



# TOWN OF WARE

## Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

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## COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

**Monday May 18, 2020**

Select Board Room, Town Hall

**CDA Members Present:**

Paul Opalinski, John Carroll, Danielle Souza,  
James Baird, & Brandy Bruso

**Guests:**

Ted Harvey (PVPC)

**Staff Present:**

Rebekah DeCoursey, Director of Planning &  
Community Development; Stuart Beckley, Town  
Manager

**DRAFT**

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**Pledge of Allegiance:**

Chairman P. Opalinski called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

**1. Administration**

**a. Meeting Minutes**

J. Carroll made a motion to approve the minutes of February 10, 2020. D. Souza proposed an amendment and to approve the minutes as amended. second, no discussion. Approved 5-0.

**2. Updates Ted Harvey(PVPC)**

**a. FY2018 CDBG.** Spring Street has been paved, a few punch list items still need to be addressed.

**b. FY2019 Code Enforcement.** Code enforcement activities have been no been ongoing throughout the government mandated shutdown. A request was made by the Chairman to have the Building Inspector write up a report and/or attend the next meeting.

**c.** A request has been that the outreach program that is primarily through Hardwick be extended to Ware and Warren. DHCD stated that no public hearing is required, and it just needs to be noted in the quarterly report.

**d. CARES Act: \$20 Million Available-** \$10 Million for rental assistance but these funds are going directly to RAFT Providers and \$10 Million is a competitive program for any non-entitlement community in the state. These funds come either in the form of micro-loans/grants for small businesses up to \$10,000 per business and Public Social Services related to COVID-19. Potential options in

Ware include bolstering domestic violence programs. Applications are due June 5, 2020 and a public hearing is required before the June 5th deadline. Regional applications are encouraged and will likely score higher with a maximum award of \$400,000 with a 15% administrative fee. It is recommended that Ware be considered as the lead town on a regional application given their experience with CDBG funds. As far as the micro loans/grants are concerned there are very strict guidelines as to what businesses would qualify as a "micro-enterprise." An online survey was suggested as a way to get information out to potential businesses. S. Beckley inquired if PVPC would be available to administer the application and if Palmer would be a viable partner.

**3. Financial Statements-**

- a. Housing Rehab loan payment was transferred to miscellaneous income which now has \$51,000 in the account. Program income should be spent as soon as possible. A discussion was held on how this money should be spent between housing rehab and social services.
- b. The Chairman noted that there is over \$130,000 in the towns Economic Development account and thinks the town should think about loan or grant programs the town could set up for the business on Main Street.

**4. W. Main Street Demo-**

- a. R. DeCoursey provided an update on the timeline for this project. The lowest bid came back at just under \$50,000 which means it does not need to go before the Finance Committee to request additional funds. It will be about 4 weeks before the demolition can actually take place putting the target date as mid-June. R. DeCoursey mentioned how she had spoken with Habitat for Humanity regarding redeveloping the site but was told it would be at least 2-3 years before they would be able to begin. It was noted that it could make more sense for the town just to put the land on the market and trying to sell it.

**5. First Time Home Buyers Program-**

- a. D. Souza provided a brief update saying they are doing their best to keep people informed of the program.

**6. PARC grant -**

- a. Application is due July 15<sup>th</sup> for up to \$100,000. Ware should score high in the ratings and has a good chance of receiving the grant.

**7. Dog Park Update**

- a. B. Bruso provided an update on the construction of the dog park. The timeline for completion of the park is about another month. Ideas are being considered for a mural on the retaining wall in the park that will not interfere with the zoning.

**8. Adjourn**

J. Carrol made the motion to adjourn, D. Souza seconded, no further discussion.

All in Favor 5-0.

Adjourned at 7:29 pm.

Next meeting is scheduled for June 8, 2020 at 6:30 pm.

Minutes from May 18, 2020

Respectfully submitted by,

Rebekah L. DeCoursey

Director

<i>Minutes Approved on:</i> _____	
Opalinski	_____
Carroll	_____
Souza	_____
Bruso	_____
Baird	_____