

**Economic and Community Development
INDUSTRIAL COMMITTEE - Special Meeting**

Thursday, June 5, 2025 at 4:30pm
City Hall, 111 N. Main Street, Bristol
City Council Chambers and on Zoom

ATTENDEES: Mayor Caggiano and Commissioner Cowdell, Commissioner Goldwasser (Zoom)

ABSENT: None

GUESTS: Chris Maiorano, Allstate Commercial Driver Training School
Bob Palazzo, Architectural Building Services

STAFF PRESENT: Justin Malley, ECD Executive Director

I. Call to Order

The meeting was called to order at 5pm by Commissioner Goldwasser, who led all present in the Pledge of Allegiance.

II. Public Participation

There was no Public Participation.

III. Approval of Minutes

A. Special Meeting Minutes from January 8, 2025

Commissioner Goldwasser called for a motion to approve the special meeting Minutes from January 8, 2025. The motion was made by Mayor Caggiano, and it was seconded by Commissioner Cowdell. All were in favor and the Minutes were accepted into the record.

IV. Southeast Bristol Business Park Lot #10/#11 Site Plan/Building Plan

Chris Maiorano, School Director of Allstate Commercial Driver Training School in Seymour and Meriden, CT spoke to the Industrial Committee members regarding the planned move of their Meriden location to the Southeast Bristol Business Park (SEBBP) Lots #10 and #11.

Their primary training is for CDL drivers. The business needs more space which will be shared between classroom and driver training. The space would be 12,000 square feet. Allstate would use a few thousand square feet while leasing out the remaining space.

The Commissioners then referred to Motions provided ahead of the meeting by ECD Staff. The Motions then led the review and discussion of plans for Lots #10 and #11 t the SEBBP.

Mayor Caggiano made the first proposed Motion as follows (note that this motion will allow Allstate Trucking to build the building they would like with the square footage that they have):

Proposed Motion #1

Motion to waive the minimum building coverage requirement of 20% as indicated in Section 3.16.2 of the Southeast Bristol Business Park Design Guidelines and Regulations Amended Dec. 9, 2024 for the site plan/building plan dated May 27, 2025 titled "Proposed Commercial Driving

Training School” representing the new construction project for Allstate Commercial Driver Training School on Lot #10 and Lot #11 of the Southeast Bristol Business Park, as the lot’s significant percentage of wetlands limits the total buildable square footage, which is considered an “extraordinary circumstance” per the Guidelines. I further move that this Motion be referred to the ECD Board for further action.

Commissioner Goldwasser seconded the motion. Justin Malley added that this Motion is needed because the SEBBP has a minimum coverage requirement which, in this case, is limited due to the large amount of wetlands, which are not buildable, when the two lots are combined.

Commissioner Goldwasser called for a vote, and the Motion was unanimously accepted into the record.

Mayor Caggiano made the second proposed motion as follows regarding the use of millings on site to cover the area used for driver training:

Proposed Motion #2

Motion to allow the use of millings as a material on the site plan/building plan dated May 27, 2025 titled “Proposed Commercial Driving Training School” representing the new construction project for Allstate Commercial Driver Training School on Lot #10 and Lot #11 of the Southeast Bristol Business Park under the following conditions:

- 1. The millings area as represented on the site plan may only be utilized as an area for driver training purposes and must not be used as a loading area/parking area.*
- 2. The millings area as represented on the site plan must be framed by appropriate curbing or similar infrastructure to ensure the millings are contained and cannot migrate from the designated driver training area.*

I further move that this Motion be referred to the ECD Board for further action.

Justin Malley advised the Commission that the millings are a new topic for the SEBBP and invited Bob Palazzo from Architectural Building Services to provide additional insight into their use. Mr. Palazzo advised the Commission that the millings are semi-impervious, ground asphalt that is compacted, and they will be contained within the designated area through the use of curbing. This type of milling is more helpful to the environment with water drainage. The area where the millings will be used is for the CDL training, not as a parking lot.

Commissioner Cowdell seconded the motion. Commissioner Goldwasser called for a vote. All were in favor and the Motion was accepted into the record.

Mayor Caggiano made the third proposed motion as follows regarding the need for all tenants that Allstate brings to the site to be recorded with the city, and that the tenants would follow the SEBBP guidelines:

Proposed Motion #3

Motion that future tenants other than Allstate Commercial Driver Training School occupying the structure as identified on the site plan/building plan dated May 27, 2025 titled “Proposed Commercial Driving Training School” seek approval by ECD staff, who will report to the ECD

Board, to ensure alignment with the Southeast Bristol Business Park Design Guidelines and Regulations. I further move that this Motion be referred to the ECD Board for further action.

Justin Malley reiterated that this motion clarifies for the record that all tenants which are brought into the SEBBP to lease space from Allstate will need to meet the SEBBP guidelines for acceptable tenants in the business park.

The motion was seconded by Commissioner Cowdell. Commissioner Goldwasser called for a vote. All were in favor and the Motion was accepted into the record.

Mayor Caggiano made the fourth proposed motion as follows regarding business landscaping, signage and similar amenities:

Proposed Motion #4

Motion that final landscaping, signage, and similar amenities not clearly indicated on the site plan/building plan dated May 27, 2025 titled "Proposed Commercial Driving Training School" be approved by the ECD Director and reported to the ECD board. In the event of a conflict on final landscaping, signage and similar amenities with said Guidelines, ECD staff will work with the applicant on proposed solutions, which must be reported and, in certain circumstances, approved by the ECD Board. I further move that this Motion be referred to the ECD Board for further action.

Commissioner Cowdell seconded the motion. Clarification of the stages of signage as this motion refers to "final signage". Justin Malley clarified that the final, permanent signage for both Allstate and future tenants needs to meet the SEBBP guidelines. This motion is to ensure this clarification is the record.

Commissioner Goldwasser called for a vote. All were in favor and the Motion was accepted into the record.

Mayor Caggiano made the fifth and final motion, as follows regarding approval of the site plan and building elevation plan:

Proposed Motion #5

Motion to approve the site plan and building elevation plan dated May 27, 2025 titled "Proposed Commercial Driving Training School" representing the new construction project for Allstate Commercial Driver Training School on Lot 10/Lot 11 of the Southeast Bristol Business Park that includes construction of an approximately 12,000 square foot building and associated parking/loading/driver training areas. Note that approximately 3,850 square feet of the building will be utilized by Allstate Commercial Driver Training School and 8,150 square feet will be available for lease to a tenant(s) deemed appropriate per the Southeast Bristol Business Park Design Guidelines and Regulations Amended Dec. 9, 2024. This approval is from the Economic and Community Development Board only, as the coordinator of development of the Southeast Bristol Business Park. The applicant must obtain all necessary approvals from Zoning, Wetlands, and/or other applicable boards and commissions, which are made independently of the ECD Board. I further move that this Motion be referred to the ECD Board for further action.

Commissioner Cowdell seconded the motion. Justin Malley advised the motion is to approve the overall plan which includes required building attributes for businesses within the SEBBP.

Commissioner Goldwasser commended the wording of this motion, and all of them, for their clarity.

Commissioner Goldwasser called for a vote. All were in favor and the Motion was accepted into the record. There were no further motions to consider.

V. Take Any Necessary Actions

Necessary actions will be taken as outlined in the approved motions listed above.

VI. Adjournment

Mayor Caggiano made a motion to adjourn which was seconded by Commissioner Cowdell. All were in favor and the meeting adjourned at 4:50pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary