
Call to Order

Chair Hannigon opened the meeting at 6:03pm.

The following were present at roll call:

Member Milton-Jackson

Also present:

Attorney H. Brown, Pam Tribue

Approval of agenda and minutes postponed until a quorum is reached.

Financial Report

According to the September 30, 2019 statement the beginning balance was \$154,392.82, there were two deposits, eleven checks/debits in the amount of \$86,705.94, interest paid \$48.37, leaving a balance \$350,887.08. The manager went over the specifics of all checks and debits.

Member Ware enters.

Action item: The manager will email the bank statement when it becomes available.

Interim Manager Updates

Franklin/Adams Street Development – Great progress is being made. Encountered one hiccup with a broken water pipe that was resolved quickly by the City. Permitting has been completed with the CRA being responsible for the associated costs. Scope of work to include sprinkler system, leveling of site for paving preparation, and transformer set-up. Working with Dewberry, the architect and the City to make sure utilities are done where they are needed. On target for original completion date. Working with Main Street to secure way finder grant and finalize plans for \$50K donation from anonymous donor. Options include band shell and moral. Main Street is also working with local nurseries regarding plant/tree donations (white crepe myrtle).

Senior Roofing Program – All roofs have been completed and the project came in under budget. The manager suggests taking on a few other houses, will bring before the regular board next meeting.

Chair Hannigon asked if the homeowner dies would the heirs assume the debt. Attorney Brown feels the need to modify the contract so that the debt transfers to the new owner(s).

Updates per Legislative Changes

The manager met with and will continue to have meetings with the Finance Director to make sure the legislative requirements are met. There are requirements for the website also that have already been addressed.

Business Request for Assistance

There are several businesses that are asking for assistance including the Men of Action, Legacy School, Don's Hair Pair and the House of Music. There are currently no funds allocated for these requests and the manager is suggesting that guidelines be established to guide processing of requests.

Relocation of CRA Office

The CRA, IT department and Main Street will be relocating to the old NetQuincy building. This is an attempt to get agencies serving the community in the same location and to utilize a building owned by the City.

Request for an Economic Development Workshop

Member Bass-Prieto mentioned the need to focus on economic development and has suggested a workshop with both boards and other stakeholders. The Manager suggested the December 3rd advisory board meeting.

CRA Attorney Updates

- Will get back with the regarding repayment of line of credit
- Suggests that the board create a process for funding requests
- Will check the by-laws regarding the term of service for advisory board members

Advisory Board Member Comments

Member Milton-Jackson – None

Member Ware - none

Member Hannigon

- Received text from Mr. Green that he is tied up at work and will be unable to make it. She also pointed out that Mr. Green's appointment needs to be approved by the regular board.
- Provided a recap of the recent regular board meeting where they discussed how to handle action items from the advisory board. Although they did not take a vote they did explain that the board can bring anything before them when needed but ask that it be done in person by the chair/vice-chair and with supporting documentation if needed.

Action item: Attorney Brown indicated the need to look at the terms for advisory board members as the terms are staggered. At the end of a member's term they either are either replaced or reappointed.

Manager Nixon thanked the board for their support during this time of transition to hire a permanent manager. He was pleased to announce that during the last regular board meeting he was appointed as the permanent manager.

Action item: The board inquired about their participation in the City of Quincy's annual Christmas parade on December 13th and if maybe a holiday gathering would be gathering.

Motion to adjourn by Member Milton-Jackson, seconded by Member Ware, motion carries 3-0.

Meeting ends at 6:54pm.