



**TOWN OF GREENWICH
COMMUNITY DEVELOPMENT OFFICE
CDAC Public Meeting
February 21, 2019 (Thursday)
6:00 p.m., Cone Meeting Room, Greenwich Town Hall**

MEETING MINUTES

CDAC Members Present:

Judith Goss, Alan Gunzburg, Lucy Krasnor, Kristine Lowe, Vick Sandhu, Cathy Sidor, Samarpana Tamm, Samuel Telerico, Alexis Voulgaris, Ric Wellington, David Weisbrod

CDAC Members Not Present: Stephanie Barrett, Phyllis Behlen, Claudia Carthaus, Bill Drake, Christine Edwards, Dawn Fortunado, Victoria Goss, Miriam Kreuzer, Cathy Landy, Jeffrey Medina, Wilma Nacinovich, Winston Robinson, Norma Roelke, Steven Rubin, Elizabeth Sanders, Sharon Shisler

Town of Greenwich Staff:

Tyler Fairbairn, Jill Foster

1. Call to Order

Community Development Advisory Committee (“CDAC” or the “Committee”) Chair Alexis Voulgaris called the meeting to order at 6:11 p.m. and welcomed the Committee to the Program Year 2019 Community Development Block Grant (“CDBG”) Program planning/allocation process.

2. Program Year 2018 Review

Tyler Fairbairn presented a handout with statistics on Program Year 2018 CDBG performance, including which organizations that were awarded funding in 2018 have completed and drawn their grants, and how many income-eligible individuals were served. Mr. Fairbairn noted that CDBG Public Service program partners have served more people in 2018 even with four grantees yet to submit their final reports.

3. CDBG Timeliness Update

Tyler Fairbairn explained that the U.S. Department of Housing and Urban Development (“HUD”) conducts a “timeliness test” 60 days before the end of a grantees program year for compliance with timely expenditure regulations. Mr. Fairbairn said that CDBG recipients are not supposed to have more than 1.5 times their annual CDBG allocation in their HUD line of credit when the timeliness test occurs.

Mr. Fairbairn noted that the Town of Greenwich (the “Town”) exceeded its timeliness ratio during Program Year 2017, and failure to meet timeliness at the May 2, 2019 test would result in a loss of CDBG funding equal to the amount in its line of credit in excess of 1.5 times its annual allocation (\$803,230). Mr. Fairbairn informed the Committee that the amount the Town needed to draw in order to meet its timeliness obligation was \$754,013. Mr. Fairbairn added that the Community

Development Office had \$242,191.17 in recently submitted CDBG draws ready to input into HUD's system, thus leaving a balance of \$511,821.83 that needed to be drawn by May 2, 2019.

Mr. Fairbairn circulated a handout detailing CDBG Public Facility/Capital Improvement grants dating to Program Year 2015 that included a summary of organizations with unspent prior-year grant funds. Mr. Fairbairn noted that the Housing Authority of the Town of Greenwich has \$687,290.58 in funds granted between 2015 and 2017 that have yet to be drawn, and added that the Town cannot reach its timeliness goal without the Housing Authority drawing at least three of its outstanding projects. Mr. Fairbairn said that he had been in touch at least once per month with the Housing Authority for updates on these projects, and was informed that two of the projects – Parsonage Cottage boiler replacement and Armstrong Court boiler replacement – would be completed shortly per the Housing Authority.

The Committee suggested that Mr. Fairbairn, Ric Wellington, Sam Telerico and Vick Sandhu meet with the Housing Authority to convey the urgency of completing at least three of their projects by mid-April 2019. David Weisbrod alerted the Board of Estimate and Taxation to the timeliness issue, as the Committee was concerned about the impact of loss of grant funds on Town budget. Mr. Fairbairn said that he would arrange the meeting between the Housing Authority and CDAC volunteers.

4. Conflict of Interest Discussion

Tyler Fairbairn explained that HUD views a conflict of interest with respect to the CDBG allocation process as a member of an elected or appointed body, or their immediate family member, who may obtain a direct financial benefit from a CDBG-funded activity. Mr. Fairbairn explained that volunteering or participating as an unpaid board member do not constitute a conflict. All members of the CDAC present self-declared no potential conflicts of interest with PY2019 applicant organizations.

5. Discussion of Program Year 2019 Funding Applications

Tyler Fairbairn noted that the Town received 37 total applications for funding in 2019, and explained that he instructed applicants who had more than one project to submit separate applications rather than combining them.

6. Appointment of CDAC Subcommittees

The following Committee members volunteered to make site visits to these project locations:

- *Family Centers – Armstrong Court*: Samarpana Tamm
- *Food Bank of Lower Fairfield County*: Alexis Voulgaris, Vick Sandhu
- *Greenwich Adult Day Care*: Kris Lowe
- *Jewish Family Services*: Lucy Krasnor
- *Kids in Crisis*: Judy Goss, Ric Wellington
- *Mothers for Others*: Lucy Krasnor
- *Pathways Fellowship Program*: Judy Goss

- *YWCA DAS*: Samarpana Tamm
- *Greenwich Botanical Center*: Alana Gunzburg
- *Greenwich Historical Society*: Kris Lowe
- *Greenwich Library*: Alexis Voulgaris, Alan Gunzburg
- *Parsonage Cottage*: Cathy Sidor, Sam Telerico
- *YMCA*: Cathy Sidor, Ric Wellington

Lucy Krasnor asked Tyler Fairbairn to email a copy of the site visit report template that he circulated during the last CDBG allocation process.

7. Other Business

Tyler Fairbairn explained that Greenwich is able to fund certain projects located in Stamford (Inspirica, Pacific House) as they offer services to Greenwich residents that are not available in town.

Alexis Voulgaris mentioned that the Committee had previously set a minimum award threshold of \$5,000 per project.

Tyler Fairbairn said that after consulting with HUD it was determined that vehicles should not be purchased with CDBG funds unless they can specifically be connected to a funded Public Service activity.

Tyler Fairbairn said that he would circulate the current 2018-2019 CDAC membership list via email.

8. Adjournment

Alexis Voulgaris adjourned the meeting at 7:09 p.m.