

Agenda  
Middletown Community Development Agency  
Reorganization Meeting  
January 19, 2021  
7:30 PM; Common Council Chambers  
Committee of the whole

**Governance Committee**

**Roll call**

**Members:** Paul Johnson, chair  
Miguel Rodrigues  
Sparrow Tobin

**Finance Committee**

**Roll Call**

**Members:** Paul Johnson, chair  
Joseph Masi  
Kate Ramkissoon  
Andrew Green

Approval of Minutes Governance Committee

Approval of Minutes Finance Committee

Old Business Governance Committee - NONE

Old Business Finance Committee – NONE

**New Business Governance Committee –**

Resolution to recommend the Mission Statement and advance to the full board.

Resolution to recommend Bylaws and advance to the full board.

Resolution to recommend the Policies and advance to the full board.

**New Business Finance Committee –**

Resolution to recommend bid for 21 Pine St and advance to the full board

Resolution to recommend borrowing City funds for this project per Common Council Resolution 56-20, adopted 03/03/20 and CDA resolution 2020-9 approved 05/05/20

Agenda  
Middletown Community Development Agency  
Regular Board Reorganization Meeting  
January 19, 2021  
7:30 PM; Common Council Chambers

Roll Call

Approval of Minutes – 12/01/20

Treasurer's Report

Executive Director's Report

Bills and Communications

Lead Tek – 511.00 – 198 Wickham  
Times Herald Record – 57.48  
Lead Tek – 500.00 – Pine St

Old Business

New Business

Resolution to approve committees

Resolution to approve vice chair

Resolution to approve Bylaws

Resolution to approve Mission Statement

Resolution to approve Policies

Resolution to award bid for 21 Pine Street

Resolution to borrow funds for the 21 Pine Street project from the City of Middletown per Common Council resolution 56-20, adopted 03/03/20 and CDA resolution 2020-9 approved 05/05/20

Members to sign Fiduciary Acknowledgments, Certificates of Independence and complete the Board Self Evaluation.

Adjournment

THE AGENDA IS TENTATIVE AND ESTABLISHED  
USING ALL AVAILABLE INFORMATION AT THE TIME OF ITS CREATION.  
ITEMS MAY BE ADDED OR ELIMINATED AT ANY TIME

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Caucus Room.

The following resolution was duly offered and seconded, to wit:

Resolution No. FC2021-1

RESOLVED; that the City of Middletown Community Development Agency Finance Committee wishes to forward to the full board the Bid from Matthew J. Davies for 21 Pine Street for the sum of \$95,200 as represented in the attached bid documents.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Andrew Green	[    ]	[    ]	[    ]	[    ]
Joseph Masi	[    ]	[    ]	[    ]	[    ]
Kate Ramkissoon	[    ]	[    ]	[    ]	[    ]

MOTION

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Caucus Room.

The following resolution was duly offered and seconded, to wit:

Resolution No. FC2021-2

RESOLVED; that the City of Middletown Community Development Agency Finance Committee wishes to forward to the full board the recommendation to borrow funds from the City of Middletown for 21 Pine Street project in the amount of \$105,000 including contingency.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Andrew Green	[    ]	[    ]	[    ]	[    ]
Joseph Masi	[    ]	[    ]	[    ]	[    ]
Kate Ramkissoon	[    ]	[    ]	[    ]	[    ]

MOTION

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, January 19 at 7:30 PM, local time, at Middletown City Hall The following resolution was duly offered and seconded, to wit:

Resolution No. GC2021-1

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2021 Mission Statement.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Miguel Rodrigues	[    ]	[    ]	[    ]	[    ]
Sparrow Tobin	[    ]	[    ]	[    ]	[    ]

MOTION

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, January 19 at 7:30 PM, local time, at Middletown City Hall The following resolution was duly offered and seconded, to wit:

Resolution No. GC2021-2

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2021 Bylaws.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Miguel Rodrigues	[    ]	[    ]	[    ]	[    ]
Sparrow Tobin	[    ]	[    ]	[    ]	[    ]

MOTION  
Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, January 19 at 7:30 PM, local time, at Middletown City Hall The following resolution was duly offered and seconded, to wit:

Resolution No. GC2021-3

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2021 Policies.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Miguel Rodrigues	[    ]	[    ]	[    ]	[    ]
Sparrow Tobin	[    ]	[    ]	[    ]	[    ]

MOTION

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-1

A resolution to approve committee appointments.

Governance Committee members: Miguel Rodrigues, Sparrow Tobin and Paul Johnson;

Audit Committee members: Jude Jean-Francois, Gerald Kleiner and Thomas Burr and Paul Johnson

Finance Committee members: Joseph Masi, Kate Ramkissoon, Andrew Green and Paul Johnson.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph Destefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Thomas Burr	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Ramkissoon	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_



RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-2

A resolution to approve Dr. Paul Johnson as vice chair of the Community Development Agency.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph Destefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Thomas Burr	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Ramkissoon	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-3

Approve and adopt the mission statement as presented.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph DeStefano	[    ]	[    ]	[    ]	[    ]
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Thomas Burr	[    ]	[    ]	[    ]	[    ]
Jude Jean-Francois	[    ]	[    ]	[    ]	[    ]
Gerald Kleiner	[    ]	[    ]	[    ]	[    ]
Joseph Masi	[    ]	[    ]	[    ]	[    ]
Kate Ramkissoon	[    ]	[    ]	[    ]	[    ]
J. Miguel Rodrigues	[    ]	[    ]	[    ]	[    ]
Sparrow Tobin	[    ]	[    ]	[    ]	[    ]
Andrew Green	[    ]	[    ]	[    ]	[    ]

MOTION:

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-4

Approve and adopt the bylaws as presented.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph DeStefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Thomas Burr	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Ramkissoon	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-5

Approve and adopt the policies as presented.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph DeStefano	[    ]	[    ]	[    ]	[    ]
Paul Johnson	[    ]	[    ]	[    ]	[    ]
Thomas Burr	[    ]	[    ]	[    ]	[    ]
Jude Jean-Francois	[    ]	[    ]	[    ]	[    ]
Gerald Kleiner	[    ]	[    ]	[    ]	[    ]
Joseph Masi	[    ]	[    ]	[    ]	[    ]
Kate Ramkissoon	[    ]	[    ]	[    ]	[    ]
J. Miguel Rodrigues	[    ]	[    ]	[    ]	[    ]
Sparrow Tobin	[    ]	[    ]	[    ]	[    ]
Andrew Green	[    ]	[    ]	[    ]	[    ]

MOTION:

Seal

Signatures \_\_\_\_\_ title\_\_\_\_\_

\_\_\_\_\_ title\_\_\_\_\_

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-6

To accept the bid of Matthew J. Davies, according to the attached bid document dated 12/11/2020 and presented to the members of the board in the amount of \$95,200 for the Community Development Agency project known as 21 Pine Street and to authorize the chairman to sign the agreement with the contractor pending approval of counsel.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph DeStefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Thomas Burr	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Ramkissoon	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures \_\_\_\_\_ title \_\_\_\_\_

\_\_\_\_\_ title \_\_\_\_\_

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, January 19, 2021 at 7:30 PM, local time, at Middletown City Hall in the Mayor’s Office.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2021-7

WHEREAS, in an effort to fulfill the goals and guidelines adopted by the Community Development Agency and to accomplish the rehabilitation of distressed properties for sale to qualified home buyers, the Agency requires limited financing, and

WHEREAS, The City of Middletown has been authorized by the Community Development agency to assist with bridge financing for the rehabilitation of distressed properties

THEREFORE, BE IT RESOLVED, that the Community Development Agency is hereby authorized to employ the services of Community Capital to finance the rehabilitation of the Community Development Agency project known as 21 Pine Street in the amount of \$105,000.00 plus financing costs pursuant to the guidelines adopted by said Agency pursuant to Common Council resolution 56-20 and CDA resolution 2020-9.

BE IT FURTHER RESOLVED that the Chairman of the Agency shall be authorized to sign any and all documents regarding said financing.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:  
Sec’d:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph Destefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Thomas Burr	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Ramkissoon	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures \_\_\_\_\_ title \_\_\_\_\_  
\_\_\_\_\_ title \_\_\_\_\_