B process for proposals.

The Authority was presented with a draft of the scope of services.

The Authority explained that they were led to believe that they could move forward with BSC. The Board would like to look over the document and they will provide input to Stephanie.

The Board would like to meet on Wednesday January 28, 2015 to review the bid documents.

### **Economic Development Members:**

Stephanie is looking for members to serve on the Economic Development Committee.

### **Community Improvement Planning Committee:**

Kelly O'Rourke the liaison for CIPC was present at the meeting. She explained that there has been a place holder for the \$1,000,300 for the taking of land for development

The minutes of CIPC will be referenced to see what was sought for money for FY 2016 for land acquisition.

The Chairman indicated that we need to be careful about being too specific. We need to be in a position to buy key parcels. The insurance policy needs to be in place. During process there will be advertising and legal costs, but the minutes and supporting documents need to be reviewed.

Liaison O'Rourke wanted to know if the RDA will be in the position for land acquisition in the next fiscal cycle.

The Chairman responded that if the Urban Renewal Plan is in place, then we will be in

the position.

CIPC Representative exited from the meeting. It was communicated to her that their committee will be included in the distribution list when our agenda is posted.

### **Steering Committee:**

Stephanie provided an update on the status of the steering committee after her conversation with Ray Himmel. The goal is to keep moving forward with forming this committee. Ray would like to have further outreach done for members. He did reach out to Susy Affleck Childs, Mike Boynton, and Andy Rodenhiser and will follow-up with Selectmen Foresto to see if they may want to get involved. One of the tasks of the steering committee will be to work with the consultant and interview the consultants in the RFP process.

There was a question about what funds are available for the Authority. It was communicated that there was money allocated at the town meeting for the Urban Renewal Plan. There is also possibly money remaining from what was provided for Rob Hubbard's work as a consultant. There was \$175,000 allotted for legal expenses. The Redevelopment Authority would like to verify some of these numbers.

### **Insurance coverage:**

Stephanie did inform the Authority that she did follow-up with Allison Potter and was informed that the town's insurance carrier does not cover Redevelopment Authorities. The carrier for Police and Fire have been contacted and they do not cover redevelopment authorities. There is a carrier by the name of National Association of Housing Redevelopment Officials (NAHRO) which does cover redevelopment and housing authorities and the town is seeking quotes. The members would like to see the quote when available.

All members are in agreement that they want insurance in place prior to the taking of any land. There is also a concern about awarding a contract for consultant without insurance coverage.

### **Mission Statement Review:**

The RDA was provided with a draft mission statement.

*The mission of the Medway Redevelopment Authority is to stimulate economic revitalization in specific parts of Town that are substandard, decadent or blighted open space per the mandates and authority of the Massachusetts urban renewal program. The MRA will serve as a catalyst in fostering public/private partnerships with resultant*

*improvements in employment, infrastructure and the Town's tax base.*

The Chairman suggested adding language about work force housing. There was disagreement that this type of language "work force housing" should be added in the mission statement. There was also discussion relative to the terminology "blighted" being included in the mission statement. It was communicated that this is how the state statute defines. There should be some explanation of how this term is used so that the general public can understand.

Stephanie suggested that we can add a link to terminologies when you click URP.

The members will provide comments and suggestions to Stephanie and it will be added to the next agenda.

### **Insurance Coverage:**

#### **Minutes:**

##### **October 23, 2014:**

**On a motion made by Paul Yorkis and seconded by Mike Griffin, the Redevelopment Authority voted unanimously to approve the regular minutes from August 28, 2014.** (Member Downing abstained from vote)

### **Website/Email address:**

Stephanie Mercandetti, informed the Authority that she has been in touch with IT and a webpage for Redevelopment Authority. It was recommended to add the terms of the appointments whether elected or appointed. Authority suggested deleting the last sentence the focus being the bottle cap lots. The meetings will also be noted as the fourth Wednesday of the month at the Medway Senior Center.

**On a motion made by Doug Downing and seconded by Paul Yorkis, the Authority voted to approve the information as presented on the webpage.**

Stephanie will be inviting Carol Wolfe Urban Renewal Coordinator for the Department of Housing and Community Development to come to the February 11, 2015 RDA meeting.

### **Town Meeting Article:**

**On a motion made by Paul Yorkis and seconded by Mike Griffin, the Authority voted unanimously to recommend the town warrant article.**

### **Next Meeting:**

The next meeting for the Redevelopment Authority is scheduled for Wednesday, January 28, 2015 at 7:00 pm at the Medway Senior Center.

**Adjourn:**

**On a motion made by Mike Griffin and seconded by Doug Downing, the Authority voted unanimously to adjourn the meeting.**

The meeting was adjourned at 9:15 PM.

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Accepted January 18, 2015

