

Economic & Community Development Department
CDBG Policy Committee Meeting

September 13, 2023 at 5:00 PM
CHE Conference Room A and on Zoom

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, and Sharon Arsego, Recording Secretary
GUESTS: Morgan Urgo, Executive Director – New England Carousel Museum

AGENDA

- I. Call to Order
The meeting was called to order by Chairman Schmelder at 5:05pm. There was no flag present to allow for the reciting the pledge. There was no public present for Public Participation.
- II. Approval of minutes of the Special Meeting of July 27, 2023
Chairman Schmelder called for a motion to approve the minutes from the Special Meeting of July 27, 2023. Commissioner Hick made the motion which was seconded by Commissioner Massarelli. No corrections or changes to the minutes were noted, all were favor, and the minutes were accepted into the record.
- III. Discussion of proposed changes to approved CDBG Year 48 Grant Application by New England Carousel Museum, per request from Executive Director Morgan Urgo.

Ms. Urgo thanked the Committee for extending their grant funding use deadline when requested earlier this year. That time was needed to help the museum secure bids in the original scope of the work requested and for the amount of the grant award. Unfortunately, the museum remains unable to find a contractor or a bid in scope. They completed the original work needed and used none of the grant funds, and now a new issue with the handicap parking space has come up. Ms. Urgo asked the Committee if the previously awarded grant funding could be reallocated to correct the new ADA issue vs. the original one that the grant was awarded for.

After a detailed discussion, the Committee concluded that the new project falls outside the scope of the original request. As a result, the grant funding will need to be returned to the CDBG. Justin Malley suggested a formal letter from Ms. Urgo on behalf of the museum stating the return of the grant funds. The Committee wanted it known that the return of the funds was through no fault of the museum or Ms. Urgo, and would present

this update to the ECD Board at their Regular Board Meeting in October. Ms. Urgo agreed to submit the letter.

IV. 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 5:25pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary