

**Community Development Advisory Committee (CDAC)  
Meeting Minutes**

**Thursday, April 6, 2023 – 3:30 PM (Hybrid)**

Lower-Level Conference Room 23 Union Street Norwich, CT 06360

Zoom Meeting ID: 82490419162 Passcode: 898496

<https://us02web.zoom.us/j/82490419162?pwd=bzRLVGRnYTEkUEkrNlc4SkR3MVBQQT09>

**Members Present:** Les King (Chairperson), Sean Barnes, Angela Duhaime, and Mark Marcy (remote)

**Members Absent:** Larry Rice, Gemma Fabris

**Others Present:** Sydney Phelps (staff) and Tianne Curtis (staff); Patrick McGlaughlin (applicant)

1. The CDAC was called to order at 3:33 PM.

2. Approval of Minutes

Upon motion made by Mark Marcy, second by Angela Duhaime, the committee voted to approve the draft of the 3/28/23 meeting minutes. Motion carried unanimously.

Upon motion made by Mark Marcy, second by Sean Barnes, the committee voted to approve the draft of the 3/30/23 meeting minutes. During discussion Les King proposed to approve the meeting minutes upon revising DPW paragraph for clarification. Motion carried unanimously.

Upon motion made by Mark Marcy, second by Sean Barnes, the committee voted to approve the draft of the 4/3/23 meeting minutes. During discussion Les King proposed to approve the meeting minutes upon revising the Communications portion of the minutes to reflect that the committee did not receive copies of DPW's request to reallocate funds at the 3/30/23 meeting, but rather that the request was submitted to the Director of Community Development at that time. DPW's request was disseminated to committee members via email and copies were provided at the 4/6/23 3:30 meeting. Motion carried unanimously.

3. Supplemental Information to PY49 Presentations

Director of Community Development presented submissions from applicants requested by the CDAC during presentations (Attachment A).

Principle Engineer and Director of DPW submitted a letter containing Supplemental Information addressing questions posed by the Committee during the presentation of the Taftville Sidewalk Project. The letter addressed how the area for the project was identified, how funds would be prioritized, and the importance of pursuing grant funds to lessen the burden of sidewalk maintenance for LMI residents. Pat McGlaughlin was present to further answer questions from the CDAC. Upon question from Sean Barnes, the applicant added that a Planning Intern partially assessed the condition of the town's sidewalks and that this document is held by the City Planner, Dan Daniska. When asked about the project's budget, the applicant reported that the budget utilized the City's GIS server and prior departmental experience to create cost-estimates. There were no further questions from the Committee.

The CDAC previously requested that Three Rivers Community College (TRCC) submit additional demographic information for review. In their submission (TRCC) stated that only 28% of students who utilize the pantry are Norwich residents and that only 35.5% of students have been identified as LMI as recipients of the PACT grant. Per CDBG Federal Requirements at least 51% of funding for a given project must be for the benefit of LMI residents of the entitlement jurisdiction. Additionally CDBG funding must be expended exclusively for Norwich residents. Given the supplemental information, the proposed activity is not qualified for CDBG funding. No further questions from the Committee.

The CDAC previously requested that Children in Placement (CIP) adjust the Support and Revenue from CDBG reported under Current FY 22-23 on page 8 of their application from the original \$25,000 to the actual award of \$20,000. Updated page 8 was presented. There were no further questions from the Committee.

4. Public Comment on PY49 Applications

Upon motion by Mark Marcy, second by Angela Duhaime, the committee voted to open the Public Comment Period. Motion carried unanimously.

Chairman, Les King, requested three times that anyone from the public come to the table to speak. There were no comments.

Upon motion by Sean Barnes, second by Mark Marcy, the committee voted to close the Public Comment Period. Motion carried unanimously.

5. Communications

Principle Engineer and Director of DPW submitted a letter containing requesting to re-appropriate \$15,000 in funding from their Columbus Park Fence project to the Lake Street Park Improvement Project to complete both projects in a timely manor. DPW is requesting funding to prioritize installation of the approved basketball court and LED lighting for the Lake Street Project and suggested that any funding shortcomings for approved benches at the park could be covered within DPW's internal budget. Upon motion made by Mark Marcy, seconded by Sean Barnes, the committee voted to reallocate \$15,000 in PY48 funding from the Columbus Fence Improvement Project to the Lake St Park Improvements. Motion carried unanimously.

6. Adjournment

Motion was made by Angela Duhaime and seconded by Sean Barnes to adjourn the meeting at 3:59 pm. Motion carried unanimously.

Respectfully Submitted,

Sydney Phelps,  
Community Development Director

## Taftville Sidewalk Supplemental Info

Patrick McLaughlin <PMcLaughlin@cityofnorwich.org>

Wed 4/5/2023 12:02 PM

To: Sydney Phelps <sphelps@cityofnorwich.org>

Cc: Tianne Curtis <TCurtis@cityofnorwich.org>; John Gorman <jgorman@cityofnorwich.org>

 1 attachments (313 KB)

Supplemental Information for Public Works Taftville Sidewalk Project.pdf;

Good afternoon Sydney,

Here's the information, as we discussed. Not sure of any particular requirements for format, but here's what I put together.

Respectfully,

Pat

## Supplemental Information for Public Works Taftville Sidewalk Project

### PY 49 Application

The Public Works Department (PW) thought it would be beneficial to provide supplemental information to explain how this area of sidewalks in Taftville was identified, how the funds would be prioritized if not fully funded, and the importance of using grant funds to lessen the burden of sidewalk maintenance on property owners, especially in low income areas.

The Planning and Development Department recently utilized a grant program to hire a summer intern to perform a condition assessment on sidewalk infrastructure throughout the City. This area in Taftville was identified as having a high percentage of walks and ramps in need of repair. This coupled with the fact that it is an area with a high percentage of low income residents seemed to make it worthy of Community Development Block Grant (CDBG) Funds.

PW realizes that our request for funds amounted to a large percentage of the available funds for PY 49. As such, we could certainly advance an impactful project with a portion of these funds. The South B Street work would be the highest priority, as it connects Hunters Road, and Sacred Heart School, to Norwich Ave, a minor arterial State Road, and commercial area. The Post Office is also located on South B. Accordingly, the foot traffic on South B Street is substantial, and targeting this area first would create the most benefit for the residents in Taftville.

In the City of Norwich, the responsibility for keeping the sidewalks in a safe, serviceable condition is assigned to the abutting property owners in the Code of Ordinances;

Sec. 19-5. - Sidewalk repair—Duty of abutting owners.

It shall be the duty of abutting property owners to keep sidewalks in such repair that they shall not constitute a hazard to persons passing thereon. (Ord. No. 540, § 1, 2-1-71)

Grant funded projects are the most beneficial means of repairing and updating sidewalks, especially in the low income areas of the City. This proposed project is consistent with the goals of the CDBG program; to Create a Suitable Living Environment, through improvements to infrastructure for low and moderate income residents of Norwich. The total proposed project includes the replacement of seventeen (17) accessible ramps, with twelve (12) of these in the South B Street section.

Fw: [External]Three Rivers Data

Sydney Phelps <sphelps@cityofnorwich.org>

Mon 4/3/2023 2:36 PM

To: MARK MARCY <mmarcy@snet.net>; gemma fabris <gemmafabis@live.com>; Les King <l.king@snet.net>; Sean Barnes <neighborhoodrenovation@yahoo.com>; Angela Duhaime <angelrayes@gmail.com>; larryrice0414@yahoo.com <larryrice0414@yahoo.com>  
Cc: Tianne Curtis <TCurtis@cityofnorwich.org>

📎 1 attachments (281 KB)  
Food Pantry Grant Data.pdf;

Please see TRCC's supplement requested attached. We won't be able to visit this tonight. We will revisit Program Year 2023-2024 on Thursday.

Best,

**Sydney Phelps (she/hers), MSW**  
**Director of Community Development**  
sphelps@cityofnorwich.org  
860-885-2911  
(c) 860-334-0316  
(fx) 860-823-3715

*The City of Norwich*  
*Office of Community Development*  
*23 Union St, 2<sup>nd</sup> Floor*  
*Norwich, CT 06360*

**Office of Community Development: Property Rehabilitation and Lead Hazard Control Programs**

**Envision the Future of Norwich: Envision 360**

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**From:** Ziegler, Alycia <AZiegler@trcc.commnet.edu>  
**Sent:** Monday, April 3, 2023 2:11 PM  
**To:** Sydney Phelps <sphelps@cityofnorwich.org>  
**Cc:** Chenette, Jordan M <JChenette@trcc.commnet.edu>  
**Subject:** [External]Three Rivers Data

Hello Sydney,

Thank you and the grant committee for allowing us to present last week and for granting us the opportunity to send this additional data along for review. Please let us know if there is anything else you need. 😊

Alycia Ziegler (She, Her, Hers) If you are interested in learning why pronouns matter, [click here](#).  
Director of Student Activities – F211  
860-215-9292

In need of assistance with food, housing, childcare, etc., [check out our community resources here](#).



*“True happiness... is not attained through self-gratification, but through fidelity to a worthy purpose.” ~ Helen Keller*





Hello Grant Committee,

Thank you so much for taking the time to review our application and to listen to our presentation. After some quick investigation we confirmed that students can access the food pantry one time a week for 10 items.

Looking specifically at our food pantry, 28% of students who utilize it live in Norwich, totaling 84 students per month. Out of the Norwich students who utilize the food pantry 35.5% of them receive the Pell grant.

The Pell grant allows low-income students to attend higher education, covering the entirety of their tuition and fees. However, a few years ago the State of Connecticut implemented the Pledge to Advance Connecticut (P.A.C.T.), which allows first time college students who graduated from a Connecticut high school in the past five years to attend community college for free. This minimizes the number of Pell grant recipients. Therefore, while 35.5% of students using the pantry receive the Pell grant, we know that this does not account for all low-income students, given the new funding source from P.A.C.T.

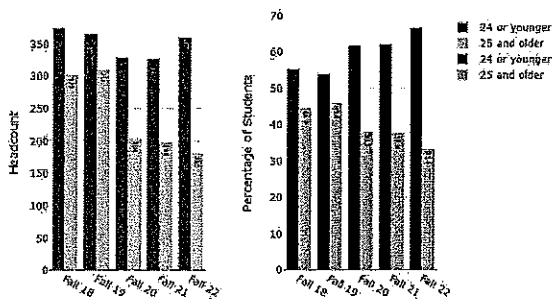
Additionally, students are required to report their parent’s financials on their Free Application for Federal Student Aid (F.A.F.S.A.) until the age of 26, even if they are living on their own, completely financially independent from them. Students may receive no federal funding yet still be food insecure and need these resources.

We hope this gives insight into the Norwich students we serve through our food pantry.

Fall 2022	
Total Enrollment	2947
Norwich Enrollment	542 or 18.4%

Total Enrollment by Age Group Norwich

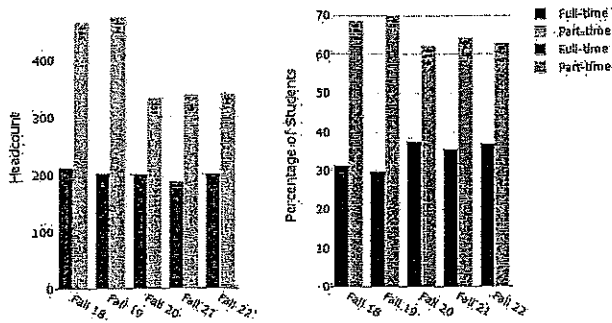
Age Group



Town	Cohort	Metric	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22
Norwich	24 or younger	Headcount	375	366	330	328	361
Norwich	25 and older	Headcount	305	311	204	199	181
Norwich	24 or younger	Percentage of Students	55.3	54.1	61.8	62.2	66.6
Norwich	25 and older	Percentage of Students	44.7	45.9	38.2	37.8	33.4

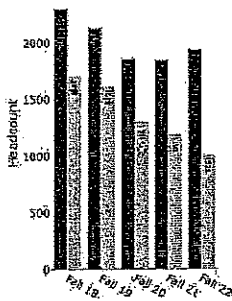
## Full-time or Part-time status for Norwich Students

### Full-Time/Part-Time Status



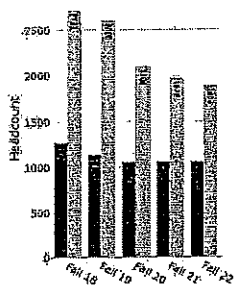
Town	Cohort	Metric	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22
Norwich	Full-time	Headcount	218	203	201	188	204
Norwich	Part-time	Headcount	465	474	433	339	341
Norwich	Full-time	Percentage of Students	31.6	30	37.6	35.7	37.1
Norwich	Part-time	Percentage of Students	68.4	70	62.4	64.3	62.9

## Fall Headcount by Age Group Total Student Population



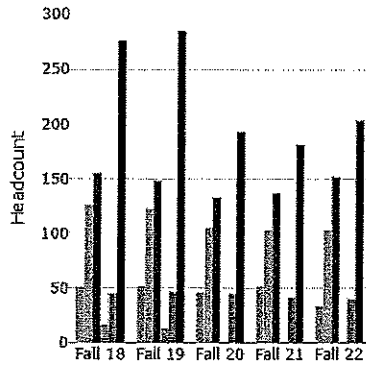
Program Area	Cohort	Metric	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22
All	24 or younger	Headcount	2298	2130	1861	1847	1941
All	25 and older	Headcount	1699	1615	1301	1192	1011

## Full-time and Part-time status for Total Student Population



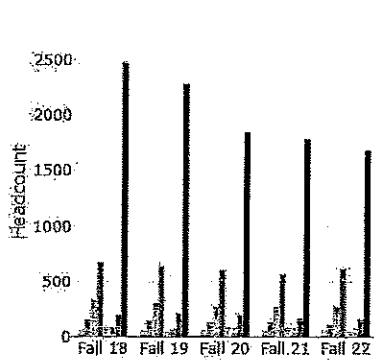
Program Area	Cohort	Metric	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22
All	Full-time	Headcount	1274	1137	1056	1050	1058
All	Part-time	Headcount	2723	2608	2105	1979	1894

## Race and Ethnicity for Norwich Students Served



Town	Cohort	Metric	Fall 21	Fall 22	Fall 19	Fall 20	Fall 18
Norwich	American Indian or Alaska Native	Headcount					
Norwich	Asian	Headcount	52	34	62	46	51
Norwich	Black or African-American	Headcount	103	103	123	105	126
Norwich	Hispanic/Latinx	Headcount	137	162	148	133	165
Norwich	Native Hawaiian or Pacific Islander	Headcount					
Norwich	Race/Ethnicity Unknown	Headcount			14		17
Norwich	Two or more races	Headcount	42	41	47	45	45
Norwich	White	Headcount	181	203	285	193	276

## Race and Ethnicity for Total Student Population



Town	Cohort	Metric	Fall 21	Fall 22	Fall 19	Fall 20	Fall 18
All	American Indian or Alaska Native	Headcount	29	25	21	15	14
All	Asian	Headcount	165	162	143	146	118
All	Black or African-American	Headcount	342	323	279	282	289
All	Hispanic/Latinx	Headcount	680	644	607	571	621
All	Native Hawaiian or Pacific Islander	Headcount	8	10	7	9	10
All	Race/Ethnicity Unknown	Headcount	89	79	47	49	45
All	Two or more races	Headcount	205	218	205	180	168
All	White	Headcount	2478	2284	1853	1766	1687



[External]Page 8 of our application

Janet Freimuth <JLF@childreninplacement.org>

Wed 3/29/2023 11:02 AM

To: Sydney Phelps <sphelps@cityofnorwich.org>;Tianne Curtis <TCurtis@cityofnorwich.org>

📎 1 attachments (141 KB)

PY49 Public Service Application 2023 8.pdf;

Good morning,

Thank you both for the opportunity to speak to the Council yesterday. They seem like a very nice group. Please thank them as well on behalf of Children in Placement.

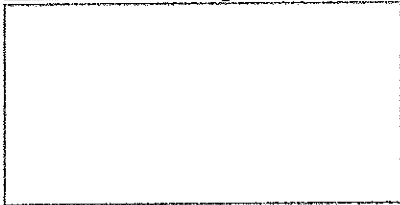
Attached is the revised Page 8 that the gentleman correctly pointed out yesterday. Please let me know if there are further questions.

Enjoy your day!

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Best,

**Janet Freimuth**  
**Executive Director**  
Children in Placement  
155 East Street #202,  
New Haven, CT 06511  
Office: 203-784-0344 x 202  
Cell: 860-573-0941  
Fax: 203-784-0347  
[jlf@childreninplacement.org](mailto:jlf@childreninplacement.org)  
[www.childreninplacement.org](http://www.childreninplacement.org)



*Life's most persistent and urgent question is 'What are you doing for others'? -MLK*  
*There can be no keener revelation of a society's soul than the way in which it treats its children. - Nelson Mandela*

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**PART III: BUDGET INFORMATION**

**A. AGENCY FINANCIAL DATA**

Support and Revenue	Current FY 22-23	Anticipated FY 23-24
Program Fees	\$	\$
Other Grants including Foundations	\$319,415	\$330,136
Donations	\$324,911	\$342,406
CDBG	\$20,000	\$25,000
General Fund		
State & Federal Grants	\$235, 934	\$247,731
Other Revenue		\$25,249
<b>TOTAL REVENUE</b>	<b>\$925,260</b>	<b>\$971,423</b>

Expenses	Current FY 22-23	Anticipated FY 23-24
Salaries	\$661,743	\$694,830
Employee Benefits	\$83,117	\$87,273
Payroll Taxes	\$70,267	\$73,780
Professional Fees & Services	\$20,100	\$21,105
Operations/Phones/Postage	\$60,042	\$62,974
Insurance	\$4,340	\$4,557
Equipment Rental, Maintenance & Acquisition	\$9,721	\$10,277
Printing & Publications	\$5,900	\$6,195
Travel/Conferences/Conventions	\$10,050	\$10,553
Legal Fees		
Vehicle Lease/Repair		
Other Expenses (Specify)		
<b>TOTAL EXPENSES</b>	<b>\$925,780</b>	<b>\$971,544</b>
<b>BALANCE (TOTAL REVENUE LESS EXPENSES)</b>	<b>\$-20</b>	<b>\$-21</b>