

Andy  
1-31-12

CDBG Advisory Committee  
Meeting Minutes  
October 20, 2011

Present:

Herbert Chaffee  
Arthur Jay  
Donna Neylon  
William Scanlan

Bruce Clarke  
Lucinda Thompson  
Excused:  
James Allen

Bruce Clarke called the meeting to order at 9:10 am in the kitchen of the Town Hall.

Election of Officers:

Chairman: Donna nominated Bruce for Chairman, Cindy seconded; so voted.  
Vice Chairman: Donna nominated Art for Vice Chair; Cindy seconded; so voted.  
Secretary: Art nominated Donna for Secretary; Cindy seconded; so voted.

Minutes:

Per motion of Bruce and second by Art, the minutes of the August 23rd minutes were approved.

Purpose:

The purpose of this meeting was to review the CDS (Community Development Strategy) in preparation for the Selectmen's final vote on October 25<sup>th</sup> and submission with the housing rehabilitation and adult education regional grant application with the towns of Ware, Hardwick and Warren..

Bill reported that the Hearing on the CDS had been held as part of the October 11<sup>th</sup> Board of Selectmen's meeting. Herb and Donna were present from this committee along with Christopher Dunphy of Pioneer Valley Planning Commission and Bill himself as our grant writer.. The Hearing is a mandatory part of the process that must be accomplished early in the grant application process but the criteria for the application indicates that although the CDS does not have to be revised every year, it must be updated every three years. Bill said that the CDS is a useful tool for towns to use for planning and that he knew that Brookfield used the CDS.

Bill conducted a review of the CDS with those present at the hearing and the purpose of the grant application with Ware as the lead town through PVPC was reviewed at the Hearing by Chris Dunphy.

Comments and recommendations had been received from Selectmen O'Connell and Heller and those comments were incorporated into the draft that Bill presented to the committee. Following are some of the comments and suggestions from the committee for changes:

- Add Dunn Brook Bridge on Quaboag Street project (Town to pay 1/2 the cost but work to be done by the State);

- Exclude comments about Chapter 40B non-compliance;
- Extend water lines “when funding becomes available”;
- Masonry work being done at the Library;
- Phase I Brownfield studies have been conducted at the Town Hall and Prouty Street properties.
- Move adult learning up on the list of priorities;
- Cemetery – work on the Civil War Monument has been completed; problems with archway contractor (now have to find another contractor to complete the project); gate restoration work is completed.
- Add active Agricultural Commission, using the Town Common and working on a right-to-farm by-law;
- 43D expedited permitting process (Donna also to bring this to the attention of the Selectmen in case they want to add this to the 11/18/11 Special Town Meeting Warrant);
- Wagon Wheel’s problems with septic and DEP (Cindy said that Wagon Wheel has not yet been to the Board of Health to begin the process!);
- Add Highway Superintendent initiated regional meetings with other Superintendents to discuss possible regional sharing and/or purchase of equipment such as sign makers, hydraulic press for hose making, cross walk paint, center line paint, etc.;
- Look for grant to study what options the Town has with Lakeside Campground;
- Highway has applied for a MassWorks grant for drainage and recondition surfacing to Mill and Quaboag Streets;
- STRAP grant completed;
- Add Saw Mill Pond Dam/Bridge Project to be done by Highway Dept.

Other:

Bruce and Bill gave the committee a review of the meeting held earlier this week with three representatives of Stantec wherein the matter of the granite change order was discussed. Mr. Gerry McCarthy of Stantec stood firm that Stantec only advises and because the DHCD interpreted the rules differently, Stantec didn’t feel responsible. At the end of the meeting though, he said he would take the matter to his supervisors. The Selectmen are waiting for Stantec’s response and hope that they will find a way to give the Town some money toward the balance.

At 10:37 am, Donna moved to adjourn the meeting; Herb seconded; so moved.

Respectfully submitted,  
Donna L. Neylon, Secretary

Approved: 1/26/2012