

Community Development Advisory Commission
Meeting Minutes
January 8, 2020

MINUTES: The Community Development Advisory Commission held a Regular Meeting at 6:30 p.m. on January 8, 2020 in the 2nd Floor Lounge at Keefe Community Center. The following issues were discussed.

Commissioners in Attendance: Candace Birks, Brian Courtney, Janet Lyons, Robert Werner, Michael Brooks

Commissioners Excused: Joyce Blandon, Robin Lamott-Sparks

Commissioners Absent: Mike Johnson

Others in Attendance: Adam Sendroff, Community Development Program Manager
Alyssa Bussard, Commission Clerk

1. Call to order

As a quorum was present, Mr. Courtney called the meeting to order at 6:40.

2. Attendance

Attendance was taken as noted above.

3. Review of minutes from November 13, 2019

Mr. Courtney called for a motion to approve the minutes from November 13, 2019. Mr. Werner made a motion to approve the minutes, which was seconded by Mr. Brooks. The motion passed unanimously.

4. Community Development Manager's Report

Mr. Sendroff reminded the commission members that this year he needs to complete a five year plan in addition to the annual action plan. There will be a consultant to assist with the five year plan. The request for proposals has just been completed through the purchasing department and it will go out the week of January 13. The Citizen Participation Plan involves public meetings in this process. Mr. Sendroff will let the commission know when those occur so that commission members can attend if available.

There is a warming station open again at Grace and St. Peter's Church and it has been very busy.

Fair Rent

There are no pending complaints at this time.

Down Payment Assistance

There have been six closings so far. Mr. Sendroff noted that there were also two denied requests.

Business Assistance

There have been two new sign grants.

Blight

There is nothing to report at this time.

Residential Rehab

Five roofs have been completed and there is one in progress at this time. Four furnaces have been completed and there is one pending at this time.

ADA improvements

There is nothing pending at this time though there have been inquiries.

Infrastructure

Nothing to report at this time.

Public Service Agencies

Draw down requests and reports have been coming through. There are two places that have yet to send in their agreements. Mr. Sendroff has meetings scheduled with those in charge to find out more about the lack of these agreements. Mr. Brooks asked if the funds can be carried over to the next year or if the money has to be re-programmed. Mr. Sendroff confirmed that the funds must be spent within the year.

Mr. Sendroff is updating the application and hopes to launch it soon. He also noted that he has kept a list of agencies who mentioned a desire to apply this year. The applications will be due on or around February 10, 2020.

There was a discussion regarding the interviews for the public service agencies. Mr. Sendroff has left a message with the Town Clerk, Vera Morrison to ask if these interviews were considered official meetings or not. He will follow up with Vera's directive. The hope of the commission is that they could form a sub-committee to oversee interviews. A definitive plan for the interviews will be determined at the next meeting, on February 12, 2020.

6. Old Business

Mr. Courtney mentioned that Mr. Sendroff circulated the original charter to the commission members so that they could gain a better understanding regarding their duties and additional things that they can be doing for the town. At this time, the commission is pleased with their contribution to the community. There is an understanding that any additional services are always welcome but not needed.

7. New Business

None at this time.

8. Adjournment

Mr. Courtney requested a motion to adjourn. Mr. Brooks made a motion to adjourn, which was seconded by Ms. Birks. The motion passed unanimously and the meeting adjourned at 7:31.

Submitted By: Alyssa Bussard, Commission Clerk