

CITIZENS ADVISORY COMMITTEE

Minutes

January 21, 1998

PRESENT

L. Wallace, Chair
E. Bogdan
S. Engelhardt
T. Marino
D. Mitkowski
F. Pappas
S. Shapiro
J. Robinson

ABSENT

V. Amato
C. Chism
M. Dimon
I. Howell
D. Kelly
D. Mitkowski
L. Moore-Perry

ALSO PRESENT

A. Meyers
C. Wilcox
B. Santangelo

The meeting was called to order by L. Wallace, Chair, at 5:05 p.m. in Room 208 of the Municipal Building.

Public Session : There was no one to speak from the public.

Minutes:

Upon a motion by J. Robinson, seconded by S. Shapiro, the minutes of the October 29, 1997 meeting were unanimously approved.

Financial Report: Not available for the meeting

Old Business

1. **Chamber of Commerce Worker Preparation Program:** Upon a motion by J. Robinson, seconded by A. Marino, the Committee ratified their unanimous vote, via mail, for the Chamber of Commerce Worker Preparation Program's request for a contract extension for one month.

2. **Reprogrammed Funds:** To initiate the discussion, J. Robinson made a motion to distribute the reprogrammed funds in a certain way; the motion was seconded by S. Shapiro. Other committee members had differing ideas and opinions. After a lengthy discussion on the distribution of funds, the Committee voted unanimously to allocate the reprogrammed funds as follows:

American Red Cross/Teen Center	\$17,000.00
Christmas In April * 1998	8,000.00
Gilead Community Services/Acquisition	24,850.00
Historical Society/Handicap Access	16,000.00
Nehemiah Housing/Porch Renovation	14,000.00
Oddfellows Playhouse/HVAC System	25,000.00
Park & Recreation/Handicap Access	25,000.00
Rushford Center/Construction Activities	48,750.00
Russell Library/Handicap Ramp	14,000.00
Connection/Neighborhood Rebuilders Program	<u>25,000.00</u>
Total:	\$217,600.00

The Committee discussed the Connection Fund/Neighborhood Rebuilders Program and the Application Review Committee (ARC). It is their recommendation to have the ARC review the applications for the Neighborhood Rebuilders Program as they do for Residential Rehabilitation.

New Business:

1. **Election of Officers:** Upon a motion by J. Robinson, seconded by S. Shapiro and unanimously approved by the Committee, the following officers were elected: Linda Wallace, Chair; Susan Engelhardt, Vice-Chair; Barbara Santangelo, Secretary.

2. **Review of Bylaws (attached per Article VI, Section 1.):** There were no recommendation for changes. The Committee discussed Article III, Section 3 of the Bylaws. In the event that a Committee member misses three (3) consecutive meetings without good cause, Staff was directed to research the Committee's attendance record and send a memo to the Mayor.

3. **1998 Entitlement Program:** The Committee discussed the schedule for the application process and public hearing for the 1998 Entitlement Program. The following schedule was agreed upon:

Advertisement to appear in the Hartford Courant the first week of February.

Applications due on Friday, March 20, 1998 to the Municipal Development Office.

Public Hearing will be held on Wednesday, April 15, 1998.

- Committee will make recommendations at its meeting of Wednesday, May 20, 1998.
- Common Council approval at its June 1, 1998 meeting.

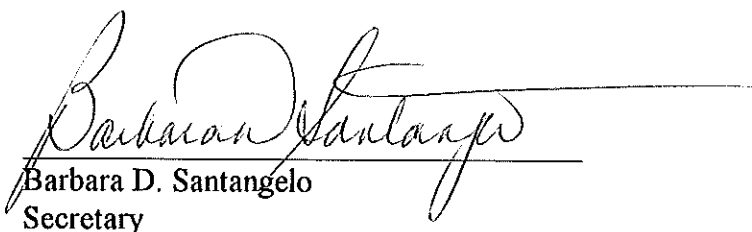
The Committee discussed and agreed that the questions they ask during the public hearings should be relevant to the proposed projects as submitted by the applicants.

The Committee requested that staff remind applicants to put as much information as they can in the boxes of the application and, if they need more room, attach additional pages to the application. They also want to see the budget section of the application completed and specify how the CDBG funds will be spent.

Other

J. Robinson advised the Committee that C. Wilcox will be retiring at the end of July, 1998.

There being no further business to come before the Committee and upon a motion by J. Robinson, seconded by S. Shapiro, the meeting adjourned at 6:45 p.m.


Barbara D. Santangelo
Secretary

CITIZENS ADVISORY COMMITTEE MINUTES OF JANUARY 21, 1998

BYLAWS
OF THE
CITIZENS ADVISORY COMMITTEE
MIDDLETOWN, CONNECTICUT

ARTICLE I

Purpose and Authorization

The objectives and purposes of the Citizens Advisory Committee of the City of Middletown, Connecticut shall primarily be to administer the citizen participation requirements of the Housing and Community Development Act of 1974, as amended, and Public Act No. 75-443, as amended. Further, it shall: prepare and recommend grant applications for CDBG funding to the Mayor and Common Council; monitor the progress of all funded programs; and, make recommendations to the Mayor and Common Council concerning the implementation of CDBG funded programs.

ARTICLE II

Name

The Committee shall be known as the Citizens Advisory Committee of the City of Middletown.

ARTICLE III

Office of Committee

The Committee shall designate the Municipal Development Office, Municipal Building, as its office.

ARTICLE IV

Membership

Section 1. The membership shall serve at the pleasure of the Mayor for the life of the Community Development Block Grant Program and may be removed by the Mayor should reorganization become necessary. The membership shall be consistent with the Citizen Participation Plan regarding representation and numbers.

Section 2. Vacant seats shall be filled by the Mayor.

Section 3. In the event that a Committee member misses three (3) consecutive meetings without good cause, the Mayor may remove the member and fill the vacancy created. Generally, if any such member represents a specific interest group, he/she shall be replaced by a person representing the same group. Voluntary resignations shall be handled in a similar manner.