

Regular Meeting of the American Rescue Plan Task Force
January 8, 2024 – 4:00 p.m.
City Hall Council Chambers, 111 North Main Street, Bristol CT 06010

Members Present: Mayor Jeff Caggiano, John Leone, David Maikowski, and Mickey Goldwasser
Glenn Heiser, Howard Schmelder, Katie D'Agostino, and Mark Peterson attended via Zoom.

Absent: Susan Sadecki, Michael Dumas, Morgan Urgo, David Preleski, Thomas O'Brien, John Smith

Also present: Roger Rousseau, Diane Waldron, Robin Manuele, Justin Malley and
Martha McCabe, and Sara Goss UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:00 p.m.

2. Public Participation

None

3. Approval of minutes of Regular Meeting – December 11, 2023

Commissioner Maikowski made a motion seconded by Commissioner Leone "To approve the regular minutes from November 13, 2023." Motion approved.

4. Discussion with UHY Advisors

Martha reviewed the Project Summary and trackers. To date 54% has been spent, 97% of the award has been obligated. Martha reminded the task force that 100% of the award must be obligated by December 2024. Anything not spent by December 2026 will need to be returned to the US Treasury and any reallocation of funds will not be allowed after December 2024.

There are a few subrecipients that have not sent in their first draw down requests but are working to submit a request by January 30. UHY is working with BARC, Bristol Hospital Inc., and ELCC. Bristol Hospital had bids close this week and should submit an invoice for the deposit by the end of the month. There are two City projects, Renovations to Senior Center and Veterans Memorial Boulevard Site Improvements, with no spending or purchase orders through December. The West Cemetery project and the Traffic Infrastructure project continue to be of concern.

5. Building Bristol Grant Program Update

Martha reviewed the Building Bristol tracker and Justin and Martha have followed up with each of these subrecipients on the status of their projects. 300 Broad Street should be submitting a scope of work change as advised by UHY. The Bristol Shell project will be smaller, but he will also be submitting a request to revise the project to approximately \$20,000. These requests will be coming before the Task Force in February. For the beneficiaries, there have been several changes over the past year. Martha provided updates to the Task Force based on conversations she has had with the

project owners. Augie's has closed and will be able to be closed next month due to no drawdowns. The original applicant for GP Financial LLC has passed away, and the business has been transferred to a new owner, which will need follow up discussion. The Italian Social Club has indicated they do not plan to start their project until after January 30th. The Pine Street Package Store has suffered a decrease in business, and may not be able to come up with the match.

Many of these Building Bristol projects will be facing the January 30th deadline to demonstrate the project has started and is underway. Discussion was held regarding the deadline and the Task Force discussed that failure to submit a draw down will result in losing the funds. Commissioner Peterson questioned the projects that are requesting extensions. Martha stated that whatever decision is made will need to be applied for everyone across the Board. Commissioner Goldwasser stated time, money and resources have been spent, but no response is a response. A reasonable extension may be needed, but change of scope or not responding may not be feasible at this point in time. Mayor Caggiano stated the Task Force set the January 30th deadline and it has been communicated.

6. Subcommittee Updates

No subcommittees met, but there will be updates discussed under item 7.

7. Project Revisions and Updates

- a. To terminate the grant agreement with Firefly Hollow Brewing Company and rescind \$7,500 appropriation

Commissioner Goldwasser made a motion seconded by Commissioner Leone "to terminate the grant agreement with Firefly Hollow Brewing Company and rescind the \$7,500 remaining appropriation." Motion approved.

Mayor Caggiano stated this is a whole new business entity so therefore since the original applicant is no longer associated with the business this award should be rescinded.

- b. To close out the Exchange Club BBGP Project and rescind \$16 appropriation

Commissioner Maikowski made a motion seconded by Commissioner Leone "to close out the Exchange Club Building Bristol Grant Program and rescind the \$16 remaining appropriation." Motion approved.
Commissioner Goldwasser abstained.

- c. To close out the Montage Hair Design BBGP Project and rescind \$100 appropriation

Commissioner Goldwasser made a motion seconded by Commissioner Maikowski "to close out the Montage Hair Design Building Bristol Grant Project and rescind the \$100 remaining appropriation." Motion approved.

- d. Update on Progress Report #2 from Subrecipients

Mayor Caggiano and Justin Malley provided updates on several projects for the subrecipients, beneficiaries and Building Bristol program.

300 Broad Street – They want to focus on exterior renovations rather than the parking lot. Justin discussed the January 30th deadline and clearly defining what the plans for the use of funds.

Bristol Shell – Tong will only need approximately \$20,000 to do a smaller scale project. This is the Shell station on Middle Street.

Commissioner Goldwasser made a motion seconded by Commissioner Leone “to close out the GP Financial LLC Building Bristol Grant Project and rescind the \$13,000 remaining appropriation.” Motion approved.

Martha stated she will send a final reminder on January 12 to all awardees however they have all been notified, multiple times from UHY and the City of this deadline. Martha sees many projects wrapping up this summer, if not by December 2024. The other larger projects such as BARC or BristolWorks as well as City projects will continue after that point.

Commissioner Heiser questioned if BristolWorks received additional funding besides ARPA funding. Discussion was held on the sustainability of BristolWorks, as they have received approximately 60% of their award to get them through June 2025. BristolWorks will be planning their grant applications and request for federal funding in the very near future. Katie confirmed BristolWorks will be coming to a future Task Force meeting to provide an update.

8. Any other business

None

9. Adjournment

Commissioner Maikowski made a motion seconded by Commissioner Leone “to adjourn” at 5:00 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary