



TOWN OF WARE

Planning & Community Development

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Minutes from August 8, 2016

Community Development Authority

Authority members present: Dave Gravel, Chairman, Paul Opalinski, Tracy Opalinski

Authority members absent: Bill Adams, Brenda Schworer

Staff present: Judi Mosso, Assistant to the Director

Public: Stuart Beckley, Town Manager

D. Gravel called the meeting to order at 6:35p.m.

1. Administrative

- a. Minutes of July 11, 2016 – P. Opalinski clarified that he wanted to know the outstanding balances of each economic development loan client. J. Mosso showed what the QVCDC submits with each payment. Balance information will be presented to the CDA as requested but it will not be a part of the monthly financial statement. **Motion** by T. Opalinski to accept the minutes as amended. Seconded by P. Opalinski. So voted 3/0/0.
- b. Financial statement (may be postponed until September) – J. Mosso will e.mail it to CDA members as soon as it's available. Her current priority is preparing for the Master Plan public forum on August 27.
- c. Office operations – J. Mosso reviewed the CD portion of Karen's transition notes. We agreed that many CD projects can wait until a new director is hired. The search committee is: D. Gravel, S. Beckley, T. Opalinski, L. Iadarola, and R. Starodj. Resuming this fiscal year, J. Mosso will return to attending several community meetings including the Domestic Violence Task Force, the Quaboag Hills Community Coalition and Baystate's Benefits Advisory Committee. J. Mosso will work with an intern from the Community Action Workforce Development program. The intern will scan and organize rolled plans for the department.
- d. Reorganization of officers – D. Gravel was recently reappointed. The CDA decided to keep officers as they are: D. Gravel, Chairman, P. Opalinski as Vice Chairman.

2. New Business – none.

3. Updates

a. CDBG

- i. FY14 – High Street imp. / Prospect Design – PVPC has had no responses from Stantec regarding reengineering of the sidewalks where they intersect 5 driveways. There was brief discussion about placing signage to direct people to a different section of sidewalk across the street to circumvent the noncompliant section of sidewalk.
- ii. FY15 – Ware River Valley (\$878,801)
 1. Social Services – J. Mosso distributed updates for the Ware Adult Learning Center and the PATCH program. The DV Task Force does not meet in the summer.
 2. PARP – No official update from PVPC but three properties (8 units) are under contract and at varying stages of work. The CDA had voted to expend up to \$15,000 from the cash account to match owner contributions at \$5,000 per unit. So far, we have expended \$8,542.50 for two owners.
 3. Performance hearing scheduled for 9/13/2016 – D. Gravel, J. Mosso and T. Harvey from PVPC will meet prior to the hearing to review agenda.
- iii. FY16 – Prospect improvements / Bank & Spring design – We were awarded \$800,000 and contracts are circulating. Ware also participated in a regional grant with Warren and Hardwick, Warren as lead community. That was also awarded \$724,000.

b. Slum and Blight survey – J. Mosso clarified that this designation helps us use CDBG funds in the downtown. It will help us qualify for projects that would not otherwise qualify for CDBG funding and may also help in areas where obtaining complete income surveys is difficult. PVPC intern Sarah Lang is working on the survey and report.

c. EDF – Hitchcock Building – Mark Nardone from DHCD has requested information and a form with the Chairman of the Board of Selectmen’s signature. Once DHCD decides to release the funds, the applicant and the team will need to move quickly.

4. Other

a. QV CDC financial notations – Discussed above under Item 1a.

b. Master Plan public comment forum – J. Mosso announced the forum will be held August 27, 2016 from 11-1. She is working the event with the MPSC and PB.

c. Next meeting date: scheduled for October 11, 2016 [Ed. note: this was later canceled and next date will be determined at the September meeting].

5. Adjourn – **Motion** by T. Opalinski to adjourn at 7:13 p.m. Seconded by P. Opalinski.

*Respectfully submitted by
Judi Mosso, Assistant to the Director*

Documents reviewed:

Minutes of June 16, 2016

Documents received:

none