



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 **June 18, 2015** **Community Development Authority**

- Authority members present:** Brenda Cooper, 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:** Jodi Koczur, William Adams

D. Gravel called the meeting to order at 6:33 p.m. Some items were taken out of order.

1. Administrative

- a. *Minutes of May 28, 2015* – **Motion** by T. Opalinski to accept the minutes as amended. Seconded by M. Harder. So voted 5/0/0.
- b. *Financial Report* – Judi reviewed the financial report with the CDA. **Motion** by P. Opalinski to accept to report as presented. Seconded by t. Opalinski. So voted 5/0/0.

2. New Business

- a. *Building Inspector* – There was discussion about the skills needed for our new Building Inspector for our PARP implementation. Karen’s draft summary was reviewed; other suggestions included: proactive, receiving calls after hours, open one night per week, a dedicated e.mail. Online forms and our current “See-Click-Fix” program may also be useful. The new Inspector should have input on this. Judi will inquire about “See-Click-Fix”. Karen will update her draft and provide to the selection committee.

There was discussion about the project’s timeline and the Building Assistant’s workload. Also, the Town still needs guidelines for vacant and unkempt properties. Our \$25,000 from Program Income is start-up funds and is not sustainable. Amending the current grant to add this component may be complicated. We will not have a specific budget until the new Inspector arrives and then it should be reviewed by PVPC.

3. Updates

a. *FY13 CDBG*

i. *Housing Rehab* – We received a detailed handout of HR projects from PVPC. Discussion about lead abatement projects and how it complicates HR activities.

ii. *Social Services* – Judi distributed updates from various programs.

b. *FY14 CDBG*– Karen provided a handout on the status of these projects, prepared by Chris Dunphy of PVPC.

i. *High Street Improvements* – construction has begun (on 6/16/2015).

ii. *Prospect Street design* – draft design plans should be ready for review by August.

iii. *Social Services* – see 3aii.

c. *Program Income Funds*

i. *PARP Demo* – on hold pending new BI.

ii. *Monroe Street Brownfield* – Karen met with several representatives regarding the various phases of the project; we are currently in Phase II: Environmental Investigation. It is possible that we could use CDBG funds (of some future grant) for the construction work if we pay for the design. The cost estimate for the remainder of the Phase II environmental work is \$58,000. Currently we have:

\$20,000	Program Income
2,400	FY16 (small DHCD surplus from unused fees)
7-8,000	PVPC Brownfield Fund
~30,000	Total

This \$30,000 will not pay for the remainder of Phase II, and we need to complete Phase II before we move toward design. We could place a warrant article for Special Town Meeting in the fall to request appropriation for the remainder; with good outreach and public education we should get approval of that. We should have more exact figures for the amount needed once the \$30,000 worth of work is done this summer.

iii. *Property Pride* – on hold pending new BI.

iv. Downtown Streetscape – Tracy provided an update. Decorative lights are \$3,000 per pole. The WB&CA is hoping to get some additional financial support from businesses and residents. The WB&CA is applying for a façade grant. She will get additional information on this and then meet with Karen and PVPC about an amendment to the grant to see if it will be eligible for CDBG funding (amending current grant to use PI).

4. *Other* (any discussion and action may be postponed until next meeting) – After Item 1 was discussed, Chairman D. Gravel asked Bill Adams to introduce himself and summarize his interests and qualifications for potentially joining the CDA. Mr. Adams submitted a brief summary and D. Gravel recommended that he provide a formal letter of request to the Board of Selectmen. Mr. Adams left shortly after.

Toward the end of the meeting, Jodi Koczur was asked to provide the same. There was discussion about both candidates. Ms. Koczur left after some discussion, and discussion continued. **Motion** by T. Opalinski to recommend to the Board of Selectmen to appoint William Adams to the CDA. Seconded by M. Harder. So voted 5/0/0.

M. Harder distributed “good neighbor” information from the Quincy, MA website.

5. Adjourn – **Motion** to adjourn by M. Harder at 8:05 p.m. Seconded by P. Opalinski.

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