



## **Community Development Subcommittee**

### **Economic and Community Development Commission**

#### **Regular Meeting – CORRECTED MINUTES**

**September 23, 2014**

The Community Development Subcommittee of the Economic and Community Development Commission conducted a regular meeting on Tuesday, September 23, 2014 in Room 104 of Stratford Town Hall, 2725 Main Street, Stratford, CT pursuant to a notice duly posted.

Members Present: Jason Santi, Fourth District Councilman, Subcommittee Chair; Brian Dempsey, Fifth District Councilman; and Stephanie Philips, Third District Councilman

Members Absent: None

Also Present: C. Duncan Yetman, Jr., Community Development Administrator; Earl Samerotti, President, Stonybrook Gardens Cooperative, Inc. Board of Directors; Dale Curtis, Vice President, Stonybrook Gardens Cooperative, Inc. Board of Directors; and Atty. George F. Martelon, Jr.

#### **I. Call to Order**

The meeting was called to order by Chairman Santi at 6:06 PM.

#### **II. Review and Approval of Minutes of the Regular Meeting, August 26, 2014.**

Mr. Dempsey made a motion to approve the minutes of the 8/26/14 regular meeting as presented. The motion was seconded by Mr. Santi and approved unanimously.

#### **III. Project Update - Stonybrook Gardens Cooperative**

Mr. Yetman recapped the progress that the Stonybrook Gardens Cooperative had made with the Stormwater Drainage Feasibility Study since the May CD Subcommittee meeting and suggested the language for a motion to reallocate funding from the Water Distribution Project to the Stormwater Drainage Project. Mr. Santi asked to see the report from the engineer, BSC Group, that contained schematics and cost estimates.

After some discussion of the project scope and cost with input from Atty. Martelon and Messrs. Samerotti and Curtis, Ms. Philips proposed that the funds be reallocated, but that the CDBG Program's share of the total project cost be limited to 75%. Ms. Philips recognized that the Cooperative residents were low-to mod income, but reasoned that as private property it was important not to set a precedent by having the Town, from whatever source of funds, cover the full cost of the improvements. With "some skin in the game," as she put it, the Cooperative would also be a more responsible project manager. After further discussion and questions asked about the Cooperative's capital reserves, Mr. Dempsey made a motion to reallocate funding from CD Project #3709 and 3909, Stonybrook Gardens Cooperative Water Distribution Replacement Project, Phase II with original and reallocated funding totaling \$344,200 to a renamed CD Project #3909, Stonybrook Gardens Cooperative Stormwater Drainage Improvements Project with a limitation on total CDBG expenditures being 85% of the total project cost upon

completion. The motion was seconded by Mr. Santi and after further discussion was passed unanimously.

While they could not speak on behalf of the Cooperative, Messrs. Samerotti and Curtis and Atty. Martelon said they would bring the CD Subcommittee's proposal back to the Cooperative for consideration at their October 21, 2014 Board meeting.

At this point, Ms. Philips asked about the possibility of allocating additional funding from Residential Rehabilitation to Juliette Low Park, but Mr. Yetman said that the all of the Residential Rehabilitation Funding would be needed for the two projects underway. Ms. Philips then left the meeting for another engagement and Mr. Santi continued to the next agenda item.

#### **IV. CDBG Budget Status Report Update**

Mr. Yetman presented two concerns, one about a completed project and the other about an over-expenditure.

CD Project # 3808 Disability Resource Center RAMP was completed \$498.50 under budget. Mr. Yetman has issued a termination letter for the Subrecipient Agreement, effective September 30. He proposed reallocating the remaining funding to CD Project #3807, Residential Rehabilitation. Mr. Dempsey made a motion to reallocate the remaining funding, \$498.50, in CD Project #3808, Disability Resource Center, to CD Project #3807, Residential Rehabilitation. The motion was seconded by Mr. Santi and passed unanimously.

In preparing the 2013 Program Year CAPER, Mr. Yetman found that the Town expended approximately \$660 in excess of the statutory Planning and Administration (P & A) cap of 20%. Mr. Yetman explained that he had discussed the issue with the HUD Hartford Office and that the Town will likely receive a strongly worded letter that puts them on notice for a year. The Town will be expected in the current program year to spend the percentage under the cap equal to the percentage they went over the cap in 2013. To facilitate that happening, Mr. Yetman proposed that \$800 be transferred out of CD Project #4016, Planning and Administration, to a project of the Subcommittee's choosing. Mr. Dempsey made a motion to transfer \$800 from CD Project #4016, Planning and Administration, to CD Project #3813, Sidewalk Improvements. Mr. Santi seconded the motion and it passed unanimously. ***To better address this issue without falling out of compliance with the P & A Cap of 20%, Mr. Yetman transferred \$800 instead out of CD Project #3913, Planning and Administration, retroactive to the program year-end, thereby reducing the Town's P & A unliquidated obligations at the end of the program year and enabling the Town to fall under the cap.***

**V. Adjournment**

Mr. Santi entertained a motion to adjourn. Mr. Dempsey made a motion, seconded by Mr. Santi and the meeting adjourned at 7:30 PM.

Respectfully submitted,

A handwritten signature in black ink, reading "C. Duncan Yetman, Jr." in a cursive style.

C. Duncan Yetman, Jr.  
Community Development Administrator