



## **Community Development Subcommittee**

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

#### **Regular Meeting**

**October 28, 2014**

The Community Development Subcommittee of the Economic and Community Development Commission conducted a regular meeting on Tuesday, October 28, 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. Members absent: Stephanie Philips, Third District Councilman.

Also present: Lisa Low Ph.D., Interim Community Development Administrator, Debbie Mackay, Community & Economic Development Executive Assistant, Earl Samerotti, President, Stonybrook Gardens Cooperative, Inc. Board of Directors: Dale Curtis, Vice President, Stonybrook Gardens Cooperative Inc. Board of Directors; Sandra Jacobson, Stonybrook Gardens Cooperative and Atty. George F. Martelon, Jr.

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

The meeting was called to order by Chairman Santi at 6:10 PM

#### **II. Review and Approval of Minutes of the Regular Meeting, September 23, 2014**

Mr. Dempsey made a motion to approve the minutes of the 9/23/14 meeting as presented. The motion was seconded by Mr. Santi and approved unanimously.

#### **III. Introduction – Lisa Low Ph.D.**

Dr. Low introduced herself to the committee as Interim Community Development Administrator taking the place of Duncan Yetman who resigned from the position in October. Dr. Low is President of Lisa Low & Associates of Oxford, CT. The company provides grant writing, grant administration, and construction management services for community development needs.

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

Atty. Martelon notified the Committee that the Stonybrook Gardens Board of Directors voted to approve the 85/15 proposed split (CDBG/Stonybrook Co-op) for the Stormwater Drainage project. The coop has budgeted for and approved the 15%.

Stonybrook Gardens would like to proceed with the selection of a Design Engineer. The question was raised as to whether the town is required to competitively bid the design aspect or can the Board hire BSC Group, who did the feasibility study. Atty. Martelon and Dr. Low will review the terms of the original agreement to see if it allowed for a continuation; if not, Dr. Low recommended they go out to competitively bid again.

The feasibility study needs to be converted into a design study. The report is already there and detailed, but needs to be defined. There were no responses to the last full scope of work. The project was too broad. Dr. Low offered her staff's expertise to help with defining the Scope of Work.

The Board would like to start obtaining bids now so construction could begin in early spring. The project does not deal with any public streets, it is all private property. Mr. Santi inquired if there were any wetlands involved; according to Atty. Martelon, there are not.

Mr. Dempsey inquired if it was a prevailing rate job. He inquired if the Coop had to fix something, can they charge back to the Grant Funds? Atty. Martelon explained that there should not be any crossover work that the Stonybrook Maintenance crew would have to do.

The question was raised as to whether the Design and Construction bids could be combined. Dr. Low stated no, per HUD requirements you need to have separate design and construction bids.

There is another Board meeting at Stonybrook scheduled before the next CD Subcommittee meeting on November 20<sup>th</sup>, 2014. Mr. Santi requested a written update from Atty Martelon before this meeting.

Atty Martelon, Earl Samerotti, Dale Curtis and Sandra Jacobson left the meeting at this time. Mr. Santi continued to the next agenda item.

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

**Catholic Charities of Fairfield County, Project #24009.** Mr. Santi reported the Bethlehem House was having some difficulty starting the project. Mr. Santi does not want the project to lose it's funding, but might look at suspending it and moving the funds to something else if there is not going to be any movement on the project. Mr. Dempsey made a motion to request a status report on the project from Deborah Smith before the next scheduled Special CD Subcommittee meeting on November 20<sup>th</sup>. Mr. Santi seconded the motion and after no further discussion he called for a vote and it passed unanimously.

**Residential Rehabilitation #23807, #23907, #24010.** Mr. Santi would like to look at opening up another Residential Rehabilitation Project. Debbie Mackay will look at the current waiting list for the program. Dr. Low recommended spending funds for this program as blight is not good for the town.

**Stonybrook Field Improvements #24013.** Mr. Dempsey would like to see this project move forward. Mr. Dempsey secured additional funds of \$75,000 from CIP for the project. Due to Mr. Dempsey receiving a lack of response from Public Works concerning the project, he asked if the project could go out to bid instead of having Public Works perform the work. Mr. Dempsey will provide a written list of

the projects that need to be completed at the field. Some of those items are: installing a surveillance camera on a telephone pole with a direct link to the Police Department (Approx. cost \$12,000), 6-8 inches of clay in the infield, new bleachers and cutting the brush along the sides of the field. Dr. Low will help in writing a bid for the project. Dr. Low also suggested arranging a meeting between the Town Engineer, Deputy Police Chief, Public Works and Environmental Conservation Administrator at the field to discuss the project. Mr. Santi suggested that Dr. Low work with Karen Kaiser to spur the Administration to get Public Works started on the project. The ERR needs to be completed for this project.

**CT Air and Space Museum # 23912** Dr. Low had a conversation with Eugene Madara Esq., President, Board of Directors for the Connecticut Air & Space Center. The lease agreement was signed with the City of Bridgeport for a term of 98 years. Atty. Madara reported that an agreement was made with Duncan Yetman before he left, but there were some follow-up items that still need to be addressed. The Subrecipient Agreement has not been signed, awaiting resolution of these items. Dr. Low will work with Atty. Madara to address these issues. There is additional funding of \$563,000 from DECD and \$50,000 in kind match from the City of Bridgeport for this project. Although they predict they are approximately \$100,000 short due to the Davis Bacon Act regarding prevailing wages. Atty. Madara can attend the next Special CD Subcommittee meeting.

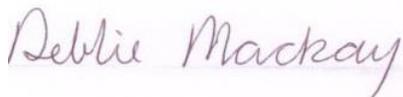
**Franklin School Elevator # 23812** Mr. Santi would like to get this project out to bid. He would like to see parts ordered in January or February and start the project as soon as school closes for the summer. He believes Franklin School has existing Town Funds for this project that could be pooled with CDBG funds. Mr. Santi is proposing the Town be the main source of funds for the project.. Mr. Yetman's previous comments to Mr. Santi suggested there was a way to award next years funds to the project before they were received. Mr. Santi will forward a previous e-mail to Duncan Yetman for Dr. Low to review concerning the project.

## **VI Adjournment**

Mr. Santi cancelled the regular CD Subcommittee Meeting scheduled for Tuesday, November 25<sup>th</sup> and requested a special meeting to be scheduled for Thursday, November 20, 2014 at 6:00 pm in Room 104. Debbie Mackay will prepare the meeting notices and duly post.

Mr. Dempsey entertained a motion to adjourn. Mr. Santi made a motion, seconded by Mr. Dempsey and the meeting adjourned at 7:16 PM.

Respectfully submitted,



Debbie Mackay  
Economic & Community Development Executive Assistant