



TOWN OF WARE

Planning & Community Development

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Meeting Minutes from **March 16, 2015** **Community Development Authority**

Authority members present: Dave Gravel, Chairman, Bill Cooper, Mary Harder, Paul Opalinski, Tracy Opalinski

Staff present: Karen Cullen, Director
Judi Mosso, Assistant to the Director

Public: Jim Russell, *The Republican* (7:54)

D. Gravel called the meeting to order at 6:31 p.m.

1. Administrative

- a. *Minutes of February 12, 2015* – Minutes were clarified. **Motion** by P. Opalinski to approve the minutes as revised. Seconded by B. Cooper. So voted 5/0/0.
- b. *Financial Report* – There was discussion about the Economic Development fund and the decision at the November 13, 2014 meeting (Item 5b) to potentially support social services using this fund. There was brief discussion about the use of PI funds, that an existing grant must be amended, and that it must be congruent with other CDBG activities. Judi reviewed other accounts including the inconsistency between bank statements for the transfer of 2014 HR Recapture funds to the Program Income account. She will follow up with the Town Treasurer. **Motion** by P. Opalinski to approve the minutes as revised. Seconded by B. Cooper. So voted 5/0/0.
- c. *Meeting days – Mondays v Thursdays* – By general consensus, the CDA will now meet monthly on the third Thursday of each month (changed from Monday).

2. New Business

- a. *FY2016 department budget and staffing* – Karen distributed the salary portion of her proposed FY16 budget with variations of Judi's hours (at 25, 30 and 35 hours); all additional hours to be funded by local appropriation, not CDBG. Further reductions would come from the Purchase of Services account. The department cost for level funding is \$76,500, with 6% cut is \$72,000, and Town Manager's recommendation is \$74,502. There was discussion about Judi's hours, potential layoffs. By consensus, the CDA wishes to send Stuart another

letter specifically stating the work Judi should be doing which demands an increase in hours (i.e. tasks that cannot be done now but should be done to improve the department’s functionality). The CDA suggested this letter should be offered to the Planning and Zoning Boards for them to sign on as well, should they so choose.

- b. *Septic Loan Program* – We received comment from Town Counsel about the Town/Owner Agreement. Town Counsel suggested that the loan be secured and that banks subordinate to the town; the CDA felt that would be highly unlikely to happen. There was also discussion about whom to make the check to (vendor or client); discussion of property transfer language and current applicant (such language is in the draft). **Motion** by B. Cooper to make the following provisions for the Septic Loan Program (non-CDBG):

1. Loan will be secured with a mortgage;
2. We will not require any banks to subordinate to the town; and
3. Checks will be payable to vendors performing the work, not the client.

Seconded by P. Opalinski. So voted 5/0/0.

- c. *Social Services RFP* – Reviewed draft RFP for social services support from our Economic Development funds. Discussion about expanding the program to nonprofits in general (consensus not to); and possibly tabling the discussion because the motion to commit the funds was made before we committed funds for a QV CDC client. **Motion** by M. Harder to accept the draft RFP as revised (minor modifications). Seconded by B. Cooper. So voted 5/0/0.

- d. *Draft budget for Program Income Funds* – At the February meeting, the CDA identified the following priorities (in no particular order); Karen provided cost estimates as noted below. There was discussion about the dollar amounts allotted for each project but none were determined at this time.

1. Demolition of PARP buildings: \$25,000 (1-2 units)
2. Assessment and design of Monroe Street property (potential parking for Memorial Field): \$20,000
3. PARP education/code enforcement program: \$25,000: hire @ 5 hours, 50 weeks, \$100/hour. Code Enforcement Subcommittee must determine how much we need.
4. Downtown Streetscape: \$10,000 (can buy 4 decorative lampposts)

There was discussion about each potential project and costs; 33 Vigeant Street would cost approximately \$40-50,000 to demolish; all enforcement comes from the Building Department; we do not have to fund all of these projects; we still need to keep some money in the PI account for HR contingency and cushion. There was discussion about a 2-family HR project for which bids have come in considerably higher than expected for both of the two bid rounds. The owner

has been presented with several options for funding, all require some level of owner contribution and several could involve funds from PI in addition to the FY13 CDBG HR funds. The owner has until March 27 to decide which option to take. PVPC would like the CDA to vote on an “up to” amount for the rental restriction; the CDA decided to table the vote until after the owner has decided on a participation option. The CDA would like to know why the bids came in so much higher than estimates on both bid rounds.

3. Updates

a. *FY13 CDBG*

- i. Housing Rehab – reviewed under 2d.
- ii. Social Services – Judi distributed updates on DVTF and YMCA after school program.

b. *FY14 CDBG*

- i. *High Street Improvements* – Bids are due 3/17; we may receive 5-6.
- ii. *Prospect Street design* - Fay, Spofford and Thorndike (FST) have been chosen for the engineering.
- iii. *Social Services* – see 3a.

c. *FY14 CDBG Ware River Valley (Warren Lead Community)* – no update

d. *FY15 CDBG application*

- i. *PARP* – discussed in 2d.
- ii. *Enforcement Subcommittee* – The Code Enforcement Subcommittee (Bill and Mary) will update the CDA in at the April meeting.

e. *Master Plan* – moving along; Karen is working on it.

f. *Visioning/Wayfinding* – Will be completed at the end of the month with the final deliverables.

4. Other (any discussion and action may be postponed until next meeting) – none.

5. Adjourn – **Motion** to adjourn by B. Cooper at 7:55 p.m. Seconded by P. Opalinski.

Planning & Community Development Department