

**Medway Redevelopment Authority**  
**Wednesday, January 20, 2016**  
**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 Mercandetti, Director, Community & Economic Development  
 Amy Sutherland, Recording Secretary

The Chairman called the meeting of the Medway Redevelopment Authority to order at 6:30 pm.

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**BSC Kick off meeting:**

There was a staff level kick off meeting with BSC group. The consultant will figure out the dates of meetings and what items will be discussed during the meeting. The tentative date to do public engagement will be in March, June and August 2016. The first meeting will focus on fact finding, plan objectives and a vision. The site analysis and URP boundaries work has been started. This will conclude in February 2016. The preparation of the actual Urban Renewal Plan will begin March 2016. The schedule for plan approval will tentatively be sometime during August-September 2016. The environmental notification form will take place during the same time.

**Steering Committee:**

Member Himmel informed the MRA that he met with representatives from BSC group to discuss the next steps regarding the steering committee. The role and mission of the committee was discussed. BSC Group provide potential discussion topics for the initial steering committee meeting which include:

1. Overview of Urban Renewal Plans
2. Plan Outline (Required Contents and Plans)
3. Discussion of Project Boundary and Eligibility Criteria
4. Transportation Traffic Concerns
5. Existing Conditions Update
6. Bottle Cap Lots Title and Appraisal Status
7. Property Acquisition for Urban Renewal

The project boundary and eligibility criteria would include discussion about the following:

- Open Blighted
- Decedent
- Substandard
- “If not public intervention the private sector alone cannot act”.
- Contiguous properties

The members of the steering committee know what the expectation is while serving on the committee. The feedback has been good.

In relation to URP boundaries, the MRA is reminded that it must meet the criteria for the property being eligible. The MRA discussed that there could be the addition of a couple more properties. The MRA wanted to know if the initial scope of the URP when developed can be changed to include more property. There was a suggestion to look at the area on West Street where Mobil Excavation is located to I-495 to Rt. 109 to the Industrial III line. In addition to eligibility and whether it makes sense, the properties need to be contiguous. The MRA must also consider the budget allocated for the development of the URP. It was reminded that two appraisals are needed as well.

The MRA discussed if the URP can be done in phases. Phase one could be the Bottle Cap Lots. Phase two can be beyond the bottle caps. BSC could look at including other parcels under a new scope. This second phase would also need to meet the eligibility criteria. There can be a modification to the plan at a later time. The steering committee will assist in the discussion of URP boundaries.

### **Steering Committee Group Member List:**

**On a motion made by Doug Downing, and seconded by Ray Himmel, the MRA voted unanimously to appoint the members of the steering committee as noted on the member list.**

There will be a Steering Committee meeting posted for Tuesday, February 2, 2016 at 8:30 am. The Town Administrator is available this date. He will also contact Sergeant Watson and Board of Selectmen member Rich D’Innocenzo. There will be an agenda posted for this meeting.

### **Steering Committee Appointment:**

**On a motion made by Mike Griffin, and seconded by Doug Downing, the MRA voted unanimously to appoint Ray Himmel as the Chairman of the Steering Committee.**

### **Letter on Waiver Request of Full Appraisals:**

The MRA is in receipt of a draft waiver request letter to substitute windshield appraisals for full appraisals, dated January 19, 2016.

**On a motion made by Mike Griffin and seconded by Ray Himmel, the Medway Redevelopment Authority voted unanimously to support the request and have the Chairman sign the letter.**

### **Annual Report:**

**On a motion made by Doug Downing and seconded by Ray Himmel, the Medway Redevelopment Authority voted unanimously to approve the Annual Report as presented.**

### **Department of Housing and Community Development Report:**

The Redevelopment Authority received a memo dated January 8, 2016 from Laura Schaefer, Municipal and Revitalization Specialist from Department of Housing & Community Development. The memo reminds the town about submission of the Annual Report to the agency. The report needs to summarize the redevelopments activities, receipts, and expenditures.

The MRA indicated that to date there are no expenditures or receipts thus far.

**On a motion made by Mike Griffin and seconded by Doug Downing, the Medway Redevelopment Authority voted unanimously to approve the Annual Report for the Department of Housing and Community Development as presented.**

### **Minutes:**

#### **October 28, 2015:**

**On a motion made by Doug Downing and seconded by Ray Himmel, the Medway Redevelopment Authority voted unanimously to accept the minutes from October 28, 2015.**

#### **December 16, 2015:**

**On a motion made by Mike Griffin and seconded by Doug Downing, the Medway Redevelopment Authority voted unanimously to accept the minutes from December 16, 2015.**

### **Meeting Dates:**

The Medway Redevelopment Authority approved their meeting schedule for next year with many of the meetings being held on the 4<sup>th</sup> Wednesday of the month at 6:30 pm with the exception in November being scheduled for November 16, 2016.

### **Future Meeting Dates:**

- Wednesday, February 17, 2016 at 6:30 pm.

### **Adjourned:**

**On a motion made by Mike Griffin and seconded by Doug Downing, the Medway Redevelopment Authority voted unanimously to adjourn the meeting at 7:38 pm.**

Respectfully Submitted,

Amy Sutherland

Meeting Secretary

Approved February 17, 2016