



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

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COMMUNITY DEVELOPMENT AUTHORITY

Meeting Minutes from

Monday, March 15, 2021

Select Board Room, Town Hall

CDA Members Present:

Paul Opalinski, James Baird, and John Carroll
(remote)

CDA Members Absent:

Brandy Bruso, Danielle Souza

Guests:

Nick Peavy (PVPC), Ted Harvey (PVPC), and Shaun
K. Robinson (public attendee)

Staff Present:

Rebekah Cornell, Director; Rob Watchilla (remote),
Department Assistant

PLEDGE OF ALLEGIENCE

Chairman P. Opalinski called the meeting to order at 6:35 pm and led the Pledge of Allegiance.

ADMINISTRATIVE

Approval of minutes from February 8th, 2021 postponed by P. Opalinski until next meeting.

REVIEW FINANCIAL ACCOUNTS

Brief discussion and update of current CDA accounts. **Motion** by J. Carroll to accept the financials as presented. Second by J. Baird. Approved 3-0.

CDBG UPDATES

FY19

Reallocation of code enforcement funds. The 13 Parker St demolition price quotes had a \$5 difference between the first and second final quotes. Both were under \$50,000. The demolition will occur in 3-4 weeks' time and will leave behind a dirt lot for parking.

Motion by J. Carroll to recommend going with the lowest bid presented by Associated Building Wreckers (ABW) or to choose the second lowest bid if needed. Seconded by J. Baird. Approved 3-0.

The Town Counsel is continuing to recommend the property owner of 114 Main St to fund the engineered demolition study and not the Town. This being the case, there would be more funds available for the street lights project.

FY19 is extended until September 30, 2021.

FY20

The special conditions report and other materials for Bank St. were sent back. RFP will be finalized as the PVPC awaits for final documentation and release of funds from the state.

FY20-CV

COVID-19 has put a delay on the FY20 funds with social service funding bridging the gap. The Town of Palmer is taking the lead on the microenterprises assistance grant.

FY21

With the construction of Upper Bank Street this year, DPW recommended the final paving coat on Lower Bank St. at the same time as Upper Bank in spring of 2022.

The impact of the Façade Improvement Project was brought into discussion. Nick Peavy from the PVPC suggested two options of allocating the grant funds. The first option is to set the amount of dollars per building no matter how many tenants reside there. The second option is to set the amount of dollars per square or linear foot of façade. Other options were discussed among the CDA members including allocation per capital need, size of building, square footage of building, and number of windows or entrances. This discussion analyzed the importance of whether or not to allocate funds depending on the number of tenants of each building. In terms of funding new windows, Mass Save for commercial businesses may be an option to explore. The consideration of patronage and giving equal weight to vacant versus non-vacant units were brought into question. Facades that require new awnings, signs, and lighting are all lower expenses and should be able to be awarded the funds to replace them.

In terms of FY21 applications for funding, \$550,000 is available in the budget for FY21. \$110,000 will be allocated to social services, \$50,000 for the engineering study of the next infrastructure project (Cottage, Castle or Smith Streets), and \$280,000 left over for the Façade Improvement Program (FIP). The base components to be replaced for the FIP include awnings, signs and lights as these will be the most cost effective options. Applications for this program are expected to be due in June. In order to move ahead with Cottage St. for FY22, PVPC is conducting a low to moderate income qualification assessment of the area.

Motion by J. Carroll to adjourn the meeting. Seconded by J. Baird. All in favor.
Approved 3-0. Meeting adjourned at 8:00 pm.

Next meeting is scheduled for April 12, 2021 at 6:30 pm.

Minutes from March 15, 2021

Respectfully submitted by,

Robert Watchilla
Department Assistant

<i>Minutes Approved on:</i> _____	
P. Opalinski	_____
J. Carroll	_____
S. Souza	_____
B. Bruso	_____
J. Baird	_____