

CDBG Advisory Committee
Meeting
August 25, 2009

Present:

Members: James Allen, Herbert Chaffee, Bruce Clarke, Arthur Jay, Lucinda Thompson, Donna Neylon, and Robert (Bob) Mellstrom of Stantec

Chairman Jim Allen called the meeting to order at 9:00 am.

Minutes: Bruce Clarke moved to approve the minutes of July 7, 2009; Herb Chaffee seconded; so voted.

New CDBG Project:

Scope:

The Town has received official notice of a CDBG-R grant award of \$661,000 but there was a question as to the scope of the project, i.e. did the project include Draper & High Street or not. An e-mail was received from Mark Southard, Deputy Community Development Manager, DHCD who explained that the project DOES NOT include Draper & High Streets, just Common and Lincoln Streets.

Bob Mellstrom explained that he thought that the Draper/High part of the project did not get enough points thus causing the denial of the FY09 application.

Bruce Clark said that he had spoken with the town's program representative at DHCD who explained that the \$661,000 grant was not for either the FY08 or the FY09 application, it was "simply attached (to a project) to get the wheels rolling".

Members discussed including Draper/High as an "add alternate" and Bruce Clarke will ask Mark Southard if this is allowed.

Engineering:

Bob Mellstrom and the committee agreed that we need to get started on this project as soon as possible. Bob explained that the first step would be for him to hire a surveying firm and this would cost about \$4,000. The surveying project would take about three weeks.

Bruce will call Alison Haight, our Program Representative, to find out if we can use Program Income funds for this project so that we can get underway.

Bob indicated that all of the CDBG-R projects could be ready to go out to bid about the same time and we should be try to go to bid first, if at all possible as this could be price advantageous.

Next Steps:

- 1) complete site survey, ASAP.
- 2) Stantec will complete the design, plans and contract documents
- 3) Advertise for bids (takes about 4 weeks)
- 4) Open bids, notice of award, execute contract (takes about 3 weeks)

Stantec needs from Brookfield:

- 1) tie cards (information cards)
- 2) the intent of the project (i.e. Common & Lincoln only or include Draper/High)
- 3) Execute Stantec's project or a portion of it ASAP.

Bruce moved to request that the Selectmen authorize Stantec to proceed with the survey, authorizing use of Program Income Account or other funds designated by the Selectmen, if necessary; Herb seconded; so voted.

Other:

Bob told the Committee that there are some new rules that they and the grant administrator will have to deal with on this grant; one being "buy American" which could affect the final costs.

Bob wants the committee to walk the job site with him once the survey is completed.

Administrative services:

The Selectmen asked the Committee to consider the possibility of hiring someone as a town employee who would perform grant writing and grant management services. The Committee agreed that this would be ideal, however they didn't believe that there was enough time to go through the procedure (Personnel Board, Town Meeting, etc.) to have this in effect in time for this particular grant. The Committee was not adverse to the idea though and is willing to discuss it at a later date, if the Selectmen wish.

Donna Neylon moved to proceed with the RFQ and review hiring of a town consultant in the future; Cindy Thompson seconded; so voted.

The Committee proceeded to work on the RFQ (Request for Qualifications) to select someone to administer the grant.

General consensus:

- a) The fee would be negotiated.
- b) Experience working with Brookfield would be advantageous.
- c) Wants to meet and interview the person from company/agency who would work with Brookfield.
- d) Include Draper & High Street as an "add alternate" unless we are told that we cannot do that.
- e) Ask Town Counsel if this RFQ allows us to hire the same person(s) to administer other grants.
Bruce moved to request the Selectmen allow the Committee to run both the finalized RFQ and Contract past Town Counsel; Herb seconded; so voted.
- f) Include language throughout the RFQ that would indicate the Town must know the name, title, qualifications of the person who we would be dealing with and be able to interview said person.
- g) A monthly, itemized invoice will be requested.

- h) A clause will be added regarding ACCOUNTABILITY, i.e. that the books will be closed within three months of the completion of the project unless the Town gives an extension.

Donna will request of the Selectmen that they allow her to submit the updated RFQ and Contract to the Town Counsel for their immediate review. Once this is received, she will establish the necessary dates (advertising, walk through for prospective bidders, bid opening, etc.)

Other CDBG Projects:

Donna said that there was a distinct possibility that the Town Hall Barrier Removal Committee (THBR) would not have final plans ready for the February 2010 grant application deadline. She explained that a Special Town Meeting is needed to request funding for Final Plans, time will be needed to draw up the final plans.

The committee discussed other options:

- a) sidewalk on route 9 – this was determined not to be an option because Route 9 is a state highway.
- b) Main Street – water, drainage upgrade
- c) Youth Center (similar to West Warren's?)
- d) Green Street – water, drainage upgrade
- e) 40B housing project
- f) Help the Housing Authority by upgrading the Hayden Avenue property that it owns
- g) Something with the Keaton property, i.e. septic on Lewis Field?
- h) Finney's Route 9 property – this was determined to be a Brownfield's project not a CDBG project.

Committee members agreed to hold off a little longer, leaving the THBR project as first place and listing (b), (c), and (d) above as possible alternates.

At 12:04 pm, Bruce Clarke moved to adjourn the meeting; Herb Chaffee seconded; so voted.

Respectfully submitted,
Donna L. Neylon, Secretary