

## CITIZENS ADVISORY COMMITTEE

MINUTES

December 16, 1981

### PRESENT

M. Schmidt, V. Chairman  
G. Roccapriore  
J. Marino  
J. Botti  
C. Giuliano  
B. Adams  
L. Abbot  
M. Maroni  
W. Oliver

### ALSO PRESENT

Mayor M. Cubeta  
M. Stella  
J. Haze  
S. Beinhorn  
G. Mazzotta  
M. Masselli  
W. Kuehn

### ABSENT

M. Taylor  
J. Fraulino  
J. Reynolds  
S. Leinwand  
I. Howell  
D. Davignon  
W. Jessen

The meeting was called to order by M. Schmidt, Vice Chairman, at 5:03 p.m. in Room 208 of the Municipal Building.

### Public Session

The Vice-Chairman opened the meeting to the public session. Mayor Cubeta explained his reasons for asking the Citizens Advisory Committee to evaluate social service funding requests. He said he wishes to utilize the expertise developed over the years by the CAC. In light of Federal budget cuts, he felt that the City needs a systematic format to evaluate social service funding requests, in which case the City should be the source of last resort. He felt that the requesting agency should document other funding sources to no avail. The Mayor said that Marie Stella, Social Services Liaison, has begun to evaluate Human Service activities which are currently within the City budget, in order to develop some background information and to avoid duplication of service and funding. The Mayor advised the CAC of the need to start now to coincide with the City budget process. He said that he has the entire month of February to deal with the budget and he looked to February 22, 1982 for social service recommendations. He suggested the use of the United Way budget form be adapted for City purposes and he was looking for new and existing funded agencies to get into a uniform process. He further felt there should be a "sunset" procedure to evaluate services after the first year of operation under City funding.

B. Adams felt that there could be some conflict because the Common Council resolution stated that the CAC forward their recommendations to the Common Council rather than to the Mayor. Therein, existed the possibility that the Mayor and Council could decide upon different

agencies. G. Roccapriore said that any differences in social services between the Mayor and Council would be no greater than within any other City budget recommendations. M. Schmidt suggested that the recommendations go to both the Mayor and the Common Council at the same time. It was agreed that the potential conflict should be worked out. Upon a motion by G. Roccapriore, seconded by B. Adams, the Committee unanimously voted to close the public session.

### Minutes

Upon a motion by J. Botti, seconded by W. Oliver, the Committee unanimously voted to accept the minutes of May 20, 1981.

### Redevelopment Agency Status Report

J. Haze, Executive Director of the Redevelopment Agency, updated the Committee on the activities which have occurred during the past seven months. He said that the Agency was still working on the nearly \$8.0 million dollars made available to it in August, 1979. Most of the money has been spent on street improvement projects. Most of that work has been closed out, the only active project still going is the College/Broad Street project which is anticipated to be completed in the summer of 1982. There are still some minor items to be completed on the Loveland Street and Main Street projects.

Occupancy is expected in the old brownstone building in Middlesex Plaza in January, 1982. Buildings on College Street are expected to be occupied in April or May of 1982. J. Haze mentioned the discussions with the owners of Smith & Bishel Hardware relative to a uniform facade treatment to blend in with the Middlesex Plaza. A sum of money is still being held aside in the Mixed Use Program to partially fund those improvements. J. Haze said that the motel plans are in process. The only outstanding parcels not actively under development are the White Eagle Cafe (John Reynolds has until February, 1982 to get started) and the Doctors Medical Office Building which will be located behind the Mather-Douglas House.

### Rehabilitation Status Report

G. Mazzotta reported that under the Residential Rehabilitation Program, virtually all the money has been committed. The staff is currently working on the last two or three buildings which will be completed during January, 1982. Under the Mixed Use Program all but \$70,000 has been committed. He expressed a desire to continue the Residential Program utilizing recently appropriated funds by the Common Council.

W. Kuehn reported in behalf of Attorney M. Farbman that a parcel on Hotchkiss Street will be purchased on December 28th for a sum of \$66,000 of which \$36,000 will come from CDBG sources. The Housing Cooperative is now looking for one or two more buildings which

should utilize the last remaining funds available to them. There are now seventeen (17) units in the Housing Cooperative Program which have been rehabilitated and occupied.

#### Applications Review Committee

M. Schmidt asked for volunteers to fill the two vacancies on the ARC. B. Adams and L. Abbot offered their services to the Committee.

#### Human Services Funding

M. Stella said that she is now doing a survey of existing City budgets which fund human services and she is trying to analyze the number of clients each agency serves. She expects a narrative report to be prepared by next week to the Mayor with a brief history of each program.

After a lengthy discussion it was agreed that all funding applications for agencies which are currently funded by the City and those who wish to be funded by the City will be submitted on standard application forms no later than January 15, 1982. In that way, the materials can be xeroxed and presented to the CAC at their January 20th meeting. It was agreed that M. Stella should advertise through the media and through the Inter-agency Council the availability of the forms. The decision to have a subcommittee screen the applications will be left to the next meeting after the work load is determined. Staff was asked to send out a sample of the funding application form with next month's CAC mailing. M. Stella said that State mandated agencies will not have to apply for funding.

#### Residential Rehabilitation Administration

The Committee was referred to correspondence dated December 11, 1981 from Reverend Michael Fox wherein GMCC offered to administer Residential Rehabilitation funds for a fee of \$750.00 per case. In response to a question by C. Giuliano, G. Mazzotta explained the application procedure which involved the taking in of information from the applicants, the evaluation of personal financial data, the preliminary property inspection, the preparation of worksheets for the Application Review Committee, the preparation of bid documents and advertising for the contractors, the closing arrangements, the inspection during construction and, lastly, the final closing after construction. After discussion and upon a motion by W. Oliver, seconded by C. Giuliano, the Committee unanimously voted to authorize the preparation of a contract with GMCC to administer Residential Rehabilitation funds on the basis of \$750.00 per case subject to the availability of funds with the Citizens Advisory Committee given the authority to approve all bills.

W. Kuehn advised the Committee that the Mixed Use Program Administration funds were depleted, largely, because of an extremely high number of cases where the staff met with applicants, prepared the bid documents, had architectural renderings prepared and then the applicant withdrew from the program. There are eleven (11) documented cases of this nature. W. Kuehn said that he would prepare recommendations for the next meeting to off-set this drain on the administration fees.

#### Small Cities Program

W. Kuehn advised the CAC on the activities of the Small Cities Policy Advisory Committee, a fifteen member board of which the Mayor is a member. He said that the recommendations to the Department of Housing were generally in an effort to simplify the program given the uncertainties of future funding. W. Kuehn advised that the Policy Advisory Committee would probably wrap up its activities in February after which time there would be public hearings on proposed community development statements by the Department of Housing which have to be submitted to HUD for approval. Applications would probably be requested in April or May, evaluated during the summer months by the Department of Housing and funds offered to communities in July or August. He said that some of the simplified procedures might include the elimination of a three year funding commitment, the elimination of a preapplication process, the narrowing of eligible activities and the simplification of the rating and ranking process. W. Kuehn said that approximately \$6.0 million dollars will be available for all communities under 50,000 population in the State of Connecticut and this could lead to a very competitive process.

There being no further business to come before the Committee, the meeting was adjourned at approximately 6:40 p.m.

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William M. Kuehn, Jr.

WMK/bds