

ECONOMIC AND COMMUNITY DEVELOPMENT

Thursday, January 8, 2026 at 5:00 PM

Meeting Room 3-1, City Hall, 111 N. Main Street & on Zoom

Present: Mayor Zoppo-Sassu, City Council Member Tyler, Commissioners Schmelder, Mills, Hick, Provenzano, Sirko, Kearney-Gonzales, and Goldwasser (Zoom)

Absent: None

ECD Staff: Justin Malley – Executive Director

Guests: Charlie Talmadge, Development Planning Solutions, LLC
Michael Dudko, 116 Lewis Road
Mayor Jeff Caggiano, 100 North Main Street
Ken Gallup and Alan Clark, RCSS LLC

I. Call to Order

Mayor Zoppo-Sassu called the meeting to order at 5:06pm and led all present in the Pledge of Allegiance.

II. Public Participation

Charlie Talmadge provided an update on the project at 40 West Street. Remediation began that day, and the building is expected to come down in February 2026. The tax abatement piece will be addressed further at a future meeting.

Mayor Caggiano spoke to the Board with regard to Commissioner Howard Schmelder's 50 years of service on the ECD Board, having joined the Board on December 2, 1976 by unanimous vote. The former mayor expressed his gratitude for time spent with Commissioner Schmelder on the Board during his time in office, and thanked him for his contributions.

Michael J. Dudko was present to express concerns regarding the environmental impact at the Southeast Bristol Business Park (SEBBP), specifically Lot #8 and the nearby body of water. Having shared these concerns at the ECD Industrial Committee Meeting prior to the Board Meeting, Mayor Zoppo-Sassu offered the opportunity to provide new information related to his concerns.

This information included a detailed conversation between the Mayor, the ECD Executive Director and the transition owners of Lot #8 regarding their role as stewards of the land,

including DEEP testing, concerns and regulations. The information and records provided by the transition owners at that meeting were more than satisfactory to the Mayor and ECD staff and will be included in a document trail as a live file with DEEP.

Mr. Dudko continued to share his concerns as expressed at the ECD Industrial Meeting. Mayor Zoppo-Sassu offered to provide Mr. Dudko with the information she had provided to best illustrate that his concerns have been addressed.

There was no further Public Participation.

At this time, Mayor Zoppo-Sassu presented Commissioner Schmelder with a plaque honoring his 50 Years of Service on the ECD Board, and highlighted a number of projects he was a part of during his tenure. The ECD Staff also provided a personalized jacket commemorating his service. Commissioner Schmelder expressed his gratitude and pride at being a part of the ECD Board.

III. Approval of Minutes

A. Minutes of the December 4, 2025 Regular Meeting

Mayor Zoppo-Sassu requested a motion to approve the Minutes from the December 4, 2025 Regular Meeting. Commissioner Provenzano made the motion to approve, and the motion was seconded by Commissioner Goldwasser. There were no changes or corrections noted. All were in favor and the Minutes were accepted into the record.

Commissioner Goldwasser excused himself from the meeting at 5:25pm.

Mayor Zoppo-Sassu requested a motion to move **VIII. Committee Reports A. Industrial Committee Report** up for discussion. The motion was made by Commissioner Mills and seconded by Commissioner Schmelder. All were in favor and the discussion turned to the Industrial Committee Report.

VIII. Committee Reports

A. Industrial Committee Report

Commissioner Mills advised the Board that the ECD Industrial Committee approved a business to move forward with Lot #8 at the SEBBP.

Commissioner Mills put the following Motion forward for the Board:

Motion to approve the Road Construction Safety Services (RCSS) proposal for a "Distribution Facility" and "Company Headquarters" – owned and operated by RCSS – on Lot #8 of the Southeast Bristol Business Park as an allowed use per the Southeast Bristol

Business Park Design Guidelines and Regulations. This approval applies only to the business use for Lot #8; RCSS must seek ECD Board approval for its final site plan and building plan.

The motion was seconded by Commissioner Provenzano and discussion followed. Justin Malley reviewed RCSS' interest in Lot #8 in the SEBBP and the Board's role to provide approval of their project before RCSS continues with site plans and other developmental details. RSCC LCC owners Ken Gallup and Alan Clark of RCSS LLC spoke to the Board regarding their current operations and their plans for use of Lot #8.

RCSS was founded in 2020 and employs approximately 112 traffic control technicians and 10 support staff. The 10,000 square foot site in the SEBBP would be for equipment storage including trucks, and allow for them to provide training and one work site for the office team. Currently 60 vehicles are taxed to the City of Burlington, and with this move, those vehicles would become part of the City of Bristol tax rolls. Phase I is construction of their headquarters. Phase II will be leased industrial space, and Phase III will be self-storage or commercial condos. Discussion followed.

After the discussion, a vote was taken on the above motion. All were in favor and the Motion was accepted into the record.

IV. Consent Agenda

A. Communications

B. Economic Development/Grants/Marketing Report

Mayor Zoppo-Sassu called for a motion to approve the Consent Agenda. Commissioner Schmelder made the motion which was seconded by Commissioner Hick. No items were All were in favor and the Consent Agenda was accepted into the record.

V. New Business

A. CDBG Year 52 Preview

The Community Development Block Grant (CDBG) Program Year 52 has started with applications due by 1:00pm on January 30, 2026. An overview of the program process was provided for the newer members of the Board. The CDBG Program consists of HUD provided funds that are allocated for Community and Residential Rehabilitation Projects as well as related administrative program fees. Discussion followed including the CDBG priorities that guide the application approvals, and the success of past HUD audits of the city's work.

B. 273 Riverside Ave. Update

The Board was updated on the now closed Request for Proposals (RFP) for 273 Riverside Avenue (J.H. Sessions building). Thirteen proposals were received and are under initial consideration with the city's consultants, Goman + York. An ECD Downtown Committee Meeting will be scheduled to review the consultant's notes on the proposals.

It was noted that the RFP deadline for the 1.35 acres at Centre Square will be closing soon as well.

C. Façade Improvement Projects

A few examples of Façade Improvement Projects from 2025, including at 269 Riverside Avenue and 186 West Street, and new projects for 2026, including 1 Divinity Street and 65 School Street, were shared with the Board in review of the program. Discussion followed.

D. BOF Transfer Item

An updated ECD Incentives Chart was provided to the Board showing available funds for the various Business Incentive Programs. The Board was asked to consider a Board of Finance Transfer Request totaling \$52,093.00 to assist the Façade Improvement Projects Account and Other Wages Accounts as outlined in the following proposed Motion made by Commissioner Provenzano:

Motion to transfer \$50,000 from the Economic Development Expenses Account #1044109-589300 to the Façade Improvement Program Account #1044109-589335

Motion to transfer \$2,000 from the Downtown Development Grant Account #1044109-589320 to the Façade Improvement Program Account #1044109-589335

Motion to transfer \$18.00 from the Travel Reimbursement Account #1044101-554000-G2026 to the Other Wages Account #1044101-517000-G2026

Motion to transfer \$75.00 from the Travel Reimbursement Account #1044103-554400-G2026 to the Other Wages Account #1044103-517000-G2026

Clarification on the need for the transfers was provided by Justin Malley as the ECD Executive Director. There were no changes noted for the transfer request. The Motion was seconded by Commissioner Kearney-Gonzales. All were in favor and the BOF Transfer Request was approved.

VI. New Business by Commissioners

Commissioner Kearney-Gonzalez invited everyone to attend the 2026 Soul Session event on January 17, 2026 presented by Downtown Live at Rockwell Theater. Tickets are available online and at the door.

Mayor Zappo-Sassu shared a concern received from The Yankee Harley-Davidson on Farmington Avenue regarding the difficulty of managing a left turn out of their parking lot onto Farmington Avenue. The mayor requested a letter of support from the ECD Board in bringing this concern to the Traffic Commission the Police Commission and appropriate State of Connecticut department(s). Commissioner Hick suggested that in addition to a delayed timing sequence that there also be a separate timing signal. Left hand turns and going straight across Farmington Avenue are equally concerning, especially for motorcyclists.

The following motion was then made Commissioner Hick:

Motion for a consensus from the Economic and Community Development Commission in their willingness to provide a letter of support for the noted traffic initiative from a business and safety perspective for Yankee Harley-Davidson.

The motion was seconded by Commissioner Schmelder. All were in favor and the Motion was accepted into the record. The letter will be drafted by the mayor and Justin Malley to be included in the next steps.

VII. Old Business by Commissioners

There was no Old Business by Commissioners.

VIII. Committee Reports

B. City Council Member Report

There was no City Council Member Report.

IX. Adjournment

The mayor called for a motion to adjourn. The motion to adjourn was made by Commissioner Schmelder and was seconded by City Council Member Susan Tyler. All were in favor and the meeting adjourned at 6:01pm

Respectfully submitted,

Sharon Arsego
Recording Secretary