

ECONOMIC AND COMMUNITY DEVELOPMENT
MINUTES – Regular Meeting
Thursday, May 5, 2022, 5:00 P.M.
Meeting Room, Second Floor, City Hall-East, 131 North Main St., Bristol

ATTENDEES: Mayor Caggiano (5:05), Council Member Panioto, Commissioners Schmelder, Goldwasser, Hick, Mills, Rasmussen-Tuller, Zammatt

ABSENT: Commissioner Cyr

STAFF PRESENT: Justin Malley, Executive Director; Dawn Nielsen, Marketing and PR Specialist; Dawn Leger, Grants Administrator; Andrew Armstrong, Assistant City Planner

GUESTS:

- I. Vice-Chair Schmelder called the meeting to order at 5:00 p.m.
- II. Public Participation – There was no public participation.
- III. **Commissioner Mills made a motion to accept the minutes of April 7, 2022, seconded by Commissioner Hick. All commissioners present voted in favor and the minutes were accepted.**
- IV. Consent Agenda

Commissioner Goldwasser made a motion to file the Consent Agenda seconded by Commissioner Hick. All present voted in favor and the motion passed.

V. New Business

A. Neighborhood Assistance Act

Commissioner Schmelder reported that there was a public hearing at 4:50 p.m. today. Dawn Leger answered questions. Our role is to verify that these are legitimate projects. Dawn verifies they are non-profit. The applications are then sent to the Department of Revenue Services and they tell the applicants how much they can receive in tax credits. **Commissioner Schmelder made a motion to approve the applications submitted for the 202 Neighborhood Assistance Program and refer to the City Council for approval. Commissioner Goldwasser seconded the motion, all present voted in favor and the motion passed.**

B. Façade Grant Program Update

Andrew Armstrong spoke about the Façade Program and reviewed the eligibility requirements. He explained the total amount which can be approved and which type of improvements may be covered. We have two property owners currently interested in this program. Justin Malley added more information on the first two interested building owners.

Mayor Caggiano continued as Chair.

C. 229 Technology Park Storage

Justin spoke about a new business in the park, what they do, and their need for outdoor storage, specifically in one of the structures that they produce.

Commissioner Schmelder made a motion to approve the use of an accessory structure measuring approximately 30'W x 61'L x 12'H at 70 Enterprise Drive for the company known as EB Carports and Metal Structures, Inc. subject to the approval of the building owner of 70 Enterprise Drive, meeting all appropriate guidelines contained within Section 3.8.1 of the 229 Technology Park Design Guidelines and Regulations, securing a Building Permit, and securing any other municipal approvals that may be required. Commissioner Hick seconded the motion, all present voted in favor and the motion passed.

D. J.H. Sessions Program Update

Justin reviewed this item and our financial commitment and current balance. Mayor Caggiano commented that the negotiations are going well for the economic package and we want to proceed with this. Justin spoke about some of the final subjects to be ironed out. He answered questions and the Mayor added info. They explained why the City does not actually take ownership – it is related to the risk of owning a brownfield. The timeline and ultimate benefit to the City was discussed.

E. 894 Middle Street Update

Justin said they are looking to release the RFQ in about a month. They will include some sample concepts and we will do some drone shots of the property. The Board of Finance has been very supportive through the years.

F. ARPA Update

Mayor Caggiano reported that the City is at the max level of 24.7 million dollars and has left 3.3 million for matching grants and other infrastructure type projects. Much of it is going to non-profits as it was hard to find transformational projects for the business community.

Commissioner Goldwasser reported that the majority of applications were on the business side so he is pleased that this new fund previously discussed will be available. The applications that were approved were mostly job-based.

Justin reported that the ECD is managing some of the larger infrastructure projects. He is working with Wheeler and others on the downtown parking.

Commissioner Schmelder reported that one of the non-profits was funded at their full request but many of the values were adjusted. He is proud of how Bristol has reached out to the community as compared to other towns.

VI. New Business by Commissioners

Commissioner Mills inquired about any ground-breakings coming up. Justin reported that “City Place” may be in June. The others are currently in the process, waiting for site plan approval by Land Use which is expected by the end of summer. Centre Square will be a standing agenda item going forward. Commissioner Hick reminded everyone for the record that the process from the City is part of the entire timeframe.

VII. Old Business by Commissioners

Commissioner Schmelder inquired about the garage on Riverside Avenue. Justin replied that he has been told that they are completing some environmental work on the site. Mayor Caggiano said that representatives of the DOT will be visiting Bristol and there will be increased attention to the major routes such as 72 and 229.

The DoubleTree wants to complete everything on their Event Center by this summer so they can begin hiring people and then they will begin taking reservations for the beginning of 2023.

VIII. Any Other Business

A. City Council Member Report

Council Member Panioto reported that he stopped into Quick Auto on Frederick Street to see if he could be of assistance. They have found a good compromise with the Land Use boards on their drainage issue. They are looking to do some expansion in the back of the property. He also stopped into Dunfey’s Ice Cream which was broken into to see if he could be of any assistance.

Dave Mills requested an update on the Memorial Boulevard School each month. The Mayor replied that this is a school project and he knows that the keys should be turned over sometime in June but the theater will not be ready until at least November due to the arrival of new equipment and the testing of that equipment. They have had good enrollment for the first classes and are pretty much on track.

Justin announced that this will be Mike Zammett’s last meeting with the board as he is moving to Avon. Mike thanked the board and specifically Justin for getting him involved. He will remain on the StartUP Task Force as there is not a residency requirement.

Christine Cooper will be retiring this month. There may be a bit of a learning curve as the department adjusts and trains a new employee.

IX. Executive Session

Commissioner Goldwasser made a motion to enter into Executive Session at 6:06 p.m. seconded by Commissioner Hick.

Commissioner Goldwasser made a motion to come out of Executive Session at 6:30 p.m. seconded by Commissioner Hick.

Commissioner Schmelder made a motion to approve a Manufacturing Equipment Grant of up to \$41,320.80 – presenting up to \$39,320.80 representing 5% of equipment purchase and up to \$2,000 for the addition of two full-time positions to payroll – to Bauer, Inc. to assist with the purchase of manufacturing equipment associated with the business’ expansion, and to refer to the Board of

Finance for information. Commissioner Hick seconded the motion, all present voted in favor and the motion passed.

Commissioner Schmelder made a motion to approve a Downtown Grant of up to \$46,900 – representing a 50% match of a total project cost of up to \$93,800 – to Melnick Metal Works, Inc. for building improvements including new roofing, façade painting and upgrades, and other eligible work at the company’s place of business at 153 Church Street, and to refer to the Board of Finance for information. Commissioner Zammatt seconded the motion, all present voted in favor and the motion passed.

X. Adjournment

Commissioner Zammatt made a motion to adjourn the meeting at 6:32 p.m., seconded by Commissioner Mills. All present voted in favor – meeting adjourned.

Respectfully submitted,
Christine Cooper,
Recording Secretary