

Regular Meeting of the American Rescue Plan Task Force
December 12, 2022 – 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, Michael Dumas, Mickey Goldwasser, Glenn Heiser, David Maikowski, David Preleski, Susan Sadecki, and John Smith

Zoom: Mark Peterson, Morgan Urgo and Howard Schmelder.

Absent: Thomas O'Brien, John Leone and Cindy Bombard

Also present: Jack Reagan, UHY, Roger Rousseau, Diane Waldron, and Justin Malley

Via Zoom: Robin Manuele

Martha McCabe and Sarah Goss from 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: October 3, 2022

Commissioner Goldwasser made a motion seconded by Commissioner Sadecki "to approve the minutes from October 3, 2022." Motion approved.

4. Approval of 2023 Meeting Calendar

Commissioner Goldwasser made a motion seconded by Commissioner Smith "to approve the 2023 Meeting Calendar" Motion approved.

5. Subcommittee Reports

Justin Malley discussed the Novo Precision project which the Business subcommittee met prior to the Task Force meeting to discuss. Novo originally asked to use ARPA funds to hire an outside engineer to work on their automation project. The timeline for the project was fast forwarded and Novo hired that engineer earlier this year. The automation project is far from finished, so Novo would like to use the ARPA funds to pay its own in-house engineers and fabricators to continue to work on the project. Justin explained the project hasn't changed but the life cycle was expedited. Mickey discussed that the funds will be used for implementation instead of planning. Commissioner Heiser stated this isn't a change to the funds or project scope but to be noted for proper governance and audit. UHY reviewed the requested modification and the CEO will provide justification in writing for the Task Force. UHY confirmed this process meets ARPA guidelines. This information will be shared at the next meeting Task Force meeting. Mayor Caggiano stated the full Task Force does not need to take action, which Justin confirmed, as City Staff will work with UHY/Novo for

any logistical details. Commissioner Heiser stated he wants the full Board to be aware and comfortable with this. Commissioner Heiser stated timesheets will be required to prove time was allocated for this specific project.

6. Discussion with UHY Advisors N.E. LLC.

Jack Reagan, UHY Advisors, provided updates to the Task Force. Several draw down requests have come in from companies totaling approximately \$1.2 million. Moving forward, any company that has not requested a drawdown of funds will begin receiving monthly check-ins from UHY. Jack stated if any significant issues arise it should go through the subcommittee to work with the projects. Martha stated the next drawdown deadline is January 17. Follow up will request if the project has started and when the first draw down is expected. UHY will be holding another webinar on Thursday 12/15 for sub-recipients to review the process and instructions moving forward. Jack stated at this time next year, the Task Force should have an idea if projects are going to be completed on time.

Commissioner Maikowski questioned what happens if a project is started, but a sub recipient decides they cannot finish it. Jack explained if all monitoring and controls are in place, at that point, staff would need to discuss the clawback since due diligence was in place for the duration of the project. There are sections of the Act that realizes everything may not work out but as long as the monitoring was in place it should not be an issue. Commissioner Smith expressed his concerns over the projects that have not started or requested funds yet and that someone should be reaching out to them. Jack suggested the subcommittees could do outreach to those projects in the new year.

7. Building Bristol Grant Program Update

Jack discussed the Building Bristol program and suggests strong monitoring and controls, as these projects are riskier than the traditional program due to the matching fund component on the part of the recipient.

8. To modify sub-recipient awards designation as beneficiaries

Discussion was held on the difference between a beneficiary and sub recipient. Roger Rousseau stated if the contract has been executed, the Task Force should vote on the change. Of the three, only the Exchange Club contract has been signed. Bristol Historical and Veterans Strong will move forward as beneficiaries.

At 5p.m. Commissioner Goldwasser left the meeting due to a conflict of interest with the Exchange Club.

Commissioner Preleski made a motion seconded by Commissioner Smith "to approve the Exchange Club as a beneficiary." Motion approved.

Commissioner Goldwasser returned at 5:01 p.m.

9. Any other business

Jack questioned what information UHY and Staff can gather to help tell the story of these transformational projects. Before and after pictures could be used to tell how the money is being used. Commissioner Goldwasser stated testimonials from the grant recipients would be beneficial. For example, what did these grant dollars allow them to do, and have them tell their story.

Commissioner Smith asked how Bristol is doing compared to other UHY clients, Jack explained for governance Bristol is the poster child with its Task Force led by elected officials. The Bristol Works project is a transformational project like none other he has seen.

10. Adjournment

Commissioner Sadecki made a motion seconded by Commissioner Preleski "to adjourn" at 5:15 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary