

**CDBG STEERING COMMITTEE MEETING**

**MINUTES**

**Tuesday, February 18, 2020 at 8:15 am**

**Meeting Room – City Hall Annex**

**Gardner, Massachusetts**

**Committee Members present:** Jeffrey Legros, Tracy Hutchinson, Roland Jean, Lauren Saunders and Sandy Mullins

**Committee Members absent:** Scott Joseph Graves and Trevor Beauregard

**Others Present:** Katie Medina, DCDP, Sabrina Kublbeck, GEHM and Eileen O’Shea, GEHM

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J. Legros opened the meeting at 8:15 a.m.

J. Legros pointed out the Open Meeting Announcements posted at the two entrances in the meeting room.

**1. Acceptance of Minute**

*Motion to accept minutes of December 17<sup>th</sup>, 2019*

*T. Hutchinson/Sandy Mullins*

**All in favor**

**2. Old Business:**

None

**3. New Business:**

**3.1 BG20 Update**

J. Legros let the committee know the City Council approved the Block Grant FY20 Projects in their February 3, 2020 meeting. The grant submission deadline is March 6 so we are currently working on completing the application.

**3.2 Program Income-FY18 Budget Amendment**

J. Legros explained we sometimes receive program income as a result of a payback from a Housing Rehab lien put on a property. We currently have \$56,337.00. J. Legros said we are looking to move that amount (less percentage owed to Mass DHCD CDBG Program, \$1,645.25) into line item 6B, which is the Downtown Phase I Project.

*Motion to add Program Income into 6B.*

*R. Jean/T. Hutchinson*

**All in favor**

### **3.3 Grievance**

On behalf of GEHM, S. Kublbeck and E. O'Shea provided the committee with a packet of information and summary timeline related to their grievance. They also provided an oral summary of that information to the Committee. The basis of their grievance questioned why the application was not included with the BG20 application. Their presentation and information submitted to the Committee acknowledged the fact that the application was received after the 12PM deadline on December 11, 2019. The Grievance was initiated by GEHM and, following the established procedure, a review was conducted and a decision was issued by Assistant Director, Jeffrey Legros. That decision was then appealed to Director Trevor Beauregard, who also conducted a review and issued a decision. Finally, an appeal was made to the CDBG Steering Committee appealing that decision. The presentation and information provided by GEHM as part of this meeting is part of that appeal and is offered for the Committees review and decision. J. Legros explained his former decision based on the fact that the application was received late and the need for fairness and consistency among all applicants. Upon review of the presented information, a decision will need to be made by the committee within 14-days. Due to the absence of two members and the need to provide adequate time for a full review of the information by all members J. Legros expressed the need to hold a follow-up meeting within the designated timeframe to vote on a decision of the Committee's finding relative to the grievance.

J. Legros will forward along the information presented to the Committee to all members and will schedule and post a Meeting in advance of the 14-day period.

### **3.4 Financial Summary**

J. Legros provided the committee with the update on BG18.

- Demolition: 122 Main Street is down. We are in contact with the contractor for the invoice.
- Downtown Phase I: Work has stopped due to weather conditions. They have invoiced us for December and January so they are up to date with billing.
- Public SS: Gardner Athletics and Voices of Truth are complete. MVOC has been contacted and will be working on getting the remainder of their grant spent. NewVue said they have slowed down due to the holidays but hope to pick back up and have some invoices for us soon.

J. Legros updated the committee on BG19: Special Conditions have been submitted and are currently under review by Mass DHCD CDBG Program. Environmental Review has been conducted and a Notice of Intent to Request Release of Funds (NOIRROF) has been posted and sent to all interested parties. The comment period ended on February 14, 2020. A Request for Release of Funds (RROF) will be submitted to DHCD along with the Environmental Review Record. We have not yet received a response from DHCD on the clearance of special conditions.

### **3.5 Committee Member Continuation of Service**

J. Legros referenced the CDBG Steering Committee charge and responsibilities description included in the meeting packet. He asked if all members were willing to continue serving for the upcoming calendar year. All members present indicated that they willing to continue to serve.

**4. Announcements and Recognitions:**

**Public Hearing**

**FY 2020 Community Development Block Grant Application Proposed Projects**

J. Legros announced the opening of the Public Hearing. No persons were in attendance for the public hearing and there were no questions from the Committee Members present. J. Legros referenced the projects previously recommended by the Committee and supported by City Council Resolution #10240.

**Adjournment**

*Motion to adjourn*

*R. Jean/S. Mullins*

**All in favor.**

Meeting adjourned at 9:30 a.m.

**DOCUMENTS**

Minutes from meetings of December 17, 2019

Sign In Sheet for February 18, 2020

Meeting notes taken by K. Medina

Financial Summary

City Council Resolution #10240

CDBG Steering Committee Charge

GEHM Grievance supporting documents

All documents are filed in the Office of Community Development and Planning, 115 Pleasant Street, Room 202, Gardner, MA 01440.