

**Economic & Community Development Department
CDBG Policy Committee Meeting**

Thursday, July 27, 2023 at 4:00 PM

City Hall East Conference Room 1

ATTENDEES: Chairman Howard Schmelder, Commissioners Tom Hick and Mike Massarelli
ABSENT: Mayor Jeffrey Caggiano
STAFF PRESENT: Dr. Dawn Leger, Grants Administrator, Justin Malley, ECD Executive Director,
David Sgro, Housing and Project Director, and Sharon Arsego, Recording Secretary
GUESTS: Atty. Jeffrey Steeg, Assistant Corporation Council for the City of Bristol

AGENDA

- I. Call to Order
The meeting was called to order by Chairman Schmelder at 4:05pm. There was no flag present to allow for the reciting the pledge.
- II. Approval of minutes of the Special Meeting of March 6, 2023
Chairman Schmelder called for a motion to approve the minutes from the Special Meeting of March 6, 2023. Commissioner Massarelli made the motion which was seconded by Chairman Schmelder. No corrections or changes to the minutes were noted, all were favor, and the minutes were accepted into the record.
- III. Allow for any public comment on agenda items.
There was no public comment
- IV. Discussion of proposed changes to CDBG Policy on Residential Rehabilitation, including:
 - a. Consideration of increasing award ceiling for projects involving lead paint remediation

Dr. Dawn Leger advised the Committee about the increase in the presence of lead paint in homes that have been through the Residential Rehabilitation program. The question was posed whether or not to raise the grant award limit when a residential rehabilitation project includes the presence of lead paint. It was noted that the Department has an obligation to report the lead paint, especially when there are children six years of age and younger in the home.

Discussion followed and included exercising due diligence, a review of the current grant limit, and the current process for reporting and addressing lead paint when made aware of its presence. The Committee agreed that the ECD and CDBG would come back with revised grant language for the Committee's review and approval.

- b. Revision of contractor selection procedures, including a change to the assignment of awards and payment protocol.

Dr. Dawn Leger reviewed the current process of contractor selection, award assignment and payment. The department would like to streamline the process, effectively taking on the steps currently completed by the homeowner. This would allow the program to be more efficient.

Discussion followed and included moving away from two party checks for the grant payments towards one check to the contractor upon ECD staff verified completion of the work. The Committee agreed that the ECD and CDBG would submit the Residential Rehabilitation grant contract to Atty. Jeffrey Steeg for his review and possible updates to the grant language. The Committee agreed that a more streamlined process would be better for all parties, especially homeowners.

V. Motion to adjourn.

Chairman Schmelder request a motion to adjourn. Commissioner Hick made the motion which was seconded by Commissioner Massarelli. All were in favor and the meeting adjourned at 4:50pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary