

Town of Wareham
Community and Economic Development Authority

Board Meeting
4:30 PM, September 12, 2011

Memorial Town Hall, Room 23

Present: Jean Connaughton (JC), David Smith (DS), Jennifer Petersen (JP)

Not Present: Sandra Besse, Rudy Santos, Jo Jeffries, Bob Fitchenmeyer

Also Present: Peter Sanborn

Chairman Connaughton opened the meeting at 4:40 PM. She noted that there was no quorum present so no votes could be taken. As a result, the meeting will be abbreviated unless a quorum is obtained.

P Sanborn provided a brief Director's report. He said that DHCD has approved expenditure waiver and stated that DHCD said that there will be no reduction of funding.

Director's Job Description. A brief discussion occurred. Chairman Connaughton said that given the absence of a quorum she wants to schedule another meeting to discuss this matter when a quorum will be present. She will poll the CEDA board about availability to meet on September 19 to discuss the Director's job description.

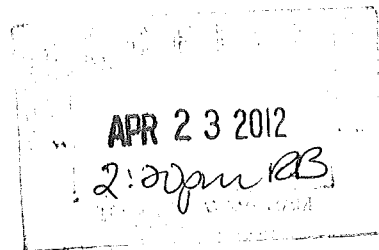
There was a discussion of the board's commitment of Program Income (PI) to Housing Rehabilitation Program (HRP) under FY10 grant

P Sanborn provided an update on the MassWorks application. Wareham will probably submit two (2) separate applications. As planned, the first will be for the Village Streetscape project, for funds to construct the remaining three phases. He is still working on the budget but the request should be between \$1.35 - \$1.4 million. He learned from the Town Administrator late last week that A.D. Makepeace also wants the town to submit a second application on its behalf for the extension of Rosebrook Way through the development site to Thionet Road. He met with representatives from Makepeace earlier in the day. Makepeace will do most of the work on the application and he will provide technical support to them. The second application will be for approximately \$1.1 million. Board members reiterated that the application for the Village Streetscape project should be given priority, if priority is needed for one application over another.

The meeting Adjourned: 6:04 PM.

Submitted by:

Peter Sanborn, Acting Director



Town of Wareham
Community and Economic Development Authority

Board Meeting
4:30 PM, September 19, 2011
Memorial Town Hall, Room 23

Present: Jean Connaughton (JC), Sandy Besse (SB), Rudy Santos (RS), Bob Fitchenmayer (BF)

Not Present: Jo Jeffries, Jennifer Petersen, David Smith

Also Present: Peter Sanborn

Chairman Connaughton opened the meeting at 4:30 PM.

Approval of August 1, 2011 Meeting Minutes. Motion to approve as presented:
B Fitchenmayer; Seconded, S Besse. Motion **APPROVED**: 4-0-0.

Discussion of meeting and hearing schedule for FY 2012 Mini-Entitlement Plan application. P Sanborn said that the grant application will be due on December 16. DHCD has scheduled briefing sessions relating to the application on September 22 and 28. He and other staff from his firm will be attending the latter session. The Town must hold a meeting to discuss the Community Development Strategy and a public hearing relating to the application itself. It could schedule more than one but must hold at least one for each. The Chairman said that she will be away through most of November. Sanborn said that he would prefer to hold both meetings prior to Thanksgiving. The CDS meeting must be held at least 30 days prior to the application deadline. Following discussion, the Board set the date for the CDS for October 17 at 6:00 PM and for the public hearing for November 14 at 6:30 PM.

There also discussion about the need to hold an informational meeting for the streetscape project for businesses in the Village. Sanborn suggested an early morning meeting to make it more convenient for businesses. This meeting was tentatively scheduled for October 5. Sanborn noted that the construction bids are due at 2 PM on September 26.

There was also a brief discussion of potential activities for the FY12 application. These included: social services, housing rehab, additional improvements at Agawam Village, sewer betterment assistance, improvements at the library, a request from Marcia Griswold and streetscape improvements. Sanborn said that if the MassWorks application gets funded, then the streetscape project will not need to be included in the grant application. MA DOT says that it will make decisions on those grant applications in about six weeks, or around the end of October.

Discussion of Director's Qualifications/Job Description: Chairman Connaughton noted that Ms. Petersen submitted comments as she will probably not be able to attend today's meeting. Her main concern is about the minimum amount of experience that will be required of the candidate; she believes that it should be 10 years, although at least 5 years could be acceptable. Sanborn said that he thought that 5 years could be adequate and that the nature and the variety of the experience should also be given weight. Particularly with the respect to CDBG experience, the experience should be hands-on, direct and diverse.

Additional discussion concerned the board's involvement in the selection of the Director. Several members said that it was important that CEDA be involved in the selection.

Moved to request that CEDA Chair be a member of an interview committee.

Motion made by R. Santos, Seconded, S. Besse. Motion **APPROVED**: 4-0-0

There was further discussion. Sanborn will review materials regarding the position and offer comments.

The CEDA board set the next meeting date for 4:30 PM, October 3, 2011.

Vote to adjourn meeting. Moved by RS, seconded by SB. Motion Approved 3-0-0

Meeting Adjourned: 5:40 PM.

Submitted by:

Peter Sanborn
Acting Director

