

## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: February 3, 2010

FOR AGENDA: December 3, 2009

SUBJECT: Budget Amendment: Travel In State/Meetings/Forums

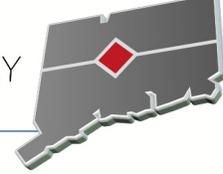
As a result of recent changes in staffing, we have had to send more staff members to more training workshops/seminars than we have in the past. The good news is that more than half of what has been expended from this line has been "direct charged" to grants, and has not come out of the Agency's general funds; and that workloads are being accommodated, and quality production is being maintained. The result of those additional trainings, however, has been a depletion of the \$8,000 budget line to cover such expenses. The budget contingency line has more than \$200,000 available for responding to such situations. On that basis, it is my

### RECOMMENDATION

that your Committee

Recommend that the Agency Board approve a budget amendment to increase the \$8,000 "Travel" budget line by \$3,000 and decrease the Contingency line commensurately.

cc: Agency Board



## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: February 3, 2010  
FOR AGENDA: February 4, 2010  
SUBJECT: Incentive Housing Zone (IHZ) Study for the City of Bristol

On November 6, 2008, the Agency Board authorized staff to enter into an Intergovernmental Agreement with the City of Bristol to complete an Incentive Housing Zone Study for the City under a \$50,000 State grant awarded to the City by the Office of Policy and Management (OPM). Since then OPM has reduced the amount of the award to \$20,000. As a result, the scope of the study has had to be considerably reduced, such that it is now primarily a workforce housing market study to determine whether there is a need for workforce housing in the City; and, if so, what type/design/form that type of housing should take. The University of Connecticut operates a Center for Real Estate that specializes in producing market studies, among other things. The Center would be able to complete such a study for the City of Bristol for \$19,000; allowing the CCRPA \$1,000 from the grant for administration and GIS mapping.

To formalize the relationship between the Agency the attached letter of agreement, which also shows how the original project would be scoped down has been drafted. Agency staff will be meeting Friday, February 5, 2010, with staff from the City, the Center for Real Estate, and the CT OPM to finalize the language of the letter and the scope of the study.

On that basis, it is my

**RECOMMENDATION**

that your Committee

Authorize the Executive Director to sign the attached letter of agreement (or a substantially similar modified version of it) with the Connecticut Center for Real Estate for the completion of an IHZ study for the City of Bristol.

cc: Agency Board

Attachments: draft letter of agreement between the Agency and the UCONN Center for Real Estate



## CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

225 North Main St. • Suite 304 • Bristol, CT 06010-4993 (860) 589-7820 (860) 224-9888  
FAX or TDD (860) 589-6950 E-Mail: ccrpa@ccrpa.org Web Site: www.ccrpa.org

Marc Louargand, Co-Director  
Center for Real Estate  
University of Connecticut  
2100 Hillside Road Unit 1041  
Storrs, CT 06269-1041

February 2, 2010

Dear Mr. Louargand:

The City of Bristol has been awarded a \$20,000 grant by the Connecticut Office of Policy and Management (OPM) to complete a market analysis (as described in the attached grant application form) for workforce housing and has agreed to have the CCRPA complete that work. CCRPA, in turn, has met with staff of the University of Connecticut (UConn) Center for Real Estate ("the Center") to engage the Center as the principal agent to do the required research and analysis for a lump sum of \$19,000. This letter serves as the agreement between the CCRPA and the Center to formalize their relationship for this project. These agreements are based on the understanding that, upon satisfactory completion of the work, payment for services will be made by the CCRPA to the Center when the CCRPA receives payment from the City, and the City receives its State grant. Authorized signatures at the foot of this letter indicate the CCRPA and Center's full intention to fulfil the commitments described herein.

For the CCRPA

For the Center

David J. Dudek, Chair  
Governing Board

Marc Louargand, Co-Director  
Center For Real Estate  
University of Connecticut

Attachment: Bristol IHZ Grant Application

## GRANTEE INFORMATION

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NAME OF APPLICANT

**City of Bristol**

ADDRESS OF APPLICANT

**City Hall, Bristol, CT, 06010**

NAME AND TITLE OF AUTHORIZED OFFICIAL

**Arthur J. Ward, Mayor**

FEDERAL EMPLOYER IDENTIFICATION NUMBER

# \_\_\_\_\_

GRANTEE'S FISCAL YEAR

**July 1 – June 30**

NAME OF PROJECT MANAGER

**Francis R. Pickering, Regional Planner, CCRPA**

TELEPHONE NUMBER OF PROJECT MANAGER

**(860) 589-7820 x18**

## PROJECT INFORMATION

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### PROJECT TITLE

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City of Bristol Incentive Housing Zone Project, 2010

### INTENDED USE OF FUNDS:

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Grant funds would be used to undertake a study of the housing market. The study will assess the ~~demand for and~~ viability of ~~creating new workforce~~ housing units in the City, ~~in particular at priority development sites,~~ as enabled ~~and defined~~ by ~~an the~~ Incentive Housing Zone (IHZ) ~~overlay zone~~ statute (Section 8-13m to 18-13x of the Connecticut General Statutes).

### PROJECT BUDGET:

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This project would be funded entirely by a \$20,000 State grant which would be used to enable the City of Bristol to purchase the professional services ~~noted-described~~ in the "Project Plan" below from the Central Connecticut Regional Planning Agency.

## LOCAL APPROVALS

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Please see attached documents.

## PROJECT PLAN

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### PROPOSED USE OF GRANT FUNDS

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Grant funds would be used to undertake a study of the housing market. The study will assess the ~~demand for and~~ viability of workforce housing in the City, ~~in particular in targeted development areas, as enabled by within~~ an Incentive Housing Zone (IHZ) overlay zone.

### HOW GRANT FUNDS WILL FACILITATE CREATION OF A HOUSING INCENTIVE ZONE

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~~1. —~~ The grant funds will be used to fund an intergovernmental agreement with the Central Connecticut Regional Planning Agency (CCRPA) to ~~complete an analysis of the potential for workforce housing development~~ ("Comprehensive Workforce Housing Market Study").

~~2. — complete an analysis of the potential for workforce housing development;~~

~~3. — identify and prioritize potential IHZ locations;~~

The project will ~~be carried out~~ commence after the grant has been received by the City and ~~the an~~ initial \$5,000 startup fee has been paid to ~~the~~ CCRPA. ~~The stages cover the remainder of the grant and are as follows:~~ The remainder of the grant will be invoiced to the City by CCRPA upon completion of the project.

~~1. Comprehensive Workforce Housing Market Study (\$15,000)~~

## SCOPE

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~~This stage~~ The Comprehensive Workforce Housing Market Study focuses on local and regional housing market conditions to answer these questions:

1. How do we enhance the urban fabric of Bristol with workforce housing?
2. How much demand is there for workforce housing in the City?
3. How can the city best meet this demand with an IHZ?  
(I.E., what form should IHZ-based housing take in order to have the greatest market effect?)

To answer these, ~~this stage~~ the study will take a mixed, quantitative-qualitative approach. It will examine ~~both the magnitude and composition of~~ supply of and demand for, both real and potential, ~~affordable or~~ workforce housing in the region and the City. CCRPA or its agents will collect data from diverse stakeholders, such as the Bristol Chamber of Commerce, the Connecticut Economic Resource Council (CERC), the Connecticut Business and Industry Association, the Home Builders Association of Connecticut, the Connecticut Association of Realtors, and other relevant interests, ~~including (e.g.,~~ real estate agents, developers, industry associations and representatives, and local employers).  
~~(such as ESPN, CIGNA, and Bristol Hospital.)~~

~~This stage~~ The study will evaluate the following:

1. Supply – inventory of existing and planned housing, including such data as:
  - a. number
  - b. density
  - c. style
  - d. condition
  - e. cost
2. Demand – survey of housing producers and consumers, including such data as:
  - a. market size
  - b. demographic trends
  - c. individual, economic, and household statistics
  - d. housing needs, desires, and unmet demands
  - e. ability to pay
3. Market activity – past, present, and planned housing market activity, including such data as:
  - a. rental vacancy and rates
  - b. sales volume and prices
  - c. mortgage issuance, ~~rejection,~~ and foreclosures
  - d. permits, construction, and demolitions
  - e. development cost

4. Existing and planned land use, such as amount of developable land and locations, including priority sites such as:
  - a. Depot Square (former mall site)
  - b. Summer Street/railroad right-of-way redevelopment
  - c. Bingham School site
  - d. Center Street
  - e. Sessions Building, Riverside Avenue
  - f. Associated Spring lot, School Street and Main Street
  - g. Jiffy Lube site, Route 6as well as peripheral sites such as:
  - a. Pat's Market, Divinity and Park Streets
  - b. Chic Miller site (portion)
  - c. O'Connell School site
  - d. Fletcher Terry site, Route 229 at Mountain Road
  - e. East Main factory site (Sessions Clock Building)
5. Existing zoning

The results of the survey and analysis will be compared with the statutory requirements of the IHZ legislation to determine suitability and eligibility for the creation of and construction under an IHZ. The project will be completed within six months of its start.

*Product: Comprehensive Housing Market Study, including maps of sites studied*

## CERTIFICATION

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My signature below, for and on behalf of the City of Bristol, indicates acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than December 31, 201009;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Office of Policy and Management no later than thirty (30) days before the grant end date of December 31, 201009;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

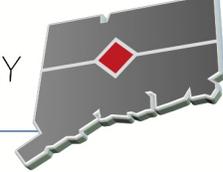
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Arthur J. Ward, Mayor

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Date\*

\* THE APPLICATION MUST BE SIGNED SUBSEQUENT TO THE ADOPTION OF THE RESOLUTION BY THE LOCAL LEGISLATIVE BODY.



## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: January 25, 2010

FOR AGENDA: December 3, 2009

SUBJECT: Extension of Regional Planner and Transportation Assistant's temporary salary increases thru June 30th

At your regular meeting on December 3, 2009, you authorized temporary 10% salary increases thru March for the Agency's 3 Regional Planners and the Transportation Assistant in view of the additional responsibilities they were assuming in response to the departure of the Agency's Deputy Director. Although the Agency has continued to function very well with its current staff configuration, it is still too early for me to determine with certainty whether this new configuration will continue to meet our needs in the long run. On that basis, it is my

### RECOMMENDATION

that your Committee

Authorize the continuation of the salary increases granted for the Regional Planners and Transportation Assistant on December 3, 2009, thru the rest of the FY2009-2010 (until June 30, 2010).

cc: Agency Board

## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: January 25, 2010

FOR AGENDA: February 4, 2010

SUBJECT: Board meeting times

It has come to my attention that a number of Board members prefer to limit their night driving. It is inevitable that attendance at our Board meetings will require some night driving, but we could lessen that amount if our Board meetings were held earlier. This item is on the agenda so that changing the board meeting times can be discussed.

cc: Agency Board

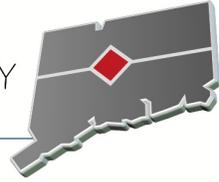
# **CENTRAL CONNECTICUT** REGIONAL PLANNING AGENCY

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## MEMORANDUM

TO: Agency Board  
FROM: Carl J. Stephani, Executive Director  
DATE: February 2, 2010

FOR AGENDA: February 4, 2010

SUBJECT: Confirmation of the appointment of Bart Bovee to the PFP Committee, and the appointment of a new Chair for the PFP

The Mayor of the Town of Berlin has appointed Bart Bovee to represent him on the Agency Board, replacing Morgan Seelye, who also served as the Chair of the PFP Committee. Pursuant to Agency Bylaws Section VI.A Agency Board Chair David Dudek has appointed Bart Bovee to serve on the PFP Committee, subject to your confirmation, and he plans to have an appointment for the Chair of the PFP Committee for you to confirm at the Thursday meeting. On that basis, it is my

### RECOMMENDATION

that your Board

Confirm the appointment of Bart Bovee to the PFP Committee, and confirm the Chair's appointment for Chair of the PFP.