

Economic & Community Development Department

CDBG Policy Committee Special Meeting

Thursday, October 20, 2022 held on Zoom

ATTENDEES: Chairman Howard Schmelder and Commissioner Tom Hick.

ABSENT: Commissioner Mike Massarelli

STAFF PRESENT: ECD Executive Director Justin Malley, Grants Administrator Dawn Leger, and Sr. Admin. Assistant Sharon Arsego

GUESTS: None

I. Call to Order:

The meeting was called to order by Chairman Schmelder at 4:15pm followed by a moment of silence for Bristol's fallen officers, Lt. Dustin DeMonte and Sgt. Alex Hamzy, and injured Ofc. Alec Iurato.

There was no public present for Public Participation.

II. Approval of minutes of the Special Meeting of May 24, 2022:

Chairman Schmelder requested a motion to accept the minutes from May 24, 2022. The motion was made by Commissioner Hick, Chairman Schmelder seconded the motion without further discussion requested, and the minutes were accepted into record.

III. Discuss reallocation of unspent CDBG-CV funds, and make recommendations to the ECD Board for approval:

Grants Administrator Dawn Leger advised that all the originally allocated funds have been expended except for the last invoice from the United Way which totals \$3,774.00. The remaining available funds for additional distribution is \$41,561.00, which is the sum of \$7,500.00 from For Goodness Sake which didn't use the full Grant amount before they closed, and \$34,061.00 from funds set aside for administration.

Dawn then recommended the ECD send a notice to their previous mailing list advising of the available funds, requesting a Letter of Intent from interested not-for-profits detailing how a grant would address their specific Covid-related projects. She added that ECD would then choose from among the Letters of Intent to request completed grant applications with grant award decisions to follow as applicable. There was discussion about setting parameters and process steps. The Committee agreed to a maximum thirty (30) day time frame from the date of the letter from the City in which not-for-profits could reply. Dawn agreed to send the Committee a draft notification for their review and once approved, it would be sent to the previous mailing list as discussed.

Chairman Schmelder asked about the fate of the funds if no responses to this offer come in. Justin and Dawn advised the City would notify HUD that the funds wouldn't be drawn down, and the city could seek approval to reallocate the funds differently but still with a Covid-related focus.

Chairman Schmelder requested a motion to authorize the ECD to send a letter to the non-profits advising of this additional and available round of Covid-related CARES Act funds. Justin added that the ECD would report on the progress of this project to the ECD Board at its regular meeting in November. Commissioner Hick seconded the motion and it passed unanimously.

IV. Adjournment:

Chairman Schmelder requested a motion to adjourn which was seconded by Commissioner Hick and the meeting ended at 4:35pm.

Respectfully submitted,
Sharon Arsego - Recording Secretary