



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082
t. 413.967.9648 ext. 120

COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

Monday, June 6th, 2022

Select Board Room, Town Hall

CDA Members Present:

Danielle Souza, Chair (remote)
S.K. "Rob" Robinson
John Carroll

CDA Members Absent:

Rhiannon Gresty
Brandy Bruso

Public:

Ted Harvey, Deputy Director of Comm. Development at PVPC (Remote)
Tiffany Menard, Planner at PVPC (remote)
John Morrin, Select Board Chair

Staff Present:

Rob Watchilla, PCD Dept. Director
Laura White, PCD Dept. Administrative Assistant

PLEDGE OF ALLEGIENCE

Chair D. Souza called the meeting to order at 6:46 pm.

Motion made by S.K. Robinson to begin the meeting with the fourth item on the agenda.
Seconded by D. Souza.

D. Souza	Aye
S.K. Robinson	Aye
J. Carroll	Aye

All in Favor. Approved 3/0/2.

APPROVAL OF EXPENDITURES FROM CASH ACCOUNT

\$30,000 to \$35,000 for Park Avenue Utility Work

T. Harvey informed the CDA the utility work on Park Avenue was put up for bid with Bank Street, however, there is not enough money to finish the sewer work and paving. An additional \$30,000 - \$35,000 is needed to finish the project.

S.K. Robinson inquired about how many residents live on this section of Park Avenue.

T. Harvey stated there are not a lot of residents, however, the Town received complaints, and it has been a priority for the DPW (Department of Public Works).

R. Watchilla informed the CDA there will be a transfer of \$20,000 from the Housing Rehab account to the Cash Account. There are currently two committed funds: one is for The First Time Homebuyers Program for \$7,500 and the other is for a Housing Rehab loan of \$3,600. Therefore, the CDA will have \$59,000 in available funding which would allow them to cover all three expenditures, if they choose to.

T. Harvey informed the CDA the money being transferred from the Housing Rehab account is mostly recaptured funds from when someone receives a deferred payment loan and chooses to sell their house within 15 years. Once they sell their home, the money is returned to the Town and can be used to fund community development or other projects.

Motion made by J. Carroll to approve up to \$35,000 for the Park Avenue utility work and roadway reconstruction. Seconded by D. Souza.

D. Souza	Aye
S.K. Robinson	Abstained
J. Carroll	Aye

Two in favor, one abstention. Approved 2/0/3.

\$12,000 for Emergency Repair at Memorial Field

R. Watchilla informed the CDA a house abutting Memorial Field recently had a private septic system leak sewage onto the field. The homeowner was apparently unaware they had a private septic system and had been paying a sewer bill to the Town. The resident since connected to the Town sewer system and the emergency repairs have been made. The Town has not yet received an invoice from the contractor.

S.K. Robinson inquired about who was at fault for the damages. R. Watchilla stated the resident was unaware they had a septic system, however, the Town was also collecting sewer bills for years.

S.K. Robinson inquired about what other funding sources may be available for this. R. Watchilla stated there are none. J. Carroll suggested the Sewer Enterprise Fund. R. Watchilla stated that account was in the negative by thousands of dollars already.

S.K. Robinson stated, though he respects this is a serious problem for public property, he is concerned about whether these are the types of projects the CDA should be responsible for.

J. Carroll stated the CDA has funds set up for emergency repairs for residents who have low income. R. Watchilla stated the resident this affects did not meet the income requirements for that program.

Motion made by J. Carroll to approve \$12,000 for emergency repairs at Memorial Field. Motion failed.

\$4,000 for Carnival at Memorial Field

R. Watchilla informed the CDA J. Morrin is looking for \$4,000 for a carnival at Memorial Field.

J. Morrin stated he would like to put on a carnival for the residents, to bring the community together with organizations that don't normally get to connect with residents.

R. Watchilla asked what the \$4,000 would cover. J. Morrin stated it could possibly cover police, fire, portable restrooms, cleaning, etc.

D. Souza asked what it would specifically cover. J. Morrin stated it could cover anything, that there is a bill for everything.

S.K. Robinson asked what the total necessary budget is to host the event in a healthy manner. J. Morrin stated about \$10,000.

J. Carroll asked who wants to put the carnival together. J. Morrin stated the Town does, adding, "The people are super excited about it."

J. Carroll asked if he was attending the meeting as Chair of the Board of Selectmen or as John. J. Morrin stated he was there as John, but the idea originally came from the Parks department. He stated he's been trying to get this started for 3 years and, now that it's happening, he would like it to be an annual event.

D. Souza asked if the CDA would be expected to give this money each year. J. Morrin stated he will have more time to gather enough in donations from the private sector next year, but only had a few weeks to gather funding this year.

S.K. Robinson asked if this money would be construed as a grant or a loan. D. Souza stated this would be "free money" the CDA is giving to help defer the cost of the carnival. J. Morrin confirmed this was correct. S.K. Robinson clarified this would be a grant from the CDA. J. Morrin confirmed this was correct, adding the money would go directly into an account with the Town and go toward the carnival-related expenses.

J. Morrin stated he can bring an itemized receipt for the money, as it would be going through the Town Accountant.

Motion by J. Carroll to approve \$4,000 for the carnival at Memorial Field. He stated normally he would not approve housing rehab funds for a project like this. However, because it is a small amount of money, he doesn't believe it will affect the rehab fund in a significant way. Seconded by D. Souza.

D. Souza	Aye
S.K. Robinson	Aye
J. Carroll	Aye

All in favor. Approved 3/0/2.

J. Morrin thanked the CDA and left the meeting.

R. Watchilla requested discussing the \$12,000 for emergency repairs at Memorial field at the next CDA meeting as well and inviting the Town Manager to attend.

S.K. Robinson requested the CDA table the approval of minutes from the May 16th, 2022 meeting as well as the review of the finances until the next meeting.

CDBG (Community Development Block Grant) UPDATES (Ted Harvey)

T. Harvey informed the CDA they are moving forward with the Façade Improvement Program. The Housing Rehab program is continuing from FY2019, there are 3 outstanding projects expected to be completed by the end of the calendar year. Contracts are going out for social service programs. The construction project on Bank Street is expected to be completed at the end of the month. He also stated, with FY2020, a 3 - 6 month extension may be necessary to close out the grant.

T. Harvey informed the CDA the next round of grant funding applications will be due in March, so they will be looking into it later in the summer / fall for next projects. Although it is not official yet, the State may be combining FY2022 and FY2023 into one larger, two-year grant. This would mean the Town will be eligible for more money.

NEW BUSINESS

Future Projects List

R. Watchilla presented the CDA with the list of project ideas adopted by the CDA last year and asked if they would like to review and discuss it.

D. Souza stated she sent the list to a resident who requested more information on future projects. She and R. Watchilla added his idea to repave the Pleasant Street Dog Park parking lot to the list, however, the resident has not responded yet.

R. Watchilla stated the Town applied for funding last fall, through the T-Mobile grant, but it was denied. The parking lot needs slight re-grading, re-paving, and storm drain work. One storm drain in particular is frequently overloaded due to runoff.

Vacant Properties List

S.K. Robinson asked R. Watchilla what the overall function and vision of this database. R. Watchilla stated it could encourage potential businesses and residents to look at properties in Ware. R. Watchilla added a Vacant Property Bylaw was recently passed at Annual Town Meeting, which would require vacant properties in Town be registered with the Building Department once a year to ensure the properties are maintained.

J. Carroll suggested the property owners, who aren't able to afford repairs, come before the CDA if they need grants for repairing their vacant property.

S.K. Robinson suggested the CDA reach out to the Housing Authority, as a resource. He added he has already identified 30 vacant structures in Ware.

R. Watchilla asked S.K. Robinson for a copy of the list he is working on, so he can share it with the Building Department to get the project moving along.

ADJOURN

Motion made by S.K. Robinson to adjourn meeting at 7:25 pm made by. Seconded by J. Carroll.

D. Souza Aye
S.K. Robinson Aye
J. Carroll Aye

All in favor. Approved 3/0/2.

NEXT COMMUNITY DEVELOPMENT AUTHORITY MEETING DATE

The next Community Development Authority meeting will be held Monday, July 11th, 2022, at 6:30 pm.

Minutes from June 6th, 2022
Respectfully submitted by,

Laura White
Administrative Assistant
Planning & Community Development

Minutes Approved on: <u>7/11/2022</u>	
Souza	_____
Carroll	<u>John Carroll</u>
Bruso	<u>Brenny Bruso</u>
Robinson	_____
Gresty	_____