



*City of Bristol
Economic and Community Development Board*

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*Meeting ID: 844 5774 0547
Passcode: 035023*

A Special Meeting of the CDBG Policy Committee will be held on Monday, August 4, 2025 at 4pm in Room 2-1, City Hall, 111 North Main Street, Bristol, CT.

- I. Call to Order
- II. Approval of minutes of the Special Meeting of May 21, 2025
 - a. Special Meeting minutes of May 21, 2025
- III. Allow for any public comment on agenda items
- IV. Discuss funding for CDBG Program Year 51
- V. Adjournment

PER ORDER OF THE CHAIRPERSON

Jeff Caggiano
Mayor

Economic & Community Development Department
CDBG Policy Committee Special Meeting

Wednesday, May 21, 2025 at 5pm
Meeting Room 2-1

ATTENDEES: Chairman Howard Schmelder, Commissioners Thomas Hick and Louise Provenzano, and Mayor Jeffrey Caggiano

STAFF PRESENT: Dr. Dawn Leger, Grants Administrator; Justin Malley, ECD Executive Director

AGENDA

I. Call to Order

Chairman Schmelder called the meeting to order at 5:00pm and lead all present in the Pledge of Allegiance.

II. Approval of minutes of the Special Meeting of November 7, 2024

Chairmen Schmelder requested a motion to approve the Minutes from the November 7, 2024 meeting. Motion to approve was made by Commissioner Hick, and was seconded by Commissioner Provenzano. There were no changes or additions noted. All were in favor and the Minutes were accepted into the record.

III. Allow for any public comment on agenda items

There was no public comment.

IV. Discuss funding for CDBG Program Year 51 applicants in accordance with the Goals of the City's 5-Year Consolidated Plan.

The Committee discussed the amounts requested by CDBG grant applicants vs. the amounts they may receive. Homelessness and the continuing, growing trend of the elderly and disabled becoming unhoused remained a concern for the Committee. Discussion included the possibility of grant applicants taking a year off between requests to allow for more rotation of the CDBG funds in use throughout other agencies and services throughout the city.

The CBDG Application Year 51 runs from July 1, 2025 to June 30, 2026. Due to the limited amount of HUD awarded funds, the Committee agreed they'd be unable to effectively fund any of the Public Facility application requests.

The city's CDBG Plan for Year 51 Public Service List focuses on the special needs items of Homelessness, Special Populations, and Health-related Services. With those in mind, the Committee reviewed the CDBG Grant applications and discussed final fund award amounts and allocation.

The following chart outlines the Committee's proposed funding request in response to the applications received:

Agency	Recommended Award
Bristol Boys & Girls Club - Outreach	\$10,000
Bristol Housing Authority - Komanetsky Estates	0
Bristol Works!	\$3,000
City of Bristol - Sidewalk Replacement	0
Grace Community Food Pantry	\$3,400
HRA- Case Manager	\$8,000
ImagineNation Early Childhood Center	0
New Horizon Living Centers	0
Pearl Transit	\$5,400
Prudence Crandall - Shelter services	\$7,000
Salvation Army Bristol Corps	\$9,000
Shepard Meadows Therapeutic Riding	\$4,500
St. Vincent DePaul Homeless Shelter	\$20,000
Veterans Strong Community Center	\$4,572
YWCA New Britain - SACS	\$3,000

(Items with zero funding are capital improvement projects)

Commissioner Provenzano made the motion to approve the grant allocations as shown. Chairman Schmelder seconded the motion to approve. All were in favor, and the Recommended Award allocations were accepted into the record. These recommendations will be provided to the ECD Board at their June 2025 Meeting with a request for their referral of the recommended grant award allocations to City Council and the Board of Finance for action.

Discussion around the CDBG Housing Rehabilitation program followed. The former grant award program previously transitioned into a no-interest loan program. The loan program has no monthly payments, with the full loan funding amounts paid back to the city when the title is transferred, the home is refinanced, the owner passes, or the property is no longer the applicant's principal place of residence. In this discussion it was noted that loan funding amounts paid back to the city are allocated to the Housing Rehabilitation program as income, and then used to fund more loans, making it more self-sustaining over time.

V. Adjournment

With discussion concluded, the Chairman called for a motion to adjourn. The motion was made by Commissioner Hick, and seconded by Commissioner Provenzano. All were in favor and the meeting adjourned at 5:17pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary