

ECONOMIC AND COMMUNITY DEVELOPMENT
BUDGET COMMITTEE SPECIAL MEETING
Wednesday, January 10, 2024 at 4:30PM
City Hall, 111 N. Main Street, Bristol, CT Room 2-2 (Rm 209) and on Zoom

ATTENDEES: Howard Schmelder–Chair, Tom Hick

ABSENT: Andrew Rasmussen-Tuller

STAFF PRESENT: Justin Malley, Executive Director, Dr. Dawn Leger, Grants Administrator;
Sharon Arsego, Sr. Admin. Assistant

GUESTS: None

1. Call to Order

Tom Hick called the meeting to order at 4:30pm. A quorum was present.

2. Approval of the Minutes of the Budget Committee meeting of January 12, 2023

Tom Hick called for a motion to approve the Minutes from the Budget Committee meeting of January 12, 2023. Howard Schmelder made the motion to approve, and the motion was seconded by Tom Hick. All were in favor with no required changes to the Minutes and the Minutes were approved and accepted into the record.

3. Review of 2024-2025 ECD Budget request

Discussion about the various 2024-2025 ECD Budget request:

4101 – City Share

Justin Malley clarified the figures for the various line items within the 2025 Fiscal Year Requests. Items highlighted included funds for staff salary, professional fees for consultants on remediation and development projects, and a boost to the advertising and marketing account with the streamlining of related accounts like printing and binding into the one account.

Both Tom Hick or Howard Schmelder agreed the budget was sensible and no changes to the proposed budget request for 4101-City Share were needed.

4102–CDBG Rehab

Justin Malley clarified the use of this budget for the Housing Rehabilitation Program, which is funded by Federal HUD money. Dr. Dawn Leger explained that the amount of funding the city receives varies year to year, and the proposed budget is a slight increase based on trending demand for the program. This budget as proposed could be adjusted based on what the final HUD numbers are once the ECD staff is notified.

Both Tom Hick or Howard Schmelder agreed the budget was sensible and no changes to the proposed budget request for 4102-CDBG Rehab were needed.

4103 – CDBG Admin

Justin Malley clarified that some of this budget is used to pay specific percentages of the salaries of the ECD Director, Grant Administrator and Sr. Administrative Assistant. The housing rehabilitation grant program is in high demand. Dr. Dawn Leger is exploring a new software program that would be a more automated data approach in the processing of those applications.

The Health Insurance line items were part of a smaller discussion as the increase appeared to be too high. Justin Malley advised the Committee that the ECD works closely with the Comptroller's Department to address any questions they may have.

Both Tom Hick or Howard Schmelder agreed the budget was sensible and no changes to the proposed budget request for 4103-CDBG Admin were needed.

4. Take any action as necessary on above item

Howard Schmelder called for the motion to be read. Tom Hick read the proposed motion as follows:

Motion to approve the ECD FY 2024-2025 budget request as recommended by the Budget Committee on January 10, 2024 and submit to the Comptroller's Office for revisions if necessary. Howard Schmelder seconded the motion. All were in favor and the Motion was accepted into the record.

5. Adjournment

Tom Hick called for a motion to adjourn. Howard Schmelder made the motion which was seconded by Tom Hick. The meeting adjourned at 4:47pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary