

COMMUNITY DEVELOPMENT SUBCOMMITTEE  
OF THE ECONOMIC AND COMMUNITY DEVELOPMENT COMMISSION

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2016 MAY 16 PM 1:23

MINUTES  
WEDNESDAY, MAY 11, 2016

STRATFORD TOWN CLERK

On Wednesday May 11, 2016, the Community Development Subcommittee of the Economic and Community Development Commission (the "Subcommittee") conducted a special meeting at 6:00 p.m. in Room L013, 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 6:10 p.m.

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

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

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

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

Mr. Santi, asked to review the minutes from both the April 18, 2016, public hearing, and March 22, 2016 regular meeting. Subcommittee members reviewed the minutes. Hearing no further discussion, Mr. Gresko entertained a motion to approve the minutes.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of adopting the minutes from the April 18, 2016, public hearing, and March 22, 2016 regular meeting.**

**3. 2016-2017 Annual Action Plan (Program Year 42):**

- a. **Review of Written and Public Hearing Comments:** Mr. Bandecchi provided a memo to the Committee Members stating that the Department of Community Development did not receive any written comments on the Proposed 2016 Annual Action Plan (PY 42) during the thirty (30) day public comment period, which began April 1, 2016, and ended at 4:30 pm ("close of business") on May 2, 2015.
- b. **Finalization of Plan for Referral to Town Council:** Mr. Santi opened for discussion comments and/or proposed changes to the proposed action plan. A discussion ensued regarding the Housing Authority Vacant Unit Repair project and the proposed Mobi-Mats for Short Beach project. Based on the discussion, as well as oral comments on the plan, Mr. Santi entertained a motion to amend the plan.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of amending the proposed PY 42 Plan as follows:**

- i. Reduce Planning and Administration from \$100,000 to \$90,000**
- ii. Add \$5,000 in funding to Stratford Housing Authority Unit Repair**
- iii. Add \$5,000 in funding to Mobi-Mats for Short Beach**

Following the discussion of comments received during the 30-day comment period, including the public hearing, as well as a vote to amend the plan to address any comments, Mr. Santi entertained a motion to refer the proposed PY 42 Action Plan (see attached) to the Town Council for action; and if possible, that the item be placed on the next available Town Council agenda.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of placing the Resolution on the next available Town Council Meeting Agenda.**

#### **4. General CDBG Program Updates:**

- a. **General Program Update(s):** At the request of Mr. Santi, Mr. Bandecchi provided the subcommittee with an update on the following program update(s): timeliness compliance. Specifically, Mr. Bandecchi informed the subcommittee that the town passed the timeliness test on May 2, 2016, and is in compliance with 24 CFR 570.902. Mr. Bandecchi reminded the committee that failure to be a timely grantee would have resulted in a loss of funding from the 2016 program year grant in the amount equal to that in excess of 1.5 times the prior year's grant allocation; however, by bringing the town into compliance with the timeliness regulation, the town will not lose any funding from the allocated \$551,421. Mr. Bandecchi also informed the subcommittee that he is working on quarterly financial reports for HUD and on moving all open projects forward.
- b. **2016 Program Year Update:** Mr. Bandecchi informed the Subcommittee that there were no updates at this time.
- c. **CDBG Budget Status Report:** Mr. Bandecchi informed the Subcommittee that there were no updates at this time.
- d. **Ongoing Project Updates:** At the request of Mr. Santi, Mr. Bandecchi provided an update on the progress of the bid for sidewalk improvements (Project #4114). Mr. Bandecchi also informed the subcommittee that it will likely be a two- to three-week bid. At the request of the subcommittee, Mr. Bandecchi will look into who approves the bid/contract once a contractor has been selected. Mr. Santi stated the sidewalk list had been approved, and he believes that Collins St., Pond St., College St., Franklin, Soundview Ave., Mary Ave., Barnum Terrace, Light St. and Bruce Ave. were all on the list. Mr. Bandecchi also provided an update on the Stonybrook Gardens Drainage Improvement Project.

Mr. Bandecchi also informed Mr. Gresko that should he not carry out his term as a councilman, it would have no implication on his term as a subcommittee member, as he is not an ex officio member (no members are; all are appointed by the Economic and Community Development Commission); his term will only end if he officially resigns from the subcommittee or if his term expires.

**5. Substantial Amendments:**

- a. **Substantial Amendment(s).** Mr. Bandecchi informed the subcommittee that two projects had leftover funding: Project #3907 in the amount of \$18,900; and Project #3913 in the amount of \$2,284.27. As such, Mr. Bandecchi recommended reallocating the funding to two projects: a new project named Clover Park Improvements (#3916) for benches and the completion of a pathway; and supplemental funding for the Senior Wellness Park (#3915) based on identified needs and comments during the second public hearing. Mr. Bandecchi informed the subcommittee that funding allocations under substantial amendments is not available until after the notice and a 30-day public comment period, as required under the town's Citizen Participation Plan.

Following discussion, Mr. Santi entertained a motion to approve a substantial amendment to the 2013 program, specifically to reallocate funding from the Residential Rehabilitation project (3907) and Administration (#3913) for the Senior Wellness Park and Clover Field Improvements.

**Upon a motion made by Mr. Gresko, seconded by Mr. Harden, the Subcommittee voted unanimously (3 to 0) in favor of transferring \$18,900 from the Residential Rehab Program (Project No. 3907), thereby cancelling the project; and transferring \$2,284.27 from Administration (Project No. 3913), thereby cancelling the project; and reallocating the \$10,184.27 in funding to the Senior Wellness Park project, thereby increasing funding to Project No. 3915 to \$19,429.41; and reallocating the remaining \$11,000 in funding to a new project, Clover Field Improvements (Project No. 3916).**

**6. 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 May 11, 2016, at 6:45 p.m.**

Respectfully Submitted,



Catherine Hausmann  
Secretary

**YEAR 42 AMENDED/PROPOSED ANNUAL ACTION PLAN SUMMARY**

| <u>Activity</u>                                     | <u>Allocation</u> | <u>Description</u>  |
|---|-------------------|---|
| <b><u>Public Services</u></b>                       |                   |   |
| South End Community Center (SECC)                   | \$50,000          | Location: 19 Bates Street – Funds for Operation of Center   |
| Stratford Community Services                        | \$17,500          | Location: 468 Birdseye Street – Funds for Bilingual Spanish Youth and Family Counseling                                 |
| Sterling House Community Center                     | \$5,213           | Location: 2283 Main Street – Funds for Resource Connection Program  |
| Bridgeport Neighborhood Trust                       | \$5,000           | Location: 570 State Street, Bridgeport – Funds for Homeownership Counseling Program                                     |
| Center for Family Justice                           | \$5,000           | Location: 468 Birdseye Street/753 Fairfield Avenue, Bridgeport – Funds for Family Strengthening Services Program        |
| <b>Total Public Services:</b>                       | <b>\$82,713</b>   |   |
| <b><u>Housing</u></b>                               |                   |   |
| Catholic Charities – Bethlehem House                | \$25,000          | Location: 379/389 Jackson Ave – Supplemental Funds for Bethlehem House I and II Rehabilitation                          |
| Emerge, Inc. – Emerge I                             | \$12,500          | Funds for Furnace and Water Heater Replacement at Supportive Housing  |
| Stratford Housing Authority                         | \$10,000          | Location: SHA Units – Funds for Continuation of Vacant Unit Repair Program  |
| <b>Total Housing:</b>                               | <b>\$42,500</b>   |   |
| <b><u>Public Improvements</u></b>                   |                   |   |
| Sidewalk Improvements                               | \$150,000         | Supplemental Funds for Continuation of Sidewalk Improvements in LMI Areas   |
| Johnson Field Improvements                          | \$64,208          | Location: 719 Birdseye Street – Funding for Splash Pad  |
| Johnson Field Improvements                          | \$45,000          | Location: 719 Birdseye Street – Funding for Lighting Improvements   |
| Stonybrook Gardens – Walkway Restoration (Phase II) | \$32,000          | Location: 55 Singer Court – Supplemental funds for Walkway Restoration Throughout LMI Areas at Stonybrook Co-op Complex |
| Juliette Low Park                                   | \$30,000          | Location: Sedgewick Ave - Supplemental Funds for Picnic Shelter and Other Improvements                                  |
| Short Beach Park Commission                         | \$10,000          | Location: 1 Dorne Drive (Short Beach) - Funds for Mobi-Mats to Improve Accessibility                                    |
| <b>Total Public Improvements:</b>                   | <b>\$326,208</b>  |   |
| <b><u>Planning and Administration</u></b>           |                   |   |
| Management/Oversight of Program                     | \$ 90,000         | General Administration of program and activities  |
| <b>Total Planning and Administration:</b>           | <b>\$90,000</b>   |   |
| <b>Program Total:</b>                               | <b>\$551,421</b>  |   |