



# 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, October 17<sup>th</sup>, 2022**

Select Board Room, Town Hall

### CDA Members Present:

Danielle Souza, Chair  
John Carroll (Remote)  
Tiffany Menard  
Rhiannon Gresty (Remote)  
S.K. "Rob" Robinson

### CDA Members Absent:

Brandy Brusco

### Public:

### Staff Present:

Rob Watchilla, PCD Director  
Kristen Jacobsen, PCD Admin.

---

## PLEDGE OF ALLEGIENCE

Chair D. Souza called the meeting to order at 6:30 pm.

## ADMINISTRATIVE

### Approval of Meeting Minutes from September 12, 2022 meeting

**Motion** made by J. Carroll to approve the meeting minutes from September 12, 2022. Seconded by SK Robinson.

D. Souza	Aye
J. Carroll	Aye
R. Gresty	Absent
S. Robinson	Aye

All in Favor. Approved 4/0/0.

### Review Financial Accounts

Through September 30<sup>th</sup>, 2022

R. Watchilla stated there has not been much activity in the accounts with the exception of the interest payment in the cash account.

D. Souza asked if anyone had questions regarding the financial accounts. The board did not.

## Updates

R. Watchilla inquired if the CDBG & FY2020-CV: Social Services & Microenterprises programs were still active. T. Menard answered stating they were basically wrapped up.

T. Menard stated they were awaiting Tighe & Bond, however, the weather has been a factor. R. Watchilla asked what amount they were looking for. T. Menard answered saying it was approximately in the \$60,000.00 dollar range. The thought is to have that portion completed by January 20<sup>th</sup>, 2022, in advance of the next grant cycle in March 2023.

D. Souza asked the board if anyone had any questions. There was no further discussion

R. Gresty joined

FY2021: Façade Improvement program

T. Menard stated she had received 17 applications, however there was a misunderstanding with the application per project format. There had been a few applications which listed numerous projects on the same application.

D. Souza asked what difficulties people had filling out the applications. R. Watchilla stated some people needed assistance determining a good project idea and other smaller tasks.

D. Souza and R. Watchilla discussed how the funds might be dispersed between projects and what criteria the board might use to do so. The board also discussed the method in which the contractors would be paid. D. Souza suggested a two-party check to the business owner and the contractor.

The board discussed what the process for choosing contractors might be and if it would be wise to group like projects together to maximize the amount of business owners the grant would be able to help. Also, the board discussed with S. Beckley the process in which the funds could be allotted to the differing projects.

The board discussed the prospective role of the design committee and that it would be further discussed during the design review meeting October 19, 2022, at 5:30pm. R. Watchilla confirmed with S. Beckley that three quotes were needed only if the jobs were \$10,000.00 or greater.

D. Souza inquired if the business owners had in mind, if they would prefer to have the legwork done for them. R. Watchilla responded that he had not received that as feedback and had told the applicants that it could be done on a case by case basis and could depend on project size. Also, they discussed the best way to maximize the effect the upgrades would have on Main St.

J. Carroll added that the types of projects sought after may be dependent on whether the applicant was the building or business owner.

R. Watchilla stated that they received few applications from business owners. He surmised that some business owners may have gotten the impression since they didn't own the building that they couldn't apply.

D. Souza inquired what the status of an upgraded sign would be if the business owner left. R. Watchilla said he believed that decision would lie with the business owner and their landlord. R. Gresty stated she believed it would be a contract between the business owner and the landlord.

D. Souza stated the overall objective was to enhance the Main St. SK Robinson inquired if it was possible to argue for the improvements to stay with the building if the business vacated the space. D. Souza agreed saying there it may be easier to rent out the vacated space if it already has a sign. R. Gresty stated that they may need to look into the ease of which the sign could be replaced for the new business. SK Added that they may want to explore options which allow for interchangeability.

D. Souza proposed compiling all projects of like types together to ease the review process.

S. Beckley asked if any funds had been set aside for design.

J. Carroll inquired if PVPC was offering funding to ad accessibility for seniors. T. Menard stated they were not.

The board discussed different possible community projects.

### **New Business**

The board discussed vacant and distressed buildings. S.K. discussed methods for locating vacant buildings and what types of properties he had found. He found that Ware has an inordinate amount of real estate owned properties and there are also vacant properties locked in probate. The board discussed options for those types of properties. S.K. suggested having a conversation about eminent domain for distressed properties.

R. Watchilla spoke of the Vacant Unit Bylaw that A. Marques was working on

R. Watchilla cautioned the use of the phrase eminent domain.

S.K mentioned redevelopment organizations that would be responsible as opposed to the town itself.

R. Watchilla and S.K. discussed the Ware Housing authority and the differences between that and a development authority.

D. Souza mentioned that Ware would benefit have a selection of HUD approved homes to help lower income residents.

**ADJOURN**

**Motion** made by J. Carroll to adjourn meeting at 7:31 pm. Seconded by R. Gresty.

D. Souza        Aye  
J. Carroll       Aye  
R. Gresty        Aye  
R. Robinson    Aye  
All in favor.    Approved 4/0/1.

**NEXT COMMUNITY DEVELOPMENT AUTHORITY MEETING DATE**

The next Community Development Authority meeting will be held Monday, November 21<sup>st</sup>, 2022, at 6:30 pm.

Minutes from October 17<sup>th</sup>, 2022

Respectfully submitted by,

Kristen Jacobsen  
Admin  
Planning & Community Development

<p><b>Minutes Approved on:</b> _____</p> <p>Souza _____</p> <p>Carroll _____</p> <p>Bruso _____</p> <p>Robinson _____</p> <p>Gresty _____</p>
---

**ADJOURN**

**Motion** made by J. Carroll to adjourn meeting at 7:31 pm. Seconded by R. Gresty.

D. Souza        Aye  
J. Carroll      Aye  
R. Gresty       Aye  
R. Robinson    Aye  
All in favor.    Approved 4/0/1.

**NEXT COMMUNITY DEVELOPMENT AUTHORITY MEETING DATE**

The next Community Development Authority meeting will be held Monday, November 21<sup>st</sup>, 2022, at 6:30 pm.

Minutes from October 17<sup>th</sup>, 2022

Respectfully submitted by,

Kristen Jacobsen  
Admin  
Planning & Community Development

**Minutes Approved on:** \_\_\_\_\_

Souza \_\_\_\_\_

Carroll \_\_\_\_\_

Bruso  \_\_\_\_\_

Robinson  \_\_\_\_\_

Gresty  \_\_\_\_\_