



# TOWN OF WARE

Planning & Community Development

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## Meeting Minutes from **August 20, 2015**

### Community Development Authority

- Authority members present:** Brenda Cooper, Dave Gravel, Chairman, Paul Opalinski, Bill Adams
- Authority members absent:** Tracy Opalinski
- Staff present:** Karen Cullen, Director
- Public:** Sheila Cuddy (QV CDC/BAC)

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

#### 1. Administrative

- a. D. Gravel stated that former member Mary Harder was the vice-chair; we need to appoint a new one. B. Adams nominated Paul Opalinski to be the Vice-Chair. Seconded by B. Cooper. Paul Opalinski accepted the nomination. So voted 4/0/0.
- b. *Minutes of June 18, 2015* – Minor edit in item 3.b.2.ii to change “fior” to “for”. **Motion** by B. Adams to accept the minutes as amended. Seconded by P. Opalinski. So voted 4/0/0.
- c. *Financial Report* –Karen reviewed the financial report with the CDA. **Motion** by P. Opalinski to accept to report as presented. Seconded by B. Cooper. So voted 4/0/0.

#### 2. New Business

- a. *QV CDC – potential new small business loan* – Sheila Cuddy gave a short history of the organization and what they do. She informed the CDA that this request is not needed at this time; the business has secured other financing. She noted the loan that the CDA approved recently is expected to close in 5 or 6 weeks, for about \$20,000. She added that the loan payoff that will free up the funds for this loan will be done soon (about \$22,000).
- b. *QV CDC – discussion on loan due Nov. 2016* – Sheila Cuddy provided the history of the various loans that the organization received to purchase the building

they are in now; the bottom line is the current loan with the CDA was \$60,000 and is now at \$56,900, at 1% interest and is being paid off at \$100/month. QVCDC looked into refinancing with a local bank but found the costs associated were excessive and didn't make sense. The QVCDC Board is interested in extending the current payment plan for another three years. Discussion on rents and the possibility of renting to more for-profit organizations once the restriction term is up in May 2016. One idea Sheila has is to start a business incubator space. D. Gravel suggested a long term loan with reasonable rates; we should look at various options and run amortization schedules to see if any of those would work. We will continue this discussion over the coming months to have something agreeable to both parties in place prior to November 2016 when the current loan is due.

- c. *FY15 CDBG Award* – K. Cullen gave a brief overview of the grant, handed out the budget sheets with the reduced award amount shown; she noted the reduction is expected to fall on the Hardwick side given past performance there as well as the difficulty of finding willing property owners for the HR program.
- d. *FY16 CDBG Application* – K. Cullen gave a brief history of the overall CDBG program. B. Cooper asked if now that the Carson Center is part of the Behavioral Health Network, if they still need CDBG funding. D. Gravel said he suspected that in the long run they may not, but since the PATCH program is still new then he believes CDBG funding is still needed until BHN sees the value and can fund it themselves. K. Cullen said the current infrastructure work includes construction on High Street and design for Prospect Street; unless the CDA switches gears the overall plan is to apply for funding for construction on Prospect Street and design of Spring Street for the FY16 application. She noted the costs for construction of Prospect Street are higher and will require additional funding from another source, possibly Town appropriation.

### 3. Updates

- a. *FY13 CDBG*
  - i. *Housing Rehab* – no report received.
- b. *FY14 CDBG*
  - i. *High Street Improvements* – K. Cullen reported that construction has been progressing well; there have been a few issues with new or widened driveway curb cuts, one cellar where the foundation is at the back of the sidewalk, and a railing by the sidewalk at the property at Bank & High.
  - ii. *Prospect Street design* – draft design plans should be ready for review soon; we are planning a public meeting for late September.

iii. *Social Services* – a report from Tri-Community YMCA was included in the meeting packet.

c. *Program Income Funds*

i. *PARP Demo* – K. Cullen explained that we had been expecting the building inspector and health agent to perform inspections of the 16 properties recommended for demolition and to prioritize them accordingly, but recently we got a call from the owner of a multi-family property across the street from 33 Vigeant Street, a property in dire need of demolition which the caller is interested in purchasing if he can get help with the costs of demolition. Discussion on this property and how the PI funds would be done – deferred payment loan. It was the consensus of the CDA to move forward with using the PI funds reserved for PARP demolition for 33 Vigeant Street if the current or future property owner will agree to the terms of using the PI funds.

ii. *Monroe Street Brownfield* – Karen reported that work will begin next Thursday for the next part of the investigation phase. She gave a brief history of the site and our hopes for future use of the site.

iii. *Property Pride* – Mary Harder will be meeting with the new BI soon to get him up to speed on the project; they will be into the next CDA meeting for a discussion on moving forward.

iv. *Downtown Streetscape* – K. Cullen reported that PVPC has serious doubts about using PI funds for any streetscape work. She noted she had given members copies in their packets of some documents discussing eligible activities and national objective, and believes it will be difficult to prove national objective for small parts of a streetscape project – if a larger, cohesive project is done then it would be fundable through CDBG (or PI).

d. *Other Initiatives*

i. *Wayfinding* – P. Opalinski and K. Cullen provided an update on this project, which is moving forward. We are currently working with a fabricator in VT and hope to have the info needed to make decisions on phase 1 implementation within a month or so.

ii. *G&G Medical* – K. Cullen gave a brief history of this project and updated the CDA on the current status. The TIF Committee is working with the proponent to finalize the special tax assessment agreement, and this will be voted on by the Special Town Meeting this November.

- iii. Main Street TIP* – K. Cullen gave a brief history of this project and asked if the CDA would like to receive the draft plans to review; members said yes.
- 4. Other – no other business.
- 5. Adjourn – **Motion** to adjourn by P. Opalinski at 8:34 p.m. Seconded by B. Adams.

*Prepared by Karen Cullen  
Director of Planning & Community Development*