

Regular Meeting of the American Rescue Plan Task Force
October 3, 2022 – 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, Michael Dumas, Thomas O'Brien, David Preleski, Susan Sadecki, John Smith, and Howard Schmelder

Zoom: Mark Peterson, Glenn Heiser, Morgan Urgo, Mickey Goldwasser and David Maikowski

Absent: Cindy Bombard and Ken Lundquist

Also present: Roger Rousseau, Diane Waldron, Jason Welch and Justin Malley

Via Zoom: Dawn Neilsen and Dawn Leger

Jack Reagan, Sarah Goss, and Jose Roman from UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:00 p.m.

2. Public Participation

None

3. Approval of minutes: September 12, 2022

Commissioner Preleski made a motion seconded by Commissioner Smith "to approve the minutes from September 12, 2022." Motion approved.

4. Subcommittee Reports

Dave Preleski stated the Business subcommittee met prior to this meeting, but will not be reporting at this point.

5. Building Bristol Grant Program Update

Justin Malley explained he has been working with UHY to put together a webinar for applicants of the Building Bristol program. There are several applicants who already have projects underway. Of the 32 eligible applicants 30 expressed interest in applying under this program. It is expected that not all of the \$2,000,000 allocation to the Building Bristol program will be awarded to sub-recipients and the balance may be used for other City projects. Susan asked when the informational webinar will be scheduled for the sub-recipients and Jack responded within the next two weeks. Justin explained UHY is also working on an application process in the portal for this program similar to the ARPA portal.

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

Jack Reagan provided the Task Force with an update of activity over the past month. UHY has been working with Justin on Building Bristol and Diane on draw downs. A draft policy is forwarded to the Task Force for sub-recipients/organizations that cannot execute the preferred reimbursement-based funding model. This policy is geared towards startup organization who are reliant on ARPA funds for the project. Glenn Heiser stated for audit purposes if money is being prefunded, proof must be given as to what the expenses are for. If a company has a signed contract, or has an invoice for services, funds should only be given for earmarked services.

Mayor Caggiano stated the City has contracts signed with these start up organizations, who in turn have contracts signed with contractors. If the scope of a project changes the organization would come back to the Task Force, as the Task Force has been very consistent with that already.

Susan stated Bristol Works is a startup company who is going to need to pay the salaries of people they hire, they are innovative and will need these funds to run their companies. Jack would prefer if funds are not up fronted for more than a quarter in advance. Monthly reporting to UHY will be required.

Roger Rousseau stated that last month the Task Force discussed that there were some inconsistencies with the dates in the contract template with regard to when the grant funds needed to be expended by. For clarification, as needed, contracts will be amended to state "funds must be obligated by December 31, 2024 and expended by December 31, 2026". Attorney Welch recommended a motion to change the date of the contracts, which the Task Force voted on last month.

7. Any other Business

Mayor Caggiano stated both Bristol Bazaar and Bristol Works are start-up companies and would be looking for special funding arrangements due to the nature of their projects. Susan clarified that this would be a City decision and not UHY on what organizations would be allowed to use this special arrangement. Discussion was held on how this would work and the requirements. In order to be considered for a special request for funding arrangement the sub recipient must submit a formal written request to the City to be considered, along with a detailed monthly budget and description of expenditures.

Howard questioned who is ultimately responsible. Diane explained in the Bristol Works example that UHY received the request and has reviewed it for compliance and forwarded to Diane who also reviewed it prior to payment. Roger Rousseau stated he wants to review some of the materials received so far with UHY. Jack stated UHY would act as an administrative liaison for compliance prior to forwarding the reimbursement packet to the Comptroller's Office. Diane stated that she also will review the reimbursement packet prior to payment.

Commissioner Schmelder made a motion seconded by Commissioner Maikowski "To approve the special request for funding arrangements." Motion approved.

Mayor Caggiano stated as discussed at the last Task Force and after further discussion with the Senior Center that they would like to be considered as part of the Building Bristol program. The projects would be to build two outdoor shuffleboard courts, renovate one bocce court and build one new court totaling estimated at \$45,000, the Friends of the Senior Center would need to split the cost of the project.

Commissioner Goldwasser made a motion seconded by Commissioner Dumas "To grant the Senior Center into the Building Bristol program for \$45,000 total project cost." Motion approved.

8. Adjournment

Commissioner Smith made a motion seconded by Commissioner Sadecki "to adjourn" at 4:55 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary

DRAFT