

Minutes of Meeting
September 12, 2008
Community Development Block Grant
Advisory Committee

Chairman, James Allen, called the meeting to order at 9:30 a.m. Also present were: Herb Chaffee, Bruce Clarke, Donna Neylon, Bill Scanlan and Arthur Jay.

Minutes of Last Meeting:

Mr. Chaffee moved to approve the minutes of the last meeting, August 6, 2008; Mr. Clarke seconded; so voted; so voted.

Housing Rehabilitation (re-hab) and Adult Education:

Mr. Allen announced that this grant, administered by Pioneer Valley Planning Commission had again been funded. Mr. Dunphy, Mr. Hills, and Ms. Foley had attended the August 26, 2008 meeting of the Board of Selectmen to help to spread the word about the grant and what it can do for the Brookfield residents.

2007 Infrastructure Grant Application (River, Common, Lincoln Streets):

Mr. Allen reviewed this project which has been successfully completed except for the asphalt which is expected to be placed by the end of September.

Next Project/Project Administrator:

The two projects that were discussed as possible next projects were:

- 1) Reapply for the project that was recently denied (Lincoln Street, Lincoln Street Extension, Draper Street, High Street), and
- 2) Barrier removal at the Town Hall.

Because the infrastructure project could be ready the quickest and the plans for the Town Hall project are outdated, it was agreed to proceed with the infrastructure project: Mr. Clarke moved; Mr. Chaffee seconded; so voted.

Ms. Neylon moved to hire Mr. Scanlan to write the infrastructure grant and to pay him from the Project Income Account; Mr. Clarke seconded; so voted.

Mr. Scanlan explained that if the cost of the grant writing was \$5,000 or under, it would not have to follow the procurement process and it could be paid reimbursed from the grant but grant administration (unless the Town hired CMRPC) would have to follow the procurement process. He will only charge \$3,000 for his grant writing services.

Mr. Allen will take the Committee's vote to hire Mr. Scanlan to the Selectmen for their approval.

It was agreed that the income survey done for the last application is still current and can be used again.

There was some discussion of adding other streets to this project as Central Street doesn't fit the income criteria. Howard and Green were mentioned. No vote was taken.

Town Hall Barrier Removal Project:

It was agreed that the old plans would have to be updated before this could be a CDBG application. There are old plans (1999/2000) from Chenot and a slightly more recent project concept drawing done by J. Steward Roberts on file.

CDBG money has already been used for the grant design plans that are outdated but the Town can use the Program Income Account to fund new plans. Mr. Scanlan estimated this should cost between \$20,000 and \$25,000. This will need to be approved by the Selectmen also.

The Town Hall project will need significant funding from the townspeople because only the part of the project directly involved with barrier removal will be allowed (widening doorways, one handicap accessible bathroom, elevator, etc.). Anything else involving general government will not be allowed (creating office space, electrical work, etc.). The elevator will only be covered if it goes to floors that are handicap accessible.

Mr. Clarke suggested just making one floor of the Town Hall handicapped accessible at a time. If the committee does this, it may not be able to get CDBG money for the other stages of the project.

It was agreed that a committee of Town Hall workers and other interested persons should be formed to look at the old plans and compare them with today's needs. Mr. Allen will also present this to the Selectmen at their September 23rd meeting.

Community Development Strategy (CDS):

It was agreed that each would work on updating the CDS and this would be addressed at the next meeting.

Other:

Discussion: Should there be a zoning by-law to force new developers to make a certain percentage of their proposed development Chapter 40B compliant? All members agreed and requested the Selectmen to write such a letter to the Planning Board so that this can be on the very next Special Town Meeting.

New Member:

Mr. Jay expressed an interest in joining the committee. Mr. Allen will request the appointment at the next Selectmen's meeting.

Mr. Chaffee moved to adjourn the meeting at 11:46 a.m.; Mr. Clarke seconded; so voted.

Respectfully submitted,
Donna L. Neylon