



TOWN OF WARE

Planning & Community Development
126 Main Street, Ware, Massachusetts 01082
413.967.9648 ext. 120
rwatchilla@townofware.com

MEETING AGENDA COMMUNITY DEVELOPMENT AUTHORITY SEPTEMBER 12, 2022

Location: Board of Selectmen's Meeting Room
Town Hall, 126 Main Street, Ware, MA 01082

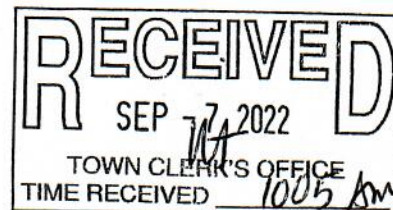
Time: 6:30 PM

CALL-IN OPTION TO PARTICIPATE:

Phone number: 929-205-6099
Meeting ID: 784 604 1861
Passcode: 01082

Instructions for call-in option: Call the phone number above and enter the Meeting ID when prompted. Join online: <https://zoom.us/join>

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1. Pledge of Allegiance
 2. Administrative
 - a. Approval of meeting minutes from July 11th, 2022.
 3. Review Financial Accounts
 - a. Through August 31st, 2022.
 4. Updates
 - a. CDBG
 - i. FY2020: Bank Street
 - ii. FY2020-CV: Social Services & Microenterprises
 - iii. FY2021: Façade Improvement program
 5. New Business
 - a. Discussion of next projects for the Community Development Block Grant (CDBG) program.
 - b. *Any items that the Chair did not anticipate including in this agenda prior to the meeting*
 6. Ancillary Discussion
 7. Adjourn



Note: This agenda lists items that are reasonably anticipated by the Chairman to be discussed at the meeting. Other items may be brought up for discussion to the extent permitted by law. The general public is invited to attend this and all meetings of the Ware Community Development Authority.



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Planning & Community Development

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t. 413.967.9648 ext. 120

COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

Monday, July 11th, 2022

Select Board Room, Town Hall

CDA Members Present:

Danielle Souza, Chair (remote)
John Carroll
Brandy Bruso

CDA Members Absent:

Rhiannon Gresty
S.K. "Rob" Robinson

Public:

Tiffany Menard, Planner at PVPC
Stuart Beckley, Town Manager
John Piechotta, Parks Director

Staff Present:

Rob Watchilla, PCD Director

PLEDGE OF ALLEGIENCE

Chair D. Souza called the meeting to order at 6:45 pm.

ADMINISTRATIVE

Approval of Meeting Minutes from May 16th and June 6th 2022 meetings

Motion made by J. Carroll to approve the meeting minutes from May 16th and June 6th 2022.
Seconded by B. Bruso.

D. Souza	Aye
J. Carroll	Aye
B. Bruso	Aye

All in Favor. Approved 3/0/2.

REVIEW OF FINANCIAL ACCOUNTS

Approval of Financial Accounts through June 30th 2022

Motion made by J. Carroll to approve the finances through June 30th 2022. Seconded by B. Bruso.

D. Souza	Aye
J. Carroll	Aye
B. Bruso	Aye

All in Favor. Approved 3/0/2.

APPROVAL OF EXPENDITURES FROM CASH ACCOUNT

\$12,000 for Emergency Repair at Memorial Field

J. Piechotta (Ware Parks Director) discussed with the CDA the repairs that were needed for Memorial Field. He stated that the problem started when a puddle of sewage formed behind the third base dugout. The homeowners of the property where the sewage originated were unaware of the situation and thought they were connected to Town sewer. The existing sewer line of the house runs to a lateral that goes directly under Memorial Field. The current owner pays the Town for sewer services as did the previous homeowner. The project consisted of crushing an abandoned septic tank, connecting the existing plumbing to the sewer main on Gilbert Court (street the house abuts) and site restoration. The project total was close to \$12,000.

D. Souza expressed her concern that the Cash Account would become completely depleted if the CDA approved this expenditure.

R. Watchilla assured the CDA that around \$5,000 would remain, even after the Park Avenue costs are taken out.

J. Piechotta stressed that it was technically the Town's fault as well as a public health emergency.

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

D. Souza	Aye
J. Carroll	Aye
B. Brusio	Aye

All in Favor. Approved 3/0/2

CDBG (Community Development Block Grant) UPDATES (Tiffany Menard)

FY20: Bank Street

T. Menard informed the CDA that work on Bank Street has been completed.

J. Carroll asked why Park Avenue was not paved as well.

R. Watchilla informed the CDA that the contractor was only supposed to do the sewer line. Paving will most likely come out of the DPW winter relief repair funds.

FY20CV: Social Services & Microenterprises

No new updates

FY2021: Façade Improvement Program

R. Watchilla and D. Souza updated the Committee on the status of the Façade Improvement design guidelines and application. Next steps are to discuss a time frame for the application window.

ADJOURN

Motion made by J. Carroll to adjourn meeting at 7:04 pm made by. Seconded by B. Bruso.

D. Souza Aye
J. Carroll Aye
B. Bruso Aye

All in favor. Approved 3/0/2.

NEXT COMMUNITY DEVELOPMENT AUTHORITY MEETING DATE

The next Community Development Authority meeting will be held Monday, September 12th, 2022, at 6:30 pm.

Minutes from July 11th, 2022
Respectfully submitted by,

Robert Watchilla
Director
Planning & Community Development

Minutes Approved on: _____
Souza _____
Carroll _____
Bruso _____
Robinson _____
Gresty _____

QVDC

Undisclosed Loan Client

\$ 60,000.00

\$ 42,320.00

\$ 8,500.00

	Payment	Principal	Interest	Revised Balance
10/7/2021	\$ 100.00	\$ 55.60	\$ 44.40	\$ 53,203.95
11/5/2021	\$ 100.00	\$ 55.60	\$ 44.40	\$ 53,148.35
12/17/2021	\$ 100.00	\$ 55.60	\$ 44.40	\$ 53,092.75
1/6/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 53,037.15
2/11/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,981.55
3/14/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,925.95
5/9/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,870.35
5/9/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,814.75
6/3/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,759.15
7/18/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,703.55
8/4/2022	\$ 100.00	\$ 55.60	\$ 44.40	\$ 52,647.95

	Payment	Principal	Interest	
5/6/2022	\$ 96.38	\$ 85.51	\$ 10.87	\$ 4,886.98
6/9/2022	\$ 90.34	\$ 67.39	\$ 22.95	\$ 4,819.59
7/18/2022	\$ 95.98	\$ 83.92	\$ 12.06	\$ 4,735.67
8/11/2022	\$ 92.05	\$ 74.23	\$ 17.82	\$ 4,661.44

Balanced as of 8/31/2022

Balanced as of 8/31/2022

Cash Account (1054) "Grants Funds"

General Use / UCC's paid from this account/ Salary Portion Paid through this account IF GRANT IS NOT FUNDED / Misc Expenses

General Use / Statements Come from Town/Erica

Date	Warrant #	Check Name / From Whom	Deposit	Spent	Balance	Notes
START OF FISCAL YEAR 2023						
7/7/2022		Carnival Police Detail		\$ 4,000.00		Reimbursed to GF on 8/29/22
7/13/2022		212 Belchertown Road HR		\$ 3,600.00		Reimbursed to GF on 8/29/22
7/14/2022		P&H Excavating		\$ 9,700.00		Emergency Repair at Memorial Field (Excavation) Reimbursed to GF on 8/29/22
7/20/2022		PVPC	\$ 3,864.22		\$ 71,036.44	Payroll reimbursement 4/8-4/22/22 and partial 5/7-6/4/22
7/31/2022		Interest	\$ 8.74		\$ 71,045.18	Balance July
8/22/2022		PVPC	\$ 2,884.62		\$ 73,929.80	Payroll reimbursement 6/18 - 7/2/22 check # 1658
8/29/2022		Transfer to General Fund		\$ 30,345.55	\$ 43,584.25	(FTHB Lombardo, 212 Belchertown Road HR, P&H Excavating, Carnival)
8/31/2022		PVPC	\$ 4,451.58		\$ 48,035.83	Payroll reimbursement
8/31/2022		Interest	\$ 8.82		\$ 48,044.65	Balance August
<u>COMMITTED FUNDS</u>						
		First Time Homebuyers	\$ 5,000.00		\$ 43,044.65	
		Park Avenue Sewer	\$ 35,000.00		\$ 8,044.65	
		Emergency Repair at Memorial Field	\$ 2,300.00		\$ 5,744.65	\$9,700 reimbursed to GF on 8/29/22
					\$ 5,744.65	AVAILABLE BALANCE

Program Income (0501)

Operating expenses and other activity / Interest Bearing Account

If CDBG HR Loan Recaptures account is over \$35k,
then transfer money from there into here

Statements comes from PVPC

Balanced As of:
8/31/2022

	Transfer	Interest	Expenditure	Balance
Jun-22				\$ 750.00
Jul-22	\$ -	\$ -	\$ -	\$ 750.00
Aug-22		\$ -	\$ -	\$ 750.00
Sep-22		\$ -	\$ -	
Oct-22		\$ -	\$ -	
Nov-22		\$ -	\$ -	
Dec-22		\$ -	\$ -	
Jan-23		\$ -	\$ -	
Feb-23		\$ -	\$ -	
Mar-23		\$ -	\$ -	
Apr-23		\$ -	\$ -	
May-23		\$ -	\$ -	
Jun-23		\$ -	\$ -	
			Remaining Balance	\$ 750.00

Committed

\$ 750.00 **AVAILABLE BALANCE**

Housing Rehabilitation Loan Payment

Turn Checks over to Country Bank Account 1462134 / Statements from Town/Darlene
Internal Account 3110-000-4801-000

Date	Withdrawn	Deposit	Interest	Balance	Payment Number / Month
START OF FISCAL YEAR 2023					
07/01/22		\$ 202.63		\$ 5,739.76	HR Payment #32
07/05/22		\$ 980.00		\$ 6,719.76	HR Loan Payoff FY08/09
07/26/22		\$ 64.00		\$ 6,783.76	HR Payment #44
07/31/22			\$ 0.84	\$ 6,784.60	Statement Balance - July
08/02/22		\$ 96.71		\$ 6,881.31	HR Payment #95
08/04/22		\$ 202.63		\$ 7,083.94	HR Payment #33
08/18/22		\$ 12,159.00		\$ 19,242.94	HR Loan Payoff FY13 - 24 Clinton St
08/22/22		\$ 64.00		\$ 19,306.94	HR Payment #45
08/31/22			\$ 1.61	\$ 19,308.55	Statement Balance - August

Ware Project Ideas

Connected Corridors

- Improve the connection between Pleasant Street parking and dog park with Main Street
- Create and strengthen connection between West Street and Downtown
- Connecting rail trail to Gilbertville
- Pedestrian bridge between neighborhoods off South Street and West Street
 - Possible connection to the baseball field as well
 - Explore other public space options along riverside

West Street Improvements

- ADA-Accessibility Downtown and on West Street
- Parking by vela's – not 100% sure what this means
- Crosswalk signs are not visible – people talked about wanting electronic lights
 - See the solar powered signs on church street for example
- mosaic project on west street to seal cracks

Cultural Events/Programming/Public Services

- Child care space
- Outdoor gathering space downtown that could support food trucks
- Movie night at vet park – some kind of cultural programming “ ____ Nights”

Public Realm

- Alternate route for heavy trucks and machinery away from Main Street
- Filling in missing segments of sidewalk (as needed)
- Filling in vacant lots (esp 110-114 Main and the lot between Nat Falk and WRN)
- Street furniture
- Community garden
- Outdoor gathering space downtown that could support food trucks
 - Millyard, veterans park, lot next to vet park (casino lot), dog park, nameneseck square (with traffic diversion), parking lot next to speedway (needs improvements first)
- Nenameseck Park Open Street
 - Close off the section of Street between the park and the Bank
 - Open the fenced area to the public
 - See diagram:
- Youth center
- Community pool
- Crossing light at intersection of Pulaski and South Streets (In front of Grenville Park)
- Lighting water falls located at the intersection of South and East Main Streets
- Pleasant Street Dog Park parking lot repaving



Private Realm

- Façade Improvement Program
- Filling vacant properties
- Filling in vacant lots (esp 110-114 Main and the lot between Nat Falk and WRN)
- Preparing for cannabis business opportunities and building off of existing studies
- Splash park

Parking Management

- Address feeling of lack of parking
- Parking standards via Zoning Code (e.x. adjusting mins/maxes) and/or implementation/study of Parking Benefit District
- **Study to determine whether or not Ware has enough parking (this could shed light on parking benefits district as well)**

Policy and Governance

- Increased support/ease for both large events and other uses of public space (outdoor dining and temporary outdoor retail events)

SNB District