



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 186 f. 413.967.9642

pcd@townofware.com

Meeting Minutes from **February 12, 2015**

Community Development Authority

- Authority members present:** Dave Gravel, Chairman, Bill Cooper, Paul Opalinski, Tracy Opalinski
- Authority members absent:** Mary Harder
- Staff present:** Karen Cullen, Director
Judi Mosso, Assistant to the Director
- Public:** Sheila O. Cuddy, Executive Director, Quaboag Valley Community Development Corporation & Quaboag Valley Business Assistance Corporation (QV CDC/BAC), Janice Hills, QV CDC/BAC

D. Gravel called the meeting to order at 6:30 p.m.

1. Administrative (taken out of order)

- a. *Minutes of December 15, 2014, and January 8, 2015* – minor revisions made to each. **Motion** by T. Opalinski to accept the December 15 minutes as revised. Seconded by P. Opalinski. Voted unanimously 4/0/0.

Dave stated that the Carson Center's merger with Behavioral Health Network has been postponed until July 2015; this update will be reflected in the January 8 minutes. **Motion** by P. Opalinski to accept the January 8 minutes as revised. Seconded by T. Opalinski. Voted unanimously 4/0/0.

- b. *Financial Report* – Judi distributed the latest financial report. There was brief discussion about the accounts. Judi is working with the Town Accountant so that the ED loan fund reflects the proper withdrawal for the YMCA after school program. The Other account shows corrected figures.
- c. *Meeting days – Mondays vs. Thursdays* – discussion tabled until all members are present.

2. New Business

- a. *QV CDC guest Sheila Cuddy, Executive Director* – Ms. Cuddy presented a request to participate in a \$50,000 loan for a Ware business. The QVBAC will loan an additional \$50,000. There was discussion about the business including debt, collateral, business history, LMI applicant, personal guarantee, licensing and various forms of insurance. **Motion** by T. Opalinski to participate in the business loan with the QVBAC for \$50,000 from our Economic Development Loan Fund, with the terms detailed in the Intercreditor Agreement, acknowledging personal guarantee from borrower, and noting the following conditions:
1. The borrower will attempt to secure disability insurance in an amount to cover at minimum the amount of the loan payment;
 2. The borrower will investigate a secondary, back up location in case his current location becomes unavailable.

Seconded by P. Opalinski. Voted unanimously 4/0/0.

Ms. Cuddy distributed a flyer for the Harrison and Diane Quirk Financial Fitness Club and a page of wealth and financial access statistics from the national nonprofit, Corporation for Enterprise Development (CFED). The QV CDC is piloting a local Individual Development Account (IDA) program for financial fitness. The program is offered to people who live, work or own a business in Ware. It offers a 1:1 dollar match up to \$2,000 for purchase goals such as a car, apartment, education or a computer. If a participant leaves mid-program, they can only withdraw their own contribution. In order to make this serious topic fun and engaging, the CDC is asking for money to help engage and retain participants. If the pilot is successful, the CDC intends to continue it. **Motion** by B. Cooper to grant to the QV CDC \$5,000 from the Economic Development Loan Fund in support of the Harrison and Diane Quirk Financial Fitness Club (IDA program). Seconded by P. Opalinski. Voted unanimously 4/0/0.

J. Hills presented information about the BAC's business planning class and encouraged sharing the information and details about the class.

- b. *Draft budget for use of Economic Development Loan funds* – In November, the CDA had agreed to commit \$20,000 for micro-grants to further support social services. Karen is working on an RFP for distribution of these funds.
- c. *Draft budget for use of Program Income funds* – Program Income (PI) funds must be used for activities consistent with past CDBG activity and meet National Objective (NO). The three NOs are to benefit LMI persons, the prevention or elimination of slum and blight, or to meet an urgent condition posing a serious threat to the health and welfare of the community where other financial

resources are not available to meet such needs like natural disasters; needs approval from DHCD. (Our FY2015 DHCD CDBG application has budgeted for \$35,000 for PARP activity.) The following ideas as potential projects to fund using the PI account:

1. Demolition of PARP buildings
2. Assessment and design of Monroe Street property (now town-owned; formerly AmeriGas; potential parking for Memorial Field)
3. Develop vacant lot on Pleasant/North Street
4. Support new social services
5. Support existing social services
6. Plan and design new LMI housing
7. PARP education/code enforcement program (and/or M. Harder's Good Neighborhood Program)
8. Downtown Streetscape (e.g. façade improvements, trash cans, lights, etc.)
9. Develop upper story residences on Main Street

The CDA shortened the list to the following preferences (in no particular order):

1. Demolition of PARP buildings
2. Assessment and design of Monroe Street property (now town-owned; formerly AmeriGas; potential parking for Memorial Field)
3. PARP education/code enforcement program (and/or M. Harder's Good Neighborhood Program)
4. Downtown Streetscape (e.g. façade improvements, trash cans, lights, etc.).

To use PI for any of these projects, we would first amend an existing grant and then seek DHCD approval. There was brief discussion about brownfield grant funds being scarce and bulky waste disposal day. Karen will draft cost projections for the prioritized (second) list.

3. Updates

a. *FY13 CDBG*

- i. *Housing Rehab* – received no update from PVPC. Karen reported that the owner of a 2-family home on East Court was given the deadline of March 6 to respond whether or not she intends to participate in the program. If she chooses not to, other Ware units will be considered; end of grant period is June 30, 2015 so projects need to be chosen, bid and completed by then.
- ii. *Social Services* – Judi distributed social services updates. YMCA update will likely come next week.

- b. *FY14 CDBG*
 - i. *High Street Improvements* – bids are due mid-March; we may have approximately \$80,000 to reprogram if the program has surplus funds.
 - ii. *Prospect Street design* – no update.
 - iii. *Social Services* – see item 3a.
 - iv. *Timely Expenditure* – 80% timely expenditure was met before our FY2015 application was submitted on 2/13.
 - c. *FY14 CDBG Ware River Valley (Warren Lead Community)* – no update.
 - d. *FY15 CDBG application* –
 - i. *PARP*
 - ii. *Enforcement / Subcommittee* - Bill is still interested in serving. Both Karen and Dave will talk to Mary about serving on the subcommittee.
 - e. *Master Plan (MP)* – Karen has begun to work on the maps and writing and works one day a week from home to avoid interruptions. She expects to have the draft ready this summer with public education and outreach to follow for awareness and additional buy-in. There is no requirement for the MP to be directly connected to zoning but it is good planning practice. The MP only needs to be accepted by a majority vote of the Planning Board. Karen distributed a MP information sheet including draft vision statement.
 - f. *Visioning/Wayfinding* – Arnett Muldrow Assoc. will make their final presentation on 2/18 and 19 ; this is their final trip.
4. Other (any discussion and action may be postponed until next meeting)
- a. FY2016 budget process has begun. Town Manager has requested 2 draft budgets from each department: one level-funded and a second with 6% reduction. He stated that some departments will see a greater reduction in funding than others; P&CD will likely not be cut that deeply. There was discussion about increasing hours for the Assistant to the Director to 30 or 35 hours. Karen will provide numbers for increased hours.
5. Adjourn – Motion to adjourn by B. Cooper at 8:58 p.m. Seconded by P. Opalinski.

*Prepared by Judith P. B. Mosso
Planning & Community Development Department*