



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 September 17, 2015 Community Development Authority

Authority members present: Brenda Schworer Cooper, Dave Gravel, Chairman, Paul Opalinski, Tracy Opalinski, Bill Adams

Authority members absent:

Staff present: Karen Cullen, Judi Mosso

Public: Stuart Beckley

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

1. FY2014 Performance Hearing - The hearing was opened for the FY2014 Ware CDBG. Current end date for this grant is 12/31/2015.

Infrastructure Improvements

High Street: \$582,484 has been allocated for professional engineering services and construction improvements for High Street, which includes a \$10,000 budget transfer from the Prospect Street Design project. \$36,300 is contracted with Lenard Engineering for engineering services and \$540,993.50 to Jack Goncalves & Sons (JG&S) for construction (water main replacement, drainage system enhancements, sewer repair, street and sidewalk rehabilitation and other miscellaneous work). The combined contracts leave a contingency of \$5,190.05. The Ware DPW previously committed up to \$30,000 if needed, but recent reports from the DPW indicate that these funds will not be available.

Actual construction started June 16, 2015. There have been some cost overruns but those were offset by other unused items or not used to the extent originally estimated. We believe that the project can be completed on budget and within the scheduled contract period.

Prospect Street Design: \$28,000 budgeted. The project committee evaluated the three proposals and on December 23, 2014, awarded Fay, Spofford & Thorndike (FST) the project in the amount of \$22,805. FST's base plans are substantially complete. Adequate funds are available for contingency should town officials request additional design work, beyond the current scope. A public meeting has been scheduled for September 23, 2015.

Social Services

Domestic Violence Education and Prevention: PVPC and the Carson Center, a program of Behavioral Health Network (sub-contractor) are wrapping up existing FY13 funding and will soon launch FY14 efforts. Work focused on health care and school efforts. In health care, training was provided to 35 EMS providers; a meeting was held with BMLH nurses to evaluate new ER screening and referral protocols and provide training on strangulation; and a new protocol was developed to improve sexual assault response at Baystate Mary Lane Hospital ER in collaboration with Centers for Women and Community. In the schools, trainings were provided to the ninth grade health class and to members of Girls Eye View; school-wide writing prompts were conducted and last year's writings were used to create outreach posters; and all middle school students attended educational theater funded by the Task Force on bullying and relationships and participated in follow-up meetings to further discuss healthy relationships. Addition, weekly support groups and advocacy were provided for local residents, and monthly Task Force and faith lunches were held. Over 180 people have benefitted through the FY13 program. Services for Ware residents in need are now rolling into FY 2014 funding.

The infrastructure project is about 75% complete and will be closer to 90% within a month or so. The consultant anticipates that this grant will be well within the 80% expenditure, thus meeting the DHCD's timely expenditure criteria.

Ware River Valley

PVPC provided (via a written summary) an update on the FY14 CDBG Ware River Valley grant of which Warren is the lead community.

Housing Rehabilitation - The grant was awarded \$152,737 for HR services in Ware, Hardwick and Warren. The program's goal is now completion of 6 or more units (two per community). Several households have been income-qualified for the program, and four Town-Owner agreements are now in place totaling over \$115,000. These four projects are under construction. New contracts are pending. Three projects are under construction, one in Ware (\$34,000 project) which is now substantially complete. One additional project will be sought in Ware.

Adult Learning - \$75,000 was made available to The Literacy Project, Inc. (TLP), effective as of November 1, 2014. With FY14 funding, the Ware Adult Learning Center (a program of TLP) continues to provide educational services ranging from GED pre-testing to basic literacy instruction and GED preparation, with specific concentrations in writing, reading skills development, and math (including Accuplacer test preparation for placement into college math 101). Service through FY14 funding started in January 2015 and well over 32 students have been served. WALC regularly collaborates with other non-profits to insure potential clients are aware of services and needs are addressed. Updates from the WALC were distributed.

Stuart Beckley inquired about the Community Development Strategy. The CDA felt that is was sufficient and they would review it again next year.

The public hearing closed at 6:55 p.m.

2. Administrative

- a. *Minutes of August 20* – Minor typo fixed. **Motion** by P. Opalinski to accept the minutes as presented. Seconded by B. Adams. So voted 5/0/0.
- b. *Financial Report* – Judi reviewed the financial report in detail. **Motion** by B. Adams to accept the financial report as presented. Seconded by P. Opalinski. So voted 5/0/0.

3. New Business

- a. *Building Inspector introduction* - Chris Rice is not here tonight. We will try for our October meeting.

4. Updates

- a. *FY13 CDBG*
 - i. *Housing Rehab* - Current program end date is 12/31/15 and we are on schedule. \$484,380 was budgeted for HR services in Ware, Hardwick and Warren. Town/Owner agreements have been adjusted to account for closed projects and actual costs. Town/Owner commitments now total approximately \$450,000. Over \$420,000 is now committed to construction contracts and fees. The program's goal was to complete 18-20 units. Twenty projects involving 24 units (four two-unit projects) are part of the program and are either complete or at substantial completion. One duplex received lead paint inspection services and then dropped from the program. Currently, there is room for at least one more project and applications are being evaluated. Additional funding from Warren's FY2014 program may be necessary in order to fully expend FY13 CDBG. All other activities associated with the FY13 grant are complete and include PARP for Warren and Hardwick, and social services.

The Housing Rehab program will require some effort to bring to 100% completion as any new projects must align with the existing budget. Alternatively, some split funding could occur with FY2014 Warren housing rehabilitation program which also includes Ware and Hardwick. Officials anticipate that this grant will be at 100% completion by December 2015.

b. *FY14 CDBG* – Discussed under Item 1.

c. *FY15 CDBG – Ware River Valley*

i. *HR* – discussed above.

ii. *PARP* – HR work will focus on PARP properties. Two owners called expressing interest in the program. We have funding for several properties on the PARP list. Other communities have taken our lead and have applied for and implemented PARP programs.

iii. *Social Services* – discussed above.

d. *Program Income Funds*

i. *PARP Demo* – 33 Vigeant Street is an option. Home on West Main Street, which was destroyed by fire, is not on the PARP list and therefore ineligible. In addition, it is not our intent to fund such demolition projects when an uninsured property is destroyed by fire.

ii. *Monroe St. Brownfield* – The environmental engineering firm dug the test well and began water quality sampling. We may need to request additional funds at November Town Meeting in order to complete the assessment phase of this project for eventual reuse of the property. We should have a more detailed update next month.

iii. *Property Pride* – Karen spoke to Mary Harder who feels there should be a spokesperson for the program; Mary does not want to be the spokesperson. She has designed the brochures but we still do not have a budget. \$25,000 from Program Income has been committed. We will discuss further next month.

e. *Other Initiatives*

i. *Main Street TIP* – The CDA wants to meet with the Planning Board about the plans.

5. Other (any discussion and action may be postponed until next meeting)

- a. *Transportation* – There was discussion about the potential for expanding transportation services related to CDBG-funded social services. At a recent Regional Transportation Committee meeting, expansion could include Gilbertville. If Gilbertville wants to participate in Ware’s transportation and Ware wants to participate in Gilbertville’s recycling program, perhaps the two towns could work something out.
6. Adjourn – **Motion** to adjourn by B. Adams at 7:37 p.m. Seconded by P. Opalinski.

*Prepared by Judi Mosso
Assistant to the Director*