

### **Call to Order**

Member Sapp called the meeting to order at 5:03pm.

The Quincy Community Redevelopment Agency Board met in special session on Tuesday, September 24, 2019, with **Chair Dowdell** presiding and the following **present at roll call**:

Board Member McMillan, Board Member Bass-Prieto, Board Member Harris

*Motion by Member Bass-Prieto to excuse Board Member Sapp, seconded by Member McMillan, motion carries with a vote of 4-0.* The manager confirmed that he did not receive any correspondence from Member Sapp regarding his absence.

Also present: Interim CRA Manager Robert Nixon, CRA Attorney Hubert Brown

### **Interim Manager Updates**

#### *Senior Roofing Program*

Group 1 – The materials for the final roof, which is metal, have been ordered and it should be completed next week.

Group 2 – Four roofs have been completed. The manager expects that all of the roofs should be complete by the next board meeting and reminded the board that this group of roofs should be paid out of the line-of-credit. He needs authorization to proceed with payment for the completed roofs for those over \$5,000 as required. *Motion by Member McMillan to approve payment of the second phase of the SEEP program out of the line of credit, seconded by Member Bass-Prieto, motion carries with a vote of 4-0. Motion by Member McMillan to authorize the manager to spend over the \$5,000 limit on the housing re-roofing project based on the price agreed to on the bids, seconded by Member Bass-Prieto, motion carries with a vote of 4-0.*

*Franklin/Adams Street Development* – All documents have been executed, the contractor has provided the Performance Bond and insurance information. Waiting on CW Roberts to issue a start date; completion of work within 60 days from receipt of Notice to Proceed. **Action item: Manager will email the board when start date is received.** Work to include parking, green space, water/electrical connections and prep area for band stand.

*Ribbon Cutting/South Adams Street* – This event is scheduled for Friday, October 4<sup>th</sup>, the time will be confirmed later. This will be the official ribbon cutting to celebrate the completion of the project. It will be festive with food, the media has been invited and there will possibly be a live remote. Should last about an hour and a half.

**CRA Manager Position Discussion** – Interim Manager Nixon excuses himself as he is one of the applicants.

Human Resource Director Ann Sherman shared that five applications were received, two of previous applicants and there were three new ones. Based on the applications there were no obvious disqualifications although she feels that two of the applicants do not meet the minimum qualifications. Chair Dowdell and Member Harris are not in favor of having interviews. There was also discussion on whether to move forward seeing there were only four board members present and the risk of having a split vote. Attorney Brown noted that because these applicants were from the re-advertisement for the position, the board would need to be consistent as it relates to interview, either interview them all or none. McMillan does not want to do interviews but will do them for the sake of fairness. Member Bass-Prieto does not mind the interviews. *Motion by Chair Dowdell to remove the two candidates (Justin Donald and Roderick Palmer) from consideration for the Manager's position based on HR guidelines and board review of the applications, motion dies for lack of a second. Motion by Member Harris that the next meeting when all members are present that the board bring forth a decision regarding the manager's position, seconded by Chair Dowdell. After discussion, the motion and second were withdrawn. Motion by Member Harris to put CRA Manager's position on the agenda for next meeting, motion dies due to lack of second.* Chair Dowdell expressed his intent to place this item on the next meeting agenda.

**CRA Attorney Updates** – None.

**Board Member Comments**

Member McMillan – None

Member Harris – None

Member Bass-Prieto - None

Chair Dowdell – None.

**Meeting adjourned 5:43pm.**