

CDBG Advisory Committee
Minutes of
July 7, 2009

Present:

Members; Jim Allen, Herb Chaffee, Bruce Clarke, Art Jay

Others: Bill Scanlan, Lucinda Thompson

Mr. Allen called the meeting to order at 10:05 AM in the Banquet Room of the Town Hall.

Committee Reorganization

Herb Chaffee moved to maintain the same slate of officers for the upcoming year; Bruce Clarke seconded; so voted.

Equalized Valuation

Jim asked Bill if the town's rating of 294 out of 351 would affect the town's ability to get grants. Bill explained that since 1 is the high end of the rating and 351 is the low end Brookfield should not be in a bad position. Bill also stated that Brookfield's 20% increase in property values might not be beneficial. Most of the committee questioned the 20% and Jim stated that he would talk with the assessors to try and get a better understanding of the number.

FY08 Project- Common St., Lincoln St. and Lincoln St. Ext

Bill stated that the state is proposing to fund towns that were not funded with their grant requests in 2008. He expects that the town should hear from HUD approximately August 1, 2009 with a grant award of \$661,000. From the date that the town receives confirmation of the grant award we will have 120 days to get a contract signed. Discussion followed about the grant administrator portion of the project and whether the committee felt that they would want to continue with the representative of CMRPC. A poll of the committee showed that Bruce, Herb, Donna, and Jim were not in favor of continuing with CMRPC. Herb made a motion to prepare a Request for Qualifications (RFQ) for a grant administrator subject to the town receiving grant funds. Bruce seconded; voted unanimously. Bill stated that he would send a draft of an RFQ to Donna for the town's use. A discussion followed regarding the \$72,000 included in the grant proposal for construction design and oversight. Bruce stated that Stantec has already prepared bid ready plans for a portion of the project. Bill suggested that the town could negotiate with Stantec on an amount for the remaining work that needs to be done. Bruce questioned what could be done with any money left over from the project. Bill stated that the states first priority would be Housing Rehabilitation followed by Infrastructure Improvements. Bruce moved that the committee send an invitation to the selectmen to walk Common St., Lincoln St. and Lincoln St. Ext. and provide their input and ideas for the project. Herb seconded; so voted.

Minutes January 13 and January 15, 2009

Bruce Clarke moved to accept the minutes. Herb seconded; so voted

FY2010 Grant Application

The next application is due in February. The committee discussed prioritizing which of the following projects they should apply to fund.

Town Hall Barrier Removal Work – renovations to the existing bathroom and first floor and installation of an elevator.

Funding for the design of work to be done at the Town Hall.

Expansion of the cemetery with an additional park area along the old route 9.

Mill St. – 1200' of water main from Kimball St. to the Highway Garage

Funding to clean up a contaminated business site on route 9

Low Income Housing- renovation of town owned properties for potential sale with a deed restriction to low or moderate income residents.

The committee felt that the next priority should be to apply for funding for the Town Hall Barrier removal Work. Bill felt that funding for the Low Income Housing renovations could also be applied for in the same grant cycle. Bill suggested that the town identify the properties in need of renovation and contact PVPC for a courtesy review and an estimate of rehabilitation costs.

The meeting was adjourned at 11:45 AM following the appropriate motion by Bruce Clarke seconded by Herb Chaffee; so voted.

Respectfully submitted,

Lucinda S. Thompson