

Regular Meeting of the American Rescue Plan Task Force
May 13 11, 2024 – 4:00 p.m.
City Hall Council Chambers, 111 North Main Street, Bristol CT 06010

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

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 – March 11, 2024

Commissioner Leone made a motion seconded by Commissioner Maikowski "To approve the regular minutes from March 11, 2024." Motion approved.

4. Discussion with UHY Advisors

Martha reviewed the Progress Report Summary as of April 25 and trackers. There is a small unobligated balance of \$32,743, which represents 99.9% of ARPA funds obligated and of that 49.8% has been expensed. The City is in a really good position compared to many other Cities across the country. The assumption is to reserve the remaining balance for any cost over runs on other projects. By December all projects will need an invoice, contract or Purchase Order in place.

5. Building Bristol Grant Program Update

Martha reviewed the Building Bristol tracker; these projects will be completed by the end of the year. 4 subrecipients are closed, three are still taking draws.

6. Committee Reports

The Non Profit Subcommittee met on March 28 and April 29, 2024. Commissioner Sadecki gave the Task Force an update on the meetings.

The subcommittee met to review the status of the nonprofit projects and identify those with funds unspent. 22 projects were originally approved and of that total 5 were designated beneficiary status. Of the remaining 17, 8 projects are completed and closed out with 9 projects in process. 8 projects have taken at least one draw and 1 project has used 100% of funding and is working with UHY on close out procedures. The projects were divided up amongst subcommittee members to follow up and report back to the subcommittee.

7. Project Revisions and Updates

- a. To closeout the Assistance to Households project and rescind the remaining \$300 appropriation balance.

Commissioner Maikowski made a motion seconded by Commissioner Goldwasser "To close out the Assistance to Households project and rescind the remaining \$300 appropriation balance." Motion approved.

- b. To approve contract amendments for Bristol Boys and Girls Club and BristolWorks! to December 31, 2025

Commissioner Goldwasser made a motion seconded by Commissioner Sadecki "To approve contract amendments for Bristol Boys and Girls Club and BristolWorks! to December 31, 2025." Motion approved.

Commissioner O'Brien requested an update on BristolWorks.

Commissioner Goldwasser amended the motion to exclude BristolWorks and approve amendment to BBGC to December 31, 2025. Commissioner Goldwasser made a motion seconded by Commissioner Sadecki "To approve motion as amended" Motion approved.

- c. To approve contract amendments for Prudence Crandall and St Vincent DePaul to extend the award period to September 30, 2026

Commissioner Smith made a motion seconded by Commissioner Goldwasser "To approve contract amendments for Prudence Crandall, BristolWorks and St Vincent DePaul to extend the award period to September 30, 2026." Commissioner O'Brien voted no. Motion approved.

Commissioner O'Brien requested copies of the BristolWorks progress reports, which have not been reported to the Task Force. Martha will send the most recent one. At the next ARPA meeting, the Mayor will request Kim Holley, Director for BristolWorks, provide a verbal report for updates. All funding has been allocated to BristolWorks. Howard questioned how many people were placed in new or upgraded job, specifically Bristol residents. Commissioner D'Agostino explained BristolWorks is working with Capital Workforce partners, to secure additional future funding. Discussion on BristolWorks continued.

8. To discuss setting deadline of 7/1/24 for all subrecipients and beneficiaries to have proof of contract for full award amount

Martha discussed delaying this to the July Task Force meeting based on the Treasury updates recently received. By December 2024 every subrecipient and City project will need to have proof of contract, a purchase order, or invoice.

9. Any other business

None

10. Adjournment

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

Jodi A. McGrane
Recording Secretary