



*City of Bristol
Economic and Community
Development Board*

In-Person Only Meeting

A CDBG Policy Committee Special Meeting will be held on Monday, April 13, 2026, at 5:00pm in Meeting Room 2-1, 2nd Floor, City Hall, 111 North Main Street, Bristol, CT.

- I. Call to Order
- II. Approval of Minutes
 - A. Approval of minutes of the Special Meeting on October 27, 2025
- III. Allow for any public comment on agenda items
- IV. Discuss funding for CDBG Program Year 52 applicants in accordance with the Goals of the City's 5-Year Consolidated Plan
- V. Adjournment

Per Order of the Chairperson, Howard Schmelder

ECONOMIC & COMMUNITY DEVELOPMENT

CDBG Policy Committee Special Meeting

October 27, 2025 – 4:40pm

Meeting Room 1-2 and on Zoom

City Hall, 1st Floor, 111 N. Main St., Bristol, CT

ATTENDEES: Mayor Jeff Caggiano, Chairman Howard Schmelder, Commissioners Thomas Hick (Zoom), and Louise Provenzano

STAFF PRESENT: Dr. Dawn Leger, Grants Administrator; Justin Malley, ECD Executive Director

I. Call to Order

Chairman Schmelder called the meeting to order at 4:40pm. A quorum was present.

II. Approval of Minutes

A. Approval of Minutes of the Special Meeting on August 4, 2025

The Chairman called for a motion to approve the Minutes from the Special Meeting held on August 4, 2025. Mayor Caggiano made the motion to approve the Minutes. The Motion was seconded by Commissioner Provenzano. There were no corrections or additions to the Minutes. All were in favor and the Minutes were accepted into the record.

III. Allow for any public comment on agenda items

There was no Public Comment.

IV. Discuss the utilization of ECD funding for community development

Justin Malley provided a brief update on the previous discussions at ECD Board Meetings that led to holding today's meeting. The ECD Board reviews their Incentives Budget at their monthly meetings, and the Board had also been discussing the city's Strategic Planning Initiative. Discussion at the Board meetings branched out into how the ECD Department currently funds, or could fund, community development. It was requested that this discussion take place with the Policy Committee with consideration of the CDBG funding as well as the ECD Incentives Budget ahead of the Board finalizing their Strategic Planning categories.

Discussion followed including the origin of the Incentives Budget Funds. It was noted that these funds are local taxpayer dollars. In the past, about once every two to three years, the

Board of Finance has allocated money to the ECD for its various programs, and it is never the same amount each time. The money isn't guaranteed or provided to the ECD Department on a regular basis.

Additional discussion followed including the ECD Department's ability, authority and/or restrictions to use these funds for community development, or not-for-profit agency support. The yearly CDBG federal funding awarded through the HUD program was discussed as it addresses public services and capital improvement projects.

It was noted that capital improvement projects have gone unfunded in recent years in response to a reduction in the CDBG funds provided to the city. The CDBG funds also support the Residential Rehabilitation Program which has been in high demand among Bristol homeowners. The top ECD Strategic Planning categories were also reviewed, along with possible new program guidelines, qualifying needs and eligibility.

The Committee agreed to report on their discussion to the full ECD Board at the next Regular Meeting. There was no further discussion and no votes were taken.

V. Adjournment

The Chairman called for a motion to adjourn. The motion was made by Commissioner Provenzano and was seconded by Mayor Caggiano. All were in favor and the meeting adjourned at 5:22pm.

Respectfully submitted,

*Sharon Arsego
Recording Secretary*