

Town of Wareham
Community and Economic Development Authority

Board Meeting
4:30 PM, October 3, 2011
Memorial Town Hall, Room 23

Present: Jean Connaughton (JC), Sandy Besse (SB), Rudy Santos (RS), Jo Jeffries (JJ), David Smith (DS), Jennifer Petersen (JP)

Not Present: Robert Fitchenmayer

Also Present: Bruce Hutchins, Peter Sanborn, Acting CEDA Director

Chairman Connaughton opened the meeting at 4:30 PM.

Approval of September 19, 2011 Meeting Minutes. Motion to approve: S. Besse, Seconded, R. Santos. Motion **APPROVED**: 4-0-1.

Review of September 12, 2011 Meeting Minutes. Approval not required as no quorum was present.

Bruce Hutchins summarized 2011 income and expense for I-195 Visitors Center. There is a projected loss of \$2,000 for the 2011 season. Two primary reasons for loss: 1) no commitment from AD Makepeace, and 2) net loss from the temporary Sales/Marketing position.

Mr. Hutchins made the following recommendations for 2012: 1) having an abbreviated schedule for the Port-a-Potty; 2) making a moderate increase in the charge for larger and non-local businesses; and 3) seeking state tourism funds (He noted that the state's tourism budget has increased substantially in past year. He suggested the possibility of contacting Wareham's State Rep and Senator to support this request.); 4) offering a 33% commission to bring in new accounts; and 5) for marketing purposes, get an ad in a local paper (Wareham Week) that recognizes advertisers and sponsors. Also, consider putting similar acknowledgment in Town's Annual Report.

Discussion of budget and recommendations. 1) RE: Moderate increase in rates. 2) Defer Port-a-Potty until mid-May. 3) State funding: ask for \$5K. PDS will talk to T.A. about how to approach this. PDS and BH will work on "incentives" plan.

There was discussion about the placement of the ad. Hutchins would like to have a full page ad if possible.

Chairman Connaughton asked for a motion. Moved by D. Smith to sponsor a “thank you” ad costing no more than \$300. Seconded, J Jeffries. **APPROVED:** 5-1-0.

Board member Petersen said that the State has a tourism website but Wareham does not participate in it. Discussion about this ensued.

S Besse moved that recommendations 1-3 above be approved. Seconded, J Jeffries. **APPROVED:** 5-1-0

Acting Director Sanborn gave an abbreviated report on the status of the current grants and financial activity of the CEDA office.

He recommended that the Board vote to nullify a vote that it took on August 1, 2011 to make certain budget transfers within the FY10 grant. These transfers are essentially of a bookkeeping nature, to substitute grant funds with Program Income in certain budget lines, and vice versa. The reason for requesting this nullification is because he is having difficulty with DHCD staff accepting the changes approved by the August 1 vote. The reason for the difficulty is that DHCD considers this unnecessary as it has granted a waiver of the spending threshold to Wareham for its FY12 grant application. The purpose of the original vote was to enable CEDA to increase the rate of expenditure of the FY10 grant leading up to the FY12 grant application. However, because of the waiver approved by DHCD, the agency prefers strongly not to do this. There were questions and discussion. D. Smith moved that the board approve the requested transfers. Seconded by J. Jeffries. **APPROVED:** 6-0-0

Sanborn said that he had a second request, which is that the Board approve a commitment of up to \$70,000 to the Village Streetscape project for cover police detail costs. He explained that these costs were never provided for in the project budget or the engineer’s cost estimate. He discussed how much might be needed with MM Director Mark Gifford. He noted CEDA had already committed up to \$58,000 for the project for engineering and related costs. This request is above and beyond the approval of the \$58,000. It is hoped that this amount will be far more than is what will actually be needed. J. Petersen moved that the CEDA board commit up to \$70,000 in Program Income to cover police detail costs for the Phase 1 construction. Seconded, D. Smith. **APPROVED:** 6-0-0

Sanborn reported on the MassWorks application that requests \$1.4 million for the three remaining phases of the Village Streetscape project. Decisions should be made by the state anytime. If awarded, this will enable the Town to include other activities in the upcoming grant application instead of funding to construction Phase 2.

Sanborn reviewed the spending rates and commitments of the Public Social Services programs. He said that staff and he would be taking a close look at the funding needs of the various programs and agencies while developing the FY12 grant application. It is likely that some programs that have been funded by the grant for several rounds will not

be included in this grant application because they still have unused monies. The reduction in the grant from \$1 million to \$900,000 is a factor to be considered.

He also reported on the site visit by DHCD staff for the proposed 361 Main Street EDF proposal. He had just learned that DHCD was not going to invite the Town to submit an application. The EDF fund manager does not think that the project meets the primary objectives of what the EDF seeks to fund. The CEDA board members suggested that CEDA should keep the door open to Mr. Fitzgerald in the event that another funding opportunity arises.

There was discussion of the Town's option to have a First Right of Refusal to purchase the Bay Pointe Golf Club, and of CEDA's assignment of the lease to a new owner. No action is needed at this time.

Sanborn reminded members of the CDS Forum at 6:00 PM, Monday, October 17, 2011. This is the kick-off event for the FY12 grant application. It is important to have a good turn-out to discuss the town's needs and priorities.

The next CEDA board meeting will be on November 2, 2011.

Vote to adjourn meeting. Moved by J. Jeffries; Seconded by R. Santos.

APPROVED: 5-0-0

Meeting Adjourned: 6:30 PM.

Submitted by:

Peter Sanborn
Acting Director

