

# Carver Redevelopment Authority

Meeting Minutes for March 11, 2014

Audio recorded by Robert Belbin

Agenda (Exhibit A)

Call to Order: Chairman Sinclair called the meeting to order at 6:03pm

Members Present: William Sinclair, Johanna Leighton, Brian Abatiello, Robert Belbin

Secretary: N/A

Guest(s) Present: Jack Hunter

## **1. Minutes: February 11, 2014 (Exhibit B) – Discussion and possible vote**

Belbin requested restating item #5 on page 2 to read “resolved by informal action, but a violation was noted”.

*Belbin made motion to accept with amendment. Abatiello 2<sup>nd</sup>. Approved 4-0-0*

Jack Hunter explained absence of Secretary, due to unforeseen scheduling conflict. Also advised Board that all approved minutes have been posted to the website, and there should be no further delays.

*Belbin made motion to pay Secretary regular stipend for transcription of audio recording of meeting. Leighton 2<sup>nd</sup>. Approved 4-0-0*

## **2. Waterview Village invoice payments - Discussion and possible vote.**

Per Sinclair, invoices have been received for payment on all (4) projects. Checks will be issued for (3) tonight, still awaiting documentation from Plumbing Inspector regarding final project. Chairman Sinclair to submit a letter to Town Administrator regarding inspector’s lack of response to his requests for documentation.

## **3. Treasurers Report Jan-Feb 2014 (Exhibit C)**

Leighton requested approval of format, noting format transcribes easily to Balance Sheet for submission to bank.

*Belbin made motion to accept current report as written, and format for future reports. Abatiello 2<sup>nd</sup>. Approved 4-0-0*

## **4. Treasurers Report Year 2013 (Exhibit D)**

Leighton presented balance sheet to be submitted to Paul Vickery and John Fitzgerald (Rockland Trust). Checking account balance as of December 31, 2013 was \$2007.13; Money Market balance as of December 31, 2013 was \$45926.13. Leighton explained entries on January 14, as adjustments to internal error on deposit slip of \$24,000.00 versus \$24.00.

*Belbin made motion to accept Financial Report and have Jack Hunter forward to Vickery and Fitzgerald. Leighton 2<sup>nd</sup>. Approved 4-0-0.*

#### **5. Balance Sheet 2013-2014 (Exhibit E)**

Leighton reviewed Assets, Revenue and General Information.

*Belbin made motion to accept Treasurer's Comparable Income notes to Financial Statement. Abatiello 2<sup>nd</sup>. Approved 4-0-0*

Leighton advised members that the RDA has received a Form 1099 (Exhibit E) from Rockland Trust for interest earned in 2013. Sinclair has inquired and been advised that it is mandatory for all financial institutions to issue Form 1099, but the RDA is a government agency and exempt from filing. The document will be kept on file.

#### **6. Annual Report 2013 (Exhibit F)**

Leighton reviewed the activities of the RDA for 2013 and submitted Annual Report for approval to be forwarded to the Selectmen's office. Jack Hunter to edit document to meet format specifications.

*Belbin made motion to approve with format changes and submit to Town and Fitzgerald. Abatiello 2<sup>nd</sup>. Approved 4-0-0.*

#### **7. Waterview Village expense project sheet (Exhibit G)**

Information provided in matrix format, includes: participant name and address; date agreement signed; RDA (80%) project cost; attorney filing fee; total loan amount; maturity date of loan. Total RDA expenses incurred are \$2840.00.

*Belbin made motion to approve for discussion. Abatiello 2<sup>nd</sup>.*

Belbin requested review of Coldstring line items with different loan amounts listed. Correct amount should be \$520.00

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

#### **8. Aubuchon Paint Program**

Jack Hunter has spoken with Jim Needham from Aubuchon Corporate office and was given approval to continue project for 2014. Eric from Carver Aubuchon waiting for final OK from marketing. Same coupons to be used for 2014. Hunter also advised by Eric, that Cross Street resident did pick up (2) gallons of paint. Leighton to forward cable advertising to Belbin to create a video loop. Belbin will submit for board approval before submitting to CCAT.

#### **9. Crystal Lake Community Garden – Newcombs' Invoice – Discussion and possible vote**

Invoice #14568 dated January 23, 2014 has been received with an amount of \$3600.00. Original contract was approved on July 12, 2013 for \$2800.00. \$800.00 difference incurred for (2) extra loads of disposal at \$400.00 each. The Board was never contacted for approval of

change order and will only pay contract price of \$2800.00. Belbin requested photos of improvements be added to RDA file.

*Belbin made motion to pay \$2800.00 per contract with Newcomb. Abatiello 2<sup>nd</sup>. Approved 4-0-0*

#### **10. RDA role in Master Plan update - discussion**

The Town's Master Plan is 13 years old and very outdated. The estimated cost of a new Master Plan is \$64,000.00. Chairman Sinclair asked members to consider a contribution upon approval at the Annual Town Meeting, as the information will help the community move forward and develop. The contribution will be a non-refundable gift to the Town. The Board will hold further discussions and discuss an amount, after reviewing all of its current financial responsibilities. Sinclair also noted that during discussions with Selectmen O'Donnell and Town Administrator, Michael Milanoski, he was advised that the Town does intend to reimburse the RDA for funds contributed to the Collins Center Study.

#### **11. Public Comments**

N/A

#### **12. Member comments**

**Leighton** would like to have discussions on growing the treasury; review the availability of grants. Sinclair advised he has been attending TOPS meetings to learn of properties that might be available for purchase.

**Belbin** proposed reviewing availability with Tax Collector. Requested adding discussion on advertisement signs for the RDA to next agenda. He would like to add an Article to the Fall Special Town Meeting. The advertisement for First Time Home Buyers on the Carver website needs to be specify that it is a project through the Plymouth RDA.

#### **13. Next meeting**

Leighton will not be available for meetings thru June.

*Belbin made motion for next meeting at 6:00pm on April 8th, meeting room to be determined.*

*Leighton 2<sup>nd</sup>. Approved 4-0-0.*

*Belbin made motion to adjourn the meeting at 6:53pm. Abatiello 2<sup>nd</sup>. Approved 4-0-0.*

Exhibits:

A – Agenda

B – Minutes for February 11, 2014

C – Treasurers Report Jan-Feb 2014

D - Treasurers Report Year 2013

E - Balance Sheet 2013-2014

F - Annual Report 2013

G - Waterview Village expense project sheet