



TOWN OF WARE

Planning & Community Development

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Minutes from September 18, 2017

Community Development Authority

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

Authority members present:	D. Gravel, T. Opalinski, P. Opalinski, B. Cooper
Authority members absent:	none
Staff present:	Rubén Flores-Marzán, Director Judi Mosso, Assistant to the Director
Public:	Ted Harvey (PVPC), Stuart Beckley (Town Manager), Ryan Wingard (Wright-Pearce Engineers), Morgan Toelken, Norman Estey, Suzanne Estey, Melina Bourdeau (Press: <i>Ware River News</i>), Verna Castonguay, Benneth Bleau, Steve Smith

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

1. **Presentation by Wright-Pierce: Bank Street and Spring Street design** – T. Harvey distributed information on the proposed project. This is the preliminary design phase and a good opportunity for public input. We anticipate submitting this work as part of the FY2018 CDBG application due March 2018.

R. Wingard of Wright-Pearce presented the project.

Bank Street

- project limit will run from Pleasant Street to High Street
- full road reconstruction
- water main replacement
- new sidewalks
- reset existing curbing

- homeowners are responsible for maintaining the water service from the right of way to the house

Spring Street

- Water main replacement
- Minimal on-street parking during construction
- New road, sidewalks
- reset existing curbing
- New drainage including catch basins and surface grading

Work on both streets will remain in the right of way and project proponents will be mindful of impacts to private property since there will be a margin for the contractor to work. Water and sewer disruption in service should be minor.

Questions from abutters / further discussion

- Transitions from steps and for retaining walls
- Parking during construction is up to the contractor
- Possibly add additional No Parking signs
- Construction funds have not been applied for yet
- New pavement will be slightly lower than existing
- 1" berms at driveways will channel most water to drainage basins
- Construction schedule depends upon available funds, design changes, weather, etc.
- Construction-related concerns may be addressed at a pre-construction conference with abutters and contractor
- Parking lot for staging (former Mt. Carmel lot) should have a fence to contain litter and prevent trespassing

2. Administrative

- a. Minutes of August 14, 2017 – Motion by P. Opalinski to accept the minutes as presented. Seconded by T. Opalinski. So voted 4/0/0.

3. Updates

- a. CDBG
 - i. FY2014 High Street repair (Estimate/Program Income) – Cost estimate to repair driveway/sidewalk transition on High Street is \$35,000; pre-cast stairs have been ordered and will be installed when they arrive; T. Harvey will reach out to homeowners.
 - ii. FY2015 WRV (HR report) – this grant is in close out; 2 HR projects (Ware and Hardwick) are being finalized.
 - iii. FY2016 Prospect Street/Bank & Spring – see item 1 above; T. Harvey will address staging area for construction.

- iv. FY2017 WRV (w Warren & Hardwick) CDBG
 - 1. General – contracts are being circulated for signatures.
 - 2. Program Income status – DHCD has announced that all PI funds must be expended before FY2017 funds can be accessed; we are still awaiting details from DHCD; T. Harvey will provide as it becomes available.

 - v. Community Development Strategy (CDS) – public hearing scheduled for Thursday, October 12 at 6:30 at Town Hall. FY2018 will require a CDS (with some modifications) so we were right to continue with our CDS update!
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- 4. New Business – none.

 - 5. Other – none.

 - 6. Adjourn – Motion by P. Opalinski to adjourn at 8:00 p.m. Seconded by B. Cooper.

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

Documents reviewed:

Preliminary engineering designs for Bank Street
Preliminary engineering designs for Spring Street
Minutes of August 14, 2017

Documents received:

none