



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

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Minutes from May 15, 2017

Community Development Authority

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

Authority members present: D. Gravel, B. Cooper, T. Opalinski, P. Opalinski,

Authority members absent: B. Adams

Staff present: Rubén Flores-Marzán

Public: none

D. Gravel called the meeting to order at 6:35 p.m.

1. Administrative

- a. Minutes of April 10, 2017 – **Motion** by P. Opalinski to accept the minutes as presented. Seconded by B. Cooper. So voted 4/0/0.

2. Updates

a. CDBG

- i. FY2015 WRV (w. HR report) – no update; same as last month
- ii. FY2016 Prospect Street/Bank & Spring
- Prospect
 - \$35,385 engineering (Stantec)
 - PVPC did not properly bid the job so it has been rebid; bids due 5/24; there was discussion about the bid process error
 - Bank & Spring
 - Engineering firm is Wright-Pierce; site work and base mapping started; should finish this fall

- iii. FFY2017 CDBG application – no update; same as last month

- b. Town Charter and Redevelopment Authority (RA) – Town Counsel has responded that **the CDA does not currently have RA powers** and, according to

him, any changes to return that power to the CDA would require a FULL Charter review.

- c. Draft demolition procedure – CDA would like a flowchart of the process, steps, responsible parties w reasons for involvement, timeframes. Discussion about involving all departments, coordination, what other towns do. **Motion** by P. Opalinski to invite Town Manager to next meeting to discuss how to proceed. Seconded by T. Opalinski. So voted 4/0/0. Staff will review Article 28 (MGL?) on vacant and unkempt properties so that it can be updated based upon the goals of the CDA.
3. Community Development Strategy (CDS) – PVPC will provide updated timeline. Invite T. Harvey and Town Manager to June CDA meeting
4. Other
 - a. PVPC – Discussion about contracting with PVPC; Ware is in their catchment area; contract terms and dates. J. Mosso will invite Town Manager to next meeting. [Update: Chapter 40B, Section 10, Regional Planning membership information can be found here: <https://malegislature.gov/Laws/GeneralLaws/Part/TitleVII/Chapter40B/Section10>] Essentially: towns “shall become members” in a regional planning district as determined by the state director of economic development; s/he can change district boundaries. After a city or town has been a member of the district for at least 5 consecutive calendar years, a 2/3 vote at Town Meeting can terminate membership.
 - b. HR Client – CDA inquired about status of Mr. DiMiero [Update: As promised to Mr. DiMiero at the April 10, 2017 meeting, J. Mosso sent in writing a confirmation of the CDA’s final vote, and information about the grievance procedure. The first Certified letter was sent on April 20, he called the Town Clerk’s office on April 28 stating that the USPS lost the letter. However it was never claimed by Mr. DiMiero and was marked “unclaimed” and returned to the Department; J. Mosso spoke to Mr. DiMiero and a second letter was sent May 8, that letter was also marked “unclaimed” and returned to the Department.]
5. Adjourn – **Motion** by B. Cooper to adjourn at 7:30 p.m. Seconded by P. Opalinski.

Respectfully submitted by
Judi Mosso, MPA
Assistant to the Director

Documents reviewed:

Minutes of April 10, 2017
Draft demolition procedure

Documents received:

None