

**Community Development Advisory Committee
(CDAC) Meeting Minutes
Thursday May 22, 2025 - 5:30 PM
Lower-Level Conference Room 23 Union Street Norwich, CT 06360**

Members Present: Angela Duhaime, Gemma Fabris, Valerie Gambrell and Mark Marcy

Members Absent: N/A

Others Present: Staff: Sandra Gaitan-Brown and City Accountant Sandy Kuchta

1. The CDAC was called to order at 5:34 pm.
2. Approval of Minutes
Upon motion made by Mark Marcy, seconded by Angela Duhaime, the committee voted to approve the previous meeting minutes; motion carried unanimously.
3. CDBG Reprogramming
An amendment to the previously approved allocation was needed.
Sandra explained that the resolution that was on the agenda to go to the City Council was pulled back. This was due to insufficient funding being available to reallocate. A total of \$170,000.00 is needed for property rehab for projects already in the field for this program year. Sandra proposed the following: Part of the funds previously proposed to be reallocated were from previous years unspent Community Development Property Rehab Program dollars. However, some of those funds are needed to complete Property Rehab projects for the current program year. The Community Development proposal is to retain those funds in-house by withdrawing the two applications, Radon and Matching Funds, previously presented by Community Development Office, and a portion of Public Works proposed funding.

Discussion followed. The City Accountant stated she had worked with Sandra on the calculation of the shortfall and the recommended changes.

Gemma suggested using TEAMS to meet when a situation like this arises, as this would allow us to pivot quickly and make these meetings easy for everyone. The CDAC unanimously agreed with this suggestion.

Upon motion by Gemma Fabris, seconded by Mark Marcy, the committee voted to accept the changes as presented; motion carried unanimously.

The CDAC Committee voted to revise the Reprogramming funding (2018-2023) recommendation as follows:

CDBG Reprograming (2024-2025)		REVISED FUNDING	REVISED FUNDING
Available	\$ 700,000.00	\$ 819,000.00	\$ 649,000.00
	Request	CDAC Recommendation	CDAC Recommendation
Non-Public Services			
Norwich Housing Authority-JFK Heights II Boiler Replacement Phase I	\$ 225,000.00	\$ 225,000.00	\$ 225,000.00
Norwich Public Works -Taftville Sidewalk Revitalization	\$ 415,320.00	\$ 237,000.00	\$ 193,000.00
Norwich Planning & Neighborhood Services Demolition for Blight Remediation	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
Eastern Connecticut Housing Opportunities-Norwich Improvements	\$ 200,000.00	\$ 141,000.00	\$ 141,000.00
Norwich Community Development-Radon Testing and Remediation	\$ 60,000.00	\$ 45,000.00	\$ -
Norwich Community Development-Lead Paint Control Matching Funds	\$ 81,000.00	\$ 81,000.00	\$ -
Thames River Community Services-Climate Control & Energy Efficiency Syst.	\$ 139,380.00	\$ -	\$ -
Total Public Services	\$ 1,210,700.00	\$ 819,000.00	\$ 649,000.00

4. PY51 Updated

Sandra presented the CDBG PY51 allocation of \$838,095. As a result, the CDAC resumed the deliberations of PY51 allocations. Mark stated that CDAC has always been a big supporter of Norwich Housing Authority and has always recommended full funding, however these are tough times. Mark added that due to the need for property rehabilitation, he would support fully funding the Property Rehab Program. Gemma stated that the people living at JFK Heights need that boiler and they are low-income people. Mark agreed and added that the Housing Authority clientele are very low income and elderly. Angela stated that based on this, the Sidewalks were not a priority and if Property Rehab Program is fully funded then NHA will be reduced to \$203,476.00. Angela stated that she felt that Property Rehab should be fully funded. Gemma agreed and Mark stated that he would go along with that. Valerie asked if NHA doesn't receive all requested funding, would they be able to do the work. Angela responded that nothing prohibits them from finding other sources of funding.

The CDAC committee voted to allocate the \$838,095.00 in funding for Program Year 51 (2025-2026) as follows:

CDBG Requests - PY51 (2025-2026)				
	Actual PY 2025 Allocation	\$ 838,095.00		
	Total Anticipated Funding for PY51	\$ 838,095.00		
		PY51 Request	CDAC Recommendation	Council Recommendation
1	CD Office - Administration (20% of Grant Funds)	\$ 169,000.00	\$ 167,619.00	
	Anticipated Return of Loan Admin	\$ 33,000.00	\$ 29,421.47	
	Total Projected Admin Expenditures	\$ 202,000.00	\$ 197,040.47	
	Public Services			
2	Children in Placement - Guardian ad Litem (GAL)	\$ 30,000.00	\$ 22,500.00	
3	Human Services - Norwich Works	\$ 70,000.00	\$ 30,000.00	
4	Human Services - Norwich Housing Assistance	\$ 35,000.00	\$ 35,000.00	
5	Martin House- Housing Advocacy and Placement	\$ 25,000.00	\$ 20,000.00	
6	Madonna Place COPE	\$ 15,000.00	\$ 10,000.00	
7	Human Services - Gemma E. Moran United Way Food Drop at Rose Senior Center	\$ 30,000.00	\$ 25,000.00	
8	Rose City Learning Center	\$ 35,000.00	\$ 24,500.00	
9	Norwich Police Department - Policing E-Bike P	\$ 30,000.00	\$ -	
10	TVCCA	\$ 20,000.00	\$ 15,000.00	
11	Thames River Community- Employment Support P	\$ 25,000.00	\$ 20,000.00	
12	Safe Futures-Norwich Domestic Violence	\$ 15,000.00	\$ 15,000.00	
	Total Public Services	\$ 330,000.00	\$ 217,000.00	
	Non-Public Services			
13	NHA JFK Heights Phase II Boiler Replacement	\$ 225,000.00	\$ 203,476.00	
14	Norwich Public Works - Norwich Ave. Sidewalks	\$ 506,231.40	\$ -	
15	CD Property Rehabilitation	\$ 250,000.00	\$ 250,000.00	
	Total Non-Public Services	\$ 981,231.40	\$ 453,476.00	
	TOTALS			
	Public Service	\$ 330,000.00	\$ 217,000.00	
	Non-Public Service	\$ 981,231.40	\$ 453,476.00	
	CD Administration	\$ 169,000.00	\$ 167,619.00	

Motion was made by Mark Marcy, seconded by Angela Duhaime, to recommend the approved funding for PY51 as presented to the City Council for final approval. Motion passed unanimously.

5. Adjournment

Motion was made by Mark Marcy and second by Gemma Fabris to adjourn the meeting at 6:17 pm. Motion carried unanimously.

Respectfully submitted,

Sandra Gaitan-Brown

Community Development Program Assistant