

Regular Meeting of the American Rescue Plan Task Force
August 8, 2022 - 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, Cindy Bombard, Glenn Heiser, David Maikowski, David Preleski, Susan Sadecki, John Smith, and Ken Lundquist

Zoom: Howard Schmelder, Morgan Urgo, Mark Peterson and Mickey Goldwasser

Absent: Thomas O'Brien, Michael Dumas, Ann Munger-Chrysal

Also present: Roger Rousseau, Raymond Rogozinski, Diane Waldron,
Via Zoom: Dawn Leger, and Jack Reagan, from UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:03 p.m.

2. Public Participation

None

3. Approval of minutes: July 11, 2022

Commissioner Smith made a motion seconded by Commissioner Sadecki "to approve the minutes from July 11, 2022." Motion approved.

4. Discussion with UHY Advisors N.E. LLC.

Jack explained the biggest accomplishment since the last meeting was the submission of the quarterly report, which reflected obligations occurred to date for the period covered through June 30, which was due July 31. The next one report will be due October 31 which covers activity through September 30.

In terms of progress, the City has been provided copies of what the contracts need to look like between the applicants and the City. Hopefully, all contracts will be completed by the end of the week. Commissioner Goldwasser questioned how soon after the contract is signed will the money go out for the projects. Jack explained most of these are reimbursement based contracts so the expense will need to occur before the funds are distributed. Another meeting will be held after the contracts are signed before any funds are distributed. UHY has a standard drawdown template which they would like to use which would be submitted to UHY for verification of accuracy which will be forwarded to Diane and the Comptroller's Office to process. Hopefully, this will reduce the administrative burden on City staff.

For the Build Bristol program, an email is ready to go to participants. Another portal has been set up for this program and that link is only going to those applicants who do want to be considered

for participating in the program. This program is specific to applicants who originally submitted in January but were not accepted. These projects have a capital component to them which allows them to apply for up to \$60,000 of funding as long as they match that \$60,000 themselves. Commissioner Urgo questioned if there are restrictions on where match comes from, since these are federal funds, which Jack confirmed there was not.

Mayor Caggiano stated the projects approved can go back for expenses incurred since March 2021, with the contracts signed today as long as they were within the scope of the approved project. Jack confirmed under ARPA they can go back as far as March 2021, but they would have to be costs incurred subsequent after March 2021 that are allowable for the project approved.

Commissioner Sadecki questioned the deadline once the email goes out for the Building Bristol program, Jack explained in order to maximize the ARPA funding a 30 day submission deadline is going to be established so the City can stay on top of deadlines for the spending of these funds.

Mayor Caggiano stated \$2.278 million has not been allocated at all by the full ARPA Task Force. The Build Bristol program has \$2 million allocated and approved, but it most likely will not be expended up to that amount. BARC was contingent upon receiving additional funding, which they have not received yet. Commissioner Urgo questioned how much time the Building Bristol program will have to raise the \$60,000, Jack stated six months.

5. Subcommittee Reports

Commissioner Sadecki gave the report of the Non Profit subcommittee which met before this meeting to consider the Bristol Hospital request which was presented at the last ARPA Task Force meeting. If this applicant had come in timely this request would have needed additional information anyway and was coded "yellow" by the subcommittee's rubrics. They will request additional informational, meet and come back to the full Task Force in September with a recommendation.

Dave Preleski stated the business subcommittee did not meet as Movia needed more time.

John Smith gave the report of the City subcommittee which met before this meeting, regarding the Chapel at West Cemetery. As reported no asbestos was found in the ceiling. After searching for a company a quote was provided for just under \$24,960 to complete the work, which fits in the initial project request of \$25,000 that was submitted. Mayor Caggiano explained this project was greenlighted in the beginning, and now the additional information requested was received and the City subcommittee would like this to move forward.

Commissioner Smith made a motion seconded by Commissioner Sadecki "To approve this Barnes Chapel project in the amount of \$25,000" Motion approved.

The City subcommittee did also discuss the request regarding Shrub Road sidewalks brought forward by Public Works at the last Task Force meeting. Mayor Caggiano explained this was a late addition project as this falls under the category of City projects looking for matching funds, as the City has already expended funds for others projects in the area such as the Barnes Nature Trail. Again, although this wasn't part of this initial submissions, this would fit into the category of projects reserved for the remaining \$3-\$4 million reserved for City projects that would need matching funds.

6. Any other Business

Commissioner Bombard gave an overview of status of the Bristol Works project, a FEIN has been established, they have hired an Attorney to create a 501(c)3, as well as creating a Board with Officers. Resolutions will be approved, sent in to the State, they will approve the contract, and sign the lease. Cindy is working with Jack on sole source documents, putting them right on target. The business community has been very welcoming to this program, and ESPN will be donating furniture to the program.

Commissioner Smith made a motion seconded by Commissioner Heiser "To proceed with the emails for the Building Bristol program." Motion approved.

7. Adjournment

Commissioner Bombard made a motion seconded by Commissioner Sadecki "to adjourn" at 4:50 p.m.

Jodi A. McGrane
Recording Secretary