

APPROVED ____10-17-06____

**CITIZENS ADVISORY COMMITTEE
CAC MEETING**

APRIL 6, 2006

PORTSMOUTH CITY HALL

6:00 P.M.

Present: Chairman Bob Layton, Vice Chairman Cicero Lewis, Jean Pecunies, Nancy Emerson, Dani Rooney, Stephen Lichtenstein, Algene Bailey

Absent: William Thorpe, Lynne Langley

Staff: David Moore, Program Manager; Cindy Hayden, Deputy City Manager

Chairman Layton opened the meeting and moved to the first order of business which was the minutes from the March 8th, March 9th, March 21st, and March 23rd 2006 meetings. Ms. Rooney noted a correction to a statement that was incorrectly attributed to her on the March 23rd minutes and should have been attributed to Ms. Emerson. Vice Chairman Lewis moved to accept all of the minutes as amended. Mr. Lichtenstein seconded the motion and the motion passed unanimously.

Chairman Layton then moved on to consideration of the Final Draft of the 2006-2007 CDBG Budget and recognized Ms. Hayden to provide an overview. Ms. Hayden said that there were two changes to the Final Draft. She said, when the draft budget was prepared she anticipated there would be a year end balance in the Housing Rehab Program that would be available for the coming fiscal year. However, given the volume of recent Housing Rehab applications she anticipates that all funds currently budgeted for the program in this fiscal year will be expended by June 30, 2006. Therefore, the revised budget now shows \$35,000 less in the contingency line item and \$35,000 more in the Housing Rehab line item. She also said that while there is no need to reflect this in the budget for the coming fiscal year, there is a balance of approximately \$7,500 in the Crescent-Preble Way project line item because that phase of the project was completed under budget; this \$7,500 balance can be applied to the next phase of the Crescent-Preble project in the coming fiscal year.

Ms. Emerson asked Ms. Hayden why \$1.2 million dollars is budgeted for FY 2006-2007 when the entitlement grant was only \$672,674. Ms. Hayden said that \$250,000 is from funds budgeted for the current fiscal year which have not been expended yet for the next phase of the Crescent Way project. In addition, she explained, the revolving loan fund balances are also figured into the \$1.2 million budgeted total. Ms. Emerson asked if many CDBG entitlement communities have CDBG revolving loans. Ms. Hayden said that most communities have Housing Rehab Programs, some are revolving loan funds, some straight grants. She said a number of communities also have revolving economic development loan programs.

Vice Chairman Lewis then asked Ms. Hayden what the \$50,000 budgeted for the Raleigh Way Engineering and Design project would fund. Ms. Hayden replied that this line item

would result in technical specifications and engineering design plans, which will be used to bid out the project for construction in a future year. She said that staff would be able to secure an engineering and design firm through a competitive procurement process where the lowest qualified bidder would be chosen for the job. Typically, she said, the top two or three firms are interviewed and when the winning firm is chosen, a contract is signed.

Ms. Rooney moved that the committee recommend the Final Draft Budget for FY 2006-2007 to the City Manager for his consideration. Mr. Bailey seconded the motion and the motion passed unanimously.

Mr. Moore said he will continue to track the Vermont Program, currently in its infancy, which has the goal of increasing the stock of affordable housing through supporting the development of additional accessory apartments.

Mr. Bailey then sought to be recognized for an idea he had for a future CDBG project. He brought up the idea of working with Betty's Dream-A Foundation for the Physically Disabled to create a park for the new CDBG eligible neighborhood known as the Woodbury-Spaulding area. After some discussion with the committee, Mr. Moore said staff would do some research with regard to land parcel info and look into a possible public-private partnership with regard to a park in that neighborhood. Ms. Hayden said that after staff does some research they would report back the Advisory Committee at its next meeting. The committee expressed interest in the idea and noted that the children in the neighborhood would benefit from a park. Chairman Layton thanked Mr. Bailey for his suggestion.

Mr. Moore then told the Advisory Committee that in the next several days the public comment session would begin for the FY 2006-2007 Annual Plan and Budget and that the committee would be receiving a copy of the DRAFT Annual Plan and Budget. He reminded the committee that April 13th at 7:00 p.m. is the public hearing for the FY 2006-2007 Budget.

Under other business, Chairman Layton advised the committee that as of the committee's next meeting he would be resigning as Chairman, but would remain on the CAC. He noted that he had been Chairman for a long time and that he enjoyed it, but that it was time for someone else on the committee to be chair. The committee expressed their appreciation of Chairman Layton's tenure. Vice Chairman Lewis asked to be recognized to nominate a new chair and then nominated Ms. Emerson to serve as the committee's next chair. Ms. Emerson noted her willingness to serve as chair and Mr. Lichtenstein seconded the nomination; all voted in favor. Ms. Emerson thanked the committee.

Chairman Layton then recognized Vice Chairman Lewis who said that he would be resigning as Vice-Chairperson effective right after the April 13th public hearing. The committee discussed Vice Chairman Lewis's long tenure, which totaled 40 years. After the discussion, Mr. Lichtenstein asked to be recognized to nominate a new Vice Chair; he nominated Ms. Rooney to serve as the committee's next Vice Chair. After the nomination, Ms. Rooney noted her willingness to serve as Vice Chair and Mr. Bailey seconded the nomination; all voted in favor. Ms. Rooney thanked the committee.

Chairman Layton adjourned the meeting at 6:45 p.m.