

# Carver Redevelopment Authority

Meeting Minutes for January 6, 2014

Call to Order: Chairman Sinclair called the meeting to order at 6:00pm

Members Present: William Sinclair, Joanna Leighton, Brian Abatiello, Robert Belbin  
Secretary: Michele Doll  
Guests Present: Jack Hunter

## **1. Appointment – Jim Middleton, Greater Plymouth Habitat for Humanity -19A Rogers Street Request for monies. Discussion and possible vote**

Jim Middleton, Executive Director for Greater Plymouth Habitat for Humanity, looking for RDA support on project at 19A Rogers Street. Family has (2) handicapped children and is in need of a ramp, or lift system. Father is currently carrying wheelchair bound son up and down the stairs. Sinclair disclosed that he has already reached out to several local contractors to volunteer. General contractor specifications were supplied and discussed among the members. Abatiello and Belbin suggested a review of lifts installed at homes on Thomas Street and South Meadow Road.

Members requested more detailed information be submitted.

## **2. Minutes: December 9, 2013**

*Belbin made motion to approve with changes. Leighton 2<sup>nd</sup>. Approved 4-0-0*

## **3. Waterview Village gas conversion update**

Jack Hunter has met with all applicants, provided each with UCC form and advised loan would be for 80% of contractor quote. One applicant, Linda Richmond, returned signed contract. Lowest bidding contractor of Richmond and (3) other approved applicants did not respond to scheduling calls. All (4) applicants received new quotes from Oxford Heating & Cooling. Hunter advised contracts that he had discarded original contracts. Belbin requested future voided contracts be initialed by both parties and kept on record.

*Abatiello motioned to rescind executed contract with Mrs. Linda Richmond, modify amount and authorize Sinclair and Leighton to sign all (4) amended contracts without re-approval of board. Belbin 2<sup>nd</sup>. Approved 4-0-0.*

## **4. Paint Program update**

An email was sent requesting update from participant. Per Jack Hunter, Eric of Aubuchon will contact the corporate office regarding approval to continue program in spring 2014. RDA promotional signs are being stored at Aubuchon. Belbin noted a recent posting in Carver Reporter regarding paint program was made in error due to changes in management at the newspaper. Leighton would like to follow-up in February to begin promoting program for spring 2014.

## **5. Financial Report**

Checking Balance ending December 31, 2013 is \$2,713.13

Deposits: Transfer of \$4,000.00 from Money Market

Cleared amounts: Legal expenses total \$615.00; Secretarial expenses total \$150.00; Professional Services/Collins Center expenses total \$4,000.00; Advertising expenses total \$100.00. A few checks remain outstanding.

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Money Markey balance ending December 31, 2013 is \$45,926.13

Cleared amounts: Transfer of \$4,000.00 to checking account.

Belbin inquired if Leighton was keeping a separate register or relying on bank statements. Leighton confirmed she was attempting to create an excel spreadsheet through on-line banking, but was having issues with her browser. Problem has not been resolved. Belbin would like the board to have its own records to reconcile with the bank statement. Suggested an inquiry be made with Paula Nute, Town Treasurer, regarding possible existing Quicken software used by former Treasurer Romano.

*Abatiello motioned to approve financial report. Belbin 2<sup>nd</sup>. Approved 4-0-0*

## **6. Public Comments**

None

## **7. Member Comments**

Belbin would like the review of OPML complaint decision be added to the next agenda.

Abatiello recalls 2013 was a tough year for the RDA and is looking forward to a smooth transition to the New Year with a more inclusive board.

Leighton would like to see more monies coming in and is happy to see the RDA helping the community.

Sinclair is eager to obtain more concrete information on the Habitat for Humanity project at 92A Rogers Street, and feels it is a great opportunity for the RDA.

## **8. Next meeting**

Due to a scheduling conflict, Sinclair and Abatiello requested moving upcoming meetings to 2<sup>nd</sup> Tuesday of the month.

*Belbin made a motion for next meeting at 6:00pm on February 11<sup>th</sup>, in meeting room #3. Leighton 2<sup>nd</sup>. Approved 4-0-0.*

*Abatiello made a motion to adjourn the meeting at 6:54pm. Belbin 2<sup>nd</sup>. Approved 4-0-0.*