

Medway Redevelopment Authority

June 17, 2014

Medway Middle School

45 Holliston Road, Room 1319

Medway, MA 02053

Members Present:

Douglas Downing, Michael Griffin, Andy Rodenhiser, and Dick Parella.

Also Present:

Consultant Rob Hubbard

Recording Secretary, Amy Sutherland

The meeting was opened at 7:00 pm.

Elections:

Chairman:

On a motion made by Douglas Downing and seconded by Michael Griffin, the board voted unanimously to appoint Andy Rodenhiser as Chairman to the Redevelopment Authority.

Vice-Chairman:

On a motion made by Douglas Downing and seconded by Andy Rodenhiser, the board voted unanimously to appoint Mike Griffin as Vice Chairman to the Redevelopment Authority.

Treasurer:

On a motion made by Mike Griffin and seconded by Andy Rodenhiser, the board voted unanimously to appoint Doug Downing as Treasurer to the Redevelopment Authority.

Assistant Treasurer:

On a motion made by Andy Rodenhiser and seconded by Douglas Downing, the board voted unanimously to appoint Ray Himmel as Assistant Treasurer to the Redevelopment Authority.

Temporary Secretary:

On a motion made by Mike Griffin and seconded by Douglas Downing, the board voted unanimously to appoint Rob Hubbard as temporary secretary to the Redevelopment Authority.

Contact List of Members:

The members were presented with a contact list which included names, addresses, telephone numbers and email addresses.

The terms of service was explained and is determined by who gets the most votes. All paperwork needs to be submitted to the State to get certificate of organization.

Proposed Bylaws:

The proposed bylaw was drafted by Consultant Hubbard and submitted to the committee to review. It was developed by guidelines from the Department of Housing and Community Development. This document was reviewed by Town counsel and it reflects her comments. The seal will be ordered when the certificate of organization is issued. The line noting "treasurer shall give bond for..... It was recommended by Suzanne Kennedy, Town Administrator, that we could strike this sentence related to the bond. Members and employees of the authority may be indemnified as provided for in general laws Chapter 258, section 9. The authority can appoint a secretary to keep the minutes from the meeting. The authority needs to provide the names of the elected officers to the Secretary of the Commonwealth.

Consultant Hubbard indicated that he is not hired to be the executive director for the redevelopment authority. There is money for the Town to hire a Director of Community Development and Planning to do this. This person may not be hired until October. Consultant Hubbard will serve this role on an interim bases until the end of September.

Town Clerk has paperwork from Town Meeting for the establishment of the redevelopment authority and that will be submitted to the state so they can get certificate of organization. The quorum for this committee is three. Town Counsel recommended that for execution of deed, there should be two members signing. Regards to money, up to \$500.00 can be signed by one member, more than that needs two signatures. The signatures for the vendor payment will need to be approved by the committee.

On a motion made by Andy Rodenhiser and seconded by Douglas Dolling, the board voted unanimously to accept bylaw with the deletion of references relating to bonding.

This document will be submitted to the Department of Housing and Community Development and the Secretary of the Commonwealth.

Update:

The Oak Grove appraisals are still ongoing.

Redevelopment Authority:

The Redevelopment Authority is a vehicle to assemble and dispose of land including the taking of land through eminent domain. Redevelopment Authorities are exempt from Chapter 30 (b) in areas where an Urban Renewal Plan has been approved by the Board of

Selectmen and the State. This authority is an independent body and is not an agency of a municipality. The goal of the authority in Medway would be to focus on urban renewal, primarily on Oak Grove. This Urban Renewal Plan is estimated to cost about \$70 - \$80,000. The Consultant will need to write the plan and guide the creation of this. Money for this needs to be allocated by the town.

Oak Grove Redevelopment Workplan:

The authority reviewed the work plan for the Oak Grove Redevelopment plan. A contract for limited use appraisals was signed by the Town. The appraisal will be completed in July, 2014.

Consultant Hubbard will update the working task chart for the next meeting.

The authority needs to get funding for the Urban Renewal Plan. The authority needs to go to the Board of Selectmen to seek the \$70-\$80,000. Consultant Hubbard will prepare the scope of work for Urban Renewal Plan. It may come in at the lower amount since the primary work has been submitted.

The study from BSC indicated that there was a demand for a hotel. The report did not include the hotel tax. Consultant Hubbard provided an estimate of the hotel tax returns to the Board of Selectmen. Consultant Hubbard will send a copy of the memo he provided to the Board of Selectmen to MRA members. Another concern is the water and sewer capacity in town.

The Chairman indicated that there is an inflow infiltration program.

The Committee noted that this may not happen quickly enough and it might be worthwhile to research what it would cost to buy capacity.

The town is almost at their water capacity limit. The Committee needs to come up with a subcommittee of selectmen and Tom Holder and new Town Administrator to identify the issues which need to be addressed.

The Committee was curious about what type of water capacity is needed for a hotel.

Consultant Hubbard indicated that once the Urban Renewal Plan is in place, the numbers regarding water consumption will need to be estimated. The plan would identify finding the funds for infrastructure improvements. It is easier to get grants when the Urban Renewal Plan is in place. Once the limited use appraisals are done, it makes the next several steps fit into place. Currently, the town owns 229 parcels, Williams owns 369, on record owners 255. The ownership of the remaining lots has been reviewed and reported to the Town in a February Progress Report. There will be a map submitted showing this. To claim the unknown parcels, it will need to go to land court. Those are blighted parcels. These may be taken by eminent domain. The value of parcels needs to be deposited into an account and is considered abandoned property. This money then goes to the state.

The Chairman wanted to know if he can get together with Mr. Williams to discuss working together on this.

Consultant Hubbard indicated that he did speak with Mr. Williams about working cooperatively.

Town Counsel recommended keeping it simple and maybe acquire an option to purchase. There are several options.

The land that the town already owns should be given to the redevelopment authority with no cost and is transferred for \$1.00.

Mass Development may provide a predevelopment loan. There are ways to raise money with site control.

The town would get an Urban Renewal Plan for the whole parcel. The phasing of this would need to be developed. The plan will measure the costs along with the return on investments. The URP may take two or three meetings with the public. The assembly of the parcels is the difficulty.

The goal is to have the appraisals done by the end of July, 2014 and then create a strategy for the parcels. Those can be confidential.

Meeting:

The next meeting will be Wednesday, July 16, 2014 at 7:00 pm.

Resources Needed:

- Connection to network
- Gathering of the various maps
- Scanner/Copier for office.
- Ability to have materials copied for meeting

Recommendations:

- Have a meeting with Department of Public Service about some of the items.
- Organize an all board meeting to gather input for the Urban Renewal Plan.

Immediate Action Items:

- Speak with Board of Selectmen about the Urban Renewal Plan.

- Get data on what it will cost to buy water capacity from the town of Franklin.
- Figure out how much capacity is needed for a hotel.
- Consultant Hubbard will have a draft of the RFP for the next meeting.
- Provide the RFP to Board of Selectmen for the August meeting.

Adjourn:

On a motion made by Dick Parella and seconded by Douglas Downing, the board voted unanimously to adjourn the meeting at 8:39 pm.

Respectfully Submitted,

Amy Sutherland
Meeting Secretary

Medway Redevelopment Authority
July 16, 2014
Medway Middle School
45 Holliston Road, Room 1319
Medway, MA 02053

Members Present:

Douglas Downing, Michael Griffin, Andy Rodenhiser, and Dick Parella.

Not Present: Ray Himmel

Also Present: Consultant Robert Hubbard

Town Administrator, Suzanne Kennedy

The meeting was opened at 7:00 pm.

Minutes:

On a motion made by Mike Griffin and seconded by Doug Downing, the Redevelopment Authority voted unanimously to accept the minutes from June 17, 2014 as written.

Submission for certification:

The minutes of the organizational meeting, June 17, need to be certified by the town clerk. The minutes will then be sent to the State for certification.

Other business:

The Authority was provided with an updated time line of the schedule of tasks. The certification will be one of these completed tasks. .

Consultant Hubbard provided the Authority with a draft for the scope of work for a consultant to prepare the Urban Renewal Plan for Oak Grove Park.

Consultant Hubbard informed the Authority that his contract has been extended until the end of September.

The new Town Administrator will be starting the week of July 28, 2014 at which point Rob and Andy would like to introduce themselves and explain their role on the redevelopment authority.

Suzanne Kennedy indicated that there have been newly hired people for land use. The office location of these employees still needs to be worked out. There will need to be a transition plan in place. The new town administrator is also aware that there is 9 months of salary for an Economic Development person. The most recent plan for office space is to have the PEDB, Community Development and EDC offices in the middle school. The Authority was also made aware that there were price quotes done for renovating the fire station.

The Consultant let the Authority know that a mailbox has been provided and it is on the lower level of the mail boxes at the town hall. The only correspondence in there was from the Capital Improvement Committee.

The discussion moved to the funding for the Urban Renewal Plan. There was an inquiry if the Authority can put in a request for funds through Capital Improvement Plan. Suzanne Kennedy explained that this does not meet the typical definition for capital. An option may be to have the authority go to the fall meeting requesting free cash for the Urban Renewal Plan. The free cash has not yet been certified.

Suzanne did inform the Authority that she did have a meeting with town counsel about the Oak Grove parcels. There continues to be a series of questions counsel needs answered when looking at eminent domain taking.

It was recommended that the Urban Renewal Plan be in place before we take any land. The land that the town already owns can be conveyed.

The most important next step is to secure funding for the Urban Renewal Plan. The URP is basically the recipe on how the Authority will proceed. During the URP preparation, there will be another look at the return on investment. There will also be a new market analysis completed. Once the plan is prepared, it will need to be voted on. There will need to be a vote from the Authority, Planning and Economic Development Board, and the Board of Selectmen. Once the plan is approved, the Authority can purchase land without going to the town. The Authority will still need to go to the town for money for land acquisition. This happens at town meeting. It will come down to the voting residents at the town meeting.

The Chairman suggested that it might be worthwhile to have a meeting with the Board of Selectmen.

It will be a series of years before the Town will see revenue.

The Chairman informed the authority that he did speak with DPS Director, Tom Holder about the Infiltration & Inflow and other water issue. There is 30% of unaccounted water. This is being looked at within the DPS department.

There was more discussion on whether the Authority should put in for capital funds for the purpose of acquisition of property based on the estimate of appraisals in the report.

Suzanne Kennedy suggested consulting with Town Counsel about placing land acquisition on a capital request.

Urban Renewal Plan Scope of Work:

On a motion made by Doug Downing, and seconded by Mike Griffin, the Authority voted to accept the scope of work for the Urban Renewal Plan and seek price quotes.

The paperwork for Capital Requests needs to be submitted by August 11, 2014. The Authority agreed to prepare a submission to capital committee restricting it to parcels, and keeping the values confidential.

Suzanne responded that the process is for staff to first assemble requests, and then in November and December the Board of Selectmen get involved.

The Authority discussed how we let people know what is going on regarding the Redevelopment Authority. Most of the information can go on the website, but there needs to be a better way to explain it to the community.

The Authority was informed that Consultant Hubbard is being paid out of the Economic Development Article. There is \$8,800.00 which remains in this account.

In regards to seeking bids for the Urban Renewal Plan, this will need to go out to bid. There was discussion if this could be professional services which may be exempt from going out to bid. There will need to be further clarity on this.

TASKS:

- Check with Town Counsel if we need to go out for bid for an RFP; also if land acquisition can be part of a capital improvement request
- Get the schedule for budget and warrants. (Karen Kristy)
- Prepare submission to Capital Improvement Committee.

FUTURE MEETING DATE:

- August 28, 2014 at 7:00pm.

On a motion made by Douglas Downing, and seconded by Michael Griffin the Redevelopment Authority voted by Roll Call vote to go into executive session to discuss value of parcels related to land acquisition and the authority will adjourn out of executive session and will not go back into open session.

Roll Call Vote:

Doug Downing	aye
Michael Griffin	aye
Dick Parella	aye
Andy Rodenhiser	aye

Respectfully Submitted,

Amy Sutherland

Medway Redevelopment Authority
August 28, 2014
Medway Middle School
45 Holliston Road, Room 1319
Medway, MA 02053

Members Present:

Ray Himmel, Douglas Downing, Michael Griffin, and Andy Rodenhiser.

Also Present:

Consultant Rob Hubbard
Recording Secretary, Amy Sutherland
Administrative Assistant, Allison Potter

The meeting was opened at 7:00 pm.

The Chairman wanted it noted that the building is extremely difficult to access since the doors are locked.

Mr. Perella was briefly at the meeting and explained that he is no longer a representative on the Medway Redevelopment Authority. The Governor appointed another individual. Mr. Parella wanted to thank the Board of Selectmen for giving him the opportunity.

The Board thanked him for his willingness to serve of the Medway Redevelopment Authority.

Minutes July 16, 2014:

The minutes from July 16, 2014 will be tabled until the next meeting

Department of Public Works Representative Tom Holder:

Mr. Holder was present at the meeting to discuss a variety of issues regarding water. Currently, the town has 30% unaccounted water. This number has since been amended to 24% unaccounted. These numbers get reported to the Department of Environmental of Protection. The Town currently has 3500 water accounts. The amount of water the town is pumping a day is 1,000,000 gallons. There is about 250,000 gallons unaccounted a day. Mr. Holder indicated that

it is common for towns to have unaccounted water. There are many factors which need to be researched when looking at unaccounted water. The measures which are in place to address the unaccounted water include, replacing broken meters, conducting a sub-metering analysis which would include pulling 75 to 100 meters which will be sent out for testing. Some of the pipes also need to be checked for leaks. The town currently does yearly leak detection. Finding the unaccounted for water is not an easy task. It could take more than a year to find the issue.

Future Capacity:

The Town of Medway is permitted for a specific of water. This number is determined by how much water is pumped on a daily basis. There are four wells which have data recorded on a daily basis. The State determines the permitted amount of water. The town is permitted for 0.91 million a day. The town is at its permitted levels. If a project comes to town, a permit is sought and we need to seek approval. The water management permit has been recently renegotiated and now includes language for the increase of allowable withdrawal. The town does have the ability to petition the DEP. The water ban in town are mandatory by the State. This is required under the permit. Irrigation is classified as non-essential watering.

Basin/Functions:

The Charles River Water Basin is the area where water is being drawn from. To preserve the basin and make sure it is functional, restrictions are put in place. The town is mandated on how much water we can draw from the ground each day.

If a hotel wanted were proposed the town would need to take the following steps:

1. Check with DEP and petition for an increase. This probably would not be granted since we cannot account for 24% of the unaccounted. The unaccounted water percentage would need to go down 10%. The DEP could also issue a waiver. The Town is also at its capacity for sewer.
2. The Town would need funding to evaluate and repair pipes. The State wants to see that we are working to repair the existing pipes.

There was discussion that there is currently no I & I fee. Tom Holder explained that if a hotel goes up, a portion of the sewer flow would need to be paid for. This could also go into a fund to pay for I & I.

The Authority wanted to know how other towns build in a fee for I & I relating to development and business. It was also explained that the more money that is budgeted for I & I, the more the pipes will be repaired.

Tom explained that the town could also lease capacity from the Town of Franklin. Tom is having a meeting with the DEP next month in regards to our permit. He will ask the DEP representative what would be required in order to have a hotel in Medway.

Member Downing invited all to the Charles River Pollution Plant for a tour.

Oak Grove:

The scope of work for the URP is almost complete. Before this is finalized, there needs to be a steering committee appointed to guide in the preparation of plan. There will be two or three public forums. The Committee usually has members from DPW, Conservation, Planning Board and interested citizens. The scope is written, for every chapter there is a technical review. There is a process which gets reviewed. This committee would talk with the consultant on a regular basis.

Steering Committee:

Member Himmel and Andy Rodenhiser volunteered to be on the steering committee.

The Authority would like a list of who should serve on this committee and when this committee should meet.

The pricing for the consultants will be provided at the next meeting. The cost will not exceed \$80,000.

Tasks:

- Have Consultant Carlucci look at the build out and then see what is needed for future sewer capacity.
- Create a list of who may be part of a Steering Committee.
- Provide link for State ethics training- get certificates.
- Post next meeting date Thursday, September 25, 2014

The Capital Project request form was submitted. This is simply a place holder.

The Chairman will reach out to Paul Yorkis to let him know about next mtg.

DRAFT

DRAFT

Medway Redevelopment Authority
September 25, 2014
Medway Middle School
45 Holliston Road, Room 1319
Medway, MA 02053

Members	Andy Rodenhiser	Ray Himmel	Michael Griffin	Doug Downing	Paul Yorkis
Attendance	X	X	X	X	X

ALSO PRESENT:

Consultant Rob Hubbard
Town Administrator, Michael Boynton

The meeting was opened at 7:00 pm.

The Town Administrator was present and explained that he has made meeting with various people to understand the needs of a land use department. There will be a new building commissioner starting in the next few weeks. The Town Administrator is aware that a community development team was created in the Spring. The biggest challenge is finding office space area. The budget was for this was only funded for 9 months. The space for various departments is an issue. The problem with the community development team being in the school is that the classroom space adjacent is being leased out for the remainder of the year. This current space will also be utilized by the new energy manager. With the building being a school, it is not ideal for foot traffic. Residents of the town should be able to meet with one department and not have to get in their car to go to another location to meet with another department. The Town Administrator met with the School Superintendent and there was discussion about isolating the wing. There can be some renovations done which would allow the foot traffic to not be part of the school. The renovations would need to take place at the end of the year. The Town Administrator mentioned that this spot may be a better temporary spot for the Department of Public Services and leave land use at the Town Hall.

The position for the Economic Development Director position will be advertised next week. The goal is to have a person hired by November 2014. This person will be staff support and liaison to this the Redevelopment Authority. The Director position will also coordinate with the Planning, Conservation, Board of Health, EDC and Building Inspector. The permitting team will include Board of Health and Building Department. The position of Administrative Assistant which will be support to the Director will not be filled until next year.

There is also a conceptual idea to have a DPS facility. The current fire station could be renovated.

Town Meeting Warrant:

The town meeting warrant will have an article for the Urban Renewal Plan in the amount of \$80,000. The purpose of the money is to have a private third party consultant develop the Urban Renewal Plan. The funding source will probably be free cash.

It was suggested to set up a Subcommittee to make a presentation to the Board of Selectmen to make sure there are no surprises from the public at town meeting. The Redevelopment Authority wants the members of the community to be well informed of that this article for \$80,000 will encompass. It could also be a time to explain who the Redevelopment Authority is and what is their mission in town. The information needs to get to the public. It was recommended that the Redevelopment Authority be placed on the Board of Selectmen agenda for October 6, 2014.

Consultant Hubbard is available for Town Meeting if needed.

Procedural Components:

The Redevelopment Authority discussed that procedurally, the consultant for the work on the Urban Renewal Plan cannot be awarded until the money is appropriated at town meeting.

Consultant Hubbard indicated that the procurement is a planning function and is exempt and not subject to 30 B. He is not sure if Town Counsel agrees. There needs to be clarity on the procurement steps. The quotes for a consultant were solicited and the town has received responses.

The Redevelopment Authority also discussed that they need to be certified by the State. Member Yorkis contacted the State and it was recommended that they get certified before any contracts are rewarded.

Member Yorkis indicated that he could contact the Secretary of the State to see if this will facilitate moving the certification forward quicker. Member Yorkis did not want to pursue this until the Authority approved him to proceed. Member Yorkis informed the Authority that the State website regarding Redevelopment is currently being updated.

On a motion made by Ray Himmel and seconded by Michael Griffin, the Authority voted unanimously to approve member Yorkis reaching out to the Secretary of the State to facilitate the certification.

The Chairman reminded all members that emails and responses should go through Consultant Hubbard.

The Board of Selectmen could contract the consultant and until we are certified.

The Redevelopment Authority wants to know how to transfer the money when and if it is approved. There are so many pieces of this which require insurance coverage.

Minutes:

July 16, 2014:

On a motion made by Doug Downing and seconded by Michael Griffin, the Redevelopment Authority voted unanimously to approve the regular minutes from July 16, 2014.

(Member Yorkis and Himmel abstained from vote)

August 28, 2014:

On a motion made by Doug Downing and seconded by Ray Himmel, the Redevelopment Authority voted unanimously to approve the regular minutes from August 28, 2014.

(Member Yorkis abstained from vote)

Mission Statement/Email address:

The Chairman informed the Redevelopment Authority that this committee does not have a presence on the town's website. The Consultant will contact Rich

from the IT department to get a page on the website. The website should have a mission statement.

The Authority is in receipt of a draft mission statement. This was written by Consultant Hubbard and mainly focuses on the Oak Grove Project. It is a narrow mission statement. The Authority discussed that the mission can change over time and be amended in the future.

Currently, the Oak Grove mission statement includes the land as blighted. This is a federal definition. The Planning and Economic Development Board will need to take a formal vote about this being a blighted property. This will occur when the plan is finalized. It is done at the end of the process and the property needs to be designated as blighted. The Urban Renewal Plan will need a vote as well.

The Redevelopment Authority would like to place the mission statement on the agenda for the next meeting. If any members have any language they want added to the mission statement, and then send an email to Consultant Hubbard.

Carol Wolf was not able to attend the meeting but she is able to attend it on Thursday, October 23, 2014. She is very knowledgeable with Redevelopment Authority.

The Authority also felt it would be beneficial to have the Town Administrator at this meeting.

Steering Committee:

The Committee wants to move forward in seeking people who want to serve on a Steering Committee. The Redevelopment Authority seeks people who want to shape this process without stopping or hindering it. The Steering Committee will help guide the Urban Renewal Plan. The intent is to have this committee only needed for six months. The Steering Committee members may only need to meet eight times.

There was a recommendation to include the following entities: School, Medway Business Counsel, Medway Police, Medway Fire, Council on Aging, and GATRA. There was a suggestion to have Dan Hooper be part of this Committee along with Olga Gerrerira. The Authority thought it would be beneficial to have Gino Carlucci be a part of this process. He is the Chairman of SWAP.

The Authority would like member Himmel to start contacting residents about serving on a steering committee.

Consultant Hubbard will send the draft scope of work to member Himmel in case someone from the public wants more information about this project.

Oak Grove Project:

The Authority is in receipt of a two page document which was drafted for the Town Administrator back in January 2014. Consultant Hubbard highlighted the areas which have been completed. The document also includes the steps required. The master plan is the first step and BSC group has already been done a good deal of the work. The development of redevelopment authority is almost done since we are currently only waiting for certification. The Authority will need to approve a development approach. There will need to be securing of site control and pre permitting which needs to be done along with marketing.

The Urban Renewal Plan will have details about zoning recommendations. The BSC group can be told what we want. It was suggested to have a form based code, since this would shorten the permitting process. This is a very appealing process to the Design Review Committee.

Consultant Hubbard would not recommend Form Based Code for this project. It is too big for this project. Form based code takes a lot of alliterations and is extremely costly.

The Steering Committee plans an important role in discussing what this project will look like.

There is a formal process for taking for lots with records unknown. When it is not under this kind of circumstance, the court makes a determination on value based on appraisal. The formal process involves advertising and notification of all heirs. The money for these unfortunately goes to the State and not the Town.

It was recommended that member Yorkis ask the State why the money cannot be returned to the Town. This could be a reinvestment in the second phase of a project. Member Yorkis will follow-up.

Consultant Hubbard is requesting a waiver for the need for two more appraisals. These are expensive to complete and the current value of the lots does not warrant it.

Member Yorkis responded that there may be some owners who would be willing to deed these lots to the town and in return would receive an acknowledgment of the gift and it becomes tax deductible.

On a motion made by Michael Griffin and seconded by Douglas Downing, the Redevelopment Authority voted by Roll Call to go into executive session at 8:45 pm to discuss value of parcels related to land acquisition and the authority will adjourn out of executive session and will not go back into open session.

Roll Call Vote:

Doug Downing	aye
Michael Griffin	aye
Paul Yorkis	aye
Andy Rodenhiser	aye

Respectfully Submitted,

Amy Sutherland
Recording Secretary

