

**CITY OF MIDDLETOWN  
CITIZENS' ADVISORY COMMITTEE**

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**MINUTES**

*March-16-2011*

**Present**

L. Wallace, Chair  
G. Faulkner Jr.  
D. Kleckowski  
M. Wynn  
R. Pelletier  
P. Murray  
A. Watson  
D. Mitkoski  
R. Bantum  
C. O'Grady

**Absent**

B. Plum

**Also Present**

M. Wackers

Linda Wallace called the meeting to order at 5:00PM.

Linda Wallace called for first item on the agenda.

First, Ron Krom represented the Amazing Grace Food Pantry program request for \$7,500. St Vincent DePaul Middletown was founded in 1980 by the Sisters of Mercy and the Catholic Diocese of Norwich to meet the needs of the poor and homeless in Greater Middletown. In 2009, we received the Community Impact Award from Middlesex United Way. A four-pronged mission, St. Vincent's provides food to individuals and families through our community Soup Kitchen and offers assistance to connect people to basic support services and emergency funds that help address health needs, mental illness, addictions, housing and unemployment through our Community Assistance Program. We also operate the Amazing Grace Food Pantry and a Supportive Housing Program that provides intensive support services to 56 individuals with disabilities.

Our mission is to provide food, clothing, shelter and basic human services to poor and homeless individuals regardless of race, creed, natural origin, criminal history or recidivism. We serve over 500 unduplicated individuals. Our guests are men, women and children who live in poverty, unemployed or underemployed, homeless or at risk of becoming homeless. Approximately 50% of our guests are from minority groups, and over 50% are women. Many deal with the long-term effects and challenges of addictions and mental illness. Increasingly, we are seeing more "working poor" seeking our services. Many of our potential guests are employed at low-income jobs, working Monday through Fridays, and struggle to make ends meet.

In 2010, St. Vincent DePaul Place provided about 308,605 meals between our Soup Kitchen (Meals and Community Assistance Program) and our amazing Grace Food Pantry. This represents (for the second year in a row) a 15% increase from the previous year.

Amazing Grace Food Pantry, alone, served 9,412 households which translates to 218,880 meals. The pantry is open four days a week where recipients "shop" and receive approximately three days worth of nutritious meals determined by the size of their family. About 28,093 food items were distributed to an average of 803 households each month. We experienced a nine percent increase of adults, a five percent increase of children and nineteen percent increase of seniors served. We expect the number of households served will increase dramatically since we recently moved to a 6,000 square foot facility on 16 Stack Street, in the fall of 2010.

Linda Wallace asked how do you know if they are all Middletown residents? Ron Krom replied that they do a data entry on every client to collect information such as residency and track them to ensure they come only once a month.

Patricia Murray asked do clients help or volunteer? Ron Krom said some do volunteer as well as being clients.

Avery Watson asked what is the funding for? Ron Krom replied that it is for salary for the coordinator and assistant.

Mitchell Wynn asked how did you decided on \$7500? Ron Krom replied that it is based on the budget needs and the likely amount that we could get from CDBG's limitations.

Avery Watson asked do you take advantage of a volunteer coordinator? Ron Krom replied that over 5,000 hours, which is more than a volunteer could coordinator.

Second, Cathy Shanley represented the Kuhn Employment Opportunities, mobile work crew program request for \$10,500. This project provides disabled and economically disadvantaged people with the training and employment.

The Mobile Work Crew will be providing the City of Middletown, Parks & Recreation Department with the maintenance and beautification of the City's parks.

Ronnie Bantum asked how long do people stay in a job placement? Cathy Shanley replied that most spend up to a year in a position on the mobile work crew.

Christine O'Grady asked what percent are from Middletown? Cathy Shanley replied that all are Middletown residents?

Linda Wallace asked how many are served by the program? Cathy Shanley replied that 6.5 people are in the program.

Donna Kleckowski asked how much of the salary is covered by this request? Cathy Shanley replied that this pays for the salaries of 2.5 people for four hours a day five days a week.

Major Rick Starkey represented the Salvation Army Teen Center request for \$10,000. Middletown currently has no Teen Center. Furthermore, the need for a Teen Center has been reinforced by all levels of the community, especially through ongoing discussions with various area groups and leaders during the past two years, in addition to the local teens themselves. In November 2009, a group of community leaders, representing area groups, the City of Middletown, foundations, and The Salvation Army, began meeting to address this need. The Teen Center, to be offered beginning this spring, is a result of those strategic meetings.

The Salvation Army's Middletown Corps is uniquely poised to offer a Teen Center, as it has the space available, is located on the Main Street in the community it wishes to serve, and is supported by staff who have had experience in running a variety of after school programs within The Salvation Army. Corps staff continues to engage in meetings with other organizations to ensure the Teen Center will meet the needs of the community effectively. Meetings are expected to continue once the Teen Center opens to ensure the sustainability and success of the offering. It is the Middletown Corps' plan that the Teen Center will become a valued asset to the community as it provides Middletown teens with a safe environment for friendship, recreation, learning opportunities, homework assistance, and other activities that will be beneficial to, and in demand by, the teens it will serve. The community will also benefit by the fact that teens will have a place to go, keeping them off of the streets, and also helping them to improve academically, which will make them stronger and more productive citizens.

The Salvation Army's Middletown Corps' Teen Center will open this spring for two days a week, for five hours each day, and will be open to all Middletown teens from grades 9 through 12 in conjunction with the academic year. Securing additional funding will permit for the hiring of an additional Program Aide and other associated program costs to allow for the Teen Center to be open for a total of three day each week beginning this fall. Although participants will primarily come from Middletown's North End due to

proximity, all teens from throughout Middletown will be welcome. To ensure proper staff to participant ratios, attendance at any given time will be limited to 25 teens. Overall, the Teen Center will provide a healthy place for an underserved and in need teenage population to gather, study, learn and grow, combining recreational activities, along with targeted structured activities of interest to teens, such as: tutoring, cooking classes, drill teams, peer discussion groups and more.

Linda Wallace asked how are you recruiting? Major Rick Starkey replied that there is a teen advisory committee, they use NEAT and Justin Carbonella with the Middletown Public Schools.

Donna Kleckowski stated that she was glad that this is more than just a midnight basketball league? Major Rick Starkey replied that it is more comprehensive, but they are thinking about a basketball hoop in the back parking lot and possibly homework counseling.

Patricia Murray asked about the staff to child ratio? Major Rick Starkey replied that they will maintain a ratio of 2 adults to every 25 children.

Christine O'Grady commented that all of the pictures show only boys and no girls? Major Rick Starkey replied that there is currently less participation but it is open to both boys and girls.

Third, Kristen Granatek represented the Project R.E.A.C.H. request for \$15,000. Women and Families Center proposes to meet the needs of runaway, homeless and at-risk youth in Middletown through Project R.E.A.C.H. (Reaching Every Adolescent to Create Hope). Present in Middletown are a number of risk factors contributing to the increased risk of homelessness for youth, including family violence, abuse and neglect, high unemployment rates, poverty, and lack of affordable housing. As a result, there are a significant number of youth spending time on the streets and engaging in "couch surfing" – the practice of serial short term respite with friends, relatives or strangers. WFC has joined the effort to address homelessness in Middletown by specifically targeting adolescents who are homeless or at risk for homelessness, and those who are at risk for abuse or exploitation due to spending significant time on the streets.

Fourth, Project R.E.A.C.H. will provide services to runaway, homeless and at-risk youth utilizing to a five-pronged approach. This approach will consist of: Street Outreach, Technology-Based Outreach, Community Outreach, Case Management and Special Events. All services are aimed at empowering youth to make choices in the best interest of their safety, well-being and future selves, through outreach, counseling, education, case management and service linkages.

Project R.E.A.C.H. has been successfully providing services to runaway, homeless and at risk youth in Meriden since 2004. In October 2010, the program was expanded to Middletown and is currently the only provider of services in Middletown to this unique population of youth. Currently, services are offered to Middletown youth one day per week. CDBG funds will be used to expand the program's efforts in Middletown to 2 days per week. Services will be provided during the afternoon and evening hours of 3 to 8 PM and twilight hours of 8 PM to 1 AM, when youth in need of support are most likely to be on the streets of Middletown.

Deborah Kleckowski asked how many youths will participate? Kristen Granatek replied 10 youths per night with 3 staff.

Ronnie Bantum asked how many are homeless through choice, because they choose not to live at home anymore? Kristen Granatek replied that the causes are many, but if they have lost their support network they are homeless.

Fifth, Cynthia Bartholomew represented I Have A Friend Youth Center request for \$10,000. We provide free after school homework assistance, tutoring, supervision and meals to youth ages 5-12 from the apartment complex we reside in and any Middletown youth in need of our services. Children attend from 4-7 p.m. 3 days per week to receive tutoring and homework assistance in any subject. They receive a hot meal prepared by volunteers or Board members, and also receive guidance in life or family issues up to and including meeting with their families. Extra assistance is given to families experiencing a crisis; this

includes food and clothing as well as referrals to established community services that specialize in meeting certain needs.

Patricia Murray stated that the center was doing a lot, but are the parents involved? Cynthia Bartholomew replied that if parents have concerns then we will work with their needs.

Sixth, Jason Neely represented Russell Library Job and Career Preparation for Middletown Business request for \$26,380. This project addresses Priority 1 – Jobs, Jobs, Jobs! *2010-2015 Consolidated Plan, Community Development Block Grant Program*. It provides services to prepare unemployed/underemployed city residents to find employment, stay employed, become financially literate, and learn about careers. It accomplishes this goal through:

1. Establishing in the North End Action Team office a satellite location to serve low-moderate income residents, with a special focus on reaching Spanish-speaking residents.
2. Weekly job group at the Library for job seekers to network with others and to receive advice from professionals in a variety of occupations.
3. Job and career workshops on resume and cover letter writing, job interviewing, networking, stress management, job search strategies, and career opportunities, held at the Library.
4. Practice job interviews by volunteers and employers at the Library and NEAT.
5. Individual career counseling by an experienced Job Coach at the Library and NEAT.
6. Classes in computer training skills, including online resume applications at the Library.
7. Databases and AV resources at the Library on job seeking, careers, financial and consumer literacy, family needs, and further education, with computer access from NEAT.
8. Individual and class training at the Library on jobs and careers databases: *JobNow, Learning Express: Learn-A-Test, Business and Company Resource Center, Reference USA*
9. Books and resource lists on job seeking, careers, financial and consumer literacy, family needs and further education in the Library and at NEAT.
10. Reaching residents through NEAT Outreach Workers and Spanish-speaking volunteers.
11. Conveying program information through weekly eNewsletters (Library Career and NEAT) and array of other communication.
12. Linking up with the Middlesex County Chamber of Commerce, Connecticut Department of Labor, Employment and Income Committee of the United Labor Agency, Middlesex Community College, social service agencies and employers.
13. Searching beyond CBDG funds to continue and expand the service.
14. Tracking separately Middletown residents in the program.

Seventh, Steven Eppler-Epstein represented Connecticut Legal Services request for \$7,500. In its second year, this project will continue to help low and moderate income Middletown residents who are in imminent danger of becoming homeless, through eviction or loss of housing subsidy (including public housing), enforce their rights and find housing stability. Many Middletown residents are becoming or are in danger of becoming homeless because their landlords have defaulted on their mortgages and the buildings in which these families live are being foreclosed. The entities that foreclose on these properties evict these families who then must search for affordable housing in a very tight and expensive market. These foreclosing entities also are not complying with their obligations under recently enacted federal laws that protect tenants. The Protection for Tenants at Foreclosure Act (PTFA) allows eligible tenants to live out their leases or be given at least 90 days before a foreclosing entity can start the eviction process. Because foreclosing entities are not complying with their obligations and court personnel cannot advocate on behalf of tenants or don't know about this new law, eligible PTFA tenants need legal assistance to help them enforce their rights in court. Through this project, we give priority to assisting these families in their evictions and ensuring that they can either remain in their apartments under the current lease after the foreclosure or receive an adequate amount of time and in some cases a financial settlement from the foreclosing entity, to relocate to other appropriate housing.

The primary goal of this project is to educate, empower, and represent individuals and families who are at risk of becoming homeless so that they can enforce their rights, maintain their housing and find stability. The primary objectives for this project include:

- Providing training to local agency staff who may see clients at risk of becoming homeless so that they can identify and refer them to CLS;
- Providing outreach to the target community so that they are aware of their rights and have the necessary information to contact CLS for assistance;
- Providing advice and legal representation to those members of the target community who are at risk of homelessness as a result of eviction or termination of subsidy; and
- Increasing CLS' presence and continued involvement with the agencies that serve the low-income community in Middletown so that CLS and these agencies can work together to help prevent low-income people from becoming homeless.

Grady Faulkner asked do you work with individuals or organizations? Steven Eppler-Epstein replied that it can be both, not just the individual, but we have represented tenant organizations.

Eighth, Reid Smalley represented the Middlesex Community College Transitional Career Planning request for \$24,915. Middlesex Community College shall develop a career pathway and job coaching program geared to benefit local veterans. This multi-layered project will consist of career counseling, job discovery techniques, portfolio creation and assessment, and transitional planning into job opportunities or additional training at the college. At the outset, veterans will first meet with an adjunct faculty member, and professional career counselor, to focus on their career interests, aptitudes, and personality traits. This will be administered through the Strong-Campbell Interest Inventory, Myers-Briggs Type Indicator, and individual counseling sessions. Following this initial assessment, the student will then meet with a personal portfolio assessment advisor. They will work together to develop a packet of background information on the student's life skills, educational background, employment experience, and translatable skills. This information will then be used to develop a comprehensive resume in collaboration with a job discovery coach. With a better view of their own skills, the students will reconvene as a class to focus on the analysis of today's market, informational interviews, getting the most out of their resume, networking strategies, and the importance of staying positive. Once the students have gone through this "springboard training", they will then reconvene with a job coach to identify the gaps in their resume, identify additional training opportunities that match their career goals, and enter into a capstone training program to move them into new employment. The identified educational training programs will be limited to 1-year or less through both the credit and non-credit divisions at the college. College administrators will track the student's progress through their course(s) and follow up sessions on their individual job searches will be conducted. In addition, Middlesex Community College recently established a Veterans O.A.S.I.S. Center at the Middletown campus, which stands for Operation Academic Support for Incoming Service members. This center not only demonstrates the college commitment to serving the diverse needs of returning veterans, but will provide a welcoming location for participants in this project to socialize, study and support one another. The benefit of this center also extends to family members of returning veterans, which creates a social network of emotional support that will certainly bolster the success rate of participants in this project. Veterans will receive the academic, emotional, and one-on-one support they need to seek and retain gainful employment at a living wage that is emotionally fulfilling and sustainable.

Credit certificate programs are eligible for funding through Pell Grants and the GI Bill, which provides full funding options for veterans. Non-credit programs will be supplemented through scholarship funding through this block grant and other sources of funding that can be gathered (ie: college foundation, other grants, etc.). At the current time, non-credit funding for veterans is virtually non-existent. This block grant will help to fill in this vital missing gap that can provide low-cost, high value training for veterans in their area of interest, be that on the credit or non-credit side of the college.

Donna Mitkoski asked if the College works with the Library and the Chamber of Commerce programs. Reid Smalley replied that they do work with the Library and the Chamber of Commerce programs.

Christine O'Grady asked how will it be sustained? Reid Smalley replied that the project is just for one year.

Christine O'Grady asked how many will be from Middletown? Reid Smalley replied that 60% to 70% will be Middletown residents.

Grady Faulkner asked if these participants are out of the military? Reid Smalley replied that this program is for out of service veterans.

Grady Faulkner asked is this for counseling? Reid Smalley replied that this is to guide them during their time at Middlesex Community College.

Avery Watson asked if their service benefits have expired or not eligible? Reid Smalley replied that this is for short-term educational guidance which is not covered by the GI Bill.

Avery Watson asked what jobs are available to these veterans? Reid Smalley replied that there are manufacturing jobs.

Mitchell Wynn asked what are the requirements for a client to participate? Reid Smalley replied that the main requirement is to be a veteran.

Ninth, Matt Fraulino and Jeff Pugliese represented the Middlesex Chamber of Commerce Worker Preparation program request for \$30,655. The Middletown Worker Preparation Program has been a valuable asset to the Middletown community since 1991. The primary mission of the program is to help unemployed and displaced workers in the city of Middletown to find employment.

The program's goal has always been to put the people of Middletown in the best possible position to secure employment and earn wages that will allow them to provide for their family and contribute to the fabric of the Middletown Community. We like to describe our role as being a "bridge between job seekers and employers." As a business organization, the Chamber has strong links to a wide range of employers in Middletown and the Greater-Middletown area. One of the Chamber's main functions, therefore, is to help its members as they seek to hire quality employees.

Before beginning the job search, Chamber staff members help clients to create effective resumes and prepare for job interviews while providing job coaching and employment retention training. The staff maintains consistent contact with both clients and employers to foster the best possible environment for not only placement into employment, but long-term job retention as well.

Avery Watson asked what skills are gained by a client through the program? Matt Fraulino replied that basic interview and office skills are developed, if more is needed, we would refer them to another program.

Christine O'Grady asked what the success rate of job placement was? Matt Fraulino replied that it is 50% of all clients are placed in work.

Linda Wallace commented on the need for a strategy for sustained funding.

Linda Wallace asked if Worker preparation serves veterans? Matt Fraulino replied that the program does serve veterans.

Tenth, Michael Taylor represented Nehemiah Housing North Village Condo Down Payment Assistance request for \$51,000. Nehemiah Housing Corporation, working with the City of Middletown's Redevelopment Agency, purchased seven properties on Ferry, Green and Rapallo in the North End of Middletown as part of a neighborhood revitalization plan.

In 2010, North End Homeownership developed fifteen units of homeownership housing on 47, 49 and 51 Ferry Street, 37 and 41 Green Street as well as on 47 Rapallo Avenue. Nehemiah also redeveloped a 2-unit building at 56-58 Green Street, creating a total of seventeen scattered site condominium units at seven locations. The development consisted of extensive rehabilitation and new construction of structures located in the North End of Middletown, and sales would target families whose income is between 50% and 80% of AMI. The unit mix includes three four-bedroom units, five three-bedroom units and nine two-bedroom units. Seventy-five percent of the units will be made available to first-time homebuyers.

The project historically rehabilitated a 2-family house on Green Street. The adjacent vacant property was demolished and a new 2-family home was built on the site. A third Green Street home located across from the Green Street Arts Center was renovated as well. All three of the Ferry Street properties were substandard. They were only partially occupied, and all have had repeated drug activity. One of these Ferry Street structures' (51 Ferry Street) supports were rotting out beneath it due to powder-post-beetle damage. The project has substantially rehabilitated the historic multi-family rental properties on Ferry Street.

The homes have been listed for sale, but additional incentives are needed to attract buyers to homes in this neighborhood in transition. This proposal requests \$3,000 down payment and closing costs assistance to the urban pioneers who will invest in this neighborhood.

Grady Faulkner asked are all the homes finished? Michael Taylor replied that all but one building is finished.

Grady Faulkner asked what is preventing these from selling? Michael Taylor replied the lack of a down payment and the difficulty to qualify.

Avery Watson asked if these would be sold to low and moderate income residents? Michael Taylor replied that they are being marketed to residents and only low and moderate income households qualify.

Eleventh, Kim Earles represented Gilead Community Services 169 Liberty Street request for \$61,000. Gilead Community Services purchased the residential property located at 169 Liberty Street last year. This property now provides low income housing for five residents who receive supportive case management services from Gilead Community Services. The purchase price was \$175,000. Gilead Community Services received \$25,000 in CDBG funding to put toward the down payment for this property.

Gilead Community Services now provides quality affordable housing at this property and would like to make numerous exterior improvements to the Liberty Street property. These improvements include: siding, trim, windows, porch renovations, landscaping and a paved driveway. The estimated cost of these improvements is \$77,000.

In addition, this property is located in census tract 5411, identified in the 2010-2015 Consolidated Plan as having the highest number of Middletown residents living below the poverty level and with the lowest level of education. Gilead's continual efforts to maintain their current properties in these threatened areas has been a huge help in the bigger efforts to avoid blight and improve quality of life issues for this census tract.

Gilead Community Services is well known for the quality of the properties we own because we make it a priority to reinvest in everything we own. This CDBG request will help Gilead maintain this level of investment in ongoing efforts to strengthen our neighborhoods.

Donna Mitkoski asked if Gilead approached Home Depot for any material donations? Kim Earles replied that they look every where for donations.

Linda Wallace asked if there is a sustained funding for upkeep? Kim Earles replied this is more than upkeep, but a significant improvement of the property.

Avery Watson asked who owns Gilead? Kim Earles replied that Gilead is a private non-profit.

Twelfth, Kim O'Rourke and Marie Kalita-Leary represented the Middletown Public Works, Bin de Soleil request for \$20,000. In an effort to beautify Main Street, funds would be used to purchase four solar trash compactors with attached recycling bins. These would be placed in strategic locations in the north end of Main Street to control trash and enhance recycling opportunities for folks who live in this area.

The containers fully contain trash and recycling, making Main Street cleaner and better looking. These containers will offer north end residents and those who frequent the north end opportunities to properly dispose of trash and recycle their recyclables generated on-the-go.

The City Recycling Division and the Downtown Business District will coordinate installation of the containers and a public education campaign to educate residents in this area about recycling and how to use the new containers. Public Works will maintain and empty the containers.

Thirteenth, Elizabeth Nocera represented Middletown Public Schools Hall House request for \$46,300. This project proposes to enhance and improve the Hall House building located at 425 Hunting Hill Avenue, Middletown. The entrance to the building is not accessible for individuals with disabilities to access and needs a ramp installed to address this deficiency. Additionally there is a water penetration problem in the basement that needs to be corrected to ensure a safe and healthy environment for the building occupants.

Avery Watson asked about the use of the building? Elizabeth Nocera replied that the building will be used by pregnant mothers and children up to age three, as well as office space for staff.

Richard Pelletier asked if the building was a public building? Elizabeth Nocera replied that it is a public building.

Fourteenth, Larry Curtis Owens represented Middletown United Fathers request for \$5,588.42. CDBG funds will be used to purchase 860 ft. of deer fencing to protect and to clearly mark the boundaries of the garden. Work on the project will be done under the supervision of Harold Hart, with 10 committed volunteers from our networking outreach program. Bob Rand will be project surveyor. CDBG funds will be used to purchase a 10' x 16' tool shed. Work will be done under the supervision of Harold Hart, with 10 volunteers. All work on both projects will be done as an in-kind donation.

Avery Watson asked if any classes will be offered. Larry Curtis Owens replied that there are no classes offered, but they are discussing possibilities with Middletown Vocation Agricultural program.

Fifteenth, Izzi Greenberg represented the North End Action Team Parks Improvement project request for \$10,000. The public spaces in Middletown's North End serve as recreational and community spaces that encourage physical activity and community gathering. These parks help to keep our downtown healthy and though they serve an important function, all of the North End's public spaces need improvements. Additionally, these parks offer some great activities for specific age groups (playscapes for young children, for example), but don't offer a wide enough variety of recreational opportunities. Our neighborhood is a low-income neighborhood where many families and senior citizens don't have the space or facilities to have recreation at home. There may not be back yards for gardens or playscapes. We need to create spaces that serve as the neighborhood's "back yard", and also bring families together, cultivating important social networks.

NEAT is seeking to increase the diversity of use in our public spaces and have "something for everyone". The North End Parks Improvement Project proposes to enhance local parks and gardens by adding bike racks, park benches, volleyball / eucaball posts, chess tables, garbage cans and pet waste dispensers.

According to a recent study conducted at UCLA Center for Health Policy Research, access to safe parks is important for promoting physical activity among urban adolescents, including those living in unsafe neighborhoods and in low-income families. This study found that teenagers in urban neighborhoods are more likely to be active and healthy when they have access to safe parks.

Christine O'Grady asked if garbage cans would be maintained by the Park and Recreation Department? Izzi Greenberg replied that these would be coordinated with the Park and Recreation Department.

Patricia Murray asked what would happen if NEAT only received a portion of the requested funding? Izzi Greenberg replied that we would scale back the project and possibly do it in phases.

Sixteenth, Mark Masselli represented Community Health Center request for \$25,000. Community Health Center, Inc. (CHCI) has started construction of a new, comprehensive 47,817 square foot primary care center at 675 Main Street, in the heart of the north end and at the gateway to downtown Middletown. When complete, CHCI will have the capacity to double the number of patients it can serve from 6,000 to

12,000. This new building is being built to LEEDS-silver specifications, confirming its status as achieving high standard for sustainability and energy efficiency.

This new integrated facility will be completely handicapped accessible. As part of that design, an electric lift will be installed on the main front entrance. Many of CHCI's clients have challenges with mobility and stairs are difficult, if not impossible to negotiate. The main entrance at 575 Main Street will be at street level with stairs to the lobby. This lift will enable clients who are not able to climb stairs to safely enter our main lobby.

Richard Pelletier asked why this was not included in the original planning of the building? Mark Masselli replied that this was an after thought.

Deborah Kleckoski asked why not a ramp. Mark Masselli replied that there is not enough space for a ramp, which requires one foot of length for every inch of height.

Seventeenth, Ron Klattenberg and Phil Pessina represented City of Middletown Senior Center ADA Improvements for \$100,000. The City of Middletown is acquiring 60 Durant Terrace, former St. Sebastian School, for the purposes of relocating and expanding the senior center. The school is currently not accessible for ADA requirements. The proposed improvements would be to add a structure to the south face of the building to house and elevator and rehab or construct ADA accessible bathrooms within the existing building. The estimated cost of the elevator addition is \$275,000. The estimated cost to create ADA accessible bathroom is \$75,000

Eighteenth, Michiel Wackers represented City of Middletown Remington Rand Business Incubator Improvements for \$100,000. The City of Middletown owns a former manufacturing building at 180 Johnson Street. Acquired through tax foreclosure, this 184,000 square foot facility is located in Middletown's North End and is an active brownfield remediation project.

In 2008 the City received a \$213,000 energy improvement grant to replace the windows throughout the main building. Once this project is completed, there is tremendous potential to create office incubator space.

This grant seeks to design and rehab 2,000 to 3,000 square feet that would provide space for 3 to 5 small businesses, a common conference room, a common copy center, a common restroom, replace the existing freight elevator for a passenger elevator, and make other necessary upgrades such as electrical, broadband internet, voicemail and lighting.

Tenants would be eligible based on household income or making jobs available to low and moderate income residents. Office space leases would last between 3 to 5 years, and lease terms would provide a period of free rent for the first six months to a year with rent increasing slowly thereafter until it reaches market rates. At five years tenants would graduate from the incubator space and would need to find another location to operate their business.

Seeing no more business, Linda Wallace motioned to adjourn the meeting. Richard Pelletier seconded, the motion was approved unanimously and the meeting adjourned at 8:20pm

Respectfully submitted,

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Michiel Wackers, Deputy Director of Planning, Conservation and Development