

**CITY OF PORTSMOUTH
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZENS ADVISORY COMMITTEE**

**MEETING MINUTES
THURSDAY, JANUARY 16, 2025 AT 6:30 PM**

**CONFERENCE ROOM A
PORTSMOUTH CITY HALL, 1 JUNKINS AVENUE**

Present: Hannah Meade; Kirsten Barton; Kelly DeCourcy; Susan Durling; Annelise Hartley

Absent: None

Staff: Elise Annunziata, Community Development (CD) Director

Elise Annunziata, CD Director called the meeting to order at 6:32 pm. She welcomed all committee members back for this year and reviewed the agenda and changes in CD staffing.

Membership committee chairperson nomination: Discussion regarding role and duties of the CAC chair. Hannah Meade explained her duties. Discussion also followed regarding whether a vice chair would be necessary. Susan Durling nominated Hannah Meade for Chair and included a provision that the committee would have a rotating Vice Chair in the event that the Chair was not present. Seconded by Kelly DeCourcy. Unanimous.

The meeting facilitation was then handed off to Ms. Meade.

CDBG program updates and Five Year Consolidated Plan: Ms. Annunziata presented a power point about the CDBG program, history, current projects/budget, the FY26-30 Consolidated Plan timeline and process, the FY26 Annual Action Plan timeline and process.

Staff does not have information regarding the FY26 HUD and CDBG budget or timing.

Members discussed ideas for locations where community listening sessions could be held this winter/spring. Intention is to hold these listening sessions in locations that persons who earn low-moderate income would be able and willing to attend. During the last Consolidated Plan, meetings were held at various public housing spaces as well as City Hall and Greenleaf Recreation Center. Other suggestions include: Senior Center, Feaster Apts, Ruth's Place, Margeson, Library, Spinnaker Point.

How to better involve COAST?

If staff is able to utilize a survey tool for targeted populations' input, they could consider enlisting the help of someone already doing that type of outreach. HUD also has suggestions for community surveys.

The FY26 Public Service Agency Grant Round will open on January 21, 2025 with applications due on February 12, 2025.

Meeting schedule and upcoming dates/hearings. A brief review of the proposed committee meeting times and dates for the remaining sessions in 2025. Ms. Annunziata said she would notify committee members of additional community listening sessions as they are added.

A community listening session has been scheduled for Wed. Feb. 5 at 6:30 p.m. at Greenleaf Recreation Center. Tammy Joslyn, Executive Director of Operation Blessing is assisting with communications and turnout. Food for attendees will be provided by Operation Blessing. CD staff will be present and facilitating the session.

The next CAC meeting is a public hearing on Feb. 6 at 6:30 p.m. The purpose of this public hearing is to gain input from the public, social service agencies, housing advocates, and other stakeholders about priorities and community needs that support services, facilities, housing, homeless prevention, economic development and other considerations affecting individuals/families/households/neighborhoods earning low to moderate income in Portsmouth.

Ms. Durling made a motion to adjourn the meeting at 7:50 p.m. Ms. Hartley seconded the motion. All voted in favor.