



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 186 f. 413.967.9642

pcd@townofware.com

Minutes from December 11, 2017 Community Development Authority

Meeting held at Town Hall, 126 Main Street, Ware, MA

Authority members present:	D. Gravel, P. Opalinski, T. Opalinski, B. Cooper
Authority members absent:	none
Staff present:	Rubén Flores-Marzán, Director Judi Mosso, Assistant to the Director
Public:	Ted Harvey (PVPC), Denis Ouimette, John Carroll (Board of Selectmen), Geleny Rodriguez (QV CDC), Alexandria Martinez (QV CDC), Nancy Talbot (Board of Selectmen), Press: Melina Bourdeau (<i>Ware River News</i>), Jim Russell (<i>Republican</i>), Stuart Beckley (Town Manager), Sheila Cuddy (QV CDC/BAC)

D. Gravel called the meeting to order at 6:32 p.m.

1. **Public Performance Hearing on CDBG programming** – Public hearing was opened at 6:33; the Chairman made introductions and introduced T. Harvey from PVPV. T. Harvey described the FY2016 grant program.
 - **Prospect Street infrastructure improvements:** no new developments, will close out at the end of 2017; hole on High Street has been filled and repaired; topography of the neighborhood causes problems with severely sloped driveways so work on Bank and Spring Streets may need a higher contingency; bid for engineering work was lower than expected so surplus may be used for driveway repairs. DPW Director, Dick Kilhart was recognized by the CDA and PVPC for his outstanding work and collaboration on the infrastructure project. T. Harvey will follow up on curb repair on Bank Street where Borges Construction staged the project; punch list items to be completed by June 30, 2018. Application for payment for Prospect have been submitted; application for payment for High Street repair has not been

submitted yet. P. Opalinski requested that original amounts, change orders, and final costs, as well as any surplus amounts be shown on documentation moving forward.

- Bank & Spring Street improvements: should be split into two projects due to cost and that we are limited in how much grant money we can request; draft budget presented did not include contingency for slopes/driveways. D. Ouimette inquired about paving the municipal lot on Bank Street (will not be included in FY2018 application). There was discussion about using the lot for staging for the TIP project.
- Domestic Violence education and prevention: program provides education, outreach and services; DV advocate provided services to 37 new survivors this year including safety planning, court assistance, rides, emotional support, access to services. J. Mosso reported that the Task Force does not meet in July or August; the fall months are used to review success and how to make improvements and plan new programming.

Public hearing closed at 6:53 pm.

2. Retirement of Chairman – D. Gravel was recognized for his years on the CDA. He was presented with citations and a custom fleece jacket.
3. Community Development Strategy, follow up (public hearing held 10/12/2017) – The CDA accepted the CDS and it is ready to go before the Board of Selectmen for acceptance. However, since there was further discussion about it after the CDA approved it, J. Mosso and T. Harvey wanted to be sure there were no further revisions. According to DHCD, the BOS is not required to approve or sign the CDS. The only requirement is that the Strategy is presented at a public meeting at least a month before the March 2, 2018 deadline; BOS approval is more of a formality.
4. Administrative
 - a. Minutes of November 16, 2017 – **Motion** by P. Opalinski to accept the minutes as presented. Seconded by T. Opalinski. So voted 4/0/0.
 - b. Citizen interest in CDA – The board currently has one vacancy with another vacancy beginning December 26. The board reviewed Danielle Souza’s letter of interest to join the community planning board [sic]. There was discussion about her credentials. Other interested candidates include Stephen Smith and John Carroll. Michelle McGuigan and Matt Coletta were also mentioned. Mr. Carroll provided comments about his experience and interest in serving on the CDA. The CDA and P&CD staff agree that Mr. Carroll would be a more appropriate candidate if he did not already serve as a Selectman, that it is important to continue the diversity and health of the CDA, and that we already have a BOS member on the CDA.

Motion by B. Cooper to recommend that the Board of Selectmen appoint Danielle Souza to the Community Development Authority. Seconded by P. Opalinski. So voted 3/0/1 (T. Opalinski).

5. Updates

- a. CDBG
 - i. FY2014 High Street repairs – repairs have been completed; awaiting final payment request.
 - ii. FY2015 WRV – surplus funds will be used for an emergency HR roof repair project; after that expenditure, approximately \$2,262 of unexpended funds will be returned to DHCD. The earlier PARP dispute has been worked down to a \$400 dispute; resolution continues.
 - iii. FY2016 Prospect Street/Bank & Spring – discussed under Item 1.
 - iv. FY2017 WRV (w Warren & Hardwick)
 1. Program Income guidance from DHCD – no word from DHCD
 - v. FY2018 application and draft budget – The CDA reviewed the draft budget; numbers are close but have not yet been finalized, contingency may be increased to 15%. The CDA will review further next month. PVPC will ask Stantec for a cost estimate for West Street review design; it's <1 mile of sidewalk but well-used and an important pedestrian thoroughfare. An alternative is to use the \$35,000 to repave the paved portion of the Bank Street municipal lot; are will likely income-qualify and it is in the slum and blight designated area. It is important to move forward with the "Complete Streets" designation, which is a bylaw amendment.
 - b. Memorial Field (Brownfields grant, subdivide parcels) – We were planning to move forward with subdividing the parcel into 2-3 lots so that we could address the DEP requirements in more manageable parts. However, we may not need to do that since the House of Representatives passed a bill to reauthorize the EPA's Brownfields program. It needs Senate and president approval, but if it passes, the cap would increase from \$200,000 to \$500,000.
 - c. Municipal Vulnerability Preparedness (MVP) grant – We are in the process of evaluating a consultants. The planning document will provide strategies for dealing with climate change and making more resilient towns; should be ready by the end of summer 2018.
6. Other (any discussion and action may be postponed until next meeting) – none.

7. **Adjourn** – **Motion** by P. Opalinski to adjourn at 7:47 p.m. Seconded by T. Opalinski.

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

Documents reviewed:

Draft CDS
Minutes from November 16 12, 2017
Interest letter and resume from Danielle Souza
FY2018 application and draft budget
Spring Street design plans from Wright-Pierce

Documents received:

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Spring Street design plans from Wright-Pierce