

Regular Meeting of the American Rescue Plan Task Force
August 12, 2024 – 4:00 p.m.
City Hall Council Chambers, 111 North Main Street, Bristol CT 06010

Members Present: Mayor Jeff Caggiano, David Maikowski, Susan Sadecki, Glenn Heiser, Katie D’Agostino, Mickey Goldwasser, David Preleski and John Smith
Howard Schmelder (left at 4:30 p.m.) attended via Zoom.

Absent: Morgan Urgo, Michael Dumas, Mark Peterson, John Leone, and Thomas O’Brien

Also present: Diane Waldron, Robin Manuele, and Justin Malley
Martha McCabe, UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:05 p.m.

2. Public Participation

None

3. Approval of minutes of Regular Meeting – May 13, 2024

Commissioner Schmelder made a motion seconded by Commissioner Maikowski “To approve the regular minutes from May 13, 2024.” Motion approved.

5. Project Revisions and Updates – Discussion with UHY

- a. Project Summary
- b. City Projects
- c. Subrecipients

Martha reviewed the Progress Report Summary as of July 25, 2024 and trackers. SVDP and ELLCT did not send in Progress Reports.

There is a small unobligated balance of \$33,044 which represents 99.9% of ARPA funds obligated and of that 60.9% has been expensed. Commissioner Sadecki questioned Bristol Hospital and their completion date.

Bristol Shell will be returning funds which will be rescinded at a future meeting. Susan clarified SVDP was having accounting issues, but implemented a new system and will be submitting draw downs weekly going forward, as the money has been spent. Bristol Health has a plan, but they need to execute their plan by shutting down their Operating Room.

Martha clarified she verified the original contract for Bristol Hospital had a completion date of December 31, 2026. Susan questioned the contract says expended by December 31, 2024 and expended by December 31, 2026 which Roger stated that is a typo and will need to be corrected with Bristol Hospital to be committed by December 31, 2024 and expended by December 31, 2026.

Commissioner Smith asked for clarification between those dates when the work will be performed, because if they decide in May 2025 the work can't be completed, the City could potentially lose \$1.1 million.

6. Building Bristol Grant Program Update

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

4. Presentation by BristolWorks!

Kim Holley, BristolWorks!, provided an update on the program for 2023. She discussed their participant demographics, training program participants, employability services, and participant outcomes. Employability data for training participants and workforce successes were discussed.

BristolWORKS! is a collaborative workforce development training center providing individuals with foundational skills, certifications, and employability skills to pathway to advanced training programs and/or obtain employment.

Objective: To provide secure based training programs for unemployed or underemployed residents of Bristol.

- Create four training programs that meet the identified needs of the greater Bristol business community. Currently those needs are Manufacturing, Information Technology, Early Childhood Education, and Healthcare.
- Design specific training for each sector in conjunction with area employers.
- Develop and implement Employability Skills training for all applicants.

Timeline: Each program will have a different timeline based on specific industry programs.

- Manufacturing - 9-12 month program - Nationally-recognized credential through MSSC
- Healthcare - 15-week Medical Terminology & Occupations class - pathways to CT State
- Early Childhood Education: 8-week program - Employment and/or advanced training in ECE
- Information Technology - 24-hour program that prepares participants for the digital workforce and/or
- advanced training in IT

In the future a banking program and or insurance program may be offered as Kim has been working with local banks to develop the program.

7. Subcommittee Updates

None

8. Any other business

Martha reviewed the final revision to project budget from BristolWorks!

Commissioner Heiser seconded by Commissioner Sadecki "To approve the final revision to project budget from BristolWorks!" Motion approved.

Martha reviewed the final revision to project budget from ELCCT Trail.

Commissioner Goldwasser seconded by Commissioner Smith "To approve the final revision to project budget from ELCCT Trail." Motion approved.

Martha reviewed the final revision to project budget from Bristol Shell. The new total presented is \$95,525.83, his original budget was \$120,000. Mayor Caggiano suggested revisiting this next month, and the money can be rescinded at the same time if the paperwork is in order.

Martha explained there is a webinar on September 10 for all subrecipients continuing after the end of the year. Martha will be retiring at the end of September, and Claire Collins will be taking over the City of Bristol's account with UHY.

9. Adjournment

Commissioner Sadecki made a motion seconded by Commissioner Goldwasser "to adjourn" at 5:15 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary