



# TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082  
t. 413.967.9648 ext. 186 f. 413.967.9642  
pcd@townofware.com

## Meeting Minutes from **May 28, 2015** **Community Development Authority**

**Authority members present:** Dave Gravel, Chairman, Mary Harder, Paul Opalinski, Tracy Opalinski

**Authority members absent:** none

**Staff present:** Karen Cullen, Director  
Judi Mosso, Assistant to the Director

**Public:** Glen Juchno, Jac Patrissi, Judith Roberts, Carl Coniglio, Jodi Koczur, Paula Kularski, Sheila Cuddy

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

Bill Cooper's resignation letter dated April 14 was received May 13. The CDA was also notified by the Town Manager that Brenda Schworer has been appointed to the CDA. The CDA was surprised that they had not received a copy of her letter of interest before she was appointed. The CDA feels it is proper to make a recommendation to the Board of Selectmen before a member is appointed.

### 1. Administrative

a. *Minutes of April 16, 2015* - **Motion** by M. Harder to accept the minutes as presented. Seconded by P. Opalinski. So voted 4/0/0.

b. *Financial Report* - Judi reviewed the latest financial report. **Motion** by P. Opalinski to accept the financial report as presented. Seconded by T. Opalinski. So voted 4/0/0.

c. *FY2016 department budget and staffing* - Our department budget, which includes increased hours for Judi, passed at town meeting. There was discussion about the potential office move to the fire station and how to best serve the public's need. Karen is waiting to hear back from the architect.

### 2. New Business

a. *Social Services RFP*

- i. *Review applications* – D. Gravel asked each RFP respondent to describe what a potential award would fund and the impact of a reduced award. Glen Juchno from Tri-Community YMCA described their after school program for Highland and Hillside Village residents. They plan to extend the program for the summer. Our Economic Development mini-grant would provide additional activities for participants. There was brief discussion about age ranges, number of participants and program capacity.

Judith Roberts and Carl Coniglio from The Learning Center and Ware Adult Learning Center explained that reductions in funding have caused them to lose their Transitions Counselor. The TC position is a crucial component to student success post-graduation.

Jac Partissi from the Carson Center at Valley Human Services explained the PATCH program and the work they are doing to address the opioid epidemic. The flexibility of the PATCH Model allows VHS to address needs on several fronts.

- ii. *Decisions on funding* - The applicants left the meeting. There was discussion about each program, the good work they all do, the limited resources we have to support them, and where our ED funds would make the most impact.

**Motion** by M. Harder to award \$6,000 to each applicant: Tri-Community YMCA, the Ware Adult Learning Center, and the Carson Center at Valley Human Services' PATCH program. Seconded by P. Opalinski. Discussion then ensued regarding the pros and cons of awarding the same amount to each applicant, as they do not all have an equal impact on the community as a whole. **The motion was then modified by M. Harder** to make the following awards:

1. \$9,000 to the Carson Center at Valley Human Services' PATCH program
2. \$5,000 to the Ware Adult Learning Center, and
3. \$4,000 to Tri-Community YMCA after school program in Ware.

Seconded by T. Opalinski. So voted 4/0/0.

- b. *Potential loan request from QVBAC* – Sheila Cuddy reported that one of their clients intends to refinance resulting in our portion of the loan to be paid off. Given that our fund will be replenished, another potential loan is in the works. There was brief discussion about the client and finances. **Motion** by P. Opalinski to participate in the business loan with the QVBAC for up to \$17,500 from our Economic Development Loan Fund, with the terms detailed in a

forthcoming Intercreditor Agreement, with the condition that the CDA's portion of another client's loan is paid off first. Seconded by M. Harder. So voted 4/0/0.

- c. *PARP Enforcement subcommittee*
  - i. *Proposed program budget (for all phases)* – M. Harder presented the Property Pride program including education, code violations and procedures. There was lengthy discussion about code enforcement. Mary's term expires in June but she intends to stay on as a subcommittee member for this project. Karen will speak to PVPC about amending the FY14 grant so we can use the Program Income funds for this project. We are likely looking at a 3-6 month timeframe to get it going. There was also discussion about a CDA member serving on the search committee for the next Building Inspector since that position is crucial to implementation of this part of the PARP program. D. Gravel volunteered to represent the CDA on the search committee for the new BI.

### 3. Updates

- a. *FY13 CDBG*
  - i. *Housing Rehab* – There are new clients in the process and the remaining funds should be committed soon.
  - ii. *Social Services* – DVTF June minutes and April YMCA report distributed.
- b. *FY14 CDBG*
  - i. *High Street Improvements* – construction is scheduled to begin June 8. There are some potential issues that may require PI funds. Depending upon construction and budget we may need additional funds to repair or replace a railing along one section of sidewalk.
  - ii. *Prospect Street design* – nothing received yet.
  - iii. *Social Services* – see Item 3a.iii.
- c. *Septic Loan Program* – the loan has been finalized and the project is under construction now.
- d. *Program Income Funds*
  - i. *PARP Demo* – Karen explained the correspondence she has had with PVPC, the Building Commissioner, and the Director of Public Health; essentially, in order to apply to DHCD for a grant amendment, we need to identify a single property and get the property owner's sign-off on the demo. First we need to identify a property, which will be done through inspections of the properties identified in the PARP report as potential demolitions by the Building Commissioner and the Health Department. Since we no longer have a Building Commissioner, this project is on hold until a new Building Inspector is hired and is brought up to speed on this project.

- ii. *Monroe St. Brownfield* – Karen met with representatives of PVPC, DEP, and TRC (the consultant who has done previous work at the site). We can continue to do assessment work at the site and as long as we do not use the site for anything we will remain in an “exempt” status regarding liability for the site. The next step is to complete the Phase II work and we are currently waiting for a cost estimate for that. We think we have roughly \$30,000 available: \$20,000 from PI, \$8,000 from PVPC Brownfields funds, and \$2,400 from our FY16 budget.
  - iii. *PARP Enforcement* – see above
  - iv. *Downtown Streetscape* – no discussion.
4. Other (any discussion and action may be postponed until next meeting)
5. Adjourn – **Motion** to adjourn by M. Harder at 8:41 p.m. Seconded by P. Opalinski.

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