

**Citizen Advisory Committee (CAC) Meeting
January 26, 2010
Minutes of Meeting**

I. Call to Order

A meeting of the Citizen Advisory Committee (CAC) was held on Tuesday, January 26, 2010 at 6:00 p.m. at the WDC at 24 Leavenworth Street, Waterbury, Connecticut. The meeting was called to order at 6:06 p.m. A quorum was present.

CAC Members Present: Chairperson Ede Reynolds, Michael Colucci, William DeMaida, Joe Geary, George Pettinico, Anne Phelan, Joann Reynolds-Balanda, Jeff Rouleau, Rick Roy, Ray Work.

CAC Members Absent: Belinda Arce, Wilfredo Erba, Patrick Ridenhour, Jim Whitney

WDC Staff Present: Diane Toolan, Geoff Green, Casey Lawlor, Marlyn Henry

II. Approval of Minutes of November 17, 2009 Meeting

Motion was made by Ms. Reynolds and seconded by Mr. Colucci to approve the Meeting Minutes from the November 17, 2009 meeting. Motion approved unanimously.

Ms. Toolan informed the Committee that Mr. Green had been promoted to the Community Planning and Development Coordinator for WDC. She also introduced two new WDC Staff Members, Ms. Casey Lawlor, Community Development Program Specialist and Ms. Marlyn Henry, Monitoring and Evaluation Specialist.

Mr. Cicero Booker has just been named to the Citizen Advisory Committee (CAC). No formal announcement has been made yet but he needs to be added to the contact list and informed of the next meeting.

III. Citizen Participation Plan Revision Update

The Citizen Participation Plan went before the Board of Aldermen on November 23, 2009, and was approved.

IV. Discussion of Proposed By-Laws Changes

This item will remain open and on the agenda until Legal Counsel can review and approve the changes as necessary and appropriate; and confirm that the language in the Citizen Participation Plan is compatible with the By-Laws.

V. Special Amendment Update

Ms. Toolan provided an update and noted that the reprogramming of the funds from the St. Anne's Undercroft project, as well as others that were unable to move forward, will be combined with the upcoming CD Yr 36 process.

VI. Program Updates: (CDBG, ESG, CDBG-R, HPRP & NSP)

CDBG /ESG – Social Service Agencies.

Mr. Green gave an update and indicated that most of the contracts have been executed. Only a few minor items are holding up the remaining contracts. All projects have closed down for the winter and will start up again in the spring. He also indicated that with regard to Timeliness we are currently at around 2.1. We need to be at 1.5 by August 1, 2010.

CDBG-R

Ms. Toolan gave an update on CDBG-R and indicated that she is working on getting all contracts executed. There is concern on the part of one subgrantee that they will not be able to generate the jobs they originally projected.

HPRP

Ms. Toolan explained the HPRP program and that it not for the chronically homeless – it is a quick stimulus housing program to meet emergency situations. Reporting is difficult, lengthy and is not unique to Waterbury. She further explained the protocol for deciding where people should go and that situations can be handled on a case by case basis. St. Vincent DePaul has seen an increase in the number of families needing assistance. Ms. Reynolds-Balanda commented there is quite a backlog of people needing help and that sometimes it seems people are penalized for working.

NSP

Mr. Green informed the Committee that Waterbury is still ahead as far as other NSP towns for committing dollars and projects.

NSP-2

It was just announced and the Northeast, for the most part, was shut out of funding. The collaborative put together by the State was not successful. A non-profit in New Haven received a small amount, approximately \$231,000.

NSP-3 It is uncertain at this point whether there will be a funding round.

There is the potential that Waterbury may be able to get funding from other towns that cannot spend funds quickly enough from the NSP-1 round; although there is no further information on that process at this point.

VII. CD 36 Year Progress

Ms. Toolan noted that HUD has no official allocation at this point; although we have been told unofficially to expect a 7% increase from last year's allocation.

Chairwoman Reynolds discussed the following items:

- Vacancies – 2 empty seats to be filled on CAC.
- Mr. Geary indicated he had met with a young man recently who was very interested in becoming involved.
- CAC needs to vote on a Secretary.
- Need to develop a schedule for all meetings. (WDC new staffing is working on this)
- Reminders for all future meetings need to be sent out one week prior to each meeting.
- A Process for Public Hearings needs to be addressed.
- Discussion followed on the process that was followed last year and that the proposed calendar for CD YR 36 will be developed shortly.

VIII. Adjournment

On a motion by Ms. Phelan and seconded by Mr. Work, it was unanimously approved to adjourn the meeting at 6:47 p.m.

Respectfully Submitted,
Marlyn E. Henry
Evaluation & Monitoring Specialist
Waterbury Development Corporation