



# TOWN OF WARE

Planning & Community Development

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## Minutes from November 16, 2017

### Community Development Authority

Meeting held at Town Hall, 126 Main Street, Ware, MA

<b>Authority members present:</b>	D. Gravel, P. Opalinski, T. Opalinski
<b>Authority members absent:</b>	B. Cooper
<b>Staff present:</b>	Rubén Flores-Marzán, Director Judi Mosso, Assistant to the Director
<b>Public:</b>	Ted Harvey (PVPC), Jennifer Hopp (Meredith Management/Highland/Hillside Villages), Jennifer Raiche (Meredith Management/Highland/Hillside Villages)

D. Gravel called the meeting to order at 6:34 p.m.

1. **Tri-Community YMCA after school program** - Jennifer Hopp, Property Manager, and Jennifer Raiche, Resident Services Coordinator, were in attendance to discuss the matching grant. There was lengthy discussion about the CDA's matching grant which was to serve as an incentive for the afterschool program managers to solicit new funders. J. Raiche provided detailed information about the program and capacity. She has sent a letter to potential funders. The CDA recommended that she add pictures and make phone calls and visit businesses for a more positive response. The program does not have a development director. D. Gravel will follow up with some of his contacts for potential commitments.

The CDA would like to hear from Sue Casine from the YMCA as well. Jenny invited the CDA to attend the December 20 Christmas party to see what the program is like and how many families participate.

There was brief discussion about Ware being in Southbridge YMCA catchment area but possible becoming part of the Scantic Valley catchment area. The Y may be restructuring so this is not confirmed.

**Motion** by P. Opalinski to award \$4,490 from the Program Income account to the Tri-Community YMCA as part of the \$8,000 matching grant as voted on February 13, 2017. Seconded by T. Opalinski. So voted 3/0/0.

2. **Community Development Strategy, follow up** (public hearing held 10/12/2017)

The CDA discussed the draft CDS and made some revisions to include and clarify points on infrastructure, water lines, new programming, demographics, specifically owner-occupied housing units for HR, and a planning study for accessibility and walkability on West Street. There was discussion about 33 Vigeant Street, which has been demolished but the rubble has yet to be removed.

**Motion** by P. Opalinski to accept the Community Development Strategy (CDS) as amended contingent on the final review of said amendments, and recommend accepting the CDS to the Board of Selectmen. Seconded by T. Opalinski. So voted 3/0/0.

3. **Administrative**

- a. Minutes of October 12, 2017 – There was brief discussion about the minutes. **Motion** by T. Opalinski to accept the minutes as revised. Seconded by P. Opalinski. So voted 3/0/0.

4. **Updates**

a. CDBG

- i. FY2014 High Street repairs – replacement steps at 25 High Street will be modified; CDA reviewed pictures of a large hole that was discovered when the steps were being installed.
- ii. FY2015 WRV – HR projects are wrapping up.
1. There is a small surplus that will go toward a priority roof repair.
  2. A PARP project in Gilbertville will have some exterior painting redone due to historic considerations.
  3. PARP project in Ware had a contractor/owner dispute but the CDBG portion of the payment has been fulfilled. Representatives from PVPC, the owner, and contractor met for mediation.
- iii. FY2016 Prospect Street/Bank & Spring – grant has been extended to June 30, 2018.
1. Prospect Street is substantially complete; remaining punch list is brief. There was discussion about the stairs at 25 Prospect, the general slope of the overall area, and that future projects should keep slope in mind to avoid costly step repairs in the future. P. Opalinski reported that he observed a large puddle on Prospect on the right hand side after a rain event.
  2. Bank & Spring Streets final design from Wright-Pierce will be ready next week; CDA will review at December meeting.

- iv. FY2017 WRV (w Warren & Hardwick) CDBG (Program Income status) – No further guidance from DHCD re requirement to spend Program Income before we begin spending FY2017 funds. T. Harvey will keep us up-to-date.
- v. FY2018 application – We could possibly apply for either Bank or Spring Street, but both in one FY would likely be too expensive. Cost estimates should be available for December’s meeting.
  - 1. Selectman John Carroll asked J. Mosso to extend of review the Ware Planning Board takes on CDBG projects. J. Mosso reported that historically, the PB has not reviewed any; she spoke to the Chairman who stated that these roads are existing, approved roads and do not need to go before the PB for formal subdivision approval, but the PB is willing to provide comments on plans. All agreed to send design plans to department heads for review and comment.
- vi. Housing Rehab
  - 1. PARP rental restriction obligation – We learned that a PARP client, who had asked for forgiveness of a substantial HR loan, has since purchased two additional properties and is in violation of his rental restriction agreement. J. Mazik of PVPC has sent him a letter and will involve DHCD if he continues to disregard his obligations. J. Mosso will send a copy of the letter to the CDA.
  - 2. Earlier this summer, an HR client had requested forgiveness of his HR loan. When the client’s friend appeared before the Board of Selectmen, she stated that she would like a reduced payoff amount instead. The BOS voted to have the Town Manager and client’s friend work out an agreement. According to the Town Manager, to date, this person has been unresponsive to his requests to meet. **Motion** by P. Opalinski to recommend that the Town Manager contact Town Counsel to pursue legal action, determine liability, and course of action in order to recapture this HR loan. Seconded by T. Opalinski. So voted 3/0/0.
  - 3. Other items discussed under Item 4a.ii.
- b. Brownfields grant (Memorial Field) – Town officials, PVPC, and the consultant met to discuss pursuing a new grant. The consultant warned of extensive regulatory obligations the Town (as site “operator”) would have after redeveloping the property. The Town would still be subject to additional investigation, cleanup actions, timelines, and compliance requirements of DEP’s Massachusetts Contingency Plan (MCP). We could research the possibility of

subdividing the lot so that remediation measures can be budgeted for, and targeted to, smaller parcels. We would potentially apply for consecutive clean up grants to eventually obtain a closure report. **Motion** by P. Opalinski to recommend to the Town Manager to pursue subdividing the lot into three parcels to maximize the Brownfields grant opportunities. Seconded by T. Opalinski. So voted 3/0/0.

- c. Massachusetts Vulnerability Preparedness (MVP) grant – R. Flores-Marzán and J. Mosso are reviewing the list of state-approved consultants. We expect to make a decision early next month.
  - d. ADA planning grant application – J. Mosso spoke to someone at the MA Office on Disability who offered guidance on the application. Based upon that conversation, we determined that we would not be able to submit a competitive application by the due date. We hope to apply during a future grant process.
  - e. Septic loan application – J. Mosso is working with an applicant who qualifies for the loan. This would be our second borrower and would expend the remaining funds for this program (will be replenished eventually by the borrowers' monthly payments). **Motion** by P. Opalinski to approve the application and loan up to \$15,000 from the Septic System Improvement Loan fund, at the fixed rate of 4.25 per centum (%) per annum on the unpaid balance until paid, to Marci Perrault for improvements at 18 Meadow Road, Ware, pending written confirmation from the Board of Health that the septic improvement plans have been approved. Seconded by T. Opalinski. So voted 3/0/0.
5. Other – STA for Optimus Senior Housing was passed at Town Meeting; Use Table and bylaw amendment addressing marijuana was passed at Town Meeting. Public Performance Hearing for CDBG is scheduled for next month.
6. Adjourn – **Motion** by P. Opalinski to adjourn at 8:47 p.m. Seconded by B. Cooper.

*Respectfully submitted by  
Judi Mosso, Assistant to the Director*

**Documents reviewed:**

Draft CDS  
Minutes from October 12, 2017

**Documents received:**

Meredith Management letter to potential funders