

Town of Wareham
Community and Economic Development Authority

Board Meeting
4:30 PM, March 5, 2012
Room 23, Memorial Town Hall

Present: Jean Connaughton, Chairman; Sandra Besse; Robert Fitchenmayer;
Jo Jeffries; Jennifer Petersen; Rudy Santos

Not Present: David Smith

Also Present: John Viveiros, BOH; Frank DeFelice, BOH; Anthi Frangiadis, Wareham
Village Association; Linda Gay, Susan Ricci, Guests;
Peter Sanborn, Acting CEDA Director

Chairman Connaughton called the meeting to order at 4:30 PM. She noted those present and those not present.

Approval of February 6, 2012 Minutes.

MOTION to approve minutes as submitted.

Moved: S. Besse

Second: J. Jeffries

APPROVED: 6-0-0

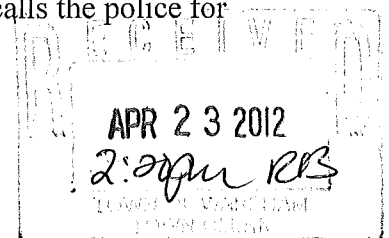
John Viveiros, Code Enforcement (CE) Inspector, Board of Health (BOH).

Mr. Viveiros said that most communities have a Code Enforcement officer. He started in Wareham in February 2010. Since, he has completed more than 400 inspections and re-inspections. Prior to retiring, he had worked as septic inspector for DEP. The most difficult part of job is dealing with OREO or abandoned buildings. It can take time to trace down the actual ownership. If an "order to correct" is not addressed, then this can go to BOH for continued action (allowing additional time to correct the violation), and on to court if necessary. He estimates an 85-90% "correct" rate.

A majority of inspections originate as a result of a complaint. Sometimes they occur from driving around while going out on another inspection.

J. Connaughton asked about the referrals to CEDA for housing rehabilitation program assistance resulting from inspections. Mr. Viveiros talked about the difficulty in getting income declaration from the unit occupant.

Mr. Sanborn asked about what occurs if there is a refusal of entry. He calls the police for assistance to gain entry.



Anthi Frangiadis, Interim President, Wareham Village Association.

The Association has added new board members. She was involved in WVA from its inception. The WVA is looking at an affiliation with National Main Street Center; however, the use of the MSC requires a full-time Director position. The organization is looking at various funding sources that might support this position. The WVA will be participating in the WCTA benefit in May, in part for visibility. The Main Street Program focuses on four points: Promotion, Organization, Design and Economic Restructuring. J. Petersen asked if the WVA has considered joining with OBA? Ms. Frangiadis said not at this time as it there is the need to focus on the WVA. The WVA may need support from CEDA for grant applications.

Chairman Connaughton said that the two board members need to leave early and asked to return to the matter of funding the Code Enforcement Inspector position before the members left so that a vote could be taken.

Mr. Fitchenmayer says that he supports the program, but isn't this a responsibility of the Town -- something that the Town should be funding, rather than CEDA? There was a discussion of the merits of funding the program. Mr. Sanborn suggested that the Board might want to consider that CEDA use Program Income to fund it for the quarter from April to June. There was further discussion and the possibility of funding it for another six months. Ms. Petersen would like to see more information and accountability from the Board of Health that will more clearly report on the benefits. How many were done? How many were satisfactorily completed? How many were continued? There was discussion of the self-declaration of household income and the relationship to documenting compliance with CDBG national objective.

Mr. Santos left the meeting.

Ms. Besse said that she did not want to approve additional funding until the board receives more detailed information. Chairman Connaughton asked Mr. Sanborn if he receives detailed information. He said that he does but that he does not look closely at each one.

MOTION to continue funding the Code Enforcement Inspector's position with Program Income for a six month period from April 1 through September 30, 2012.

MOVED: J. Petersen

Second: J. Jeffries

APPROVED: 5-0-0

Ms. Besse again requested that the Board be provided with more detailed information on a monthly basis.

Director's Report and Updates, Peter Sanborn, Acting Director.

P. Sanborn reviewed the Grant Manager's and Bookkeeper's financial reports with the Board. Sanborn discussed the situation of a wheelchair bound person living in an extremely dilapidated mobile home. CEDA is working to find a solution to this. Staff

feels that no funds should be invested in the mobile home due to its age and extremely poor condition. Staff is simultaneously looking into the possible purchase of a used mobile home and trying to locate suitable affordable housing. Karen Hamilton has been in contact with the housing authority; it may have a unit available.

Several board members said that they do not support the idea of purchasing a mobile home.

Ms. Besse left the meeting.

The Board supports issuing a letter attesting to the situation if it will help give the applicant priority for an affordable, accessible unit. There is a consensus from the board to work with the housing authority to get this person placed in housing.

There was discussion of the Title 5 loan program. Mr. Sanborn clarified that this program does not provide financial assistance for the betterment fee assessed by the Town. He also explained that the program funds both septic system repairs and sewer tie-ins. The Board asked for the report to show which cases were for septic and which were for tie-ins. Mr. Sanborn said that staff will add a column on the sheet that codes whether it is a tie-in or a septic system repair.

Mr. Sanborn provided an update of the Village Streetscape project and spoke of several issues: There will be a meeting on Wednesday morning with the contractor, project engineer, Director of Municipal Maintenance to discuss the scheduling of the resumption of spring construction. Also, there is a need to finalize the location of the clock. After a brief discussion, it was decided to keep the clock at the original location.

Mr. Sanborn informed the Board that the streetlights do not have receptacles incorporated into. How much will it cost? Approximately \$90,000, plus engineering fees for this phase alone. Mark Gifford will contribute the money from Chapter 90, possibly via an offset for other items. Board wants to pursue adding the receptacles on the lights if possible.

Mr. Sanborn said that CEDA put in an application for \$2,500 to the Makepeace Community Foundation for the I-195 Visitors Center.

Mr. Sanborn's firm completed a review of the housing rehabilitation program. The report will recommend some procedural changes and the need for more specificity in policies that will reduce individual discretion. Also, there will be a discussion of staffing issues. The summary evaluation is that there are more things that are "right" about the program than not. There needs to be a decision as to what changes are to be implemented and when – now or to wait until the new Director takes the position. Several board members said that it is their preference to implement changes now.

Mr. Sanborn passed out a flier for Wareham Works, which will be held on March 30. This year's theme is "Education is the Key to Success." He said that Jacqui will be spending a lot of time until the event in organizing it.

The CEDA will be issuing a Request for Qualifications for an independent Clerk of the Works/Resident Inspector for the streetscape project.

The Acting Director informed the board about the Single Audit and the broad findings concerning the lack of reconciliation between the Treasurer, Town Accountant and CEDA. He said that he learned that the audit report has been available for some period of time but the CEDA had not received it until last week. Also, CEDA didn't receive the draft letter. If it had, it could have responded and there is the possibility that management letter might have been different. The Board requested that this be reflected in the minutes of this meeting.

Mr. Sanborn informed the board that the Grants Manager has requested leave under the Family Medical Leave Act. Her requested leave relates to assist a family member. She doesn't have an exact schedule as to the period nor the length of the leave. Tentatively, it is from March 22 through the end of April. The Board inquired as to the possibility of Mr. Sanborn's firm bringing in additional personnel so that the offices functions are maintained. Mr. Sanborn said that he would discuss the need for this with staff. He will also need to check with DHCD about what it will require if these additional services are added. The board said that if her leave is greater than three weeks, then this option should be pursued.

Mr. Sanborn said that he hopes to put the new heating system for the Christopher Donovan Center out to bid next week.

Being no other business, it was moved and unanimously approved to Adjourn Meeting.
Meeting Adjourned: 6:35 PM

