



City of Bristol
Economic and Community Development Board
INFORMATION TO ACCESS THIS MEETING

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Meeting ID: 886 7721 0794

Passcode: 379107

The regular ECD Board Meeting will be held on Thursday, February 5, 2026, at 5:00pm in Council Chambers, City Hall, 111 North Main Street, Bristol, CT.

- I. Call to Order
- II. Public Participation
- III. Approval of Minutes
 - A. Minutes of the January 8, 2026 Regular Meeting
- IV. Consent Agenda
 - A. Communications
 - B. Economic Development/Grants/Marketing Report
- V. New Business
 - A. Downtown Update
 - B. Facade Improvement Grant Program
 - C. Incentive Budgets
 - D. Non-Profit Grant Program
 - E. CDBG Year 52 Report
- VI. New Business by Commissioners
- VII. Old Business by Commissioners

VIII. Committee Reports

- A. Downtown Committee Report
- B. Budget Committee Report
- C. City Council Member Report

IX. Adjournment

Per Order of Ellen Zoppo-Sassu, Mayor, Chair

ECONOMIC AND COMMUNITY DEVELOPMENT

Thursday, January 8, 2026 at 5:00 PM

Meeting Room 3-1, City Hall, 111 N. Main Street & on Zoom

Present: Mayor Zoppo-Sassu, City Council Member Tyler, Commissioners Schmelder, Mills, Hick, Provenzano, Sirko, Kearney-Gonzales, and Goldwasser (Zoom)

Absent: None

ECD Staff: Justin Malley – Executive Director

Guests: Charlie Talmadge, Development Planning Solutions, LLC
Michael Dudko, 116 Lewis Road
Mayor Jeff Caggiano, 100 North Main Street
Ken Gallup and Alan Clark, RCSS LLC

I. Call to Order

Mayor Zoppo-Sassu called the meeting to order at 5:06pm and led all present in the Pledge of Allegiance.

II. Public Participation

Charlie Talmadge provided an update on the project at 40 West Street. Remediation began that day, and the building is expected to come down in February 2026. The tax abatement piece will be addressed further at a future meeting.

Mayor Caggiano spoke to the Board with regard to Commissioner Howard Schmelder's 50 years of service on the ECD Board, having joined the Board on December 2, 1976 by unanimous vote. The former mayor expressed his gratitude for time spent with Commissioner Schmelder on the Board during his time in office, and thanked him for his contributions.

Michael J. Dudko was present to express concerns regarding the environmental impact at the Southeast Bristol Business Park (SEBBP), specifically Lot #8 and the nearby body of water. Having shared these concerns at the ECD Industrial Committee Meeting prior to the Board Meeting, Mayor Zoppo-Sassu offered the opportunity to provide new information related to his concerns.

This information included a detailed conversation between the Mayor, the ECD Executive Director and the transition owners of Lot #8 regarding their role as stewards of the land,

including DEEP testing, concerns and regulations. The information and records provided by the transition owners at that meeting were more than satisfactory to the Mayor and ECD staff and will be included in a document trail as a live file with DEEP.

Mr. Dudko continued to share his concerns as expressed at the ECD Industrial Meeting. Mayor Zoppo-Sassu offered to provide Mr. Dudko with the information she had provided to best illustrate that his concerns have been addressed.

There was no further Public Participation.

At this time, Mayor Zoppo-Sassu presented Commissioner Schmelder with a plaque honoring his 50 Years of Service on the ECD Board, and highlighted a number of projects he was a part of during his tenure. The ECD Staff also provided a personalized jacket commemorating his service. Commissioner Schmelder expressed his gratitude and pride at being a part of the ECD Board.

III. Approval of Minutes

A. Minutes of the December 4, 2025 Regular Meeting

Mayor Zoppo-Sassu requested a motion to approve the Minutes from the December 4, 2025 Regular Meeting. Commissioner Provenzano made the motion to approve, and the motion was seconded by Commissioner Goldwasser. There were no changes or corrections noted. All were in favor and the Minutes were accepted into the record.

Commissioner Goldwasser excused himself from the meeting at 5:25pm.

Mayor Zoppo-Sassu requested a motion to move **VIII. Committee Reports A. Industrial Committee Report** up for discussion. The motion was made by Commissioner Mills and seconded by Commissioner Schmelder. All were in favor and the discussion turned to the Industrial Committee Report.

VIII. Committee Reports

A. Industrial Committee Report

Commissioner Mills advised the Board that the ECD Industrial Committee approved a business to move forward with Lot #8 at the SEBBP.

Commissioner Mills put the following Motion forward for the Board:

Motion to approve the Road Construction Safety Services (RCSS) proposal for a "Distribution Facility" and "Company Headquarters" – owned and operated by RCSS – on Lot #8 of the Southeast Bristol Business Park as an allowed use per the Southeast Bristol

Business Park Design Guidelines and Regulations. This approval applies only to the business use for Lot #8; RCSS must seek ECD Board approval for its final site plan and building plan.

The motion was seconded by Commissioner Provenzano and discussion followed. Justin Malley reviewed RCSS' interest in Lot #8 in the SEBBP and the Board's role to provide approval of their project before RCSS continues with site plans and other developmental details. RSCC LCC owners Ken Gallup and Alan Clark of RCSS LLC spoke to the Board regarding their current operations and their plans for use of Lot #8.

RCSS was founded in 2020 and employs approximately 112 traffic control technicians and 10 support staff. The 10,000 square foot site in the SEBBP would be for equipment storage including trucks, and allow for them to provide training and one work site for the office team. Currently 60 vehicles are taxed to the City of Burlington, and with this move, those vehicles would become part of the City of Bristol tax rolls. Phase I is construction of their headquarters. Phase II will be leased industrial space, and Phase III will be self-storage or commercial condos. Discussion followed.

After the discussion, a vote was taken on the above motion. All were in favor and the Motion was accepted into the record.

IV. Consent Agenda

A. Communications

B. Economic Development/Grants/Marketing Report

Mayor Zoppo-Sassu called for a Motion to approve the Consent Agenda. Commissioner Schmelder made the motion which was seconded by Commissioner Hick. No items were All were in favor and the Consent Agenda was accepted into the record.

V. New Business

A. CDBG Year 52 Preview

The Community Development Block Grant (CDBG) Program Year 52 has started with applications due by 1:00pm on January 30, 2026. An overview of the program process was provided for the newer members of the Board. The CDBG Program consists of HUD provided funds that are allocated for Community and Residential Rehabilitation Projects as well as related administrative program fees. Discussion followed including the CDBG priorities that guide the application approvals, and the success of past HUD audits of the city's work.

B. 273 Riverside Ave. Update

The Board was updated on the now closed Request for Proposals (RFP) for 273 Riverside Avenue (J.H. Sessions building). Thirteen proposals were received and are under initial consideration with the city's consultants, Goman + York. An ECD Downtown Committee Meeting will be scheduled to review the consultant's notes on the proposals.

It was noted that the RFP deadline for the 1.35 acres at Centre Square will be closing soon as well.

C. Façade Improvement Projects

A few examples of Façade Improvement Projects from 2025, including at 269 Riverside Avenue and 186 West Street, and new projects for 2026, including 1 Divinity Street and 65 School Street, were shared with the Board in review of the program. Discussion followed.

D. BOF Transfer Item

An updated ECD Incentives Chart was provided to the Board showing available funds for the various Business Incentive Programs. The Board was asked to consider a Board of Finance Transfer Request totaling \$52,093.00 to assist the Façade Improvement Projects Account and Other Wages Accounts as outlined in the following proposed Motion made by Commissioner Provenzano:

Motion to transfer \$50,000 from the Economic Development Expenses Account #1044109-589300 to the Façade Improvement Program Account #1044109-589335

Motion to transfer \$2,000 from the Downtown Development Grant Account #1044109-589320 to the Façade Improvement Program Account #1044109-589335

Motion to transfer \$18.00 from the Travel Reimbursement Account #1044101-554000-G2026 to the Other Wages Account #1044101-517000-G2026

Motion to transfer \$75.00 from the Travel Reimbursement Account #1044103-554400-G2026 to the Other Wages Account #1044103-517000-G2026

Clarification on the need for the transfers was provided by Justin Malley as the ECD Executive Director. There were no changes noted for the transfer request. The Motion was seconded by Commissioner Kearney-Gonzales. All were in favor and the BOF Transfer Request was approved.

VI. New Business by Commissioners

Commissioner Kearney-Gonzalez invited everyone to attend the 2026 Soul Session event on January 17, 2026 presented by Downtown Live at Rockwell Theater. Tickets are available online and at the door.

Mayor Zappo-Sassu shared a concern received from The Yankee Harley-Davidson on Farmington Avenue regarding the difficulty of managing a left turn out of their parking lot onto Farmington Avenue. The mayor requested a letter of support from the ECD Board in bringing this concern to the Traffic Commission the Police Commission and appropriate State of Connecticut department(s). Commissioner Hick suggested that in addition to a delayed timing sequence that there also be a separate timing signal. Left hand turns and going straight across Farmington Avenue are equally concerning, especially for motorcyclists.

The following motion was then made by Mayor Zoppo-Sassu:

Motion for a consensus from the Economic and Community Development Commission in their willingness to provide a letter of support for the noted traffic initiative from a business and safety perspective for Yankee Harley-Davidson.

The motion was seconded by Commissioner Hick. All were in favor and the Motion was accepted into the record. The letter will be drafted by the mayor and Justin Malley to be included in the next steps.

VII. Old Business by Commissioners

There was no Old Business by Commissioners.

VIII. Committee Reports

B. City Council Member Report

There was no City Council Member Report.

IX. Adjournment

The mayor called for a motion to adjourn. The motion to adjourn was made by Commissioner Schmelder and was seconded by City Council Member Susan Tyler. All were in favor and the meeting adjourned at 6:01pm

Respectfully submitted,

Sharon Arsego
Recording Secretary



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Schmelder honored for 50 years of public service

TOPICS: Bristol CT Bristol People City Meetings
Economic & Community Development (ECD) Department



Howard Schmelder, center with plaque commemorating his 50 year of public service, with former Mayor Jeffrey Caggiano, right of Schmelder, and current Mayor Ellen Zoppo-Sassu, left. | Mike Chaiken

POSTED BY: [DAVID FORTIER](#) JANUARY 12, 2026

by Mike Chaiken | The Bristol Edition | Jan. 12, 2026 |

When Howard Schmelder first arrived 50 years ago on what was the predecessor the city's current Economic and Community Development Board of Commissioners, some of the current members noted they weren't even born yet.

But over the course of those five decades, Schmelder, the panel's current vice-chair,

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The ECDB honored Schmelder for his 50 years on the panel with a plaque and an official city jacket.

Mayor Ellen Zoppo-Sassu, a Democrat, in presenting the plaque, said, “It’s important to note that this plaque represents five decades of economic development across the original industrial park, the new industrial park, the ESPN conversations, the Pine Street terminus issues and the expansion of the highway — but most specifically, and I think closest to your heart, the downtown... It may just be a plaque with a piece of paper, but for all of us, we know that it represents five decades of work and commitment to economic development in the city.”



Howard Schmelder, right, confers with Mayor Ellen Zoppo-Sassu at recent Economic and Community Development Board of Commissioners meeting on Jan. 8, when he was honored for 50 years of service on the board. | Mike Chaiken

Zoppo-Sassu also noted, Schmelder did not focus on economic development to the exclusion of community development. “You have committed so much time and energy (to) community development. I don’t think that there’s been many commissioners in the past or that will come in the future (that will have kind of commitment to both halves of the ECDB).”

Former mayor Jeffrey Caggiano, a Republican who served on the ECD board with Schmelder for the past four years before losing November’s election, also congratulated

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health issues that forced him to attend most meetings remotely via the city's Zoom connection.

"Fifty years of service is something that is pretty much unheard of," said Caggiano. He noted that Schmelder's first meeting was in January 1976.

Schmelder recalled that when he was first appointed to the Bristol Development Commission, he was made the panel's treasurer.

"I had to sign all the checks for the employees, all the money that went out to developers that would come over to the bank and I'd sign," said Schmelder.

Talking about his five decades serving economic development concerns for the city, Schmelder said, "It's just been an experience in my life to see... the transformation (of Bristol). I have seen things that I thought I would never see in my 50 years. To be a part of this has been an exciting part of my life."

Schmelder said he always kept the taxpayers foremost in his mind when he voted. "I would not always agree with everyone when we voted. I never voted my party. Whenever I voted on anything, I voted what I thought was best for the city of Bristol," Schmelder said.

The ECDB vice-chair recalled one of the most momentous decisions of his tenure. He voted for what would become ESPN.

"I remember a commissioner who sat next to me, and I will never forget it... he voted no for ESPN because he turned to me at the meeting and said, 'Howard, those microwaves are going to kill people'," said Schmelder.

Schmelder's proudest accomplishment, however, in economic development has been the transformation of the city's downtown currently underway across from City Hall.

"When I was at the bank in 1960, I saw the Dust Bowl where the wind would come and all the dust would blow down Main Street, right? I saw the mall go up. I saw the mall go down. And I saw (when they) cut the ribbon for Hope Street, right?... I did not think I would live long enough in this city to see our downtown so revitalized as it is today. And I think that is 100% due to this ECD board... and I'm just proud to have been a part of that experience."

Although his health has been a challenge in recent years, he's recovering from cancer and the ensuing chemotherapy, Schmelder said he is not ready to retire yet.

"It's been a wonderful ride," said the vice chair.

Mike Chaiken is the editor of CTFashionMag.com and was the longtime editor of the Bristol Observer.

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FEATURED

Thriving Downtown: City honors Schmelder for his 50 years

BRIAN M. JOHNSON @brianjohnsonBP

Jan 12, 2026



Justin Malley, executive director Economic & Community Development for the City of Bristol; Councilwoman Susan Tyler, Liaison to the ECD Board; Commissioner Louise Provenzano; Commissioner David Mills; Mayor Ellen Zoppo-Sassu; Commissioner Howard Schmelder, vice chair of the Economic & Community Development Board; Former Mayor Jeff Caggiano; Commissioner LaQuita Gonzales; Commissioner Tom Hicks; and Commissioner Jason Sirko.

BRISTOL — “I’ve seen a transformation I never thought I’d see in my lifetime”
– The Economic & Community Development Department honored ECD Board Vice Chair Howard Schmelder for 50 years of service to the city over 14 mayoral administrations this past Thursday.

Dawn Nielsen, marketing and public relations specialist, said Schmelder has been serving on the ECD Board, which has undergone several name changes over the years, since 1976. He was officially appointed in Dec. 1975. He was honored by Mayor Ellen Zoppo-Sassu, former Mayor Jeff Caggiano, the ECD Staff and the ECD Board at their latest meeting.

Schmelder said he appreciated the recognition and felt it was “very appropriate.” He spoke about how, over the course of his life, he saw downtown torn down in the 1960s, the rise and fall of the Bristol mall, and the redevelopment of downtown within the last several years. He said Bristol has gone from having a “dust-bowl” downtown to one which is now thriving again. He proudly recalled being a part of the ribbon cutting ceremony for the Hope Street parking garage this past year.

“I’m 83 years old, born in Bristol Hospital, and there is so much that has happened in Bristol that I have had a part in,” he said. “I voted for ESPN coming to Bristol. I’ve seen a transformation I never thought I’d see in my lifetime. Bristol is a great city.”

Schmelder said he feels he has continued to be re-appointed by so many mayors, of different parties, over the years because he votes with his conscience not based on party lines.

“I am my own thinker,” he said. “If I think something is good for Bristol, I vote for it. I am proud of what I have done. I have contributed a lot over the years and I bring a lot of insight and knowledge.”

Schmelder said his family has lived in Bristol for a long time. He said he does a lot of volunteer work, including serving as the chair of the board for a local credit union and as the business office manager for Immanuel Lutheran Church and School.

https://www.bristolpress.com/news/shah-s-gives-thanks-halal-restaurant-celebrates-grand-opening/article_24085027-f28e-4d33-bd06-3730845f9381.html

FEATURED

Shah's Gives Thanks: Halal restaurant celebrates grand opening

BRIAN M. JOHNSON @brianjohnsonBP
Jan 19, 2026



Denis Cuevas, a manager at Shah's Halal Food, during the grand opening celebration at Farmington Avenue in Bristol.
Brian Johnson

BRISTOL — Shah's Halal Food celebrated a year of success in Bristol with a Grand Opening, giving away free meals for visitors lined up out the door.

Shah's, which offers a mix of Middle Eastern and American cuisine, including platters and gyros, first opened at 728 Farmington Ave. a year ago. In celebration of the community's strong support, they gave away free platters from 1 to 4 p.m. Friday.

"We've had a great reception so far," Denis Cuevas said. "People like that the food is freshly made

here every day. They also like that it is quick and easy and that we offer large portions. The chicken platters with white sauce, which is like a Tzatziki sauce, is one of the most popular menu items. We offer dine-in, take-out and catering options.”

In addition to the Bristol location, there are also locations in Newington, Middletown, Winsted and Waterbury. There are approximately 150 brick and mortar locations worldwide. The franchise got its start in Queens, New York in 2005 as a food cart.

Mayor Ellen Zoppo-Sassu, Bristol City Council member Steven Seymour and Justin Malley, executive director of Economic and Community Development, stopped by to cut a ribbon with Mohamed Fazeel and his business partner, Enamul Hoque. The Bristol location currently employs six people.

“Bristol has been extremely supportive,” Fazeel said. “We are very happy to see the high turnout today. People are glad to have a nice, healthy option for eating. The free platters that we gave away today is our way of saying thanks. It also gives people a chance to try it if they’ve never had Halal food before.”

Zoppo-Sassu said she admires the entrepreneurial spirit of Fazeel and his business partners.

“I think it’s great,” she said. “My kids have come here several times. They love the food here. I’m anxious to try it.”

Seymour said he had visited Shah’s before and he also thought the food was great.

“I’m glad to see a big turnout for a Bristol business,” he said.

“Shah’s is a rapidly growing franchise that is still just getting started,” Malley said. “We’re very gracious that they selected Bristol as one of their first locations in this part of the country. The ownership is tremendous and their food is delicious.”

Shah’s Halal Food is open Monday through Sunday from 11 a.m. to 11 p.m. For more information, visit shahshalalfood.com.

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REAL ESTATE & CONSTRUCTION

Swiss industrial firm's U.S. affiliate buys Bristol sales, distribution facility for \$2.95M



5 Century Drive Bristol. Photo | Contributed

BY MICHAEL PUFFER
JANUARY 20, 2026



The North American affiliate of Swiss industrial technology manufacturer Baumer Group has purchased a Bristol industrial building used for sales and distribution operations for \$2.95 million.

According to a deed recorded Jan. 8, Baumer LTD acquired the 15,367-square-foot office-and-warehouse building on 3.49 acres at 5 Century Drive in Bristol. City records show the brick-and-masonry building was completed in 1992.

Baumer began leasing the property in March 2023 and opted to purchase the building as the lease approached renewal, according to O,R&L Commercial, which announced the sale Tuesday. Mark Berkowitz of O,R&L Commercial represented Baumer in both the lease and the purchase.

Baumer provides standard sensors and customized smart sensors, according to O,R&L. The deal was completed off market, with Baumer initiating discussions about a potential purchase.

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"The owner was willing to sell, and this company wanted to be in Bristol, so it worked out nicely," Berkowitz said.

https://www.bristolpress.com/news/bristol-property-sells-for-nearly-3m/article_27f26447-0151-4897-bfee-18dca3b80e94.html

FEATURED

Bristol property sells for nearly \$3M

BRIAN M. JOHNSON @brianjohnsonBP
Jan 22, 2026



The property at 5 Century Drive in Bristol.



BRISTOL — Baumer LTD, a sensor specialist, has purchased a more than 15,000 square foot property at 5 Century Dr. for \$2,950,000.

Amber Lewis, marketing coordinator with O,R&L Commercial, LLC, said Baumer had been leasing the space since 2023 from Industrial Builders & Realty LCC. It is a 15,367 square foot “flex building” on 3.49 acres of land.

“As their lease renewal was approaching, they explored the idea of purchasing the property as it had

become an ideal location for Baumer North America,” Lewis said.

Mayor Ellen Zoppo-Sassu said she recalled meeting with the owners of Baumer when they were first discussing coming to Bristol.

“I see this as a completion of the cycle” she said. “It is great to have them here in Bristol as they plan their next chapter.”

Justin Malley, executive director of Economic & Community Development, and Zoppo-Sassu thanked Industrial Builders LLC’s Martin Stein and Bill Delfino, whom Zoppo-Sassu said have created many excellent industrial spaces in Bristol. They also built Bristol’s industrial park.

“It is never a bad thing when a company with a long-term lease, that moved into Bristol and established a good relationship makes the decision to lay down permanent roots here,” Malley said.

Lewis said Baumer is a “pioneering sensor specialist” that provides “innovative standard sensors” and “customized smart sensor solutions for renowned United States Companies.”

Mark Berkowitz, of O,R&L Commercial, represented Baumer LTD when they first leased the building back in March 2023. He also represented them during the recent sale in January 2026.

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Economic Development/Marketing/Grants/CDBG Report

February 2026

Downtown/West End Updates

- Centre Square:
 - Centre Square Village “Phase II” continues and has the following committed commercial tenants: High-end Neapolitan pizza restaurant, hair stylist, barbershop, ice cream shop.
 - The RFP for the remaining Centre Square development lot produced two viable proposals. More to come in March following Downtown Committee work.
 - Dawn Leger is waiting on word of our grant application to help build the city pocket park at the corner of Riverside Ave. and North Main St.
- Renew, part of the ownership of the former “Dodge Village” site on Riverside Ave., plans to submit a site plan for the construction of a fuel cell and data center in early 2026
- ECD staff are working with Public Works on several infrastructure items that will be discussed at the ECD Board meeting.
- CTDOT and engineers GM2 are finalizing design of the Riverside Avenue and Park Street portions of the Route 72 streetscape project. Right now, GM2 is seeking CT DOT approval for various aspects of the streetscape and (for Riverside Ave.) roadway redesign.
- Express Kitchens is nearly at capacity for its distribution operation and is nearing the opening of a retail outlet allowing the community to visit the building to purchase cabinets, household appliances, and similar items at discount. Ribbon cutting TBD.
- The Downtown Committee will provide an update at the ECD Board meeting on selection of a preferred developer for 273/296 Riverside Ave.

Development Outside Downtown

- Industrial Update:
 - Staff is working with a longtime manufacturer in need of expanding to a larger facility to consolidate a few businesses. More to come on this potential new construction.
- Forestville/Other
 - City staff are working on the potential of two larger multifamily projects in the Forestville area for the future
 - Staff from several departments are working with the owners of 61 East Main St. and 550/575 Broad Street on needed building improvements. The owner’s current plan is to maintain the properties as commercial space available for rent.

Business Incentives

Small Business Micro Grants in Process

- Working on signage and flooring upgrades for Johanna’s Tax Service on School Street

- Working with Seymour Media on the potential buildout of the retail space at 1 Divinity Street for office/production space.

Downtown/West End/Forestville Façade Grants in Process

- Working with the property owner of 176 Main Street on façade upgrades at the “Lorraine” building
- Helping Smith Cycles with new garage doors and exterior paint on Riverside Avenue
- Helping the owners of 135 Center Street in Forestville to complete exterior upgrades
- Coordinating façade assistance for the “NAPA” building at 65 Memorial Blvd.
- Working with the property owner of 1 Divinity St. and 165 School Street for façade upgrades
- Staff will report on a new downtown project at the board meeting

Marketing

Mayor and ECD staff met with the WORX group to discuss the All Heart website and City social media from a global perspective. WORX will conduct an audit of the Bristol All Heart website from both an SEO and user experience perspective; take a broader look at the City’s digital ecosystem, including key websites and social touchpoints, to identify gaps, redundancies, and opportunities for clarity and cohesion, and more.

Grants Administration

Awaiting news:

An Urban Green & Community Garden grant application was submitted on Nov. 5. to the State Dept. of Energy & Environmental Protection (DEEP) to fund the design and construction of a Pocket Park on the corner of North Main Street and Riverside Ave. as part of the Centre Square development.

Not awarded:

A 2025 Safe Streets 4 All planning grant from the U.S. Dept. of Transportation was not awarded to the City of Bristol Dept. of Public Works. Six communities and 2 COGs received grants in CT. NVCOG has reached out and offered to work with the City of Bristol to include our plans in the scope of their work.

In Progress:

The Grants Administrator will work with **Bristol Police Department** to submit an application to Main Street Community Foundation to upgrade the radios for the Police Cadet program.

Final classes and testing are underway at the **Bristol Fire Department** to complete the program of training supported by an AFG award in 2023. The Grants Administrator is working with the BFD to prepare applications for future grant support from FEMA for AFG and SAFER funds.

CDBG Program

5-Year CDBG Consolidated Plan – The Con Plan has been approved by HUD. This includes the Annual Action Plan for Year 51.

The CAPER (Consolidated Annual Performance & Evaluation Report) for Year 50 was submitted on September 22. Approval of the CAPER has been delayed.

Program Year 51: The second quarter of PY 51 is complete.

Program Year 52: Applications were due in the ECD office by 1:00 pm on January 30. A total of 14 applications were received, with requests of \$237,139 for 12 Public Service projects, and \$82,500 for 2 Public Facilities proposals, for a grand total of \$322,639. A public hearing on the applications is scheduled for Wednesday, February 18 at 5 p.m. in Council Chambers.

Industrial Space For Rent 860-583-8900
→



ECD Special Incentives Chart February 2026

Program Name	Program Description	Available Account Balance
Economic Incentive Fund	This larger fund is used to populate the ECD's incentive programs below. If approved by the Economic and Community Development Board, the fund may also be used for local development efforts other than designated incentive programs.	\$238,183.91
Revolving Loan Fund	This loan fund is managed by Community Investment Corp. to provides low interest, forgivable loans to businesses.	\$128,953.00
Small Business Grant	These grants are capped at \$5,000 and provide 75% of the cost (up to the \$5,000 cap) of projects to improve the appearance and function of small business spaces. The program will fund "fixed asset" or "permanent building improvement" projects. Startup businesses are eligible to apply for 50% of the project cost (up to \$5,000 cap).	\$37,702.30
Façade Improvement Grant	This program is available to improve the appearance, functionality, and architectural heritage of commercial buildings located in Downtown area (as defined by Census Tract 4061), the "West End" and the area known as "Forestville Center.	\$79,506.70

Non-Profit Micro Grant



Program Description

City of Bristol Economic and Community Development (ECD) offers the Non-Profit Micro Grant program to help fund projects to improve the appearance and/or function of facilities operated by registered Bristol non-profit organizations. The program will fund “permanent building improvements” and/or the upgraded of significant fixed assets. Projects may include – but are not limited to – interior renovations, façade improvements, the purchase and installation of fixed assets (for example, food preparation equipment), and more. Grant contracts will include a “claw back” provision requiring grantees to repay all or a portion of the grant award in the event the organization ceases operations in Bristol.

Funding Amount

No grant award may exceed \$5,000. Organizations must provide a minimum 25% cash match of final project costs. Grant funds may be released following completion of the eligible project or, in certain cases, during project work. Applications must include work quotations from appropriate, licensed contractors and/or fixed asset vendors. Three (3) quotations are encouraged but not required. Projects must be completed within one year of award, with a minimum of three years separation between awards.

Eligibility

Registered 501(c)(3) non-profits conducting operations in Bristol that address the following causes/efforts: _____. Religious organizations are not eligible unless applying for building improvements/fixed assets used primarily for non-religious purposes (for example, religious organizations using a portion of their facilities for homeless assistance).

Approval Process

Applications for funding may be completed with assistance from Economic and Community Development (ECD) staff. ECD staff will evaluate applications for program eligibility and make award determinations.

Community Development Block Grant Fund

Community Development Block Grant Fund - This fund accounts for the activities of the Economic and Community Development Department. Its funding sources are the General Fund for the City-share costs and federal funding for the Community Development Block Grant. The majority of the funding is from the federal government.

Service Narrative

The Economic and Community Development (ECD) Department is responsible for coordinating economic and community development in the City of Bristol. The department manages municipally-led economic and community development efforts, applies for and administers major grant funding, and coordinates economic and community development marketing efforts. The department is governed by a nine-member, bipartisan Board of Directors chaired by the Mayor. The Board has full responsibility for the Community Development Block Grant (CDBG) programs, reviews applications for the Neighborhood Assistance Act, and oversees redevelopment activities that include managing the sale of certain City-owned property as well as implementing incentive programs, including economic development grants/loans, tax abatements, and more.

The ECD office has five full-time staff positions, the majority of whom administer or generate special revenue. The Grants Administrator position is funded 50% by the City and 50% by federal funds through the U.S. Department of Housing and Urban Development (HUD). The Housing and Projects Specialist is primarily funded by HUD, and two other positions – the Executive Director and the Sr. Administrative Assistant – receive partial funding support from HUD. The Marketing and Public Relations Specialist is fully funded by the City of Bristol. The federal government requires a specific accounting for each portion of the HUD-supported salaries.

Economic development efforts are concentrated on attracting, retaining, and growing industrial, office, medical, and retail/service establishments. The ECD also works to encourage the development of new residential projects, including an emphasis on multifamily housing. This strategy helps to grow the tax base while offering employment opportunities and access to housing for Bristol residents. In addition to increasing the tax base, the ECD is focused on increasing employment opportunities in Bristol and stimulating economic development in other ways. Part of this process includes promoting the many qualities that make Bristol an ideal location to open a business, from its talented workforce, to its convenient central Connecticut location, to potential incentives for businesses in critical industries.

Downtown redevelopment remains a priority for the ECD, and is part of a continuing effort to improve the physical environment, to attract new businesses and housing, and to establish a new sense of purpose for the City center. The ECD has taken the lead on redeveloping approximately 15 acres in the heart of downtown now known as Centre Square, among other initiatives.

Summary

The City of Bristol is projecting \$1.13M of revenue in FY2025, which represents a 1.7% increase over the prior year. Budgeted expenditures are projected to increase by 1.7% or \$19.02K to \$1.13M in FY2025.

Goals and Accomplishments

Fiscal Year 2026 Accomplishments

Economic Development Incentives

From July 1, 2025 to present, the Economic and Community Development (ECD) department coordinated business development incentives – including grants, loans, and tax abatements – to assist growing businesses and developers undertaking significant projects. Recent incentives include:

- ECD and its lending partner, Community Investment Corp. (CIC), closed 7 loans to assist businesses using the ECD's Forgivable Revolving Loan Fund. This includes helping several businesses purchase commercial property to conduct operations, helping to launch an eatery and banquet facility in Forestville, assisting a counseling center with a downtown buildout, and helping a downtown manufacturer purchase machinery.
- Provided Small Business Micro Grants to several small businesses undertaking facility upgrades. This included longtime Bristol businesses as well as several startup operations.
- As part of relocation incentives, high-technology manufacturer General Machine and New Direct Cabinets/Express Kitchens will enjoy tax breaks through the State of Connecticut Urban Jobs Program.
- Several businesses and non-profits continued important work funded through the local American Rescue Plan Act (ARPA) grant process. These businesses and non-profits include Bristol Health, Bristol Boys and Girls Club, BristolWORKS!, BARC, and several others.

Economic Development Highlights

- The ECD is coordinating the sale of two key downtown properties for development: (1.) the final development parcel on Centre Square and (2.) the "Sessions" mill building at 273 Riverside Ave. The ECD is targeting the development of new multifamily housing for each project.
- Carrier Construction is nearing completion of Phase #2 of a sprawling mixed-use complex on Centre Square that includes more than 100 apartments and 16,000 square feet of ground-floor commercial space.
- Following years of effort, the ECD has coordinated the sale of all development parcels in the Southeast Bristol Business Park. The business park will soon host at minimum 10 manufacturing, distribution, office, and vocational school businesses employing hundreds and contributing to the local economy.
- The City completed the sale of 894 Middle Street, a 14-acre Brownfield site, to Carrier Construction to develop a private industrial park featuring up to 40 industrial units for rent.
- Resulting from an ECD-funded traffic study and ARPA grant for a traffic signal, developers have completed a large development project on State Route 6 that includes a 25,000 square foot medical center, a car wash, and a Chic-fil-A restaurant.

Marketing Highlights

- The ECD developed a targeted marketing campaign to reach young professionals age 25 to 34. The campaign promotes local assets to encourage residents and visitors in this age group to engage in all that Bristol has to offer – from housing, to job opportunities, to entertainment and dining options.
- The ECD remains committed to promoting Bristol's small businesses – both existing and new to the City – through social media, public relations, and targeted marketing initiatives.
- The ECD celebrated the opening of 29 new businesses by attending ribbon cutting ceremonies and/or grand opening celebrations in 2025.
- The ECD recognized 11 Bristol businesses celebrating milestone anniversaries (30-plus years in business) in 2025.
- The ECD continues to partner with key groups to promote the community. This includes strong ties with the Arts & Culture Commission and similar local boards and commissions, Bristol businesses, and nonprofit organizations by utilizing several marketing channels, including social media and an e-newsletter.

Community Development Highlights

- In FY 2025, the ECD awarded Community Development Block Grant (CDBG) public service grants with a value of \$81,781 to ten (10) community agencies providing programs to benefit Bristol residents with low and moderate incomes, and set aside \$3,000 in funds to support Fair Housing activities in the City.
- For the period July 1, 2024 to June 30, 2025, the ECD utilized \$203,100 in CDBG Housing Rehabilitation funds to provide grants for projects benefiting 28 single-family homeowners, and awarded \$44,650 for rehabilitation of 15 multi-family housing units (total CDBG grants = \$247,750). Typical home improvements include the replacement of a home's roof, windows, or heating system; upgrade to plumbing or electrical systems; sewer or water line replacement; and other emergency repairs. The rehabilitation work performed through this program improves the housing stock in Bristol and enables residents to maintain the safety and integrity of their homes.

Grants Administration Highlights

- The City received an Open Space grant from the State of CT Department of Energy and Environmental Protection (DEEP) for \$428,700 with a \$140,000 City match for a total of \$568,700 to purchase a parcel completing the Hoppers-Birge Pond Preserve.
- The City was awarded a \$569,106 grant from CT DOT as part of the Community Connectivity program to improve crosswalks and pedestrian walkways throughout the State. The latest award focuses on a heavily traveled section of Emmett Street in the Forestville section of Bristol that is densely developed with multifamily dwellings and small single-family homes. The City has previously received several grants from this program, bringing the total funded to date to \$2,191,310.
- The City received a \$4,000 grant from the Thomaston Savings Bank Foundation to support the Police Cadet Program at the Bristol Police Department, designated to refurbish donated bicycles and purchase safety equipment for cadets to use while riding.
- The City also received a \$5,000 grant from the Enbridge Foundation's Safe Community First Responder Grant Program to purchase portable gas detectors for the Bristol Fire Department.
- Applications pending at this time include a proposal to the Dept. of Energy and Environmental Protection's Urban Green & Community Garden Program to create the Centre Square Pocket Park at Riverside Avenue and North Main Street, a community amenity that will complete the development of Centre Square. Additionally, the City submitted an application for a \$128,000 grant with a \$32,000 City match to the U.S. Dept. of Transportation for the Safe Streets 4 All Program, to engage in a planning exercise that will expand and develop a previous regional planning effort by the Naugatuck Valley Council of Governments.

Fiscal Year 2027 Goals

Incentivize Private Development

- The ECD will build upon the success of current business incentive programs, including the Forgivable Revolving Loan Fund, Small Business Micro Grant, and Facade Improvement Grant.
- Collaborate with the Department of Public Works, Bristol Water and Sewer, and other partners to upgrade infrastructure that is conducive to economic growth. This includes completing streetscape work on Riverside Ave./Park St., completing a "Pocket Park" on Centre Square, continuing work on a downtown bike path, investing in safety measures for downtown parking structures, and similar infrastructure upgrades.

Continued Brownfield Redevelopment

- Continue work on the redevelopment of the J.H. Sessions building at 273 Riverside Avenue. City staff are working with a developer and State offices on the development of affordable apartments at the site.
- There are several privately owned properties in which environmental contamination hinders redevelopment. Of note is the former Chic Miller Chevrolet property on West St. This property and others may benefit from State and local assistance to address contamination prior to development.

Secure Competitive Grants and Continue Bristol's Successful CDBG Process

- Continue to manage grants administration while coordinating the CDBG program in a responsible manner, adapting to funding changes and shifting priorities for the community. The department's primary effort for 2027 is to meet the growing needs of local non-profits, particularly those that assist the homeless, while continuing to fund the popular housing rehabilitation program.

Address Workforce Development Challenges and Opportunities

- Increase support to workforce development initiatives to help local residents improve their employment prospects, their net worths, and to aid local businesses in finding reliable employees.
- Continue strong partnership with BristolWORKS!, an innovative local workforce development agency.

Continued Focus on Promoting Bristol

- Continue efforts to promote the many positive attributes of Bristol to a variety of audiences including:
 - Encourage residents and local businesses to exhibit "civic pride" and to be aware of the many businesses, community events, and similar local opportunities.
 - Promote to those outside Bristol that the "All Heart City" is a great place to visit, purchase property, to start/expand/relocate a business.
- FY 2027 efforts will include economic development videos in collaboration with the Mayor's Office and City Departments, continuing to promote businesses through social media campaigns, site visits to recognize businesses celebrating milestone anniversaries (30+ years), along with site visits to highlight other businesses. In addition, ECD will work with businesses moving to or expanding in Bristol to provide information about Bristol to employees.

Downtown/West End/Forestville Growth

- Work to ensure the numerous projects planned for downtown, the historic "West End," and Forestville proceed successfully through the City's regulatory processes, secure City/State incentives necessary to obtain financing, and navigate other challenges to get "shovels in the ground." As mentioned above, continue to collaborate with City and State departments to upgrade infrastructure necessary to support development.

Long Term Policy Goals

- Support the Mayor's Office to establish a Strategic Plan for the City of Bristol to help ensure continuity of dynamic, yet fiscally responsible economic growth over the next 10-20 years.
- Support policy decisions and regulatory processes that establish an environment in Bristol that is conducive to economic growth. This may include adjusting local policies to best meet the needs of a changing business climate.
- Remain focused on the struggles of local non-profit agencies experiencing an increased caseload – particularly organizations assisting the homeless population.

Expenditure and Position Summary

	2025 Actual	2026 Estimated	2027 Budgeted
Salary Expenditures	\$483,235	\$496,155	\$494,780
Full time positions	5	5	5

Salaries

Qty	Position	General Fund	Other Funds
1	Executive Director	\$ 136,312	\$ 2,782
1	Grants Administrator	\$ 58,026	\$ 58,025
1	Marketing & PR Specialist	\$ 97,592	
1	Housing & Project Specialist	\$ 841	\$ 83,254
1	Sr Admin Assistant	\$ 43,457	\$ 14,485

Economic and Community Development Board

Mayor Ellen Zoppo-Sassu, Chairperson	11/2027
Howard T. Schmelder, Vice-Chairperson	12/2026
Susan Tyler, City Council Member	11/2027
Thomas Hick	2/2029
Dave Mills	12/2029
Jason Paul Sirko	12/2030
Louise Provenzano	12/2030
Marvin Goldwasser	12/2026
LaQuita E. Kearney-Gonzales	12/2029

Organizational Chart

Economic & Community Development



CITY OF BRISTOL 2026-2027 BUDGET PROPOSAL
Economic and Comm Dev. Dept.

				2025	2026	ACTUAL			
				ORIG BUD	ORIG BUD	2026	2027	AMT	PCT
	ECD	City Share 1044101				YTD	REQUEST	CHANGE	CHANGE
1044101	514000	G2026	REGULAR WAGES & SALARIES	330,505	336,230	191,697	336,230	-	0.0%
1044101	515100	G2026	OVERTIME WAGES & SALARIES	1,500	1,500	555	1,500	-	0.0%
1044101	515200	G2026	PARTTIME	-	-	-	-	-	0.0%
1044101	517000	G2026	OTHER WAGES	3,925	3,705	3,723	3,723	18	0.5%
1044101	520100	G2026	LIFE INSURANCE	430	430	141	430	-	0.0%
1044101	520500	G2026	DISABILITY INSURANCE	95	95	35	95	-	0.0%
1044101	520700	G2026	F.I.C.A.	20,500	20,500	11,794	20,850	350	1.7%
1044101	520750	G2026	MEDICARE INSURANCE	4,795	4,795	2,758	4,880	85	1.8%
1044101	531000	G2026	PROFESSIONAL FEES & SERVICES	9,100	9,100	2,398	9,100	-	0.0%
1044101	543000	G2026	REPAIRS & MAINTENANCE	-	-	-	-	-	0.0%
1044101	553000	G2026	TELEPHONE	-	-	-	-	-	0.0%
1044101	553100	G2026	POSTAGE	500	500	6	250	(250)	-50.0%
1044101	554000	G2026	TRAVEL REIMBURSEMENT	2,000	1,000	142	750	(250)	-25.0%
1044101	555000	G2026	PRINTING & BINDING	-	-	-	-	-	0.0%
1044101	557700	G2026	ADVERTISING & MARKETING	45,700	46,700	17,326	46,700	-	0.0%
1044101	561800	G2026	PROGRAM SUPPLIES	1,000	1,000	495	1,000	-	0.0%
1044101	569000	G2026	OFFICE SUPPLIES	1,000	1,000	213	750	(250)	-25.0%
1044101	581120	G2026	CONFERENCES & MEMBERSHIPS	5,000	5,000	877	5,000	-	0.0%
1044101	581260	G2026	MISCELLANEOUS PROMOTIONS	-	-	-	-	-	0.0%
1044101	581270	G2026	TRADE SHOWS	-	-	-	-	-	0.0%
1044101	587467	G2026	DOWNTOWN REVITAL. ACTIVITY	3,500	3,500	871	3,500	-	0.0%
1044101	591500	G2026	CITY HEALTH INSURANCE/TRANSFER OUT	56,330	63,655	24,966	107,360	43,705	68.7%
TOTALS				485,880	498,710	257,998	542,118	43,408	8.7%

CITY OF BRISTOL 2026-2027 BUDGET PROPOSAL
Economic and Comm. Dev. Dept.

Economic and Community Development Dept.					
City Share	1044101	BACK-UP WORKSHEET			
Account	Object	Description	24-25 Budget	25-26 Budget	26-27 Budget
REGULAR WAGES & SALARIES	514000	Executive Director (98%), Administrative Assistant (75%), Grants Administrator (50%), Marketing & PR Specialist (100%), Housing Rehabilitation Specialist (1%)	330,505	336,230	336,230
OVERTIME WAGES & SALARIES	515100	Administrative Assistant and Housing Rehabilitation and Project Specialist, as needed.	1,500	1,500	1,500
PARTTIME	515200		-	-	-
OTHER WAGES	517000	98% Vacation buyback per contract for Exec. Dir. + 50% Vacation buyback Grants Administrator	3,925	3,705	3,723
LIFE INSURANCE	520100	Life Insurance premiums	430	430	430
DISABILITY INSURANCE	520500	Disability Insurance premiums	95	95	95
FICA	520700	F.I.C.A. payroll deduction at .062	20,500	20,500	20,850
MEDICARE INSURANCE	520750	Medicare payroll deduction at .0145%	4,795	4,795	4,880
PROFESSIONAL FEES & SERVICES	531000	Includes consultants for specialized projects.	9,100	9,100	9,100
TELEPHONE	553000	Allocated by Comptroller's Office	-	-	-
REPAIRS & MAINTENANCE	543000		-	-	-
POSTAGE	553100	ECD Board and sub-committee mailings, marketing projects, and various correspondence related to economic development, grant applications	500	500	250
TRAVEL REIMBURSEMENT	554000	Travel to various meetings and events.	2,000	1,000	750
PRINTING & BINDING	555000	Marketing inserts and newsletters; etc.	-	-	-
ADVERTISING & MARKETING	557700	Costs associated with new marketing initiatives	45,700	46,700	46,700
PROGRAM SUPPLIES	561800	Subscriptions for grant availability and economic development; necessary materials to carry out programs	1,000	1,000	1,000
OFFICE SUPPLIES	569000	Miscellaneous Office Supplies	1,000	1,000	750
CONFERENCES & MEMBERSHIPS	581120	Necessary conferences and meetings; necessary memberships	5,000	5,000	5,000
MISCELLANEOUS PROMOTIONS	581260	Marketing materials and supplies for community events	-	-	-
TRADE SHOWS	581270	Cost of booth space, materials for events	-	-	-
DOWNTOWN REVITAL. ACTIVITY	587467	Banners and replacement parts, small streetscape improvements, way-finder signs	3,500	3,500	3,500
CITY HEALTH INSURANCE	591500	City Share of Health Insurance Premium. Executive Director (98% City Share); Grants Administrator (50% City Share); Administrative Assistant (75% City Share); Housing Rehabilitation Specialist (1% City Share)	56,330	63,655	107,360
TOTALS			485,880	498,710	542,118

CITY OF BRISTOL 2026-2027 BUDGET PROPOSAL
Economic and Comm Dev. Dept.

				2025	2026	ACTUAL			
				ORIG BUD	ORIG BUD	2026	2027	AMT	PCT
						YTD	REQUEST	CHANGE	CHANGE
	ECD	CDBG Rehabilitation Programs 1044102							
1044102	514000	G2026	REGULAR WAGES & SALARIES	83,255	83,255	43,153	83,255	-	0.0%
1044102	515100	G2026	OVERTIME WAGES & SALARIES	1,500	1,500	193	500	(1,000)	-66.7%
1044102	520100	G2026	LIFE INSURANCE	70	70	30	70	-	0.0%
1044102	520500	G2026	DISABILITY INSURANCE	30	30	10	30	-	0.0%
1044102	520700	G2026	F.I.C.A.	5,165	5,165	2,636	5,165	-	0.0%
1044102	520750	G2026	MEDICARE INSURANCE	1,210	1,210	616	1,210	-	0.0%
1044012	531000	G2026	PROFESSIONAL FEES	2,000	500	-	500	-	0.0%
1044102	554000	G2026	TRAVEL REIMBURSEMENT	750	750	258	750	-	0.0%
1044102	561800	G2026	PROGRAM SUPPLIES	250	250	-	250	-	0.0%
1044102	587100	G2026	RES REHAB	300,000	255,000	96,050	250,000	(5,000)	-2.0%
1044102	587105	G2026	RH MULTI	25,000	27,632	9,361	25,000	(2,632)	-9.5%
1044102	591500	G2026	CITY HEALTH INSURANCE/TRANSFER OUT	31,380	35,460	12,665	37,590	2,130	6.0%
TOTALS				450,610	410,822	164,972	404,320	(6,502)	-1.6%

CITY OF BRISTOL 2026-2027 BUDGET PROPOSAL

Economic and Comm Dev. Dept.

Economic and Comm Dev. Department Housing Rehabilitation program Support Staff					
	1044102	BACK-UP WORKSHEET			
Account	Object	Description	24-25 Budget	25-26 Budget	26-27 Budget
REGULAR WAGES & SALARIES	514000	Employee Salaries - Housing Rehabilitation and Project Specialist (99%)	83,255	83,255	83,255
OVERTIME WAGES & SALARIES	515100	Housing Rehabilitation and Project Specialist, as needed.	1,500	1,500	500
LIFE INSURANCE	520100	Life Insurance premiums	70	70	70
DISABILITY INSURANCE	520500	Disability Insurance premiums	30	30	30
FICA	520700	F.I.C.A. payroll deduction at .062	5,165	5,165	5,165
MEDICARE INSURANCE	520750	Medicare payroll deduction at .0145%	1,210	1,210	1,210
PROFESSIONAL FEES & SERVICES	531000	City Clerk filing fees and assistance with lead paint/other work for housing rehab	2,000	500	500
TRAVEL REIMBURSEMENT	554000	Housing Rehabilitation and Project Specialist performs inspections and completes applications in homes throughout the City; attends HUD training and meetings	750	750	750
PROGRAM SUPPLIES	561800	Materials necessary to carry out Rehabilitation programs and other projects	250	250	250
RE REHAB	587100	CDBG Rehabilitation project grants for single-family structures. Increase to align with actual expenditures.	300,000	255,000	250,000
RH MULTI	587105	CDBG Rehabilitation project grants for multifamily structures	25,000	27,632	25,000
CITY HEALTH INSURANCE	591500	CDBG Share of Health Insurance Premium. Housing Rehabilitation Specialist (99% CDBG Share)	31,380	35,460	37,590
TOTALS			450,610	410,822	404,320

These costs are paid as City expenses, then reimbursed by HUD.

99% CDBG Costs are indicated in 4102; the remaining 1% is included in 4101

CITY OF BRISTOL 2026-2027 BUDGET PROPOSAL
Economic and Comm Dev. Dept.

				2025	2026	ACTUAL			
				ORIG BUD	ORIG BUD	2026	2027	AMT	PCT
						YTD	REQUEST	CHANGE	CHANGE
ECD	CDBG Planning and Administration 1044103								
1044103	514000	G2026	REGULAR WAGES & SALARIES	74,100	74,100	19,038	75,295	1,195	1.6%
1044103	515100	G2026	OVERTIME	500	500	-	500	-	0.0%
1044103	517000	G2026	OTHER WAGES	1,380	1,090	1,165	1,165	75	6.9%
1044103	520100	G2026	LIFE INSURANCE	115	115	22	115	-	0.0%
1044103	520500	G2026	DISABILITY INSURANCE	25	25	5	25	-	0.0%
1044103	520700	G2026	F.I.C.A.	4,595	4,595	1,250	4,670	75	1.6%
1044103	520750	G2026	MEDICARE INSURANCE	1,075	1,075	292	1,095	20	1.9%
1044103	531000	G2026	PROFESSIONAL FEES & SERVICES	5,000	3,670	125	2,500	(1,170)	-31.9%
1044103	553100	G2026	POSTAGE	200	200	64	200	-	0.0%
1044103	554000	G2026	TRAVEL REIMBURSEMENT	200	200	-	200	-	0.0%
1044103	555000	G2026	PRINTING & BINDING	-	-	-	-	-	0.0%
1044103	557700	G2026	ADVERTISING	700	2,500	1,027	2,500	-	0.0%
1044103	561800	G2026	PROGRAM SUPPLIES	-	-	-	-	-	0.0%
1044103	569000	G2026	OFFICE SUPPLIES	500	250	110	250	-	0.0%
1044103	581120	G2026	CONFERENCES & MEMBERSHIPS	1,000	1,000	-	1,000	-	0.0%
1044103	587902	G2026	FAIR HOUSING/PLANNING	3,000	-	-	-	-	0.0%
1044103	591500	G2026	CITY HEALTH INSURANCE/TRANSFER OUT	11,620	13,135	4,738	13,925	790	6.0%
TOTALS				104,010	102,455	27,837	103,440	985	1.0%

NOTE: Budgeted dollars unspent are re-programmed to other CDBG activities.

CITY OF BRISTOL 2026-2027 BUDGET PROPOSAL
Economic and Community Dev. Dept.

Economic and Community Dev. Dept. - CDBG Planning and Administration			1044103 BACK-UP WORKSHEET		
Account	Object	Description	24-25 Budget	25-26 Budget	26-27 Budget
REGULAR WAGES & SALARIES	514000	Employee Salaries - Executive Director (2%), Administrative Assistant (25%), Grants Administrator (50%)	74,100	74,100	75,295
OVERTIME WAGES & SALARIES	515100	Hours as needed for Administrative Assistant to cover Public Hearings and evening meetings.	500	500	500
OTHER WAGES	517000	2% Vacation Buyback per contract for Exec. Dir. and 50% Vacation Buyback per contract for Grants Administrator	1,380	1,090	1,165
LIFE INSURANCE	520100	Life Insurance premiums	115	115	115
DISABILITY INSURANCE	520500	Disability Insurance premiums	25	25	25
FICA	520700	F.I.C.A. payroll deduction at .062	4,595	4,595	4,670
MEDICARE	520750	Medicare payroll deduction at .0145%	1,075	1,075	1,095
PROFESSIONAL FEES & SERVICES	531000	Includes consultants and technology (software) to support staff efforts.	5,000	3,670	2,500
POSTAGE	553100	Annual mailings of CDBG request for proposal packets, various HUD correspondence.	200	200	200
TRAVEL REIMBURSEMENT	554000	Travel for meetings in Bristol and other cities, HUD meetings and training, Fair Housing events	200	200	200
PRINTING & BINDING	555000	Costs for program brochures	-	-	-
ADVERTISING & MARKETING	557700	Federally mandated advertising requirements for Public Hearings, Citizen Participation, Environmental Review Record	700	2,500	2,500
PROGRAM SUPPLIES	561800	Subscriptions for federal and state updates in community development; materials necessary to carry out administration of CDBG programs	-	-	-
OFFICE SUPPLIES	569000	Miscellaneous Office Supplies	500	250	250
CONFERENCES & MEMBERSHIPS	581120	Attendance at necessary conferences and meetings; necessary memberships	1,000	1,000	1,000
FAIR HOUSING PLANNING	587902	Federally mandated activities related to Affirmatively Furthering Fair Housing such as training/workshops provided by the CT Fair Housing Center	3,000	-	-
CITY HEALTH INSURANCE	591500	CDBG Share of Health Insurance Premium. Grants Administrator (50% CDBG Share); Administrative Assistant (25% CDBG Share); Executive Director (2% CDBG Share).	11,620	13,135	13,925
TOTALS			104,010	102,455	103,440