



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

Minutes from January 7, 2016 Community Development Authority

Authority members present: Bill Adams, Dave Gravel, Chairman, Paul Opalinski, Tracy Opalinski

Authority members absent: Brenda Cooper

Staff present: Karen Cullen, Director of Planning & Community Development
Judi Mosso, Assistant to the Director

Public: as taken from the sign in sheet and observation: Monica Moran, Stuart Beckley, Judith Roberts, Carl Coniglio

D. Gravel called the meeting to order at 6:36 p.m.

1. Administrative

a. Minutes of December 17, 2015

2. New Business

a. FY16 CDBG Application – M. Moran handed out a draft budget for FY16 social services for domestic violence prevention and education. There was discussion about budget breakdown, staff hours, social services and PVPC overhead percentage.

i. Social Service Proposals – The applicant for the Domestic Violence Task Force (DVTF) is the task force themselves, not PVPC. M. Moran stated that the task force members decide whether they want to apply each year and who to hire as a consultant/facilitator. Ms. Moran stated that the TF does not have a governing body and the proposal was written by Peggy Baxter, a founding member of the TF. Ms. Moran explained that some Ware activities are sub-contracted and written into the grant as distinct but part of the whole, such as direct advocacy services. For the FY16 budget, the budget is regionalized to include Warren portion too. The budget page is more conceptual and not actual.

There was discussion about the best use of funds and if the TF would have more money for programming if they did not have to spend money on a PVPC facilitator.

There was discussion about budget totals but we do not have information on other towns' budgets because at this stage of the application process, the numbers shift frequently. Another factor we have to figure in is the higher-than-expected construction estimates for Prospect Street. Some method and application procedures were clarified for new members.

Judith Roberts, Executive Director of The Literacy Project (TLP) and Carl Coniglio, Director of the Ware Adult Learning Center (WALC) were introduced. Ms. Roberts spoke in support of the application in general. TLP is not on Ware's FY16 application but they are part of the regional application and very much appreciate the support. Mr. Coniglio spoke about the positive collaboration of the social services in the region which has a multiplier effect on their results. These agencies are able to make a bigger impact when working together than if they worked alone.

Motion by P. Opalinski to accept the proposals for the following social services activities for the FY2016 CDBG applications being prepared by PVPC for Ware, Hardwick and a regional application for Warren, Hardwick and Ware, with budgets as proposed by the social service agencies and funded between these three grant applications as appropriate:

Adult Basic Education Services:	\$75,000
Domestic Violence Prevention and Education:	\$65,000
Planned Approach to Community Health (PATCH):	\$47,000

Seconded by T. Opalinski. So voted 4/0/0.

- ii. Recommendation to BOS - Karen handed out a draft budget for FY16 which was received yesterday. The total may increase to \$800,000 depending on other budget changes. Ware will maintain its \$38,000 for local administration expenses.

Motion by P. Opalinski to recommend to the Board of Selectmen that they approve submission of the FY2016 CDBG application to DHCD for the Town of Ware to include the following activities at the following amounts, with the caveat that the final amounts may change and will be presented to the Selectmen at the public hearing on January 19, 2016:

Public Infrastructure (Prospect St. Improvements):	\$635,000
Engineering Design (Bank & Spring Streets):	\$ 39,500
Social Services (Domestic Violence Task Force):	\$ 15,000
General Administration:	<u>\$105,000</u>
Total:	\$794,500

Seconded by T. Opalinski. So voted 4/0/0.

It was noted that the Board of Selectmen would vote to participate in the regional application at their meeting on January 19.

- b. Training – the CDBG Housing Rehab Program – Chairman D. Gravel would like new CDA members to be well-versed in basic CDA activities and programs before he resigns in June. To that end, J. Mosso presented a PowerPoint training on the CDBG Housing Rehab Program, and handed out the revised HR brochure which included income guidelines. There were discussions throughout the presentation. J. Mosso will e.mail the presentation to Brenda Cooper.

K. Cullen asked the CDA to consider topics for future trainings. Some ideas: grant application process, components of the Community Development Strategy (CDS), unusual uses of Program Income, various accounts and their uses. J. Mosso will send members the flow chart for our various accounts as well as a copy of Ware’s Home Rule Charter.

3. Updates

a. FY14 CDBG

- i. High Street Improvements – project is complete except for a few minor things to be completed in the spring when the weather warms up.
- ii. Prospect Street design – project is complete; has undergone numerous iterations of minor changes to reduce the construction costs to fit into the CDBG funding limitations. Design is being used in the FY17 application.
- iii. Social Services

b. FY15 CDBG – Ware River Valley – no updates available

c. Program Income Funds

- i. Monroe St Brownfield – K. Cullen spoke to the environmental consultant but has not received additional information about requirements; project is essentially in a holding pattern.
- ii. Other potential uses – we have not received any other social service proposals but we may be able to use some PI funds for creative transportation solutions. We must begin spending this money down; we will review in February.
- iii. Property Pride – K. Cullen would like to meet with B. Adams and B. Cooper regarding the project including logistics and working with the Building and Health inspectors to move this project forward.

- 4. Other (any discussion and action may be postponed until next meeting) – There was discussion about how the DVTF could maximize their money and programming including

researching how other TFs hire facilitators. J. Mosso will prepare a letter to the TF re the CDA's concern about using grant money efficiently.

5. Adjourn – **Motion** to adjourn by T. Opalinski at 8:08 p.m. Seconded by P. Opalinski.

*Respectfully submitted by Judith P. B. Mosso
Assistant to the Director*