



TOWN OF WARE

Planning & Community Development

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Minutes from July 11, 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: Chris Dunphy, PVPC, Ted Harvey, PVPC, Julie Boucher, Turley Publications

D. Gravel called the meeting to order at 6:32 p.m.

1. Administrative

- a. Minutes of June 16, 2016 – **Motion** by P. Opalinski to accept the minutes as written. Seconded by B. Cooper. So voted 5/0/0.

2. New Business

- a. D. Gravel introduced PVPC guest Ted Harvey, the newly assigned CD Planner to Ware. Ted welcomed by group and mentioned his background previously with FRCOG. D. Gravel asked K. Cullen for reason of PVPC's attendance and Karen explained she developed extensive notes of various projects that will require attention of both Ware personnel and PVPC staff after her departure on July 19. The CDA reviewed the notes, particular items noted include:

- S. Beckley will have to fill in some duties that had been handled by Karen
- D. Gravel will have greater presence and assist as needed
- T. Harvey to help coordinate transition
- Karen asked Ted and the others to always cc Judi Mosso, since she will be the point person and if she must be made aware of issues so that she can support the CDA appropriately
- D. Gravel will ask S. Beckley to attend monthly CDA meetings
- T. Harvey will attend as needed or desired by the CDA

Further discussion on various issues took place:

B. Adams asked about Monroe Site. C. Dunphy provided background and details about the site and said he and Jim Mazik would assist the town moving forward including an EPA clean-up grant application in the fall with assistance from private consultants TRC.

D. Gravel asked about how much detail K. Cullen wanted to go over and she referred to her memo (project notes) of all open projects and activities. K. Cullen will provide additional details and updates prior to departure including information about conservation, Bulky Waste Day, Slum & Blight Survey, mill yard, TIF, etc. PVPC and others will receive final updated version prior to departure.

D. Gravel asked about future/ongoing planning efforts with Town and PVPC, associated with CDBG grants. C. Dunphy reviewed some timelines and open projects and suggested that since FY16 has been awarded, it might be good time to plan a performance hearing, which can be used as springboard towards any new applications. D. Gravel recommended September 12 as the date for a CDBG Performance Hearing. All agreed. *[Ed Note: date was moved to Tuesday, September 13, 2016].*

K. Cullen reminded the group that the upcoming FY17 grant would be the short financial year for Ware (of the \$1.35 bi-annual max) and group should soon be considering what type of housing or other activities are desired, such as PARP – do you want to set PARP aside for a year to allow the non-PARP (i.e. normal) projects to participate, given the long waiting list. C. Dunphy said both Ware and Hardwick are in same situation for proposed FY17. Warren will be able to seek more funds. Both C. Dunphy and K. Cullen noted that a CD Strategy was not needed this coming year, but would be if any changes were desired for proposed projects not covered in the current CD Strategy.

- b. Slum & Blight Survey – T. Harvey said he, Sarah Lang (PVPC Intern) and John O’Leary are teaming up to complete the slum & blight survey, which will encompass most of Ware’s greater downtown. T. Harvey provided a map, which is slightly larger area than previously shown to the group. K. Cullen said once the survey is done the group can analyze and change as need to ensure it conforms to guidelines and meets the intended purpose.

D. Gravel asked why is it need or how it helps. T. Harvey explained that it will help qualify projects that would not otherwise qualify for CDBG funding and may also help in areas where obtaining complete income surveys is difficult. Sarah Lang will be conducting the survey throughout the summer. T. Harvey said the Select Board, Town Clerk, Police, and other offices have been notified of the presence of PVPC staff throughout the summer.

3. Updates – There is no Director’s Report tonight.

- a. High Street – K. Cullen said we are waiting on engineer to provide update. C. Dunphy will check with the engineer on Wednesday. The grant has been extended through December 31, 2016. K. Cullen said it is not intended that any town funds be sought to assist with this project, just whatever remains in the grant. C. Dunphy said approx. \$20,000 remains in the grant.
- b. Social Services – no updates tonight
- c. HR, PARP – C. Dunphy and K. Cullen provided some updates and said that all 3 projects (8 units) will soon be under town-owner agreement. C. Dunphy said all projects should be bid and hopefully under contract by August.
- d. Priority HR request – K. Cullen presented a priority project request on Maple Street in Ware. The project was bid and it exceeded \$60,000, which far exceeds the program parameters (max. \$35,000). K. Cullen suggested the program could address some of the code issues through rehabilitation of the porches and keep the client on the waiting list for possible future efforts. Further discussion ensued.
Motion by B. Adams to authorize the expenditure of up to \$35,000 for repairs of the porches at 67 Maple Street, Ware, subject to receipt of a Determination of Need indicating a high level of need for the work from the Ware Building Commissioner, and authorized the Director to approve the project moving forward once the form was received. T. Opalinski seconded. So voted 5/0/0.
- e. EDF for Hitchcock Building – K. Cullen provided overview. She said the selectmen will be reviewing a pre-application Tuesday night and will likely approve it so the project can move forward. PVPC will work with the town and a private consultant who is providing details for the One Stop piece of the application (mostly financial). K. Cullen said she will submit the AIF this week to the DHCD. The final application may be ready for submission in September. K. Cullen stated that with grant assistance, the mansard roof may be saved and incorporated into the restoration efforts. With no grant funding, the owner may move forward with rehabilitation that eliminates the mansard roof. EDF funding will be for the 6 housing units and not the commercial rehab on the first floor. There are several other municipalities around the state vying for these grants, and funding is available for only four.

4. Other (any discussion and action may be postponed until next meeting)

- a. P. Opalinski asked if the P&CD Office is tracking the small business loans. K. Cullen said PVPC tracks all CDBG housing and that QVCDC is required to track the small business loans; we pay them an administrative fee to do so. P. Opalinski wanted to know the outstanding balances of each economic development loans client. The QVCDC submits that information with each payment. Balance information will be presented to the CDA as requested but it will not be a part of the monthly financial statement.
- b. The CDA surprised Karen with a farewell cake.

5. Adjourn – **Motion** to adjourn by B. Adams at 7:45 p.m. Seconded by T. Opalinski. So voted 5/0/0/.

*Respectfully submitted by Karen Cullen
Director
with assistance from Chris Dunphy, PVPC, and
Judi Mosso, Assistant to the Director*

Documents reviewed:

- Minutes of June 16, 2016
- Transition Notes from Director