



City of Bristol
American Rescue Plan Task Force

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/84749613854?pwd=QlJwTjRWMWRSYXJQcFJWcUFibk1hUT09>

Meeting ID: 847 4961 3854

Passcode: 12345

The regular American Rescue Plan Task Force meeting will be held on Monday, March 11, 2024, at 4:00 PM. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Regular Meeting - February 12, 2024
4. Discussion with UHY Advisors
 - a. Project Summary
 - b. Draw Down Status Tracker
 - c. City Tracker
5. Building Bristol Grant Program Update
 - a. Building Bristol Update
6. Committee Reports
7. Project Revisions and Updates
 - a. To approve a request for change in project budget for 300 Broad Street Property LLC
 - b. To increase the appropriation for the UHY Project Manager project by \$50,000

8. Any other matter to come before said meeting

9. Adjournment

PER ORDER OF THE CHAIRPERSON

Jeff Caggiano, Mayor

Regular Meeting of the American Rescue Plan Task Force
February 12, 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, Michael Dumas, Glenn Heiser, Katie D’Agostino, Susan Sadecki, Thomas O’Brien, John Smith and Mickey Goldwasser
Howard Schmelder (left at 4:58 p.m.), Morgan Urgo and Mark Peterson attended via Zoom.

Absent: David Preleski

Also present: Roger Rousseau, Diane Waldron, Robin Manuele, Justin Malley
Martha McCabe 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 – January 8, 2024

Commissioner made a motion seconded by Commissioner Goldwasser “To approve the regular minutes from January 8, 2024.” Motion approved.

4. Presentation by BristolWorks!

Kim Holley, BristolWorks! provided an update on the progress of BristolWorks! Healthcare has the most participants as the classes are fifteen week class, whereas the Early Childhood classes last 9-12 months. In March they will have been open one year and are waiting for one year mark for data. Their programs provide a pathway to Tunxis Community College.

5. Discussion with UHY Advisors

Martha reviewed the Progress Report Summary as of January 31. The next subrecipient report will be as of June 30 and presented to the Task Force in July. Martha reviewed the Project Summary and trackers. There is an unobligated balance/contingency of \$767,690 which will increase as projects are closed out at this meeting. There are a few projects which have run into a few issues with contractors, but those projects were projected to go longer term, such as BARC and BBGC. Bristol Hospital is under very tight time constraints for their project due to having to schedule closing the operating room to complete the project. They received only one response to the bid and have decided to rebid the project with some adjustments. They are confident everything is still on schedule to move forward as planned.

6. Building Bristol Grant Program Update

Martha reviewed the Building Bristol tracker, she has stressed to the recipients that the remainder of their funds must be spent by the end of the year.

7. Committee Reports

No subcommittee reports.

8. Project Revisions and Updates

- a. To terminate the grant agreement with Miller Foods Inc. and rescind \$100,000 appropriation

Mayor Caggiano excused himself from the meeting.

Commissioner Goldwasser made a motion seconded by Commissioner Smith “to terminate the grant agreement with Miller Foods Inc. and rescind the \$100,000 remaining appropriation.” Motion approved. Mayor Caggiano was not present for the vote, and abstained.

Mayor Caggiano returned to the meeting.

- b. To terminate the grant agreement with Augie’s and rescind the \$12,500 appropriation

Commissioner Schmedler made a motion seconded by Commissioner Smith “to terminate the grant agreement with Augie’s and rescind the \$12,500 remaining appropriation.” Motion approved.

- c. To terminate the grant agreement with Italian Social Club and rescind the \$5,000 appropriation

Commissioner Dumas made a motion seconded by Commissioner Smith “to terminate the grant agreement with the Italian Social Club and rescind the \$5,000 remaining appropriation.” Motion approved. Commissioner Leone abstained.

Mayor Caggiano stated the project will still be done and that they will still to spend \$100,000 on the project, but they were unable to get the paperwork in before the deadline.

- d. To terminate the grant agreement with Mumaste, LLC and rescind the \$60,000 appropriation

Commissioner Goldwasser made a motion seconded by Commissioner Smith “to terminate the grant agreement with the Mumaste LLC and rescind the \$60,000 remaining appropriation.” Motion approved.

- e. To terminate the grant agreement with Vrinda Enterprises LLC and rescind the \$17,500 appropriation

Commissioner Smith made a motion seconded by Commissioner Dumas “to terminate the grant agreement with the Vrinda Enterprises LLC and rescind the \$17,500 remaining appropriation.” Motion approved.

Martha explained they had a downturn in their business and did not have the funds needed for the match, even if they did, they could not do the work until after May 1.

f. To close out the City – IT Network Switch Replacement Project and rescind the \$19,953 remaining appropriation

Commissioner Goldwasser made a motion seconded by Commissioner O’Brien “To close out the City – IT Network Switch Replacement Project and rescind the \$19,953 remaining appropriation.” Motion approved.

g. To discuss Centre Square Public Parking Structure Project and take any action as necessary.

Justin Malley, discussed the Centre Square project, as estimates were trending higher than projected. Bids came back, and Justin and Ray are here to request additional funds from the ARPA unobligated fund balance be allocated to this project. The garage will have 194 parking spaces with an elevator. Approximately 100 spaces of the garage will be designated for Wheeler and Carrier, with the Wheeler spaces on the first floor being reserved only during business hours. The Carrier spaces on the second floor will be designated for people living in the apartments with the other spaces available to the public. There is approximately \$400,000 in construction contingency for this project for any unknowns during construction. The Mayor explained he is evaluating options to assist with development in this area. Eventually he would like to see paid parking and the garage support its maintenance and future upkeep. In the first five years there should not be very many expenses associated with it.

Roger Rousseau explained \$6.7 million has already been allocated to the garage project through ARPA, and the additional funds will total \$8.5 million in expenses for the project. The Mayor stated an additional \$500,000 will be coming from Capital Reserves.

Commissioner Goldwasser made a motion seconded by Commissioner Leone “to make an additional appropriation of \$900,000 within the Centre Square Public Parking Structure Project funding by Revenue Loss.” Motion approved.

9. Any other business

None

10. Adjournment

Commissioner Maikowski made a motion seconded by Commissioner Leone “to adjourn” at 5:10 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary

Summary - all Bristol ARPA Awards

REVISED Feb. 29, 2024

ARPA Project Category	Approved Funding	Total Expended **	Allocated to Rev. Loss in City Projects (\$10M)
City Projects	\$ 16,776,507.00	\$ 7,060,045.27	\$ 8,889,997.90
Building Better Bristol Grants - Beneficiaries (5)	\$ 64,692.50	\$ 57,900.43	\$ 64,692.50
Building Better Bristol Grants - Subrecipients (7)	\$ 333,599.60	\$ 175,506.35	\$ 333,599.60
Subrecipients - 1st Round (24)	\$ 10,541,313.60	\$ 5,351,954.17	\$ -
Beneficiaries - 1st Round (5)	\$ 43,069.28	\$ 29,374.35	\$ -
		\$	\$ -
Totals	\$ 27,759,181.98	\$ 12,674,780.57	\$ 9,288,290.00
ARPA Award to City of Bristol	\$ 27,831,926.00		
Unobligated Balance/Contingency	\$ 72,744.02		

Unobligated balance reflects return of balance of unspent funds from subs and terminated awards

*** reflects payments issued by City and reimbursement requests reviewed by UHY & sent to City and payment check not yet issued*

99.7% of ARPA Award OBLIGATED

45.5% of ARPA Award EXPENSED

[illegible]

Organization Name	Project Name	Contact Name	Contact Phone	Contact Email	Project Type	Approved Funding	Date - Agreement Fully Executed	UHY Reviewer	Date of City 1st Draw Payment	Draw #1	Draw #2	Date of City Payment	Draw #3	Date of City Payment	Draw #4	Date of City Payment	Draw #5	Date of City Payment	Total Disbursed to date	Notes	
Bristol Historical Society	Re-Opening Plan for the Bristol Historical Society (BHS)	Erica Bates	860-383-6338	ehowson@bhsociety.net	Non-Profit	\$ 5,000.00	3/21/2023	Sarah Goss	5/1/2023	\$ 5,000.00	\$ -	NA	\$ -	NA	\$ -	NA	\$ -	NA	\$ 5,000.00	CLOSED 1/5/2024	
Breiah A.M.E. Zion Church	"A Healthy Church" environment to worship	Patricia Worthington	860-380-0276	pat.worthington@gmail.com	Non-Profit	\$ 9,000.00	10/13/2023	Sarah Goss	10/2/2023	\$ 2,400.00	\$ 3,613.89	11/10/2023							\$ 6,013.89	Drawing Funds	
Exchange Club of Bristol Connecticut Incorporated	Bristol Main Festival	Susan Bissett	860-385-6750	susanb1@gmail.com	Non-Profit	\$ 1,953.28	1/10/2023	Sarah Goss	2/24/2023	\$ 1,953.28	\$ -	NA	\$ -	NA	\$ -	NA	\$ -	NA	\$ 1,953.28	CLOSED 1/5/2024	
Veterans Strong Community Center, Inc.	Technology Hubnet	Dianna Daniels	860-384-6238	danielsd@vstronginc.org	Non-Profit	\$ 6,000.00	3/13/2023	Sarah Goss	12/17/2023	\$ 6,000.00	\$ -	NA	\$ -	NA	\$ -	NA	\$ -	NA	\$ 6,000.00	CLOSED 1/5/2024	
Bristol Brass and Wind Ensemble, Inc.	Bristol Brass and Wind Ensemble - Sustaining Cultural Enrichment of the Greater Bristol Community	Kathleen Theriault pat.ktheriault	860-393-9239	ktheriault@brw.com gen.ktheriault@brw.net	Non-Profit	\$ 20,500.00	8/24/2022	Sarah Goss	12/21/2022	\$ 4,224.50	\$ 3,463.35	5/10/2023	\$ 2,062.96	10/10/2023	\$ 1,248.93	10/10/2023			\$ 10,997.58	Drawing Funds	
TOTAL						\$ 43,069.28				\$ 19,587.78	\$ 6,474.68		\$ 2,062.96		\$ 1,248.93				\$ 29,374.35	Total Disbursed to Date	
5 Beneficiaries										Draw #1		Draw #2		Draw #3		Draw #4				\$ 13,694.93	Balance to Disburse

Orange - CLOSE OUT Beneficiaries

Exchange Club call to UHY 12/20/23 - informed BHS to City - original award \$1,900.00; revised to \$1,953.28

City Projects - ARPA

Project	Name of applicant	Organization Name	Project Name	Project Type	Email address	Contact Number	Approved Funding	Total Spent as of 2/29/24	Revenue Loss Funding
	Diane Waldron	City of Bristol - Contract with UHY	UHY Project Manager Services	City	dianewaldron@bristolct.gov	860-584-6127	\$ 500,000.00	\$ 445,164.18	
22C17		City of Bristol IT	Network Switch Replacement	City		860-584-6279	\$ 280,047.00	\$ 280,046.94	
RLOSS 24C04		City of Bristol	CIP Project - IT Cisco Phone Gateways	City		860-584-6279	\$ 340,000.00	\$ 205,310.32	\$ 340,000
23C16	Jason Krueger	Bristol Senior Center	Renovations to Center	City	jasonkrueger@bristolct.gov		\$ 22,500.00	\$ -	
22C23	Joshua Medeiros	City of Bristol Parks, Recreation, Youth and Community Services	Pine Lake Outdoor Adventure Park Improvements	City	joshmedeiros@bristolct.gov	860-584-6160	\$ 275,000.00	\$ 265,352.60	
RLOSS	Department of Public Works	City of Bristol	Bristol City Hall Renovation - HVAC Upgrades/Improvements	City	raymondrogozinski@bristolct.gov	860-584-6113	\$ 3,700,000.00	\$ 3,476,227.48	\$ 3,700,000
22C26 RLOSS	Economic and Community Development	City of Bristol	Centre Square Public Parking Structure	City	justinmalley@bristolct.gov	860-584-6185	\$ 7,621,000.00	\$ 210,700.00	\$ 2,900,000
	City of Bristol Economic & Community Development Department	City of Bristol Economic & Community Development Department	ARPA Funding Marketing	City	ecd@bristolct.gov	860-584-6185	\$ 5,000.00	\$ 1,369.99	
22C22	Economic and Community Development	City of Bristol	Downtown/Centre Square Infrastructure	City	justinmalley@bristolct.gov	860-584-6185	\$ 950,000.00	\$ 254,479.77	
	Justin Malley	Economic & Community Development	Route 6 Development/Infrastructure	City	justinmalley@bristolct.gov	860-584-6185	\$ 22,500.00	\$ 22,500.00	
RLOSS	Dept.of Public Works	City of Bristol	Parking Garage	City	raymondrogozinski@bristolct.gov	860-584-6113	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000
RLOSS	Economic & Community Development	City of Bristol	Brownfield Revolving Loan/Grant Program	City	justinmalley@bristolct.gov	860-584-6185	\$ 250,000.00	\$ 83,535.73	\$ 250,000
RLOSS	City of Bristol	City of Bristol	Building Bristol Grant Program	City	justinmalley@bristolct.gov	860-584-6185	\$ 398,293.00	\$ 217,698.85	\$ 398,293
	Marco Palmeri	Bristol Burlington Health District	Bristol Burlington Health District	City	dianewaldron@bristolct.gov	860-584-6127	\$ 50,000.00	\$ 50,000.00	
22C19	Joshua Medeiros	City of Bristol Parks, Recreation, Youth and Community Services	Kern Park Site Planning & Improvements	City	joshmedeiros@bristolct.gov	860-584-6160	\$ 300,000.00	\$ 207,043.75	
22C20	Joshua Medeiros	City of Bristol Parks, Recreation, Youth and Community Services	Veterans Memorial Boulevard Site Improvements	City	joshmedeiros@bristolct.gov	860-584-6160	\$ 300,000.00	\$ 99.06	
22C21	Joshua Medeiros	City of Bristol Parks, Recreation, Youth and Community Services	Rockwell Park Site Improvements	City	joshmedeiros@bristolct.gov	860-584-6160	\$ 400,000.00	\$ 318,095.45	
	Aubrey Minkler	City of Bristol- Community Services	Assistance to Households	City	aubreyminkler@bristolct.gov	860-314-4690	\$ 10,000.00	\$ 9,700.00	
22G18	Robert J. Herold, President	West Cemetery Association's Carlyle F. Barnes Chapel	Repair of Elevator/Lift's ADA Access to Lower level	City	westcembristol@yahoo.com	860-583-6133	\$ 10,000.00	\$ -	
23G05	Robert J. Herold, President	West Cemetery Association's Carlyle F. Barnes Chapel	Ceiling Repairs	City	westcembristol@yahoo.com	860-583-6133	\$ 30,460.00	\$ 30,420.00	
	Justin Malley/ Diane Waldron	ECD	ARPA Coordinator	City	justinmalley@bristolct.gov	860-584-6187	\$ -	\$ -	
RLOSS	Justin Malley	City of Bristol	Route 6 Traffic Signal Infrastructure	City	justinmalley@bristolct.gov	860-584-6187	\$ 500,000.00	\$ -	\$ 500,000

Total	\$ 17,164,800.00	\$ 7,277,744.12	\$ 9,288,293.00
Less BBBGP	\$ (398,293.00)	\$ (217,698.85)	
City Projects	\$ 16,766,507.00	\$ 7,060,045.27	

Project Complete

BBBGP Beneficiaries - Draw Down

Updated Feb. 29, 2024

MATCHING GRANT (\$1 in sub match for every \$1 City)

Organization Name	Contact Name	Email	Type of Beneficiary	Project Title	Description	Total Project Cost	Approved City Share	Email notifying of change of status	Draw #1	Date of City Payment	Draw #2	Date of City Payment	Balance of Awards Remaining	Notes
American Clock & Watch Museum	Patricia Philippon	director@clockmuseum.org , 860-797-172	Non-Profit	Museum parking lot safety improvements due to lifting of COVID restrictions	To repave the approximately 6,500 square foot parking lot on the north side of their 100 Maple Street property.	\$ 40,735.00	\$ 20,367.50	Feb. 21, 2023 - email 3/3/23 - to SWITCH to Beneficiary	\$ 20,367.50	Check # 515020 1/31/2024	\$ -		\$ -	CLOSED 2/123/2024
Emily's Catering Group	RICHARD J KERZNER	rick@emilyscater.com , 860-585-6215	Small Business	Repair and/or replacement existing driveway/parking	To repair and/or replace existing parking area and driveway.	\$ 35,000.00	\$ 17,500.00	Feb. 27, 2023 - replied wished to be a beneficiary	\$ 17,500.00	Check #510454 8/31/23	\$ -		\$ -	CLOSED 1/24/2024
Hearthstone Holdings, LLC	Hilary Stoult	hmsstoult@gmail.com , 860-614-6827	Small Business	West End Storm Drainage	Installing underground stormwater drainage prevents stormwater from touching the surface of parking lots and walkways, where it collects salt and other debris, before being properly routed to treatment.	\$ 30,000.00	\$ 15,000.00	Feb. 21, 2023 - phoned 2/22/23 to SWITCH to Beneficiary	\$ 13,304.25	Check payment to vendor needed before UHY can approve	\$ -		\$ 1,695.75	See 1/31/2024 UHY email - need cancelled check to approve reimbursement
Hearthstone Holdings, LLC	Hilary Stoult	hilary@hearthstoneholdings.com , 860-614-6827	Small Business	Neighborhood Seating for Business Owners	Provide outdoor seating in a currently un-utilized and central area to several restaurants and quick service entries allowing the use of outdoor seating for those who don't have the option/space. The ability to offer outdoor seating during this time is paramount to patrons comfortability and ultimately a restaurants success.	\$ 15,000.00	\$ 7,500.00	Feb. 21, 2023 - phoned 2/22/23 to SWITCH to Beneficiary	\$ 2,403.68	Check to far payments to vendors needed before UHY can approve	\$ -		\$ 5,096.32	See 1/31/2024 email - need missing documents
Shear Design	Patricia or Philip Lodovico	plodovico@charter.net , 860-989-3524	Small Business	Septic Repairs	To improve capacity of waste water and storm water systems.	\$ 8,650.00	\$ 4,325.00	Replied 4/13/2023 to SWITCH to beneficiary	\$ 4,325.00	Check # 510238 8/31/23	\$ -		\$ -	CLOSED 1/24/2024
Orange - CLOSED							\$ 64,692.50		\$ 57,900.43	Draw #1			\$ 6,792.07	Balance to Disburse

City of Bristol, CT – ARPA
Request for Change in Project Budget
BBBGP Matching Grant Program

Subrecipient Name: 300 Broad Street Property LLC

Total ARPA awarded: \$60,000 (City ARPA) - \$60,000 (subrecipient match)

Category of Change (mark all that apply):

☐ Extend Project Completion Date

X Move more than 10% of Project Budget Line-Item expense to other Line-Item expense

☐ *Revise Work Plan & Budget*

☐ Cancel Agreement/Return ARPA funds to City

☐ Other change to Project

Describe requested Scope of Work Change (limit to 200 words):

For better curb appeal and leasability of the buildings, we propose to replace exterior swing doors and overhead rolling doors.

(UHY note the executed agreement allowed for use of funds to “ support renovation & improvements to commercial property with repair, upgrade, and replacement of equipment and/or rehabilitation of parking lot; to ensure safe environment and use of property by the general public.” This request is a change of BUDGET to be used to improve exterior of the property exclusively. The subrecipient believed reference to equipment to include overhead rolling doors. Under federal uniform guidance however, these expenses would fall under contractor services and supplies; necessary to procure and replace swing doors and overhead rolling doors. The improvements would be eligible under ARPA as they would provide safe environment and use of property by the public.)

Complete REVISED Budget on page 2:

Armen Boyajian

2/12/2024

Name of Authorized Officer or Employee

Date Submitted

For City Use:

Reviewed by: ☐ Council/Task Force ☐ City Staff

Date of Review & Summary Comments:

Decision: ☐ **Approved** ☐ **Denied**

Approved by _____

Date Subrecipient notified of Decision:

Typed Name of City official/Staff

Project Revised Budget – 300 Broad St. Property, LLC

Category of Expenditure	Previous Budget - City	Previous Budget - Subrecipient	Revised Budget - City	Revised Budget - Subrecipient	Total Project Expense
<i>Personnel (salaries – W2)</i>	\$		\$		
<i>Fringe Benefits</i>	\$		\$		
<i>Contracted workers (1099)</i>	\$		\$		
<i>Conferences/Travel</i>	\$		\$		
<i>Equipment (over \$5,000 per item)</i>	\$		\$		
<i>Office/ Project Supplies</i>	\$		\$		
<i>Contractors</i>	\$		\$52,500	\$77,500	\$130,000
<i>Construction/Renovation supplies</i>	\$ 60,000	\$60,000	\$		
<i>Rent/Utilities</i>	\$		\$		
<i>Property, Liability & other insurance</i>	\$		\$ 7,500	\$7,500	\$ 15,000
<i>Contract for auditing & accounting services</i>	\$		\$		
<i>Other (detail below)</i>	\$				
TOTAL	\$ 60,000	\$ 60,000	\$60,000	\$85,000	\$145,000

If OTHER category of expense exceeds \$50,000, you must provide detail below:

Description of Item/Service - OTHER	Projected Cost
Total OTHER:	\$

Place total of OTHER on Budget form above.