
**City of Middletown
Applications Review Committee**

Minutes

August 20, 2003

Present

L. Wallace, Chair
A. Marino
B. Plum

Absent

Also Present
D. Bradley

L. Wallace called the meeting to order at 4:02 p.m.

D. Bradley made a presentation to the committee about the goals of the Residential Rehabilitation, Down Payment Assistance, and Neighborhood Rebuilder's programs. It was suggested that a more holistic approach be established in order to best facilitate the needs of the community. In order to do this successfully, a more proactive approach must be taken in administering these programs. The Residential Rehabilitation Program must be marketed more aggressively and should be used in conjunction with the Down Payment Assistance and Neighborhood Rebuilder's programs. The committee was made aware of a newly recovered loan tracking system that is being updated as an inventory of all loan files is completed. A. Marino requested a tally be made available to the committee regarding the number of Indefinite Deferred loans that are still active, when that is determined. D. Bradley went on to inform the committee that a new neighborhood sweep was being completed in order to identify, prioritize and target the neighborhoods and homes in most desperate need of rehabilitation. D. Bradley discussed they need to meet with representatives of other communities with similar programs, such as Manchester and New Britain, to discuss their strategies and to meet with community groups, realtors and investors in Middletown to make them aware of the availability of funds. D. Bradley made a proposal to the committee and requested a formal motion to increase the hours dedicated to the administration of the Residential Rehabilitation program from 20 hours a week to 35 hours a week, and to formally assume the consulting responsibilities of the Down Payment Assistance and Neighborhood Rebuilder's for the city. A discussion ensued about whether money from the revolving fund could be used for consulting fees. D. Bradley noted that the previous consultant, H.R.I., had been paid from the Residential Rehabilitation fund. L. Wallace made a motion for D. Bradley to move forward with this request by presenting A.R.C. with an outline of the Service Agreement that would be used. It was discussed that a Special Meeting should convene on 9/3/03 to further discuss this issue.

Additionally, the committee was presented with the 2003 Blighted Properties List that was released by John Parker, the city's Chief Building Inspector. This fund should be earmarked for the demolition of these structures in a strategic order starting with a city owned property located at 35 Green Street and the old Marino's Restaurant.

D. Bradley presented the committee with the application of Walter Dunham & Anthony LaPila to the Residential Rehabilitation Fund for replacement roofs located at 278-280 South Main Street and 2 Windward Avenue at a cost of \$6,700 and \$2,175 respectively. The loan amount representing a 50/50 cost split between the applicant and the City, which is consistent with the Investor Owned Residential Property Loan Plan. A. Marino pointed out that although there were two applications before the committee, the same income was being considered for the loan. After doing a calculation of the income, expense and debt ratio it was apparent that further supporting documentation would be needed to determine whether the applicants could afford an added

monthly expense. A. Marino made a motion to table the application. B. Plum seconded the motion.

L. Wallace made a motion to adjourn at 5:43 p.m. A. Marino seconded.

Respectfully submitted,

Denise Bradley