



# TOWN OF WARE

## Planning & Community Development

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## COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

**Monday December 14, 2020**

Select Board Room, Town Hall

<b>CDA Members Present:</b>	Paul Opalinski, John Carroll, James Baird, and Brandi Bruso
<b>CDA Members Absent:</b>	Danielle Souza
<b>Guests:</b>	Ted Harvey (PVPC), Nick Peavey (PVPC), Monica Moran
<b>Staff Present:</b>	Rebekah Cornell, Director of Planning & Community Development; Jack Carolan, PCD Assistant; Stuart Beckley, Town Manager

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### PLEDGE OF ALLEGIENCE

Chairman P. Opalinski called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

### ADMINISTRATIVE

Approval of minutes from November 16, 2020

**Motion** by J. Carroll to approve the minutes from November 16, 2020. Seconded by B. Bruso. All in favor. Approved 4-0

### REVIEW FINANCIAL ACCOUNTS

- Social Services: Domestic Violence Advocacy Program

M. Moran discussed the need for grant funding in order to pay the Domestic Violence advocate salary. There is currently a \$6,130 deficit in what is needed to pay one of the staff members. M. Moran has also presented to Behavioral Health Network to see if they may be able to cover half of the deficit. She is hoping the CDA would be able to help with \$3,065 in order to leverage Behavioral Health Network to cover the other half of the needed funds. T. Harvey discussed some of the ways they have tried to cover those funds using program income (which were all expending on Spring Street) or the reallocation of code enforcement funds (FY19 is already at

the 20% social service maximum), and administrative funds from the FY19 CDBG funds (also not an option).

J. Carroll asked what the annual salary is for the position that is short funding. M. Moran stated that the woman in the position makes \$17.75 per hour plus overhead bringing the total close to \$32 an hour.

R. Cornell discussed where money in the cash account is currently allocated. J. Carroll asked how much money is in the miscellaneous account. P. Opalinski said there is \$29,000 but only \$15,893 after meeting their current commitments. P. Opalinski explained how the accounting works when it comes to the portion of the Planning Departments salaries which are covered through CDBG. One-third of the Planning Directors salary CDBG and half of the Assistants salary is covered by CDBG administrative funds. Opalinski asked if the accounting is up to date as to the payroll funding and if new funds will keep flowing into the account to cover future payroll before committing to the DV request. Both questions were affirmed positively by S. Beckley and T. Harvey. R. Cornell advocated for finding funds for the position in need given the need to address domestic violence in Ware.

S. Beckley asked M. Moran if Behavioral Health Network could front load their STOP grant to cover the salary. M. Moran said she has looked into that but has not gotten a definitive answer.

**Motion** by J. Carroll for the CDA to fund the \$3,065 portion of DV Advocate's salary contingent on Behavioral Health Network funding the other half. Seconded by B. Brusco. All in favor. Approved 4-0

## UPDATES

- CDBG

## FY19

T. Harvey provided an update on the FY19 grant and how it has been extended through March 2021.

P. Opalinski asked for an update on what the Board of Selectman are requesting from the CDA. He wanted to make it clear that there were specific ways and guidelines for how CDBG funds can be spent. He also asked S. Beckley if there has been an engineering study completed regarding the demolition of 114 Main Street. S. Beckley said there has been a preliminary review but a full engineering study, which is required, has not been done yet. It will cost \$23,000 for a full engineered demolition plan to be completed. S. Beckley also said that the lack of cooperation with the building owner makes going forward with funding the demolition challenging.

P. Opalinski said he thinks the CDA should pay for the engineering study to move the project forward whether the demo is paid by the town or the owner. He stated the town may end up paying for the demo of the building given the lack of cooperation with the building owner. T. Harvey asked how long the engineering study would be valid and raised concerns for funding the study only for the building to never come down.

Concerns were raised over potential delay fees related to the Main Street reconstruction project and the impact 114 Main Street will have on the project timeline and final outcome. R. Cornell discussed some potential work arounds to move the construction project forward, but this would most likely incur extra costs.

There was a discussion on how else to spend the \$90,000 they have left in FY19 before the end of March 2021. New lighting as well as the possible demolition of the residential property along Parker Street were brought up. This would help increase parking in downtown. P. Opalinski asked about the demolition of the building on Parker Street. R. Cornell provided an update on the ownership of the property which is in land court. They are currently still trying to track down the heirs of the property. The Board of Selectmen could declare the property unsafe allowing them to move forward with the demolition. There was also a discussion on how quickly the demolition could occur as well as repaving the lot. The hope is that as much as possible could be done before the end of March 2021.

R. Cornell asked if the Vacant and Unkempt Bylaw will be addressed in the spring Special Town Meeting. S. Beckley said it would definitely be on the Spring town meeting if not January or February.

J. Baird asked if any consideration has been made to acquire 114 Main Street through eminent domain. S. Beckley said that that process would not make sense given that it has no value, and the town will in all likelihood own the building in the future.

**Motion** by J. Carroll to approve the \$90,000+/- for the three projects which include the engineered demolition study for 114 Main Street, the Parker Street demolition, and new lighting along Bank, Pleasant and North Streets and for the rest to be used as contingency funds. Seconded by B. Brusio. All in favor. Approved 4-0

## **FY20**

P. Opalinski asked T. Harvey for an update on where the contracts stand for the FY20 CDBG program as it relates to the Bank Street project. T. Harvey said that hope is more information will be available in January. R. Cornell provided a brief update on the social services and microenterprise portion of the Covid-19 relief program.

**FY21**

R. Cornell provided an update on the façade improvement program and the survey that has gone out to business owners in the slum and blight district. P. Opalinski requested that a timeline be put together to track the progress of the program to ensure funds are being spent.

J. Baird asked if any thought had been given to developing a conceptual image/design of what Main Street could look like with façade improvements. P. Opalinski agreed that this would be a good thing to pursue if its cost affective. R. Cornell mentioned partnering with UMass-Amherst design center on developing a conceptual design of Main Street.

**Motion** by J. Baird to adjourn the meeting. Seconded by B. Bruso. All in favor. Approved 4-0

Next meeting is scheduled for January 11 , 2021 at 6:30 pm.

Minutes from December 14, 2020  
Respectfully submitted by,

Jack Carolan  
Department Assistant

<i>Minutes Approved on:</i> _____	
Opalinski	_____
Carroll	_____
Souza	_____
Bruso	_____
Baird	_____