Regular Meeting of the American Rescue Plan Task Force
September 12, 2022 – 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, Glenn Heiser, David Maikowski, Susan Sadecki, Ken Lundquist, Thomas O'Brien, and Michael Dumas

Zoom: Howard Schmelder, John Smith, and Mickey Goldwasser (left at 4:30 p.m.)

Absent: Morgan Urgo, Mark Peterson, Cindy Bombard, David Preleski

Also present: Roger Rousseau, Robin Manuele, Dawn Nielsen
Via Zoom: Diane Waldron, Justin Malley, Dawn Leger, Jose Roman from UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:01 p.m.

2. Public Participation

None

3. Approval of minutes: August 8, 2022

Commissioner Maikowski made a motion seconded by Commissioner Dumas "to approve the minutes from August 8, 2022." Motion approved.

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

Jose Roman, UHY Advisors, discussed the Building Bristol program. All responses have been received with 30 of the 32 eligible companies accepting the program invitation. Any remaining funds can be reallocated in the future. While the Senior Center was not invited to participate as they were looked at as a City project, they Friends of the Senior Center is a non-profit organization.

UHY received notice this afternoon from Roger Rousseau that purchase orders were issued totaling $6.1 million for the ARPA contracts. Tables and charts will be presented to the Task Force and Committees so everyone is up to date as to the status of the funds. UHY is reaching out to those who have not responded for the contracts. Movia and Firefly are revising their submissions.

Justin Malley spoke regarding the Building Bristol program. UHY is going to put together an informational webinar for those participating in the program and will continue to keep the Task Force updated.

5. Subcommittee Reports

Commissioner Heiser gave the report of the Business subcommittee which met on August 31, 2022 where they met with Movia and Firefly on their projects. Firefly presented a solid understanding of the financials. They changed their request slightly but basically the project is similar in in principal. The request is $14,500 which originally was for infrastructure expansion, however they have realized their air handler/cooling system would not support the expansion they were originally planning and needs to be replaced first. The subcommittee is in favor of the change in scope to address their air handling needs.

Commissioner Heiser made a motion seconded by Commissioner Dumas "To approve the request of $14,500 as amended by Firefly for infrastructure to an air handler replacement" Motion approved. Commissioner Lundquist & O'Brien voted No.

Commissioner Maikowski stated the Task Force discussed projects with a change of scope, but this remains in the infrastructure concept. Commissioner Sadecki questioned the lease of Firefly in their location, Justin stated they have just completed their first lease and have renewed it. Commissioner O'Brien questioned the building owner replacing this equipment instead of the tenant, however Commissioner Sadecki said it is very common for the tenant to replace this. Discussion was held on who is responsible for these types of repairs within a lease.

Commissioner Heiser discussed Movia. A total of $500,000 was initially approved with $375,000 for job creation, and $125,000 for technical equipment. Their revised proposal includes $388,000 for job creation. They are a growing company and recently signed on Best Buy as a company. Justin stated the subcommittee dug deep into the company with the CEO and President. Jack from UHY was at the meeting and thought some extra time should be put into their reporting component.

Commissioner Heiser made a motion seconded by Commissioner O'Brien "To reaffirm the appropriation to Movia revised per the discussion." Motion approved.

Mayor Caggiano stated these funds were approved, but after approval leadership within the company changed. While there is no real scope change, the new leadership team made slight adjustments to the funding allocation that the Task Force is now approving. Discussion was held on their funding, as it is for 10 months, but Movia feels they can sustain the cost after the 10 months.

Commissioner Sadecki gave the report of the Non Profit subcommittee which met on August 30 to consider the Bristol Health request for their generators. A recommendation is not being brought forward to this Task Force at this time. Mayor Caggiano stated this project may be kept in the background, as this project came in after the deadline and was handled very well by the subcommittee.

Commissioner Smith gave an updated on the Barnes Chapel project as there are three separate Committees which govern the chapel. The ceiling work will be done this week as there is a wedding on Friday. While they were working on the ceiling there were stones found that were deteriorated which will need to be repaired at some point with at an estimate of approximately $18,000.

6. Any other Business

Mayor Caggiano stated the Friends of the Senior Center would like to apply under the Building Bristol program. Discussion was held on their projects. Robin Manuele explained that there is the Friends of the Senior Center Activity Fund that could be used for matching funds if the Senior Center is approved for a grant under the Building Bristol program. The Senior Center did apply for ARPA funds for projects totaling $167,000. Such projects included: installing shade structures, renovating the courtyard, building two shuffleboard courts, and renovating one bocce court and installing an additional bocce court.

Mayor Caggiano stated at the next meeting, a status update on the projects will be provided.

Roger Rousseau stated Corporation Counsel has revised two amendments in the template for the contract. The contract states all funds must be expended by December 2024, when it should have stated funds need to be committed by December 31, 2024 and spent by December 31, 2026. All new contracts will have this information, as many of the ones completed are seeking reimbursement for one-time expenses and do not need the revision. The second modification is to the risk assessment. All contracts have been evaluated and are low to moderate risk, so the high risk category can be eliminated. This paragraph would be adjusted to remove the modular language.

Commissioner O'Brien made a motion seconded by Commissioner Heiser "To amend the contract language as presented." Motion approved.

7. Adjournment

Commissioner Smith made a motion seconded by Commissioner Heiser "to adjourn" at 5:10 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary