ECONOMIC & COMMUNITY DEVELOPMENT

Regular Meeting Minutes
Thursday, November 6, 2025 at 5:00pm
City Council Chambers, City Hall, 111 N. Main Street and on Zoom

ATTENDEES: Mayor Caggiano, Council Member Dickau, Commissioner Goldwasser, Cowdell, Provenzano (Zoom), Mills, Hick, and Kearney-Gonzales (Zoom)

ABSENT: Commissioner Schmelder

STAFF PRESENT: Justin Malley - Executive Director, Dr. Dawn Leger - Grants Administrator, and Dawn Nielsen - Marketing & Public Relations Specialist

GUESTS: Mr. Michael Dudko, 116 Lewis Rd., Bristol
Scott Beaulieu, President of Operations, Integrity Manufacturing
Steve Pustola, P.E., Pustola & Associates Engineers/Constructors
Andrew Pustola, Construction Supervisor, Pustola & Associates Engineers/Constructors

Commissioner Goldwasser served as Chairman as Mayor Caggiano was detained at n earlier meeting and would be joining late.

I. Call to Order

Commissioner Goldwasser called the meeting to order at 5:01pm and led all present in the Pledge of Allegiance. There was a quorum.

II. Public Participation

Michael Dudko asked if Integrity Manufacturing will be moving from its current location to Bristol or if Bristol is an additional location. He was advised that the question would be answered in the Industrial Committee Report presented in this meeting.

III. Approval of Minutes

A. Minutes of the October 2, 2025 Regular Meeting

Commissioner Goldwasser called for a motion to approve the Minutes of the October 2, 2025 meeting. Commissioner Hick made the motion to approve, which was seconded by Commissioner Mills. There were no changes or updates for the Minutes. All were in favor, and the Minutes were accepted into the record.

IV. Consent Agenda

A. Communications

B. Economic Development/Grants/Marketing Report

Commissioner Goldwasser called for a motion to approve the Consent Agenda. Commissioner Hick made the motion to accept the Consent Agenda, which was seconded by Commissioner

Cowdell. No discussion was noted for the Consent Agenda items. All were in favor, and the Consent Agenda was accepted into the record.

V. New Business

A. Marketing Campaign Update

Dawn Nielsen reviewed a document shared with the ECD Board Members that covers the new ad campaign focusing on the younger demographic in Bristol. She played the :30 second ad airing on NBC CT Premium, non-cable stations. All pieces in the campaign, both in the ad and in print and online marketing, direct people to a dedicated site for this branding initiative, which then links them to the All Heart site with its existing neighborhood and event information.

A LinkedIn page was also created in conjunction with the campaign. An NBC CT segment is also being planned to focus on Downtown Bristol with the city's Arts and Culture Supervisor, Arianna Therriault representing the city in the piece. Additional marketing avenues and details were then discussed.

Commissioner Goldwasser called for a motion to accept the Marketing Campaign Update. All were in favor, and the update was accepted into the record.

At this time Commissioner Goldwasser called for a motion to move the discussion to Agenda Item **VIII. Committee Reports B. Industrial Committee Report** with guests from Integrity Manufacturing present to speak to the Board.

The motion to move the agenda item up for discussion was made by Commissioner Mills and was seconded by Commissioner Hick. All were in favor and the discussion turned to the Industrial Committee Report.

Mayor Caggiano joined the meeting at 5:14pm.

VIII. Committee Reports

B. Industrial Committee Report

Lot #6 in the Southeast Bristol Business Park (SEBBP) is being considered by Integrity Manufacturing who is looking to move its operations from Farmington to Bristol. The owners of Integrity Manufacturing spoke to Board regarding their history and growing precision grinding business. This move is expected to double the company's current employee count from 20 to upwards of 44. In answer to Mr. Dudko's earlier question during Public Participation, the company plans to move its full operation from Farmington to Bristol. Additional discussion followed including the proposed facility size with parking included.

Justin Malley advised the Board that tonight's motion will be to authorize the mayor to write a letter of intent, and to provide the time for Integrity Manufacturing and their team to work on approvals needed for the construction. The finalized site plan will come back to the Board with regards to SEBBP Guidelines.

Commissioner Goldwasser read the Motion as follows:

Motion: To approve that the mayor execute a Letter of Intent with Integrity Mfg. LLC or its assigns for the purchase of Lot #6 of the Southeast Bristol Business Park at the listed price of

$156,000 for development of Phase One, 17, 500 square feet, and then followed by a Phase Two, 15,000 square foot manufacturing facility for Integrity High-Precision Grinding, and to forward this motion to the Office of Corporation Council for review.

Mayor Caggiano made the motion to approve as read by Commissioner Goldwasser. The motion was seconded by Commissioner Hick. There were no other questions from the Board. All were in favor, and the Motion was accepted into the record.

V. New Business

B. Downtown Update: RFPs

Mayor Caggiano and Justin Malley provided updates on the two (2) Requests for Proposals (RFPs) for both the 1.35-acre parcel at Centre Square in Downtown, and 273 Riverside Avenue aka the Sessions Building. The RFPs are being advertised through various channels, with two pre-bids scheduled for 273 Riverside Avenue between the current week and next. Additional discussion followed around the next steps after the RFPs are received.

Monterey Restaurant is planning a soft opening next weekend, possibly November 15th, and the space looks terrific. Dr. Dawn Leger completed and submitted the Grant Application for the Pocket Park a few weeks ahead of the December 17th deadline.

Commissioner Goldwasser called for a motion to accept the Downtown Update. The motion was made by Commissioner Hick and was seconded by Commissioner Cowdell. All were in favor, and the report was accepted into the record.

C. 2026 Board Meeting Schedule

The ECD Sr. Administrative Assistant reviewed the proposed meeting dates for 2026, including alternate dates when conflicts with holidays were noted, such as January 1, 2026 as the first Thursday of the month when the Board would usually meet. Also noted were dates when alternate meeting rooms were needed due to Council Chambers being otherwise reserved.

There were no questions from the Board regarding the review of the proposed 2026 ECD Board Meeting schedule. Commissioner Goldwasser called for a motion to approve the proposed schedule. The motion was made by Commissioner Hick and seconded by Mayor Caggiano. All were in favor, and the update was accepted into the record.

D. Strategic Plan and ECD Incentive Budget

Justin Malley reviewed the current Incentives Budget Chart numbers for the record and it will be referenced in the CDBG Policy Committee Report. The budget numbers for the Revolving Loan Program and the remaining Grant Programs are the same as when last presented to the Board. The ECD Five-Year Strategic Plan Priorities was also shared for the record as discussions about the city’s overall Strategic Plan continue.

VI. New Business by Commissioners

Commissioner Goldwasser took this time to express his thanks to Mayor Caggiano for his service to the city, and the example he set for everything that the ECD Committee is about. Mayor Caggiano expressed his gratitude for the Board and the work that they’ve done. He said they were a great Board to be a part of.

There was no other New Business by Commissioners.

VII. Old Business by Commissioners

Commissioner Goldwasser spoke to Commissioner Schmelder's recovery from recent surgery and is in good spirits. Commissioner Schmelder has a special anniversary coming up in the next few weeks regarding his time serving on the ECD Board as well. Commissioners will be notified of steps being taken to celebrate with him when he is back.

VIII. Committee Reports

A. CDBG Policy Committee Report

The CDBG Policy Committee had met to discuss the use of some ECD Incentives funds in the future to assist non-profits, specifically for use as capital improvements and/or emergencies. Commissioner Provenzano spoke to the idea of funding being for both non-profits and community development. Discussion followed including entertaining a cap on the funds when awarded.

Commissioner Goldwasser called for a motion to accept the CDBG Policy Committee Report. The motion was made by Mayor Caggiano and was seconded by Commissioner Hick. All were in favor, and the Report was accepted into the record.

C. City Council Member Report

Commissioner Goldwasser congratulated Council Member Dickau on being re-elected to City Council and thanked him for his service on the Board. It was noted that a new Council Member may be assigned to the ECD Board going forward. Council Member Dickau did not have a Council Member Report, but he did extend thanks to Mayor Caggiano for his helpful mentorship over the past year.

IX. Adjournment

With no other items to discuss, Commissioner Goldwasser called for a motion to Adjourn. The motion was made by Commissioner Hick and was seconded by Commissioner Cowdell. All were in favor, and the meeting adjourned at 5:39pm.

Respectfully Submitted,

Sharon Arsego
Recording Secretary