

Town of Hamden  
**COMMUNITY DEVELOPMENT ADVISORY COMMISSION**

Minutes of the Regular Meeting

**Wednesday, March 8, 2023**

6:30 p.m.

Via Zoom/Telephonically

(To view the recording, please click the following link and observe the instructions when/if prompted.)

Meeting Recording:

<https://us06web.zoom.us/rec/share/JfgPtjxIVmYEFWeFtiIX1P60UvE0oij-GV6lmKkVaO0q3PURftMIR207-ULdeCjO.f2SeENXvg7Hsl-9j>

Passcode: &FSrv7ke

1. Call to Order/Roll Call: The chair, Mr. Courtney, opened the meeting at 6:36 p.m. He then conducted a roll call and noted there is a quorum present.

Attendance: Michael Brooks, Brian Courtney, Jameke Jefferies, Michael Johnson, and Thomas Whitbread

Absent: Candace Birks and Joyce Blandon

Others in Attendance: Karen Bivens, Carol Hazen, and Patrice LeMoine

2. Comments from the Public: no one from the public was present.  
Mr. Courtney shared with everyone the Commission's new email address, and soon we will use this account for future communication. The address is HBC\_CommDevAdvisory@Hamden.com.
3. Approval of the Minutes: Mr. Courtney requested a motion to approve the January minutes. Mr. Johnson motioned to approve the minutes of the January 11, 2023 meeting as presented. Mr. Whitbread seconded the motion and the motion passed unanimously.
4. Old Business: Nothing to present.
5. New Business: Ms. Hazen was asked to present the following reports and updates.
  - a. FY2023 (FY49) Draft Annual Action Plan – Ms. Hazen provided an update regarding the recent HUD evaluation and the new plan going forward. In order to meet HUD's checklist, rules for distribution of funding, and be compliant, we will have a challenge to accommodate the small organization in the community. This year we will hold a workshop for future applicants to attend prior to submitting a request for funding.

Currently, HUD is approving the Town of Hamden \$447,883. Ms. Hazen then explained the steps that are required by HUD and that the Town will administer a final policy prior to the CDCAC holding interviews with the applicants for funding. The total funds allotted for public service agencies is \$116,000 (approximately). The public notice will be posted in the

various newspapers and on the Town's website, which will include the minimum and maximum of funding that may be allowed per applicant. Also note, there is a 30-day public comment opportunity and this timeframe will begin April 3 and end May 5. The public comment session will be on April 5 at the Keefe Community Center. Ms. Hazen will provide a schedule to the Commissioners at a later time. The CDCAC will have to hold interviews and formal recommendations April 11, April 12 and no later than May 3 (or May 10). From this date, the final approval of allocation of funding will go before the Legislative Council by June 5 and June 20 for formal approval before going to HUD. Ms. Hazen noted that the Town may contract Karen Parrish for her consulting services to draft a new public service plan.

At 7:05 p.m. Ms. Bivens withdrew from the meeting.

- b. FY2022 (FY48) Update on HUD approval – The FY48 is for the period from July 1, 2022 to June 30, 2023. The HUD award letter provided to the Town accepted our formula and action plan; however, we did not meet the public notice and guidelines deadline. So we submitted the public notice as directed by HUD and received a verbal approval, while written confirmation is forthcoming.
  - c. Update on CDBG-CV Cares Act Funding Amendment - \$642,331 – Ms. Hazen reminded the Commissioners that she, Ms. Bivens, Mr. E. Johnson from Finance, and Ms. S. Regan worked to put the numbers together for COVID fund and we confirmed the new allocation to the organizations in our community, and we are committed to distribute these funds by September 2023. As mentioned before this information was presented at the December CDCAC meeting.
  - d. Request volunteers for the Boards and Commissions Fair on Saturday, March 11, 2023 from 11:00 a.m. to 1:00 p.m. at Miller Library, Thornton Wilder Hall – Mr. Courtney explained the Town's upcoming fair and requested Commissioners to come and volunteer a couple of hours. The purpose is to inform the Hamden residents about the various boards and commissions.
  - e. New Commission email address – [HBC\\_commDevAdvisory@hamden.com](mailto:HBC_commDevAdvisory@hamden.com)
6. Adjournment: Mr. Courtney requested a motion to adjourn. Mr. Johnson motioned to adjourn at 7:36 p.m. and was seconded by Mr. Brooks. All were in favor.

*Next meeting – Wednesday, April 12 at 6:30 p.m. and special meetings will be posted on the Commission's website.*

*Respectfully submitted,  
Patrice A. LeMoine  
Clerk for the Commission*