



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, May 13, 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 - March 11, 2024
4. Discussion with UHY Advisors
 - a. Project Summary
 - b. Draw Down Status Tracker
 - c. City Tracker
5. Building Bristol Grant Program Update
 - a. BBGP Tracker
6. Committee Reports
7. Project Revisions and Updates
 - a. To closeout the Assistance to Households project and rescind \$300 remaining appropriation

- b. To approve contract amendments for Bristol Boys and Girls Club and BristolWorks! to December 31, 2025
 - c. To approve contract amendments for Prudence Crandall and St Vincent DePaul to extend the award period to September 30, 2026
- 8. To discuss setting deadline of 7/1/24 for all subrecipients and beneficiaries to have proof of contract for full award amount
 - 9. Any other matter to come before said meeting
 - 10. Adjournment

PER ORDER OF THE CHAIRPERSON
Jeff Caggiano, Mayor

Regular Meeting of the American Rescue Plan Task Force
March 11, 2024 – 4:00 p.m.
City Hall Council Chambers, 111 North Main Street, Bristol CT 06010

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

Absent: David Preleski, Michael Dumas, and Morgan Uργο
Also present: Diane Waldron, Robin Manuele, and 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 – February 12, 2024

Commissioner Sadecki made a motion seconded by Commissioner Heiser "To approve the regular minutes from Feb 12, 2024." Motion approved.

4. Discussion with UHY Advisors

Martha reviewed the Progress Report Summary as of February 29 and trackers. There is a small unobligated balance of \$72,722. Commissioner Sadecki requested a breakout category on the summary page.

Mary Etter from BARC is working on securing a contract manager. BBGC is putting out an RFP for the turf replacement project. BristolWorks has a balance of approximately \$700,000 which, as the project is designed, will continue into 2025. They will be submitting a budget revision in April or May for training equipment not in the original budget. Discussion was held on their efforts to secure funding for the future. Martha noted 24 subrecipient projects are done/closed.

Mayor Caggiano noted on the City tracker the developers have purchased the property for development and the Route 6 Infrastructure project will be moving forward as presented at the ECD meeting last week. West Cemetery is also still waiting for the results of the survey of the Barnes Chapel building.

5. Building Bristol Grant Program Update

Martha reviewed the Building Bristol tracker; these projects will be completed by the end of the year.

Bristol Shell may have a revision to his budget, as the owner is waiting for the Shell franchise to get back to him on the requirements for the gas pump replacements. Hilary from Hearthstone has two projects. One project is to create an outdoor dining area in the West End.

6. Committee Reports

No subcommittee reports.

7. Project Revisions and Updates

- a. To approve a request for change in project budget for 300 Broad Street Property LLC

Justin Malley discussed the request, and the change in budget for this project.

Commissioner Goldwasser made a motion seconded by Commissioner Smith "to approve a request for change in project budget for 300 Broad Street Property LLC." Motion approved.

- b. To increase the appropriation for the UHY Project Manager project by \$50,000

Commissioner Leone made a motion seconded by Commissioner O'Brien "To increase the appropriation for the UHY Project Manager project by \$50,000." Motion approved.

Commissioner Schmelder stated this was money well spent, UHY has done a very good job. Martha commended City staff and stated the ARPA funds have really benefited the community. UHY is recommending that by October 1, any remaining balances be assigned to revenue loss and used in in 25/26. Revenue loss can be used for anything but salaries.

8. Any other business

Mayor Caggiano stated the April meeting will be canceled as there will not be any major decisions to make. The next meeting of the Task Force will be in May and hopefully meetings can be canceled in the summer as activity starts to dwindle down.

9. Adjournment

Commissioner Smith made a motion seconded by Commissioner O'Brien "to adjourn" at 4:45 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary

Summary - all Bristol ARPA Awards

April 25, 2024

ARPA Project Category	Approved Funding	Total Expended **	Allocated to Rev. Loss in City Projects (\$10M)
City Projects	\$ 16,816,507.00	\$ 7,151,413.32	\$ 8,890,000.00
BBBGP Subrecipients - Non-Profits (1)	\$ 60,000.00	\$ 4,406.75	\$ 60,000.00
BBBGP Subrecipients - Small Businesses (6)	\$ 273,599.60	\$ 171,099.60	\$ 273,599.50
BBBGP Beneficiaries - Non-Profits (1)	\$ 20,367.50	\$ 20,367.50	\$ 20,367.50
BBBGP Beneficiaries -Small Businesses (4)	\$ 44,325.00	\$ 37,532.93	\$ 44,325.00
Subrecipients - 1st Round - Non-Profits (17)	\$ 7,074,889.00	\$ 3,074,170.80	-
Subrecipients - 1st Round - Small Businesses (7)	\$ 3,466,424.60	\$ 3,393,218.03	-
Beneficiaries - 1st Round -Non-Profits (5)	\$ 43,069.28	\$ 29,374.35	-
Totals	\$ 27,799,181.98	\$ 13,881,583.28	\$ 9,288,292.00
ARPA Award to City of Bristol	\$ 27,831,925.97		
Unobligated Balance/Contingency	\$ 32,743.99		

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

99.9% of ARPA Award OBLIGATED

49.8% of ARPA Award EXPENSED

[illegible]

Bristol, CT Subrecipient Awards - Drawdown Tracker
Beneficiaries

Updated April 24, 2024

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	erica@bristolhistoricalsociety.org	New Profit	\$ 5,000.00	3/14/2023	Sarah Goss	9/5/2023	\$ 5,000.00	\$ -	NA	\$ -	NA	\$ -	NA	\$ -	NA	\$ 5,000.00	CG080 U/L0804	
Breiah A.M.E. Zion Church	"A Healthy Church" environment to worship	Patricia Worthington	860-380-0276	pat.worthington@gmail.com	New Profit	\$ 9,606.00	10/15/2023	Sarah Goss	10/5/2023	\$ 2,400.00	\$ 3,000.00	11/15/2023							\$ 5,400.00	Drawing Funds	
Exchange Club of Bristol Connecticut Incorporated	Bristol Main Festival	Susan Bernal	860-385-6750	sbernal@gmail.com	New Profit	\$ 1,963.28	1/15/2023	Sarah Goss	2/14/2023	\$ 1,963.28	\$ -	NA	\$ -	NA	\$ -	NA	\$ -	NA	\$ 1,963.28	CG080 U/L0804	
Veterans Strong Community Center, Inc.	Technology Hubout	Diana Daniels	860-388-6238	dmccord@veteransstrong.org	New Profit	\$ 6,000.00	1/15/2023	Sarah Goss	5/17/2023	\$ 6,000.00	\$ -	NA	\$ -	NA	\$ -	NA	\$ -	NA	\$ 6,000.00	CG080 U/L0804	
Bristol Brass and Wind Ensemble, Inc.	Bristol Brass and Wind Ensemble Sustaining Cultural Enrichment of the Greater Bristol Community	Wynke Hubbard	860-303-0340	wynkehubbard@bristolbrass.com	New Profit	\$ 20,500.00	8/24/2022	Sarah Goss	12/11/2022	\$ 4,254.50	\$ 3,462.15	9/10/2023	\$ 2,092.50	10/10/2023	\$ 1,248.93	10/10/2023			\$ 10,997.18	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

\$ Beneficiaries

Orange - CLOSE OUT Beneficiaries

Exchange Club call to UHY 12/20/23 - informed \$36.72 to City - original award \$1,963.28; revised to \$1,963.28

City Projects - ARPA

Project	Name of applicant	Organization Name	Project Name	Project Type	Email address	Contact Number	Approved Funding	Total Spent as of 4/29/24	Revenue Loss Funding
	Diane Waldron	City of Bristol - Contract with UHY	UHY Project Manager Services	City	dianewaldron@bristolct.gov	860-584-6127	\$ 550,000.00	\$ 469,254.18	
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	\$ 7,936.50	
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	\$ 268,865.60	
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	\$ 3,497,643.60	\$ 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	\$ 221,000.00	\$ 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	\$ 127,121.69	\$ 250,000
RLOSS	City of Bristol	City of Bristol	Building Bristol Grant Program	City	justinmalley@bristolct.gov	860-584-6185	\$ 398,293.00	\$ 224,490.92	\$ 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	\$ 207,200.07	
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	\$ 36.00	
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	
RLOSS	Justin Malley	City of Bristol	Route 6 Traffic Signal Infrastructure	City	justinmalley@bristolct.gov	860-584-6187	\$ 500,000.00	\$ -	\$ 500,000

Total	\$ 17,214,800.00	\$ 7,395,471.03	\$ 9,288,293.00
See BBBGP Tracker	\$ (398,293.00)	\$ (224,490.92)	
City Projects	\$ 16,816,507.00	\$ 7,170,980.11	

Project Complete
Revenue Loss designated 6.1

Bristol, CT - BBGP Subrecipients Draw Downs																				
Updated April 25, 2024																				
MATCHING GRANT (\$1 in sub match for every \$1 City)																				
Organization Name	Project Name	Contact Name	Contact Email	Subrecipient Type	TOTAL PROJECT COST	APPROVED CITY SHARE	Date - Subrecipient Agreement Fully Executed	UWY Reviewer	Draw #1	Date of City Payment	Draw #2	Date of City Payment	Draw #3	Date of City Payment	Draw #4	Date of City Payment	Draw #5	Date of City Payment	Balance of Awards Remaining	Comments
300 Broad Street Property LLC	Parking Lot repairs/lighting for public safety	Armen Boyajian	armen@allhanddevelopment.com, 212680000	Small Business	\$ 120,000.00	\$ 60,000.00	5/1/2023	Martha McCabe	\$ 7,500.00	Check #514113 1/26/2024									\$ 15,500.00	Drawing Funds
AMERICAN LEGION SECHREFFRY POST 2	Outdoor Kitchen Expansion/Emergency Shelter	Wah Fuhar (860)871-5244	wfuhar@sigblgbl.net, wah_fuhar@legion.com	Non-Profit	\$ 120,000.00	\$ 60,000.00	3/19/2023	Martha McCabe	\$ 4,899.75	12/29/2023 Check # 154048									\$ 10,100.25	Drawing Funds
Initial Shelf (Shark's Enterprises)	PUMP&TANK UPGRADE - SECURITY/PUBLIC SAFETY STDS	YONG GUO	GT30898@GMAIL.COM, 860-612-8405	Small Business	\$ 120,000.00	\$ 60,000.00	4/12/2023	Martha McCabe	\$ 10,000.00	2/24/2024 - Check #525432									\$ 10,000.00	Drawing Funds
Connecticut Tool and Cutter	Repair of damaged building & equipment	Dr Caroline Stankiewicz	naney@ctool.com, 860-314-2140	Small Business	\$ 75,000.00	\$ 37,500.00	7/12/2023	Martha McCabe	\$ 16,708.00	7/26/2023 Check #2140744	\$ 2,164.50	9/26/2023 - Check # 5131470	\$ 6,003.46	Check # 513876 12/20/2023	\$ 12,313.44	Check # 514797 1/24/2024	\$ -		\$ -	CLOSED 2/12/2024
Montage Hair Design	New doors, new basement door, windows, new flooring in waiting room, decking into the building, New shutters for the building, replacing the wiring of the air conditioning and heating system	Michael Neman	rhaimon@icloud.com, 860777328	Small Business	\$ 49,280.00	\$ 23,599.00	3/26/2023	Martha McCabe	\$ 9,181.50	9/24/2023 Check # 520166	\$ 7,676.00	9/10/2023 Check #513462	\$ 4,892.10	Check # 513881 11/17/2023	\$ 1,870.00	Check # 513520 12/13/2023	\$ -		\$ -	CLOSED 3/12/2024
Stafford Commons LLC	Stafford Commons Renovation Project	Allred F Monroee Jr	d.huelsh@legblgbl.net, 8605821000	Small Business	\$ 65,000.00	\$ 32,500.00	3/16/2023	Martha McCabe	\$ 4,897.63	3/16/2023 Check # 508790	\$ 1,924.95	5/13/2023 - check # 507332	\$ 4,895.89	9/13/2023 - Check # 511208	\$ 2,190.00	Check # 511899 11/12/2023	\$ 16,831.33	Check # 514033 12/22/2023	\$ -	CLOSED 1/24/2024
Thomas C Zipp LLC	Historic Main Street to Center Street Parking and Pathways Renovation Project (parcel ref. Map Book: 26-P-1, RD: 12497)	Thomas C. Zipp	tzipp@gmail.com, 860-739-4645	Small Business	\$ 120,000.00	\$ 60,000.00	4/26/2023	Martha McCabe	\$ 60,000.00	1/12/2024 - check # 154040	\$ -		\$ -		\$ -		\$ -		\$ -	CLOSED 2/12/2024
7 BBGP Subrecipients				TOTAL	\$ 607,399.00	\$ 303,699.50			\$ 110,394.48		\$ 12,165.40		\$ 10,761.40		\$ 16,833.44		\$ 16,831.33		\$ 150,393.25	

BBBGP Beneficiaries - Draw Down

Updated April 24, 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 , 860-787-172	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	\$ -	NA	\$ -	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	\$ -	NA	\$ -	CLOSED 1/24/2024
Hearthstone Holdings, LLC	Hilary Stoudt	hmsoudt@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 # 517419 - 4/19/2024	\$ -		\$ 1,695.75	
Hearthstone Holdings, LLC	Hilary Stoudt	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 entities 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 # 517419 - 4/19/2024	\$ -		\$ 5,096.32	
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	\$ -	NA	\$ -	CLOSED 1/24/2024
5 BBBGP Beneficiaries						Total	\$ 64,692.50		\$ 57,900.43	Draw #1			\$ 6,792.07	Balance to Disburse
Orange - CLOSED														