

## **Citizens Advisory Commission for Community Grants Thursday, February 20, 2020**

**Present:** Jason Telerski, June Caron, Beth Todgham (via skype), Jenn Bishop, Carrie Schena, Tricia Casey, Lisa Tourangeau, Betsy Houde

**Visiting:** Alderman Elizabeth Lu

**Meeting called to order:** 5:45pm

**Minutes by:** Tricia Casey

Motion to approve the minutes of the February 11, 2020 meeting (J. Caron). Seconded (L. Tourangeau). Motion carried.

1. CDBG funds set aside for CAC grants confirmed at \$99,677. City funds budgeted are \$522,000 for a total of \$621,677 to be awarded.
2. Commissioners added comments to remaining proposals.
3. Reviewed response from Nashua Senior Activity Center responding to commissioners' follow up questions.
4. Award discussion
  - a. Discussed process for making funding recommendations.
  - b. Made recommendations for funding.

Motion to approve funding recommendations as presented (T. Casey), Seconded (J. Bishop). Motion carried.

5. J. Telerski will share the comment sheets with the commissioners and each member will review, proofread, and provide edits on the sheets associated with the applications they led the review on. Due by Thursday, February 27.
6. J. Telerski will update the award letter.
7. Next and final meeting to debrief will be Thursday, March 5 at 5:30pm.

Motion to adjourn (J. Caron) at 8:46pm. Seconded (J. Bishop). Motion carried.

## Schena, Carrie

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**From:** Jason Telerski <jasontelerski@gmail.com>  
**Sent:** Wednesday, February 19, 2020 9:55 PM  
**To:** Schena, Carrie  
**Subject:** Fwd: FW: CAC

**CAUTION: This email came from outside of the organization. Do not click links/open attachments if source is unknown.**

email thread with the Senior Center regarding their interim report for current fiscal year grant.

----- Forwarded message -----

**From:** Margo Bell <[mbell@nashuaseniorcenter.org](mailto:mbell@nashuaseniorcenter.org)>  
**Date:** Tue, Feb 18, 2020 at 2:59 PM  
**Subject:** FW: CAC  
**To:** Jason Telerski <[jasontelerski@gmail.com](mailto:jasontelerski@gmail.com)>  
**Cc:** Judy Porter <[jporter@nashuaseniorcenter.org](mailto:jporter@nashuaseniorcenter.org)>

Dear Mr. Telerski,

Thank you for your hard work on the Citizen's Advisory Commission for Community Grants.

In reply to your recent email requesting further explanation of a phrase used in our request:

Since May of 2019, the Nashua Association for the Elderly, dba Nashua Senior Activity Center, has been in process of updating the Employee Policy and Procedures Handbook. The multipage tool and updates have proven to be a time consuming effort however the process is nearly done. Multiple meetings with the BOD's Personnel Committee and Executive Director, as well as, outside consultants it is nearly at completion. Job descriptions have been clearly defined and additional needs have been addressed. The last step is to consult with Legal Counsel to ensure all verbiage is in compliance and statutes are being met.

Upon completion we will be posting for the (grant funded) position which funds had been received. Monies continue to be held in a restricted account for said position.

I am in hopes that this clarifies the statement used in our application.

Should you have further questions please do not hesitate to contact me.

Kind regards,

Margo Bell

Executive Director

Nashua Senior Activity Center

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**From:** Judy Porter [mailto:[jporter@nashuaseniorcenter.org](mailto:jporter@nashuaseniorcenter.org)]  
**Sent:** Tuesday, February 18, 2020 8:19 AM  
**To:** Margo Bell <[mbell@nashuaseniorcenter.org](mailto:mbell@nashuaseniorcenter.org)>  
**Subject:** FW: CAC

**From:** Jason Telerski [mailto:[jasontelerski@gmail.com](mailto:jasontelerski@gmail.com)]  
**Sent:** Thursday, February 13, 2020 4:50 PM  
**To:** [jporter@nashuaseniorcenter.org](mailto:jporter@nashuaseniorcenter.org)  
**Subject:** CAC

Ms. Porter,

Thank you for submitting your application to the Citizen's Advisory Commission for Community Grants for operating funds for the coming year. Reviewing your application the Commission would like to get some more detail for an Interim Update on how your organization is putting the money from the current year's grant to work. The current description doesn't really help us understand how the money is being used or any obstacles to using it for the intended purpose.

"We are currently working on the restructuring job descriptions for staff and after that will utilize the funds for part of a position. "

Please reply by Wednesday, February 19th, with a more detailed description.

Please let me know if you have any questions.

Regards,

Jason Telerski

Chair, Citizens Advisory Commission for Community Grants

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