



TOWN OF WARE

Planning & Community Development

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Minutes from June 16, 2016

Community Development Authority

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

Authority members absent: none

Staff present: Karen Cullen, Director of Planning & Community Development

Public: none

D. Gravel called the meeting to order at 6:37 p.m.

1. Administrative

- a. Minutes of May 12, 2016 – Discussion regarding the Dioguardi Jewelers/Urban Renewal Plan section of the minutes. Add at the end of the paragraph under “SIGNAGE” on page 2: “Other discussion included factoring in the opinion of the professional sign designer regarding the scale of the building and the design of the sign.” **Motion** by T. Opalinski to accept the minutes as amended. Seconded by B. Adams. So voted 5/0/0.
- b. Financial Report – K Cullen reviewed the financial report. **Motion** by P. Opalinski to approve the report as presented. Seconded by B Adams. So voted 5/0/0.

2. New Business

- a. PVPC – Ted Harvey is unable to make the meeting tonight; will reschedule for the July or August meeting.
- b. Slum & Blight Survey – PVPC has reported this will begin in early July. K. Cullen explained the reasons for the survey, it should result in the designation (by DHCD) of an area as “slum and blight” which can then be used to meet the national objective for future CDBG applications. This is especially useful for funding work in the downtown where the residential population is very limited, thus the national objective “benefit to low and moderate income persons” is impossible to meet. It can also eliminate the need for income surveys for infrastructure projects within the designated area.

- c. Training – K Cullen gave a presentation on the Community Development Strategy (see copy in file).
3. Updates – see Director’s Report; K Cullen gave the background and current status of the High Street sidewalk issues, see “Note to File – High Street meeting June 15, 2016.” No other discussion on the updates.
4. Other (any discussion and action may be postponed until next meeting)
 - a. Open Space & Recreation Plan – K. Cullen noted that the CDA had indicated they would revisit the OS&R Plan to decide if they wanted to submit a letter to DRC. The CDA decided to pass on this.
 - b. Discussion on meeting dates – Given the scheduling conflict of this meeting with other meetings attended by CDA members, it was decided to change the date of the meeting to the second Monday of each month, to start immediately. The next meeting will be July 11th unless there is no new business to be conducted, in which case the next meeting will be August 8th. Time to remain the same, at 6:30 pm.
5. Adjourn – **Motion** to adjourn by P. Opalinski at 8:31 p.m. Seconded by T. Opalinski.

*Respectfully submitted by Karen Cullen
Director*

Documents reviewed:

- Minutes of May 12, 2016
- Financial Report
- Director’s Report
- Note to File – High Street meeting June 15, 2016