



# TOWN OF WARE

## Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 120

## COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

**Monday, April 11<sup>th</sup>, 2022**

Select Board Room, Town Hall

### CDA Members Present:

Danielle Souza, Chair  
S.K. "Rob" Robinson  
Rhiannon Gresty  
Brandy Bruso (Remote)

### CDA Members Absent:

John Carroll

### Public:

Ted Harvey, Deputy Director of Community  
Development at PVPC (Remote)  
Tiffany Menard, Planner at PVPC

### Staff Present:

Stuart Beckley, Town Manager  
Rob Watchilla, PCD Dept. Director  
Laura White, PCD Dept. Administrative Assistant

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## PLEDGE OF ALLEGIENCE

Chair D. Souza called the meeting to order at 6:31 pm and led the Pledge of Allegiance.

D. Souza stated CDA member, Brandy Bruso, as well as guest speaker, Ted Harvey, are participating in the meeting remotely via Zoom.

## ADMINISTRATIVE

### Approval of meeting minutes from March 14<sup>th</sup>, 2022

**Motion** made by R. Gresty to approve meeting minutes from March 14, 2022. Seconded by B. Bruso.

All in favor. Approved 3/0/2.

## REVIEW OF FINANCIAL ACCOUNTS

### Brief review of account summaries through March 31, 2022.

**Motion** made by R. Gresty to approve the financial accounts. Seconded by B. Bruso.

All in favor. Approved 3/0/2.

## **CDBG UPDATES (Ted Harvey)**

### **FY2020: Bank Street**

Construction began Monday, April 4<sup>th</sup> and is projected to be finished by Thursday, June 30<sup>th</sup>, 2022.

### **FY2019: Housing Rehab Program**

PVPC is finishing up with Housing Rehab projects and is hoping to wrap up by Thursday, June 30<sup>th</sup>, 2022. The program may need to be extended a little.

### **FY2021: Façade Improvement Program**

PVPC is getting contracts signed and background work done for the Façade Improvement Program.

## **NEW BUSINESS**

### **Façade Improvement Project Design Guidelines (Tiffany Menard)**

T. Menard reviewed guidelines she created based on other towns that have also done the Façade Improvement Program, as well as some guidelines Ware also had in place, for the following features:

- Signs
- Awnings
- Lighting
- Doors & Entrances
- Windows

T. Harvey stated these guidelines would be reviewed by the design review committee once it's formed, and could be changed in the future.

D. Souza and R. Gresty again volunteered to be part of the design review committee.

S. Souza inquired as to whether or not any local business owners had expressed interest in adding windows that open to encourage downtown strolling.

R. Watchilla stated he had not heard anything about windows yet.

D. Souza asked, if multiple businesses in the same building could each apply for grant money, or if it was given to the building as a whole.

T. Harvey stated the grant money would be given for the building itself, not for the individual businesses within it.

S. Beckley stated the original question from a local business owner was, if someone owned multiple businesses in multiple buildings, would they be able to apply for each building. He also stated, though it was not finalized, it was believed the owner would be able to apply for more grant money for each building owned.

D. Souza stated this topic should be tabled for now, and could be looked at in more detail by the review committee.

S.K. Robinson joined the meeting at 7:00pm

B. Bruso inquired about what the timeline for the Façade Improvement Program would look like.

T. Harvey stated it would be within the next twelve (12) months, as the grant runs until June 30, 2023. Spring of 2023 is when the work will most likely be done, but maybe earlier.

B. Bruso asked what the final number of businesses participating is at the moment.

D. Souza stated someone will need to go back out and ask businesses for a final count.

T. Harvey stated the Expression of Interest was needed from each business, but they would now need to apply individually.

D. Souza asked who business owners could go to for help with the grant application.

R. Watchilla stated they could go to him in the Planning & Community Development Department for any questions about the grant application.

#### **OLD BUSINESS**

R. Watchilla informed the CDA the Downtown Improvement Committee is interested in having a list put together of commercial properties, in Ware, available for sale or rent.

R. Watchilla suggested site cards for each property with the following information:

- Price
- Location
- Size
- Nearby amenities
- Utilities
- If the lot is buildable
- Realtor contact information, etc.

S.K. Robinson offered to create a list of available commercial properties.

#### **ADJOURN**

**Motion** to adjourn meeting at 7:15 pm made by R. Gresty. Seconded by S.K. Robinson.

All in favor. Approved. 4/0/1.

#### **NEXT COMMUNITY DEVELOPMENT AUTHORITY MEETING DATE**

The next Community Development Authority meeting will be held Monday, May 16<sup>th</sup>, 2022, at 6:30 pm.

Minutes from April 11<sup>th</sup>, 2022  
Respectfully submitted by,

Laura White  
Administrative Assistant  
Planning & Community Development

<b>Minutes Approved on:</b> _____	
Souza	<u>DSouza</u>
Carroll	_____
Bruso	_____
Robinson	<u>[Signature]</u>
Gresty	<u>[Signature]</u>