



**TOWN OF GREENWICH
COMMUNITY DEVELOPMENT OFFICE
CDAC Public Meeting
June 19, 2018 (Tuesday)
6:30 p.m., Cone Meeting Room, Greenwich Town Hall**

MEETING MINUTES

CDAC Members Present:

Bill Drake, Alan Gunzburg, Lucy Krasnor, Miriam Kreuzer, Cathy Landy, Kristine Lowe, Jeffrey Medina, Winston Robinson, Steven Rubin, Elizabeth Sanders, Vick Sandhu, Samarpana Tamm, Samuel Telerico, Alexis Voulgaris, Ric Wellington

CDAC Members Not Present: Stephanie Barrett, Phyllis Behlen, Claudia Carthaus, Christine Edwards, Dawn Fortunado, Judith Goss, Victoria Goss, Wilma Nacinovich, Norma Roelke, Sharon Shisler, Cathy Sidor, David Weisbrod

Town of Greenwich Staff:

Tyler Fairbairn, Barbara Johann

1. Call to Order

Community Development Advisory Committee ("CDAC" or the "Committee") Chair Alexis Voulgaris called the meeting to order at 6:30 p.m.

2. Action on Minutes of April 18, 2018 CDAC Meeting

Alexis Voulgaris asked if any members present had a question, comment or proposed revision to the minutes of the April 18, 2018 meeting of the CDAC. Vice Chair Alan Gunzburg made a motion to approve the minutes of the April 18, 2018 meeting. The meeting minutes were approved.

3. Information about Program Year 2018 Reprogrammed Funding Applications

Tyler Fairbairn explained that \$329,405.45 in reprogrammed Program Year 2018 funding was available for the current application cycle through previously unallocated contingency funds, leftover funds from under-budget projects and program income received from Housing Authority of the Town of Greenwich payments related to Parsonage Cottage. Mr. Fairbairn said that eighteen (18) proposals were received from twelve (12) different agencies, with requests totaling more than \$1.4 million.

4. Conflict of Interest Discussion

Tyler Fairbairn explained that the U.S. Department of Housing and Urban Development ("HUD") views a conflict 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 self-declared no potential conflicts of interest with the following exceptions:

- Cathy Landy is an employee of the Boys & Girls Club of Greenwich.
- Winston Robinson is an employee of the Housing Authority of the Town of Greenwich.

5. Discussion of Program Year 2018 Reprogrammed Funding Applications

Alexis Voulgaris informed the Committee that all of the applications received for PY2018 reprogrammed funds were in the book provided by the Community Development Office. Tyler Fairbairn added that the Community Development Office had prepared a separate sheet that was provided to the Committee detailing CDBG rehabilitation/housing/public facility awards made by the Town between 2015 and 2018, and which of those grants were not fully drawn as of June 19, 2018.

Ms. Voulgaris discussed Neighbor to Neighbor's outstanding grant balance situation, explaining that they have been in court related to the construction of their new building. Ms. Voulgaris also discussed the restructuring of a loan to the Housing Authority for Parsonage Cottage that was supposed to make funding available for some maintenance/capital improvements at the site.

Tyler Fairbairn addressed a question about partially funding a project by stating that he did not recommend it, as there is a finite amount of time to complete projects, and it was not good practice to commit funding to a project that may not proceed due to lack of non-CDBG funding.

6. Appointment of CDAC Subcommittees

Alexis Voulgaris read aloud the CDBG PY2018 Reprogrammed Funds Application Summary produced by the Community Development and solicited the following volunteers to conduct site visits at applicant agencies:

- *Parsonage Cottage Home for the Aged*: Sam Telerico, Lucy Krasnor
- *Boys & Girls Club of Greenwich*: Samarpana Tamm, Jeffery Medina
- *Abilis*: Alan Gunzburg, Kristine Lowe
- *Pacific House*: Miriam Kreuzer, Vick Sandhu
- *Pathways*: Cathy Landy, Ric Wellington
- *Inspirica*: Samarpana Tamm
- *YMCA of Greenwich*: Steven Rubin
- *Housing Authority of the Town of Greenwich (McKinney Terrace)*: Sam Telerico, Ric Wellington
- *Housing Authority of the Town of Greenwich (Wilbur Peck)*: Kristine Lowe, Bill Drake
- *First United Methodist Church of Greenwich/Community Centers Inc.*: Alexis Voulgaris, Cathy Sidor
- *Family Centers, Inc.*: Winston Robinson, Alan Gunzburg
- *Child Guidance Center*: Cathy Landy, Elizabeth Sanders
- *Greenwich Historical Society*: Steven Rubin, Winston Robinson
- *YWCA of Greenwich*: Miriam Kreuzer, Steven Rubin

Ms. Voulgaris suggested that if a CDAC member has been to a particular organization in recent years that they let a different member go this year. Ms. Voulgaris also discussed approaches to conducting site visits and directed members to a handout from the Community Development Office with

possible questions for agencies. Tyler Fairbairn is to forward a sample subcommittee evaluation/report to the Committee via email with the minutes from the June 19, 2018 CDAC meeting.

7. Discussion of Public Hearing Date

Alexis Voulgaris proposed 6:30 p.m. on July 11, 2018 or July 12, 2018 as possible dates to hold a CDAC public hearing with applicant organizations, pending availability of an adequately sized room at Town Hall. Ms. Voulgaris also proposed 6:30 p.m. on July 26, 2018 as a possible date for a CDAC meeting to discuss subcommittee reports and make funding recommendations. The Community Development Office is to confirm room availability and notify CDAC members of meeting dates, times and locations.

8. Other Business

Tyler Fairbairn informed the CDAC he would recirculate the Committee contact list with the meeting minutes and subcommittee report template.

Tyler Fairbairn answered a question from Lucy Krasnor regarding the Town's HUD approval letter for its Program Year 2017 Consolidated Annual Performance Evaluation Report, which was previously forwarded via email to the Committee by the Community Development Office. Mr. Fairbairn also discussed the Town's timely CDBG expenditure situation, which necessitates spending money as soon as possible in order to comply with a May 2, 2019 HUD spending deadline.

9. Adjournment

Alexis Voulgaris adjourned the meeting at 7:28 p.m.