

TOWN CLERK'S MEETING NOTICE
THERE WILL BE A MEETING OF THE WAREHAM
COMMUNITY & ECONOMIC DEVELOPMENT AUTHORITY

Date: Monday, July 9, 2012, 5:00 PM

Location: Wareham Crossing (Location to be determined)

AGENDA

Call to Order

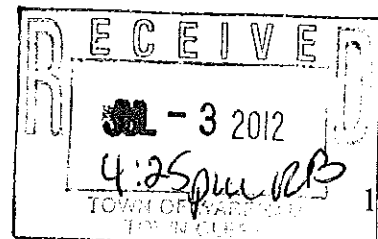
Old Business:

1. Approval of Minutes – June 4, 2012 Meeting
2. Streetscape Update
3. Stormwater Grant
4. Certificate of Vote
5. Police Department Traffic Signs
6. Small Business Loan Pool

New Business

1. Financial Report
2. Reserve Fund
3. Request for Proposals (RFP) for Public Services
4. Certificate Training
5. Rededication of Pezzoli Square
6. Main Street Madness
7. Stonestreet Corporation Presentation
8. WS Development Presentation
9. Other Business
10. Adjournment

Next Meeting: August 6, 2012



**CEDA Board Meeting
Agenda Summary
7/9/12**

Old Business:

1. Approval of CEDA Board Meeting Minutes – June 4, 2012

Recommendation: Mr. Pina is recommending that the Board approve the Meeting Minutes from the June 4, 2012 CEDA Board Meeting.

Action Required: CEDA Board Vote

- 2. Streetscape:** All major activities were completed on June 3, 2012. All that remains is the removal of the old light pole bases, which should take place by June 6, 2012. The construction team is scheduled to walk the site on June 9, 2012 to identify any final punch list items.

Recommendation: Close out Phase 1 of the project, review the project with the engineer and Clerk of the Works for lessons learned, and review the remaining phases of the project to determine if any changes are required.

Action Required: No Action Required by the Board

- 3. Stormwater Grant:** Mr. Pina submitted a grant in collaboration with the Planning Department's Conservation Agent, Mr. Pichette on June 28, 2012 for \$20,000 for Stormwater Plan Design Assistance. As the grant was for Stormwater Plan Design Assistance, it was the only eligible activity where no match was required.

Recommendation: None

Action Required: No Action Required by the Board

- 4. Certificate of Vote:** The Certificate of Vote was signed by CEDA Board Chair, Ms. Connaughton and forwarded on to the Board of Selectmen for approval at the July 10, 2012 Board of Selectmen meeting.

Recommendation: None

Action Required: Ms. Connaughton and Mr. Pina will represent the CEDA Board at the Board of Selectmen meeting on July 10, 2012.

- 5. Police Department Traffic Signs:** The Police Department has received the two electronic mobile signs requested.

Recommendation: None

Action Required: No Action Required by the Board

6. **Small Business Loan Pool:** The Small Business Loan Pool has been established (see attached article) and Mr. Pina is working on marketing material to present the program to the downtown businesses.

Recommendation: Develop marketing material for distribution to businesses in the target area.

Action Required: Mr. Pina will present marketing material to the Board after it is developed.

New Business

1. **Financial Report Summary (see attached)**
 - a. **Housing Development Support Program (361 Main)** – This Grant has been closed
 - b. **FY'08 & FY'09 Grants** have been closed.
 - c. **FY'10 Grant** is 88% expended as of 7/03/12. Remaining projects include: Recovery Road, Streetscape, Turning Point, and the Code Enforcement Program.
 - d. **FY'11 Grant** is 14% Expended as of 7/03/12.
 - e. **FY'12 Grant** has been approved by DHCD. The CEDA Office has submitted a Request for Release of Funds.
 - f. **Revenue** as of 7/03/12:
 - i. Program Income = \$58,219.66
 - ii. Recovery Road = \$33,906.71
 - iii. Bay Pointe = \$110, 424.37
 - iv. Info Booth = \$7,427.85
2. **Reserve Fund** – The Chair would like to entertain a discussion regarding CEDA's revenue. Areas of concern include: the need to develop a reserve fund, criteria for disbursement of funds, and a schedule for receiving requests for funds.

Recommendation: Develop a policy regarding disbursement and use of revenue

Action Required: The CEDA Board will discuss this issue and decide on an appropriate course of action.

3. **Request for Proposals (RFP) for Public Services:** Mr. Pina has developed a Request for Proposals for Public Services for the FY'13 CDBG Mini-Entitlement Grant Application for review by the CEDA Board (see attached).

Recommendation: Mr. Pina is recommending that the Board accept the RFP as submitted and that Mr. Pina begin the process of procuring Public Services for the FY'13 CDBG Mini-Entitlement Grant Application.

Action Required: CEDA Board Vote

4. **Certificate Training:** Mr. Pina facilitated a meeting with members of the CEDA Board, the Cape Verdean Association, the Wareham School Department, Bristol Community College, and Upper Cape Cod Regional Vocational School to discuss the start-up of Certificate Training at the Hammond School in Onset. Present at the meeting representing CEDA were: Jean Connaughton, Rudy Santos, and Sandra Besse.

Recommendation: Mr. Pina recommends that the Board consider allocating funds to assist with start-up.

Action Required: The CEDA Board shall discuss the issue and decide on an appropriate course of action.

5. **Rededication of Pezzoli Square:** Mr. Pina has been in discussions with Ray and Jeannie Pezzoli, the children of the Police Officer for whom Pezzoli Square is named regarding a rededication of the Square.

Recommendation: Mr. Pina recommends that the Board consider rededicating Pezzoli Square to bring attention to the beautification of the square and to the businesses downtown. Mr. Pina has established a tentative date of August 17, 2012 and would like to coordinate with the Main Street Madness initiative (see below).

Action Required: The CEDA Board shall discuss the issue and decide on an appropriate course of action.

6. **Main Street Madness:** Concerned businesses in collaboration with the Wareham Village Association are working on a strategy to bring attention to downtown businesses through an effort they call Main Street Madness (see attached).

Recommendation: Mr. Pina recommends that the Board consider supporting this initiative through a rededication of Pezzoli Square.

Action Required: The CEDA Board shall discuss the issue and decide on an appropriate course of action.

7. **Stonestreet Corporation Presentation:** Mr. Timothy Fay and Mr. Sean Crump of Stonestreet Corporation will present a plan for the **Redesign of Bay Pointe Entrance**.

Recommendation: None

Action Required: No Action Required by the Board

8. **WS Development Presentation:** Mr. David Fleming and Ms. Ellyne Fleshner of WS Development will present on their organization and the strategies and challenges they face managing Wareham Crossing.

Recommendation: None

Action Required: No Action Required by the Board



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

Community and Economic Development Authority Board Meeting Minutes

5:00 PM, June 4, 2012

100 Rosebrook Way, Makepeace Community Meeting Room, 3rd Floor

Present: Jean Connaughton, Sandra Besse, Jo Jeffries, David Smith, Stephen Holmes, and Salvador Pina

Not Present: Robert Fitchenmayer, Jennifer Petersen, and Rudy Santos

Also Present: Michael Hogan, Linda Burke, and Lois Fountain

Call to Order: Chairman Connaughton called the meeting to order at 5:00 PM.

1. AD Makepeace Presentation

Summary: Mr. Michael Hogan and Ms. Linda Burke presented an overview of AD Makepeace's plans for the Rosebrook complex. Plans include an additional medical building, a post-secondary educational training facility, and a hotel complex with restaurants and retail space.

Recommendation: None

Action: None

2. Approval of Minutes May 7, 2012:

Summary: The Board reviewed the minutes from the May 7, 2012 CEDA Board meeting.

Recommendation: A motion was made by Ms. Besse to approve the minutes from the May 7, 2012 CEDA Board meeting as presented. Ms. Jeffries seconded the motion.

Action: The Board voted to approve the May 7, 2012 CEDA Board meeting minutes as presented. **Vote: 4-0-0**

3. Financial Report

Summary:

- a. **Housing Development Support Program (361 Main)** – Staff is waiting for DHCD to reimburse CEDA for its final claim from the Housing Development Support Program. Upon reimbursement of the claim, staff will initiate the closeout procedure.

- b. **FY'08 & FY'09 Grants** have been closed and staff is waiting for DHCD to close both grants in the State's Intelligrants System.
- c. **FY'10 Grant** is 87% expended as of 5/31/12. Remaining projects include:
Recovery Road, Streetscape, Turning Point, and the Code Enforcement Officer.
- d. **FY'11 Grant** is 13% Expended as of 5/31/12.
- e. **FY'12 Grant** is under review with the Department of Housing and Community Development.
- f. **Revenue** as of 5/31/12:
 - i. Program Income = \$54,942.92
 - ii. Recovery Road = \$33,906.71
 - iii. Bay Pointe = \$112, 461.37
 - iv. Info Booth = \$7,339.08

Recommendation: None

Action: None

4. Title 5 Septic Program:

Summary: Mr. Pina presented a Quarterly Report of the Title 5 Septic Program (See attached)

Recommendation: None

Action: None

5. Streetscape

Summary: Mr. Pina presented a summary of the progress of the Streetscape project. The project is about 75% complete. Concrete has been poured for the sidewalks, and the brickwork is complete. Benches, signs and light poles are scheduled for delivery next week. The streets are scheduled for paving on 6/14/12, and the Faux Brick resin surface is scheduled for installation in the crosswalks on 6/18/12. The project has saved approximately \$83,000 from the resurfacing of the two side streets Mr. Pina recommended be halted from the last Board meeting.

Recommendation: Mr. Smith motioned to use the money saved from halting the resurfacing of the two side streets to repave the parking lot of Pezzoli Square and if possible place a flagpole in the square. Ms. Jeffries seconded the motion.

Action Needed: The Board voted to use the money saved from halting the resurfacing of the two side streets to repave the parking lot of Pezzoli Square and if possible place a flagpole in the square. **Vote: 4-0-0**

6. Stormwater Grant

Summary: The Board considered applying for a Stormwater Plan Design Assistance grant for \$20,000 to provide funding for a consultant to design a Stormwater run-off plan for Merchant's Way that is due on June 28, 2012.

Recommendation: Ms. Besse recommended that CEDA apply for the Stormwater grant to provide funding for a consultant to design a Stormwater run-off plan for Merchant's Way and authorize CEDA to provide a 33% match of the requested funds from the Bay Pointe funding stream. Ms. Jeffries seconded the motion.

Action Needed: The Board voted to pursue the Stormwater grant to provide funding for a consultant to design a Stormwater run-off plan for Merchant's Way and to authorize CEDA to provide a 33% match of the requested funds from the Bay Pointe funding stream. **Vote: 4-0-0**

7. Certificate of Vote

Summary: The Board discussed the need to forward a Certificate of Vote to the Board of Selectmen to authorize Mr. Pina to sign agreements on behalf of the Board and the Town of Wareham.

Recommendation: Ms. Jeffries motioned to forward a Certificate of Vote to the Board of Selectmen to authorize Mr. Pina to sign contracts, mortgages, and other agreements as necessary on behalf of the Board and the Town of Wareham (See Attached Certificate of Vote). Ms. Besse seconded the motion.

Action Needed: The Board voted to forward a Certificate of Vote to the Board of Selectmen to authorize Mr. Pina to sign contracts, mortgages, and other agreements as necessary on behalf of the Board and the Town of Wareham (See Attached Certificate of Vote). **Vote 4-0-0**

8. Cape Verdean Association Donation Request

Summary: The Board discussed the Cape Verdean Association's request for donations for their 2012 Cape Verdean Festival.

Recommendation: Ms. Jeffries motioned to allocate \$2,000 from the Bay Pointe revenue stream to assist with the festival. Ms. Besse seconded the motion.

Action Needed: The Board voted to allocate \$2,000 from the Bay Pointe revenue stream to assist with the festival. **Vote 4-0-0**

9. Police Department Traffic Signs:

Summary: The Board discussed a request by the Police Department for funding assistance for the purchase of two electronic mobile signs. The signs can be used during times of emergency and during events to route traffic and inform the public of important safety concerns.

Recommendation: Mr. Smith motioned to allocate approximately \$29,460 from the Bay Pointe revenue stream to purchase two electronic mobile signs for the Police Department. Ms. Jeffries seconded the motion.

Action Needed: The Board voted to allocate approximately \$29,460 from the Bay Pointe revenue stream to purchase two electronic mobile signs for the Police Department. **Vote 4-0-0.**

10. Downtown Sign Program

Summary: Mr. Pina spoke with Jim McCue of Upper Cape Cod Regional Technical School to discuss implementation of a sign program for the small businesses in Wareham Village. Mr. McCue is speaking to the new Superintendent to garner his support for the project and will contact Mr. Pina when he has it.

Recommendation: None

Action Needed: None

11. Small Business Loan Pool

Summary: The Board discussed using a \$50,000 donation by the developers of Wareham Crossing that was dedicated to Downtown Revitalization to fund a Small Business Loan Pool. Mr. Pina is working with the acting Town Administrator and the new Town Accountant to identify the funds and place them in a separate account for use by CEDA. Mr. Pina also presented a Small Business Loan Pool Policy for review and approval.

Recommendation: Mr. Smith motioned to use the \$50,000 donation to fund a revolving loan pool for small businesses in Wareham Village and to approve the Small Business Loan Pool policy presented by Mr. Pina. Ms. Jeffries seconded the motion.

Action Needed: The Board voted to use the \$50,000 to fund a revolving loan pool for small businesses in Wareham Village and to approve the Small Business Loan Pool policy presented by Mr. Pina. **Vote 4-0-0**

12. New Business:

a. Tim Fay Thank You Letter

i. **Summary:** Mr. Pina presented a letter to the Board, addressed to Mr. Timothy Fay, thanking Mr. Fay on behalf of the Board for hosting the Board's May 7, 2012 meeting (see attached).

ii. **Recommendation:** Forward letter to Mr. Fay

iii. **Action:** Mr. Pina will forward the letter to Mr. Fay.

b. Powers & Sullivan Bill

i. **Summary:** Mr. Pina presented a bill for \$20,000 from Powers & Sullivan for professional services rendered in connection with the audit of the Community and Economic Development office as of June 30, 2010 (see attached). Mr. Pina stated that he had spoken with the **Department of Housing and Community Development (DHCD)** regarding payment of the bill. DHCD advised Mr. Pina that payments of audit services in association with a Town audit from Community Development Block Grant funds are eligible as long as the payment is proportional to other grants funded by the same Town audit.

- ii. **Recommendation:** Forward the bill to the Board of Selectmen for review and advisement.
 - iii. **Summary:** Mr. Pina will forward the invoice to the Board of Selectmen for review and advisement.
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Being no other business, it was moved and unanimously approved to adjourn the meeting.

Meeting Adjourned at 7:15 PM