



TOWN OF WARE

Planning & Community Development

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Meeting Minutes from **April 16, 2015** **Community Development Authority**

- Authority members present:** Dave Gravel, Chairman, Mary Harder, Paul Opalinski, Tracy Opalinski (6:35 p.m.)
- Authority members absent:** Bill Cooper
- Staff present:** Karen Cullen, Director
Judi Mosso, Assistant to the Director
- Public:** none

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

1. Administrative

- a. *Minutes of March 16, 2015* – There was clarification about the minutes. **Motion** by M. Harder to accept the minutes as revised. Seconded by P. Opalinski. So voted 3/0/0.
- b. *Financial Statement* – Karen and Judi reviewed the statement including detailed reports and Judi’s summary. Judi reviewed recently found accounting department errors in the cash account (1054). Karen reviewed the High Street bids - they were over the cost estimate, but we had extra funds available in the Prospect Street design project that have already been transferred (via DHCD) to the High Street construction project. In addition, we will be able to use some Chapter 90 funds from DPW for paving in the event that’s needed. We still may need to use Program Income funds depending on what is discovered once construction begins – if there are any big problems that cost a lot of money to address. **Motion** by M. Harder to accept the report as presented. Seconded by P. Opalinski. So voted 4/0/0.
- c. *FY2016 department budget and staffing* – The cash account can still support the one-time cost for increasing Judi’s hours from 25 to 30 per week, even after accounting for the errors (discussed in 1b).

2. New Business

- a. *PARP Enforcement Subcommittee* – Subcommittee (Mary and Bill) has not met yet. Mary plans to meet with Art (Building Commissioner) and Judy (Health Director) to get their input and perceived obstacles. Mary envisions different phases of the program including information dissemination. Additional ideas for outreach were discussed. Dave and Karen need to see the proposed budget for all phases of the program in May so that a formal amendment to the grant can be requested through PVPC to DHCD. Some initial, nominal costs may be paid from the Purchase of Services account but at some point, we need a full program proposal. We understand that Bill Cooper is interested in seeing this project through to completion. There was brief discussion about problematic properties and trash.

3. Updates

- a. *FY13 CDBG*
 - i. *Housing Rehab* – final HR client had to withdraw from program; next two possible clients have been income qualified.
 - ii. *Social Services* – only the Ware regional DV Task Force update was available.
- b. *FY14 CDBG*
 - i. *High Street Improvements* – Lowest bid was higher than the budget but Prospect St design has a surplus, so we can still move forward with the project. (See also item 1b above.)
 - ii. *Prospect Street design* – consultant has been hired, no plans received yet.
 - iii. *Social Services* – discussed under Item 3a.
- c. *FY14 CDBG Ware River Valley (Warren Lead Community)* – no word
- d. *Master Plan* – moving along slowly; Karen has had to attend to a complicated TIF request and complex procedural questions from a local company.
- e. *Visioning/Wayfinding* – the MP Steering Committee reviewed the final draft report (including business development recommendations) and Karen will consolidate their comments for final review. The Vision Statement will be a part of the Master Plan. Other deliverables include wayfinding and branding (the style guide).
- f. *Septic Loan Program* – Town Counsel commented on how to secure the loan. The CDA acknowledges the comments but also realizes that subordinating to bank mortgages is virtually impossible. We will move forward with the loan process without seeking subordination. The mortgage will be finalized next week with the client.

- g. *Social Services RFP* – Judi will e.mail the RFP to area programs tomorrow.
- h. *Draft budget for Program Income Funds* – There was brief discussion about which programs the CDA wants to pursue:
 - Demolition of PARP buildings
 - Assessment and design of Monroe Street property (PVPC and DEP are involved; we do not know what resources are available and what is required)
 - PARP education/code enforcement program (awaiting program budget)
 - Downtown Streetscape

Motion by P. Opalinski to move forward with the PARP demo. Seconded by M. Harder. So voted 4/0/0.

- 4. Other (any discussion and action may be postponed until next meeting) – We will place an ad in the paper announcing 2 vacancies since Mary’s seat is up in June and Bill is now a Selectman and wishes to resign from the CDA due to time constraints.
- 5. Adjourn – **Motion** to adjourn by M. Harder at 7:40 p.m. Seconded by P. Opalinski.

*Prepared by Judith P. B. Mosso
Planning & Community Development Department*