

# Warren Community Development Advisory Committee

## MEETING MINUTES

June 15, 2022

Attending: Chris Dunphy, Jeremy Olson, Rich Eichacker, Steve Cristol, Jim Ferrara, and Carol Sanders-Sausville

### CDAC Meeting:

1. Opening Remarks
2. Review and approve previous minutes
3. American Rescue Plan Act of 2021 (ARPA) – Updates and Prioritization
4. Community Development Block Grant (CDBG)
  - Accounts, Program Income and Misc. Funds
  - FY21 CDBG Award/School Street: Scope, Tasks & Timeline
  - FY22 CDBG proposed program, application date and possible projects
5. Other Grant Programs - Updates
  - Municipal Vulnerability Preparedness (MVP)
  - Open Space and Recreation Planning, proposed Lucy Stone work
  - MA One Stop for Growth – Grant applications submitted June 3, 2022
  - Complete Streets
  - Green Communities
6. Wright's Mill Development – Update
7. Misc. New Business
8. Next meeting

JO opened meeting at 4:07 pm and welcomed those attending.

MINUTES: RE makes a motion to approve Minutes from May 11, 2022. SC seconds motion-passed.

AMERICAN RESCUE PLAN (ARPA): Board of Selectmen received notification there will be a second round of funds between \$750,000 to \$770,000. It was discussed that the Selectmen are able to fund water district projects as a subrecipient. The Warren Water District submitted an updated cost on the High St. project and it is more than \$462,000 which has doubled since the last estimate.

Jeremy Olson discussed the use of a Universal Fueling Station. This would be a central hub for fueling all town vehicle. Each employee would have an ID card, fuel would be available 24/7 and the cost to purchase fuel would be lower as it would be purchased in bulk. RE makes a motion to recommend to the Selectmen the ARPA funds be used for a Universal Fueling Station at the Highway Barn. SC seconds

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motion-passed. This project is best suited for ARPA because it would not fall under any other grant program.

CDBG: At this time Misc. Income is \$16,631.36 and Program Income is \$35,349.56. A small amount of funds from Misc. will be used for the Lucy Stone Park project. This project requires a 25% match of funds and is due in July. The project will be for interpretive signs. The signs will have QR codes for more extensive information about the park, plants, Quaboag River, etc. MassCor would be able to make the necessary signs for Lucy Stone Park.

FY 21 CDBG: At this time, all administrative work is complete. The engineering has been secured for the project. Under State Law 30 B, horizontal engineering such as water lines, sewer, sidewalks and streets are now exempt from procurement. We will be following the state rules. RFP- School St., Prospect St., Otis done with price quotes. Weston & Sampson has completed the planning and design for School St. It is advised under Best Practices to the have Weston & Sampson complete the public works project. RE makes a motion to hire Weston & Sampson under Best Practice to complete the horizontal design services as no state procurement law applies to local contracts for public works projects. SC seconds motion-passed. School St. project will be bid after October.

The State published a One Year Plan which will keep FY 22 and FY 23 in the same cycle. There is \$1.35 million available for this cycle. If the town applies for FY22/FY23 cycle they cannot apply for FY24. The application date will likely be in March 2023.

FY 22/23 CDBG: Timely expenditure threshold - A grant from FY20 has to be 80% spent (the town had no FY20 funding) and 10% of FY21 expended. \$80,000 is 10% and Warren may reach this threshold with engineering and administration expenses, including neighborhood meetings, on site meetings etc. Possible activities include:

1. Finish School St.
2. Otis St.
3. High St.
4. A St.
5. River St.
6. Pulaski St.
7. Design the Town Common or use next round of Open Space and Recreation Planning.



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One Stop awards are anticipated in October. Warren's success or not will have an impact on what projects are decided for the next CDBG application.

MVP: The mobile tour is scheduled for July 13<sup>th</sup>, 10 am and 6 pm. The tour will leave from the Senior Center and be approximately 2 hours long. Hosts will be JO and CD. Derek will video the tour. We hope there will be 8 to 12 people on each tour. The video will be 3 to 5 minutes long and a goal for its completion is by the end of the summer.

OPEN SPACE AND RECREATION: CMRPC's Dani Marini is working on the updating the Open Space Plan. The plan is being funded largely through the state's Small Communities Grant and the Division of Conservation Services. A town match of 20-25% will be taken from Warren's Misc. Funds account.

As part of the contractual agreement for the Small Communities grant is that Warren agrees to apply for the Division's Parkland Acquisitions and Renovations for Communities (PARC) Grant Program. Plans are under way with the OSRP committee and Ms. Marini to apply for a sign project at Lucy Stone Park. This grant will be submitted in July at an estimated \$10,000 - \$15,000. A 25% match is also required, which again will be provided by the town's Misc. Funds.

ONE STOP FOR GROWTH: Grants were submitted. 1. Rural Development - Water main and drainage for Prospect St. 2. MassWorks (safety related) - School Street road, sidewalks, and drainage. We will know if these are funded in October 2022.

COMPLETE STREETS: The town has to accept a policy that has been written. After it is approved it will be re-submitted to the State. The plan/policy must be approved and in place before an application can be submitted to Complete Streets. South St will be a good candidate for this grant as it connects the school to the village of West Warren. Also, Main St. sidewalks between the villages along Rt. 67. RE makes a motion to recommend the Board of Selectmen review and approve the Policy for the Complete Streets program. SC seconds motion passed.

GREEN COMMUNITIES: In April \$195,000 was applied for with the Green Communities for a new energy management system at the Warren Community Elementary School. If approved this project will save a substantial amount of electric kWh and heating oil, saving approximately \$49,000 annually.

WRIGHT'S MILL: The Department of Commerce's Economic Development Administration has approved application for \$280,000 master plan for the Wright's Mill. The Town of Warren wants to see growth and is willing to commit to update the infrastructure around the mill complex. CMRPC is currently developing a Wright's Mill Recovery Plan, which will help in drafting an RFP for the \$280,000 master plan.

NEW BUSINESS: JO discussed Bragg Rd. will be reclaimed and paved August 1<sup>st</sup>. and Bemis Road is scheduled for an overlay September 6<sup>th</sup>. Trees are being cut along the roadside from Little Rest Rd. to Rt. 67.

It was suggested to have the Website updated with information on what is being done by the Highway Dept.

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CMRPC INVOICES: CD makes a motion to recommend the Board of Selectmen allow Jim Ferrara to sign and approve the CMRPC invoices to be paid. (All School Street related invoices will be reviewed by Jeremy Olson and Board of Selectmen before recommendation to be paid.) SC seconds motion-passed.

NEXT MEETING: July 13, 2022 at 10 am to be held before the MVP tour.

ADJOURN MEETING: JO makes motion to adjourn meeting at 5:30 pm SC seconds motion-passed.