

**COMMUNITY DEVELOPMENT SUBCOMMITTEE  
OF THE ECONOMIC AND COMMUNITY DEVELOPMENT COMMISSION**

MINUTES  
WEDNESDAY, AUGUST 31, 2016

On Wednesday August 31, 2016, the Community Development Subcommittee of the Economic and Community Development Commission (the "Subcommittee") conducted a special meeting held at 7:15 p.m. in Room 213, Stratford Town Hall, 2725 Main Street, Stratford, CT, pursuant to a notice duly posted.

**1. Call to Order:**

Noting the presence of a quorum, Mr. Santi, Chairman of the Subcommittee, called the meeting to order at 7:15 p.m.

**Members Present:** Jason Santi, Chairman; Joseph P. Gresko, Fifth District Councilman; David L. Harden, Fourth District Councilman;

**Members Absent:** Brian Dempsey; Wali Kadeem, Third District Councilman

**Other Attendees:** Christopher Bandecchi, Community Development Administrator; Catherine Hausmann, Secretary

**2. Review and Approval of Minutes:**

Mr. Santi asked to review the minutes from the June 28, 2016, meeting. Subcommittee members reviewed the minutes. Hearing no further discussion, Mr. Santi entertained a motion to approve the minutes.

**Upon a motion made by Mr. Harden, seconded by Mr. Gresko, the Subcommittee voted unanimously (3 to 0) in favor of adopting the minutes from the June 28, 2016, meeting.**

**4. Sidewalk Improvements Project**

Mr. Santi entertained a motion to take the items out of order.

**Upon a motion made by Mr. Harden, seconded by Mr. Gresko, the Subcommittee voted unanimously (3 to 0) in favor of reviewing item 4 on the Agenda out of order.**

Mr. Santi entertained a motion to endorse and support the list of previously approved sidewalk improvements.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of endorsing the suggested list of sidewalk improvements.**

Mr. Bandecchi spoke about the sidewalk project, specifically bid number 2016-032, which closed on August 18, 2016. There were four bids which ranged from \$143,250 to \$328,348, with G. Pic & Sons the apparent low bidder. Mr. Bandecchi referenced an email from John Casey, Town Engineer, who reviewed the bids to make sure they were accurate (i.e. no errors or unbalanced items), and made a recommendation that the contract be awarded to G. Pic & Sons based on their low bid submitted and a successful track record with the Town of Stratford on previous project similar in nature.

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Mr. Santi, hearing no further comment or discussion, entertained a motion to accept G. Pic & Sons' bid as the lowest responsible bidder, and to approve G. Pic & Sons' bid as the lowest responsible bidder, and to refer the item to the Town Council with a favorable recommendation.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of awarding the contract for the sidewalk improvements project to G. Pic & Sons and to favorably refer the item to the Town Council for action.**

**3. 2016 Program Year (PY42) Update:**

Mr. Bandecchi stated that there are no Program Updates at this time and that the submission and review process by HUD was ongoing. Mr. Bandecchi also informed the members of the Subcommittee the environmental review process and document preparation for subrecipients are underway.

**4. CDBG Budget Status Report:**

Mr. Bandecchi spoke about the budget, and that projects are in process. He also informed the members that the line of credit increase will not occur until after the 2016 Plan is approved by HUD.

**5. Ongoing Project Updates:**

Mr. Santi asked for a status update on the project at Clover Field. Mr. Bandecchi stated that he was going to follow-up with Raynae Serra, Operations Coordinator for Public Works on the status of this project. Mr. Bandecchi also spoke about the Connecticut Air & Space Project, and stated that it is about 35% complete.

**6. Stonybrook Gardens – Stormwater Drainage Improvements Project**

Mr. Bandecchi provided members of the Subcommittee with an update on the project and bid status. Mr. Bandecchi expressed concerns regarding project funding, the bid and bid submissions, and other necessary steps and documentation required by the Co-op prior to contract execution with the apparent low bidder, Dalling. Mr. Bandecchi informed the Committee that Dalling remained the low bidder on the rebid, and that he received the bid results on 12 August 2016. As such, the bid amount exceeded anticipated costs and available funding. Mr. Bandecchi informed the subcommittee that he had not yet completed his bid review and contractor background checks; however, the Co-op, without approval or consultation with the Office of Community Development, proceeded to select Dalling, and may or may not have entered into contract. Of further concern, Mr. Bandecchi stated that he learned construction would begin September 6, 2016, by means of a letter that was address to the Mayor's Office. Mr. Bandecchi also stated that, to his knowledge, there is not enough funding available to award the contract. He did inform the subcommittee, however, that Attorney Martelon had indicated in an email to his Office, dated 23 August 2016, that the Stonybrook Board held a meeting during which their initial request to the Subcommittee to reallocate funding from their Walkway Restoration Project was rescinded, and that they decided to fund the additional project costs in excess of the available CDBG amount. Mr. Bandecchi informed the Subcommittee that he was not provided documentation evidencing the availability of the Co-op's additional funding, as had been discussed as a requirement during a prior meeting between him and representatives from the Co-op. Furthermore, the Subcommittee did not approve the bid, nor did the Town approve the Co-op's subcontract. The Town was also not informed of the Co-op's actions, therefore resulting in several missed steps of the process, potentially. In an effort to protect the Town, and assist the Co-op,

Mr. Bandecchi recommended to the Subcommittee that the project be placed on hold until he talks to Attorney Martelon, the Co-op's representative.

Mr. Santi entertained a motion to deny the request for additional funding.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of denying the request for additional funding.**

Mr. Santi entertained a motion to place the project on hold temporarily until further review and until the Co-op comes before the Subcommittee for approval and provides the Community Development Administrator with the necessary documentation, and he so approves.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of placing the project on hold until further review.**

**7. Catholic Charities – Bethlehem House I & II Rehab:**

Mr. Bandecchi stated that the project went out to bid and Rockfall Construction was the apparent low bidder. Deborah Smith, Director of Catholic Charities, has requested a meeting with the contractor. The total bid amount was \$175,000 for 179 Jackson Avenue. There is only \$150,000 available so, Mr. Bandecchi spoke with Mike Bonnar, Stratford Purchasing Agent, about reaching out to the prospective bidders to allow the bidders to change the scope of work to meet the available funds. Mr. Bandecchi is waiting to hear back from Rockfall Construction on the revised bid, and he anticipates a meeting soon.

**8. Adjournment:**

Mr. Santi entertained a motion to adjourn the meeting.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of adjourning the meeting of August 31, 2016, at 7:58 p.m.**

Respectfully Submitted,



Catherine Hausmann  
Secretary