

Warren Community Development Advisory Committee

MEETING MINUTES

May 11, 2022

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

AGENDA-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
 - FY21 CDBG financial responsibilities
 - FY22 CDBG proposed program, application date and possible projects
5. Other Grant Programs - Updates
 - Municipal Vulnerability Preparedness (MVP)
 - Open Space and Recreation Planning
 - MA One Stop for Growth – Grant application(s) due by June 3, 2022
 - Complete Streets
 - Green Communities
6. Wright's Mill Development – Update
7. Misc. New Business.
8. Next meeting

JO opened meeting at 4:17 p.m.

MINUTES: SC makes a motion to accept the minutes dated April 6, 2022. RE seconds motion-passed.

ARPA: 2021 money has been allocated. 29,000 for consulting fee and engineering design. \$125,000 for the grit screw for the Sewer Department. At this time, the Selectmen are not allowed to help the water districts. The water districts infrastructure is not owned by the town of Warren and does not qualify for ARPA funding.

CDBG:

FY21 Warren CDBG – School Street project

- A review of the spread sheet provided by Dawn Swistak for Program Income and Miscellaneous funds shows a balance is \$13,638.41, for monthly recapture and interest earned. Some of this money has been committed as part of a required 25% matching funds for the Open Space and Recreation PARC grant.

- CMRPC's FY2021 CDBG contract with the town has been submitted to the DHCD, and subsequently approved. It will now be sent to town officials for review and approval with a 5/12/22 start date.
- The town had a few special conditions in the contract with the state that were addressed and subsequently approved by the DHCD. These involved slightly revised plans that were submitted as part of the grant application (Citizen Participation, Ant-Speculation and Anti-Displacement). Some of this involved a modified grievance procedure that included a timeline for responses. Lastly, the special conditions also required the town's program income of \$35,400.50 be amended into the grant, which has occurred.
- The Notice of Intent to Request Release of Funds (NOIRRF) was posted as part of the required environment review process for the grant. This National Environmental Policy Act (NEPA) requires an examination of possible physical and social impacts associated with CDBG projects. These were examined as part of a checklist (Ex. Historic resources, flood plain, wetlands, etc.) with no-negative ramifications. Following a comment period, a Request for the release of funds will be submitted, then the grant activity can launch.
- The Department of Housing and Community Development (DHCD) said at their start-up meeting that there is no required procurement for horizontal engineering services (water, sewer, sidewalks, streets, etc.) Chris Dunphy will verify this information before seeking the needed engineering services. Note. Weston & Sampson did the design and prepared the cost estimates. Construction bids for the project will likely take place this winter and project begins in the spring of 2023.

Misc. CDBG: Chris Dunphy will provide a crash course to the new Town Administrator on 5/17 regarding the CDBG program regulations, guidelines, and previous projects. He and other CMRPC staff will also meet with the town Treasurer and Accountant to go over CDBG financial procedures, which includes the submittal of invoices to process a draw from the state. The invoice will then have an evaluation and approval. Currently planned process is CMRPC will submit the draw, the town will receive funds and then send to CMRPC, who will then cut check to contractors and consultants.

Future CDBG: The DHCD has proposed funds for FY 22 and FY23 programs be combined in one application. This proposed application will be due in March 2023, and not September 2022 with an up to amount of \$1.35 million. Many public work and facility projects to be evaluated by the CDAC, including but not limited to High St., Pulaski St., A Street, River Street, Summer Street, etc., as well as a revised look at an elevator for the Shepard Municipal Building. Also, Mass Office of Disability may have funds for a ramp system at the Shepard Municipal Building. A current ramp design would begin outside and carry into the existing stairwell area and provide access to the first floor.

MVP: A short video and mobile tour will be scheduled. JO, and others, will discuss the road damage caused by climate change and the impact it is having on Warren. A video will be made using a drone to show areas that are not easily accessed. A public listening session with the Board of Selectmen has been scheduled for May 26, 2022, at 6:45 PM.

OPEN SPACE AND RECREATION PLANNING: Dani Marini is working with the community committee to prepare an updated Open Space and Recreation Plan and the development of a small physical project for a future Parkland Acquisitions and Renovations for Communities (PARC) grant. A small project that is being looked at is electrical work for Lucy Stone Park. Having electricity would provide a space for events. The Miscellaneous funds can be used toward the 25% match of funds.

MA ONE STOP: Prospect St. project will move forward with the application and design and resubmit application for sub-surfaces and drainage. Application due June 30th. A possible MassWorks as time allows is being considered for School Street paving and drainage. SC makes a motion to have CD write the One Stop grant for Prospect St. water and drainage, and as time allows, School St. for surface work. CS seconds motion-passed.

GREEN COMMUNITIES: There may be monies coming available.

WRIGHTS Mill: The town received letter from EDA seeking additional information, including some environmental assessment work apparently done by DexTrust. The letter from EDA is encouraging as it related to possible grant award of \$350,000 for complete needs assessment of the Wright's Mill property.

NEW BUSINESS: A big thank you to Jeremy Ols0n for his hard work and dedication to writing grants. \$7.5 million spread over 28 town was applied for through MEMA Relief Funds. Warren was awarded \$1.1 million. JO thanked Todd Smola and Anne Gobi for being instrumental in obtaining these funds. JO is waiting for a list of projects with will qualify for the \$1.1million. He is looking at Old West Brookfield Rd. culvert, road drainage design. Nine roads can be repaired with these funds.

NEXT MEETING: June 15, 2022, 4pm.

ADJOURN: JO makes a motion to adjourn the meeting at 5:32 pm. CS seconds motion passed.