

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
Wednesday, October 18, 2017, 12:00 P.M.
TOWN HALL ANNEX – CR 3

I. ROLL CALL

Present: Vincent, Hespeler, Sherman, Billing
Absent: Eames, Schoolcraft
Staff: Cullen

The chair called the meeting to order at 12:00 pm.

II. APPROVAL OF THE MINUTES OF July 19, 2017

MOTION: To approve the minutes of July 19, 2017
Motion was made by Billing, and seconded; so voted unanimously.

III. PUBLIC COMMUNICATIONS: None

IV. STAFF REPORT: Staff reported on various years CDBG grants.

2017 grant request for improvements at Mystic River Homes was granted. Staff is now setting up a separate bank account and assistance agreement that goes with the grant, along with other compliance requirements. This is a USDA sponsored property and Agriculture is the source of the matching funds for the grant. Staff said that we are getting great prices from contractors, so the grant will accomplish all that was intended and allow for the addition of alternates. The total project will run \$960,000.

2016 grant is 50% complete and ahead of schedule. This is phase two of the project renovating Pequot Village; the quality of the work has been very good.

2013 grant was audited in May by the State of Connecticut Department of Housing. Staff has not received a closeout certificate yet.

2014 grant was requested to be audited on October 1, 2016. The State has not contacted Staff to set up a date for an audit.

Staff explained the primary financial controls that are part of the execution of every grant, including separation of duties as to payment authorizations and notarization of documents.

V. NEW BUSINESS:

1. 2018 Meeting Schedule- After discussion, it was agreed to have meetings on the third Wednesday of each month in 2018. 2018 proposed schedule January 17, April 18, July 18, and October 17.

Motion to approve the 2018 meeting schedule was made by Billing and seconded; so voted unanimously.

VI. ADUOURNMENT: Meeting adjourned at 12:40 p.m.

Lee D. Vincent, Secretary
Community Development Advisory Committee