

# Community Development Advisory Commission

## Regular Meeting Minutes

Wednesday, November 10, 2021

This meeting was held via Zoom.

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To view the recording, please click the following link and observe the instructions if prompted:

[https://us06web.zoom.us/rec/share/tasWKT\\_Lt356XaBHmlyIS35YR83qtOiSgy7YqJUbPLZRI\\_IVsOAJMiKGfhMijdr\\_EsRhC8eATfbl0uVW?startTime=1636587433000](https://us06web.zoom.us/rec/share/tasWKT_Lt356XaBHmlyIS35YR83qtOiSgy7YqJUbPLZRI_IVsOAJMiKGfhMijdr_EsRhC8eATfbl0uVW?startTime=1636587433000)

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### Commission Members in Attendance

Brian Courtney - *Commission Chair*

Candace Birks

Joyce Blandon

Michael Brooks

Mike Johnson

Robin Lamott-Sparks

Robert Werner

Thomas Whitbread

### Others in Attendance

Colette Kroop - *Program Specialist*

Alyssa Bussard - *Commission Clerk*

### Call to Order

As a quorum was present, the meeting was called to order at 6:37.

## **Approval of Minutes from August 25, 2021 meeting**

Mr. Courtney called for a motion to approve the minutes from the special meeting held on August 25, 2021. Mr. Johnson made the motion which was seconded by Mr. Werner. The motion passed in favor.

## **Community Development Manager's Report**

### ADA Improvements:

There are no updates at this time.

### Blight

There are no updates at this time.

### Business Assistance

There are no updates at this time.

### Down Payment Assistance

There have been three loan commitments finalized since the last meeting. One has closed and two should be closing within the month.

### Fair Rent

There have been five fair rent complaints since the last meeting. All had been solved through mediation.

### Infrastructure

There has been one sign grant application received.

### Public Service Agencies

This month there will be site visits for the public service agencies which were voted on by the commission earlier this year. Program year 47 funds should be released soon as they are waiting on federal disbursement. Ms. Kroop stated that they are in the process of finalizing the CAPER which was voted on by the commission. As there needs to be information from the Covid-19 data Ms. Kroop and Ms. Smith will be doing site visits.

## Residential Rehab

There is one roof in progress at this time. There is another rehab case from prior to the town's shutdown that will have to go out to bid again due to lack of interest from the three contractors who did a walk through on the property.

There are two furnaces that are actively being funded at this time.

## Other Business

There was hope to begin the Annual Action Plan process so that it could be voted on during this meeting. Unfortunately, the federal government has not released any information or guidelines so the work on the report can not begin.

Work and decisions concerning the Winter Warming Center are well underway. There are annual distributions at Keefe for the holidays being planned. There are more than 300 meals being given and a holiday toy drive planned at this time. Staff at Keefe are also working with an architect and others to work on the Keefe Center building. Ms. Kroop reminded the commission that during the last big storm there was a leak that happened over the diaper bank and ruined several hundred diapers.

The survey regarding the fair housing initiative was very successful. Ms. Kroop spoke on Ms. Smith's behalf and stated that Hamden was one of the top respondents within the state community. Ms. Smith will share the public input dates with the commission.

## Old Business

There was a discussion regarding holding the commission meetings in person vs. on Zoom. After discussion with the incoming Clerk, the commission members decided to stay on Zoom for the time being and decided on a month-by-month basis after the new year.

## New Business

Vote to Approve Proposed Programming and Budget Approach

This vote was tabled until the next meeting.

### Vote to Approve Proposed 2022 Meeting Dates

There was a discussion regarding meeting days and times as well as holding meetings in the summer. After the discussion, it was determined that the Clerk will change the letter to state that the commission will meet every month and not take a summer recess unless a quorum votes to cancel an upcoming meeting. Mr. Courtney asked for a motion to approve the meeting dates with the above changes. The motion was made by Mr. Johnson and seconded by Mr. Brooks. The motion passed unanimously.

### Old Business

There was no old business discussed.

### Adjournment

Mr. Courtney called for a motion to adjourn. The motion was made by Mr. Werner and seconded by Mr. Johnson. The meeting concluded at 7:06pm.

Submitted By: Alyssa Bussard, Commission Clerk