



TOWN OF WARE

Planning & Community Development
126 Main Street, Ware, Massachusetts 01082
413.967.9648 ext. 120
rwatchilla@townofware.com

MEETING AGENDA COMMUNITY DEVELOPMENT AUTHORITY JANUARY 9, 2023

Location: Board of Selectmen's Meeting Room
Town Hall, 126 Main Street, Ware, MA 01082

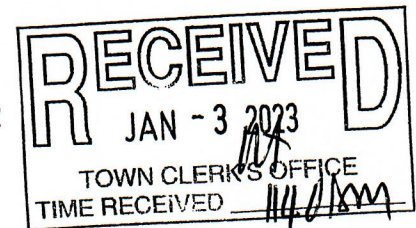
Time: 6:30 PM

CALL-IN OPTION TO PARTICIPATE:

Phone number: 929-205-6099

Meeting ID: 784 604 1861

Passcode: 01082



Instructions for call-in option: Call the phone number above and enter the Meeting ID when prompted. Join online: <https://zoom.us/join>

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1. Pledge of Allegiance
 2. Administrative
 - a. Approval of meeting minutes from December 12, 2022.
 3. Review Financial Accounts
 - a. Through December 31st, 2022.
 4. Updates
 - a. CDBG
 - i. FY2021: Façade Improvement program
 1. Update on Design Review Committee Progress
 2. Update on Cottage Street
 5. Old Business
 - a. Discussion and prioritization of projects that will be included in FY22 CDBG Grant Application
 6. New Business
 - a. Any items that the Chair did not anticipate including in this agenda prior to the meeting
 7. Ancillary Discussion
 8. Adjourn



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COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

Monday, December 12th, 2022

Select Board Meeting Room, Town Hall

CDA Members Present:

Danielle Souza, Chair

Brandy Bruso

S.K. "Rob" Robinson

CDA Members Absent:

John Carroll

Rhiannon Gresty

Public:

Tiffany Menard

Staff Present:

Rob Watchilla, PCD Director

Kristen Jacobsen, PCD Admin.(Remote)

PLEDGE OF ALLEGIENCE

D. Souza called the meeting to order at 6:31 pm.

ADMINISTRATIVE

Approval of Meeting Minutes from November 21st, 2022, meeting

Motion made by S. Robinson to approve the meeting minutes from November 21, 2022.

Seconded by S. Robinson.

D. Souza Aye

B. Bruso Aye

S. Robinson Aye

All in Favor. 2 Absent. Approved 3/0/2.

Approval of Meeting Schedule for 2023

Motion made by B. Bruso to approve the meeting schedule for 2023. Seconded by S. Robinson.

D. Souza Aye

B. Bruso Aye

S. Robinson Aye

All in Favor. 2 Absent. Approved 3/0/2.

Review Financial Accounts through November 30th, 2022

The committee reviewed the financial accounts.

Motion made by B. Bruso. to approve the financial accounts. Seconded by S.K. Robinson.

D. Souza Aye

B. Bruso Aye

S. Robinson Aye

All in Favor. 2 Absent. Approved 3/0/2.

Updates

The board discussed updates for the Façade Improvement Program and that there is still an applicant who needs to provide further information. T. Menard mentioned that all of the applications will need to go through MA. Historic. The board then discussed the Cottage Street project and that the contracts are in the process of obtaining signatures.

Old Business

The board discussed fuel assistance, drinking water projects, and microenterprise. R. Watchilla mentioned that there were technical difficulties during the meeting with the DHCD and they are waiting to reschedule. R. Watchilla spoke about the RFQ for the adaptive reuse of Mary Lane Hospital. The board discussed the status of Park Street.

ADJOURN

Motion made by S. Robinson to adjourn meeting at 6:53 pm. Seconded by B.Bruso.

D. Souza Aye

B. Bruso Aye

S. Robinson Aye

All in Favor. 2 Absent. Approved 3/0/2.

**The next Community Development Authority meeting will be held
January 9th, 2022, at 6:30 pm.**

Minutes from December 12th, 2022

Respectfully submitted by,

Kristen Jacobsen

Admin

Planning & Community Development

Minutes Approved on: _____

Souza _____

Carroll _____

Bruso _____

Robinson _____

Gresty _____

Cash Account (1054) "Grants Funds"

General Use / UCC's paid from this account/ Salary Portion Paid through this account IF GRANT IS NOT FUNDED / Misc Expenses

General Use / Statements Come from Town/Erica

Date	Warrant #	Check Name / From Whom	Deposit	Spent	Balance	Notes
START OF FISCAL YEAR 2023						
7/7/2022		Carnival Police Detail		\$ 4,000.00		Reimbursed to GF on 8/29/22
7/13/2022		212 Belchertown Road HR		\$ 3,600.00		Reimbursed to GF on 8/29/22
7/14/2022		P&H Excavating		\$ 9,700.00		Emergency Repair at Memorial Field (Excavation) Reimbursed to GF on 8/29/22
7/20/2022		PVPC	\$ 3,864.22		\$ 71,036.44	Payroll reimbursement 4/8-4/22/22 and partial 5/7-6/4/22
7/31/2022		Interest	\$ 8.74		\$ 71,045.18	Balance July
8/22/2022		PVPC	\$ 2,884.62		\$ 73,929.80	Payroll reimbursement 6/18 - 7/2/22 check # 1658
8/29/2022		Transfer to General Fund		\$ 30,345.55	\$ 43,584.25	(FTHB Lombardo, 212 Belchertown Road HR, P&H Excavating, Carnival)
8/31/2022		PVPC	\$ 4,451.58		\$ 48,035.83	Payroll reimbursement
8/31/2022		Interest	\$ 8.82		\$ 48,044.65	Balance August
9/30/2022		Interest	\$ 5.92		\$ 48,050.57	Balance September
10/31/2022		Interest	\$ 6.12		\$ 48,056.69	Balance October
11/10/2022		PVPC	\$ 5,196.10		\$ 53,252.79	Payroll reimbursement
11/30/2022		Interest	\$ 6.38		\$ 53,259.17	Balance November
12/1/2022		PVPC	\$ 3,392.68		\$ 56,651.85	Payroll reimbursement 9/10-9/24/2022
12/5/2022		Western Mass EDC	\$ 1,500.00		\$ 58,151.85	REDO Grant Reimbursement
12/31/2022		Interest	\$ 7.38		\$ 58,159.23	Balance December
COMMITTED FUNDS						
		First Time Homebuyers	\$ 5,000.00		\$ 53,159.23	
		Park Avenue Sewer	\$ 35,000.00		\$ 18,159.23	
		Emergency Repair at Memorial Field	\$ 2,300.00		\$ 15,859.23	\$9,700 reimbursed to GF on 8/29/22
					\$ 15,859.23	AVAILABLE BALANCE

Program Income (0501)

Operating expenses and other activity / Interest Bearing Account

If CDBG HR Loan Recaptures account is over \$35k,
then transfer money from there into here

Statements comes from PVPC

Balanced As of:
12/31/2022

	Transfer	Interest	Expenditure	Balance
Jun-22				\$ 750.00
Jul-22	\$ -	\$ -	\$ -	\$ 750.00
Aug-22		\$ -	\$ -	\$ 750.00
Sep-22		\$ -	\$ -	\$ 750.00
Oct-22		\$ -	\$ -	\$ 750.00
Nov-22	\$ 50,104.78	\$ -	\$ -	\$ 50,854.78
Dec-22		\$ -	\$ -	\$ 50,854.78
Jan-23		\$ -	\$ -	
Feb-23		\$ -	\$ -	
Mar-23		\$ -	\$ -	
Apr-23		\$ -	\$ -	
May-23		\$ -	\$ -	
Jun-23		\$ -	\$ -	
			Remaining Balance	\$ 50,854.78

Committed

\$ 50,854.78 **AVAILABLE BALANCE**

Housing Rehabilitation Loan Payment

Turn Checks over to Country Bank Account 1462134 / Statements from Town/Darlene
Internal Account 3110-000-4801-000

Date	Check Number	Withdrawn	Deposit	Interest	Balance	Payment Number / Month
START OF FISCAL YEAR 2023						
07/01/22		\$	202.63		\$ 5,739.76	HR Payment #32
07/05/22		\$	980.00		\$ 6,719.76	HR Loan Payoff FY08/09
07/26/22		\$	64.00		\$ 6,783.76	HR Payment #44
07/31/22				\$ 0.84	\$ 6,784.60	Statement Balance - July
08/02/22		\$	96.71		\$ 6,881.31	HR Payment #95
08/04/22		\$	202.63		\$ 7,083.94	HR Payment #33
08/18/22		\$	12,159.00		\$ 19,242.94	HR Loan Payoff FY13 - 24 Clinton St
08/22/22		\$	64.00		\$ 19,306.94	HR Payment #45
08/31/22				\$ 1.61	\$ 19,308.55	Statement Balance - August
09/01/22		\$	96.71		\$ 19,405.26	HR Payment #96
09/06/22		\$	202.63		\$ 19,607.89	HR Payment #34
09/22/22		\$	64.00		\$ 19,671.89	HR Payment #46
09/22/22		\$	3,461.20		\$ 23,133.09	HR Loan Payoff FY08
09/30/22				\$ 2.54	\$ 23,135.63	Statement Balance - September
10/06/22		\$	96.71		\$ 23,232.34	HR Payment #97
10/06/22		\$	202.63		\$ 23,434.97	HR Payment #35
10/06/22		\$	64.00		\$ 23,498.97	HR Payment #47
10/31/22		\$	96.71		\$ 23,595.68	HR Payment #98
10/31/22				\$ 2.99	\$ 23,598.67	Statement Balance - October
11/03/22		\$	202.63		\$ 23,801.30	HR Payment #36
11/17/22		\$	64.00		\$ 23,865.30	HR Payment #48
11/30/22				\$ 2.93	\$ 23,868.23	Statement Balance - November
12/01/22		\$	202.63		\$ 24,070.86	HR Payment #37
12/05/22		\$	96.71		\$ 24,167.57	HR Payment #99
12/29/22		\$	64.00		\$ 24,231.57	HR Payment #49
12/29/22		\$	96.71		\$ 24,328.28	HR PAYMENT #100
12/30/22		\$	202.63		\$ 24,530.91	HR Payment #38
12/31/22				\$ 3.08	\$ 24,533.99	Statement Balance - December

Ware Project Ideas

Connected Corridors

- Improve the connection between Pleasant Street parking and dog park with Main Street
- Create and strengthen connection between West Street and Downtown
- Connecting rail trail to Gilbertville
- Pedestrian bridge between neighborhoods off South Street and West Street
 - Possible connection to the baseball field as well
 - Explore other public space options along riverside

West Street Improvements

- ADA-Accessibility Downtown and on West Street
- Pedestrian blinker signs along church street
- mosaic project on west street to seal cracks

Cultural Events/Programming/Public Services

- Child care space
- Outdoor gathering space downtown that could support food trucks (Dog Park Parking Lot/Millyard)
- Movie night at vet park – some kind of cultural programming “ ____Nights”

Public Realm

- Alternate route for heavy trucks and machinery away from Main Street
- Filling in missing segments of sidewalk (as needed)
- Filling in vacant lots (esp 110-114 Main and the lot between Nat Falk and WRN)
- Street furniture
- **Community garden**
- Nenameseck Park Open Street
 - Close off the section of Street between the park and the Bank
 - Open the fenced area to the public
 - See diagram:
- Youth center
- Community pool
- **Refurbishing of Ware Dreams Come True Park**
- Crossing light at intersection of Pulaski and South Streets (In front of Grenville Park)
- Lighting water falls located at the intersection of South and East Main Streets
- **Pleasant Street Dog Park parking lot repaving**



Private Realm

- Filling vacant properties
- Filling in vacant lots (esp 110-114 Main and the lot between Nat Falk and WRN)
- Splash park
- Home Drinking Water System Filter Program
- Field Trip Fund for Low Income Families
- Winter Home Fuel Assistance Program

Parking Management

- Address feeling of lack of parking
- Parking standards via Zoning Code (e.x. adjusting mins/maxes) and/or implementation/study of Parking Benefit District
- Study to determine whether or not Ware has enough parking (this could shed light on parking benefits district as well)

Policy and Governance

- Increased support/ease for both large events and other uses of public space (outdoor dining and temporary outdoor retail events)

SNB District

- Address lack of adequate lighting
- Renovation of St. Mary's School? (CDBG Funds can be used to renovate closed school buildings)