



*City of Bristol
Board of Finance*

INFORMATION TO ACCESS THIS MEETING

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gov.zoom.us/j/83403921047?pwd=WkZhN052YlVXTFRhM3RjMnd2VmtTUT09](https://bristolct.gov.zoom.us/j/83403921047?pwd=WkZhN052YlVXTFRhM3RjMnd2VmtTUT09)

Meeting ID: 834 0392 1047

Passcode: 12345

A special Board of Finance Meeting will be held on Tuesday, May 14, 2024, at 6:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

1. Call to Order
2. Public Works:
 - a. Additional Appropriation of \$383,543 within the Special Grants and Donations Fund
3. Adjournment

PER ORDER OF THE CHAIRPERSON
David Maikowski



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: May 7, 2024
(Submission Date)

For the May 14, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

☒ Additional Appropriation \$ 383,543

☐ Transfer from Contingency \$ _____

☐ Transfer(s) \$ _____

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on April 18, 2024 (Transfer)
(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

City cost \$1,100 associated with an NRCS grant to purchase the property identified as 396 Jerome Ave. The property is eligible for the grant due to flooding. See attached City Council action, which provides additional information. Note that execution of the grant is subject to the property owner's approval that is currently pending.

Although the City's share associated with the acquisition of 396 Jerome Ave is limited to \$1,100 NRCS cost are estimated at \$388,543. The cost include acquisition of a conservation easement and demolition of the house. Since NRCS cost will reimburse the City for original expenditures DPW request an additional appropriation in the amount of NRCS reimbursement \$383,543. See attached NRCS narrative.

\$1,100 approved at April 23, 2024 Board of Finance Meeting.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1063011 431019 24G28	NRSC Grant Fundings	\$383,543
1063011 531000 24G28	NRCS Grant – Jerome Ave	\$383,543

BUDGET NARRATIVE

Revised Budget

The below Budget Narrative replaces the Budget Narrative in the original agreement.

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award. Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

The budget includes the following. Eligible costs are identified in 2 budget categories, Financial Assistance (FA) and Technical Assistance (TA) and must be tracked separately.

Total Estimated Project Budget: \$384,643.00

NRCS Reimburses Sponsor

FA: Estimated Acquisition Costs (Boundary Survey, Appraisal, land title Title Search, Haz-Mat Inventory, etc.)	\$19,600
FA: Estimated Acquisition (Purchase Price from landowner)	\$280,000
FA: Estimated Demolition	\$76,993
Technical Assistance (TA)	\$6,950
Sub-Totals	\$383,543

Sponsor Share

FA: (purchase remaining land title from landowner)	\$1,100
Total Estimated Project Budget	\$384,643

1. NRCS pays up to \$383,543.00 of eligible acquisition and construction costs and the Sponsor pays \$1,100.00 of Construction costs. NRCS will contribute up to \$6,950 for contract administration, and management costs. It is possible that technical and administrative costs will exceed this amount, requiring the Sponsor to contribute resources to complete technical and administrative work.
2. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for financial assistance (FA) and one for technical assistance (TA). FA costs are associated with acquisition and construction activities; TA costs are associated with planning, design, contract administration, and quality assurance inspections. These expenditures shall be accounted for separately in order for expenses to be eligible for reimbursement.

3. NRCS will provide FA for actual costs as reimbursement to the Sponsor for approved acquisition and on-the-ground construction costs, subject to above limits. NRCS may advance FA funds to the Sponsor for approved acquisition costs, subject to above limits. Construction costs are associated with the installation of the project measures including labor, equipment and materials. Acquisition costs are associated with appraisals and reviews (completed by an appropriately licensed/certified appraiser), recording fees, title insurance and search fees, boundary surveys, relocation costs, and acquisition with warranty deeds.
4. NRCS will provide TA reimbursement to the Sponsor for technical and administrative costs directly charged to the project, subject to the above limits. If costs are reduced, reimbursement will be reduced accordingly. These costs include:
 - providing necessary quality assurance during construction.
 - contract administration costs include, but not limited to, soliciting, evaluating, awarding and administering contracts for construction and engineering services, including project management, verifying invoices and record keeping.
5. The Sponsor will contribute funds toward the total acquisition and construction costs in either direct cash expenditures, the value of non-cash materials or services, or in-kind contributions. The value of any in-kind contribution shall be agreed to by NRCS in writing prior to implementation.
6. The Sponsor is required to report deviations from budget, project scope, or objectives. Recipients must request prior approvals from NRCS for budget and program plan revisions.
7. Allowable Property-Related Costs: Allowable costs for property acquisition and structure demolition or relocation projects for EWP buyouts depend on the scope of work in this cooperative agreement. Generally allowable costs for EWP buyouts are listed below, and other costs will be evaluated on a case-by-case basis; however, the terms and conditions of this cooperative agreement between NRCS and the project sponsor will determine NRCS financial contributions. Generally allowable EWP buyout costs include:
 - Market value of the real property (land and structures) either at the time of sale or immediately prior to the most recent flood event, subject to applicable adjustments, provided state/local laws do not prohibit future improvements and/or require structure demolition.
 - Removal of demolition debris and household hazardous wastes to an approved landfill.
 - Abatement of asbestos and/or lead-based paint.
 - Removal of septic tanks.
 - Permitted disposal of fuel tanks that support residential use only.
 - Filling of basements with compacted clean fill.
 - Removal of only the trees, if any, that restrict the demolition work on any structure.

- Termination of all abandoned utilities at least 2 feet below the finish grade of the site.
 - Capping of wells and/or removal of associated components.
 - Grading, seeding, leveling, and site stabilization.
 - Fees for any necessary appraisals, title searches, title insurance, property inspections, permit fees, and surveys.
 - Property tax liens or tax obligations can be extinguished with proceeds from property sale while performing the transfer of title.
 - Fees associated with the title transfer, contract review, and other costs associated with conducting the real estate settlement, including recordation of the deed and deed restrictions.
 - Development of a site restoration plan for the purpose of restoring the natural environment and provide flooding and erosion protection.
8. Non-Allowable Costs: Property-related costs that are not allowable for EWP buyouts include but are not limited to the following:
- Compensation for land that is already held by an entity for open space, conservation, or flooding and erosion protection; however, compensation for development rights (e.g., obtaining a conservation easement) may be an allowable cost.
 - Property acquisition and structural demolition projects where state and/or local laws or ordinances create a legal condition that requires structure demolition and/or prohibits future development of the property (e.g., a setback requirement).
 - Remediation, remediation plans, and environmental cleanup and certification of contaminated properties; however, permitted disposal of incidental demolition, household hazardous wastes and fuel tanks that support a residential use only may be an allowable cost.
 - Aesthetic improvements, new site property acquisition, and public infrastructure and utility development.



MEMORANDUM

DATE: February 7, 2024

TO: Mayor Jeffrey Caggiano
City Council

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: **EMERGENCY WATERSHED PROTECTION
FLOODPLAIN EASEMENT (EWPP – FPE) GRANT
AMENDMENT**

The Department of Public Works Engineering Division has been working with the Natural Resource Conservation Service (NRCS) since Hurricane Ida on August 31, 2021 to develop and implement projects to mitigate future storm damage. Based on an inspection of various impacted sites, the NRCS identified the property at 396 Jerome Ave as a candidate for an Emergency Watershed Protection Floodplain Easement Grant.

The basis of the grant as originally proposed by NRCS consisted of purchasing a floodplain easement over the entire 396 Jerome Ave property. Through the grant, the property owner will be provided with 100% of the assessed value of the property. The project will include the removal of the house, and all improvements, along with construction of flood mitigation measures. Once the flood easement is acquired, the City is required to purchase the property as open space. Since the property is subject to the restrictions of the floodplain easement, the property title is estimated to cost approximately \$1,100. Property owner compensation for the property is provided through acquisition of the easement, not the transfer of title.

The original grant included NCRS funding for the initial property appraisal, legal and administrative cost of \$21,450. The proposed contract amendment funds acquisition of the restrictive property easement. City cost remain \$1,100.

The proposed grant only benefits one property, however, the Department of Public Works is committed to removing homes prone to flooding from the flood plain. Therefore, the Department recommends the following City Council action:

Authorize the Mayor to sign a contract amendment with NRCS associated with an Emergency Watershed Protection Floodplain Easement (EWPP – FPE) Grant increasing NRCS funding from \$21,450 to \$383,543.

A copy of the proposed contract amendment is attached. In addition, please note that an appraisal for the property has not been performed to date. In accordance with the grant, the property owner reserves the right to elect to **not** proceed with procurement of the property, pending acceptance of the appraisal.

Please feel free to contact the Public Works Department for additional information at 860-584-6111.