



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082
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COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from
Tuesday, November 12, 2019
Select Board Room, Town Hall

CDA Members Present: Paul Opalinski, John Carroll, Danielle Souza, & Brandy Bruso

Guests: Ted Harvey (PVPC)

Staff Present: Rebekah DeCourcey, Director of Planning & Community Development; and Nicole Croteau, Assistant to the Director

Public in Attendance: None

Pledge of Allegiance:

Chairman P. Opalinski called the meeting to order at 6:34 pm and the Board led the Pledge of Allegiance.

Administration:

- Meeting Minutes

Approve minutes from October 21, 2019.

D. Souza made a motion to approve the minutes as presented. B. Bruso seconded, no discussion. Approved 4-0.

- Updates

- a. CDBG

- i. FY2018 Ware

T. Harvey stated he mis-read a payment before a prior meeting and we are back being over budget for Spring Street. Gibby from DPW has committed Chapter 90 money but can't give out until Spring 2020. The first part remaining with contractor is \$33k plus \$24,500 for a total of approximately \$58k. Need about \$6 now and then \$4k in the Spring. T. Harvey requested \$45k in Chapter 90 money and \$7k from the Program Income account. Chairman asked how does the Chapter money work, are funds new or from money leftover? T. Harvey stated in the request is made in the Spring. He will review the contract extension once more to confirm. General discussion was made about how well the current contractor worked with the Town and the homeowners and would consider using this company in the future projects.

Motion: J. Carroll made the motion to release \$7,000.00 in funds from the PI Account to be used to finish the Spring Street project. D. Souza seconded. No discussion. All in Favor. 4/0.

T. Harvey stated the request for the money will be broken into 2 separate requests for payments. Final paving will happen in March – April of 2020.

End of Discussion.

ii. **FY2018 WRV / HR (Warren as lead)**

No Discussion

iii. **FY2019 Ware and Hardwick**

T. Harvey stated this is the beginning of a new grant and at this time we are still signing off on the required documents. This grant will be used for Housing Rehab Program, Social Services and Code Enforcement (the legal side of Code Enforcement). Chairman asked about hiring an attorney and if there needs to be formal bids requests. T. Harvey explained this will be coming from the Health Department and will confirm if we can use the same attorney or we need to procure one.

Chairman asked if the Board can receive quarterly updates in regards to the Code Enforcement by mid-March 2020? R. DeCoursey will confirm with A. Marques for an update prior to the next meeting. Chairman asked how the inspections worked; does the worst get inspected first or by the response phone calls? R. DeCoursey stated usually right now it appears to be those that have responded and made an appointment. Chairman asked if the Unkempt Bylaw regarding fees can be implemented. R. DeCoursey will follow up. J. Carroll asked if the notice can be posted on the local news channel as well as the Town website that notices were/are being sent out for inspections.

b. **Review Financial Accounts**

i. **Spring Street**

As discussed FY2018 Ware

c. **First Time homebuyers program**

D. Souza stated she attended a conference with over 130 realtor agents and handed out as many "Buy Ware Now" flyers as much as possible. It was well received. R. DeCoursey stated there was approximately \$10k in Cash Account committed for this grant, and also committed is the \$7k for the Wright-Pierce project. D. Souza asked if the Town had a Section 8 workshop set up. There is not, but they would like to have a Section 8 workshop available for landlords. Once landlords learn how to convert property then landlords will be open to residents in need of Section 8 Housing.

d. **Code Enforcement**

R. DeCoursey explained she does not feel comfortable with supporting the full financial funding to demolish the burned out house on West Main Street due the expenses the CDA has expended over the last six months. She would rather offer a partial grant, such as supporting a quarter to half of the cost of demolition and the contractor to fund the

remaining balance and/or open to other suggestions. General discussion was made about differently advertising this option to local contractors as an incentive to the buy the property with the help of funding from the Town. If accepting bids, the CDA committee needs to be aware the contractor may have to ask for prevailing wages. D. Souza suggested to contact Jamie from Waste Management for detailed pricing for demolition.

e. Monroe Street Brownfields Grant

This is a competitive grant and would work to remediate Monroe Street into parking, etc. R. DeCoursey stated that the Town of Ware can request a hardship because the grant requirement is 20% match donation. Grant is due December 3, 2019 but for a third-party to review and make suggestions, is due in mid to late November.

• Older Business

Chairman asked about the status of Millyard building. R. DeCoursey stated a potential buyer is performing test boring holes and having a structural engineer investigate the building for demolition.

Chairman asked about the burnt out building on downtown Main Street. R. DeCoursey stated spoke to the owner recently and he is working with lawyers and architects on improvements. She also reached out to the owner of the building with the mansard roof, but has not heard back.

The Board reviewed meeting dates for 2020. Most meetings will be held on the second Monday of each month.

• Adjourn

B. Bruso made the motion to adjourn, D. seconded, no further discussion, All in Favor 6-0. Adjourned at 7:40 pm.

Next meeting is scheduled for December 9, 2019 at 6:30 pm.

Minutes from November 12, 2019
Respectfully submitted by,

Nicole Croteau
Assistant to the Director

Minutes Approved on:	<u>1/13/2020</u>
Opalinski	<u>Paul Opalinski</u>
Carroll	<u>John Carroll</u>
Souza	<u>D. Souza</u>
Bruso	<u>Brendy Bruso</u>