

BRISTOL DEVELOPMENT AUTHORITY  
MINUTES  
Monday, February 25, 2019, 5:00 P.M.  
City Hall Council Chambers

ATTENDEES: Mayor Zoppo-Sassu, Council Member Mills, Commissioners Cyr, Goldwasser, Hick, Lafreniere, Passamano, Rivers, Schmelder

ABSENT: - - -

STAFF PRESENT: Justin Malley, Executive Director; Dawn Nielsen, Marketing & P.R. Specialist, Dawn Leger, Grants Administrator, David Sgro, Housing & Project Specialist

GUEST: Charles Talmadge

- I. Mayor Zoppo-Sassu called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance to the Flag.
- II. Public Participation - None
- III. **Commissioner Schmelder made a motion to accept the minutes of the regular BDA Board Meeting of January 28, 2019. Commissioner Passamano seconded the motion. All present voted in favor and the minutes were accepted.**

IV. Correspondence/Communications:

**Commissioner Goldwasser made a motion to file the correspondence and communications, seconded by Commissioner Schmelder. Motion passed.**

V. New Business:

A. Manufacturing Incentive Update

Justin described the manufacturing survey and the reasons for it. We are thinking about possibly having a grant to provide consultant work for small manufacturers. This survey was sent to local manufacturers to obtain feedback on this idea. We are waiting for responses and will advise on them next month.

B. Budget Update

The updated budget has been distributed to the Board. This update contains the merger of the Grants Administrator position with the CDBG Coordinator position. This revision reflects a large savings. Due to this more funds will be available to the social service organizations. Our budget hearing is this coming Thursday.

C. Home Show Review

Justin reported that we had a booth at the Home Show again this year. He thanked the members of the Board who came to help. Dawn Nielsen reported that Saturday was mostly an older crowd and on Sunday there were mostly families. She handed out surveys for people to complete and will have the results next month. The show was very successful. Promotional items were distributed to visitors to our booth and there were many people who attended from surrounding towns. She felt that it was worthwhile to have a presence there. She also promoted the Arts & Culture Commission and displayed their banner.

D. Board of Finance Request

**Commissioner Schmelder made a motion to approve the request to transfer \$6,000 from City Share Printing & Binding account to City Share Advertising & Marketing account and to transfer \$3,000 from the City Share Downtown Revitalization account to the City Share Conferences & Memberships account and to forward to the Board of Finance for action. Commissioner Cyr seconded the motion, all voted in favor and the motion passed.**

E. CDBG Housing Rehab Spotlight

Justin reviewed the recent policy changes made to the housing rehab program. There were two major changes: The amount that can be granted to single family projects was increased; and the parameters for granting 100% have been changed to include more homeowners by including the next income level. David provided examples. We are able to expand our projects and cover more of the cost. An ad will be going into the paper advertising the program. We would like to put an ad in quarterly.

VI. New Business by Commissioners:

Commissioner Goldwasser mentioned that the Public Works department's social media campaign is very positive. **Commissioner Goldwasser made a motion to send an email to Ray Rogozinski, Lindsey Rivers, and the Board of Public Works to acknowledge the increased efforts of the Public Works Department. The motion was seconded, all present voted in favor and the motion passed.**

VII. Old Business:

A. CDBG Program and Grants Update

Dawn Leger spoke about the Open Space acquisition application. We had many letters of support from organizations and individuals. We are still waiting to hear on the outcome. We are also waiting to hear from FEMA on the Firefighters Training grant. There are still many smoke detectors available and the public can still contact the Fire Department for these.

The first CDBG Public Hearing was last week. There are 16 applications. 15 of those had representatives to speak at the hearing. There will be a Policy Committee meeting in March. We have not heard from Washington, D.C. on the amount for the coming fiscal year.

Mayor Zoppo-Sassu asked about the Arts in the Park grant and what it was for. Dawn Leger replied it is for the first Parks and Rec concert and for activities for children.

Dawn Leger also pointed out that the number of lunches served during the summer in the library and the parks doubled. This was possible due to a grant received from the National Recreation and Park Association which was used to provide supplies. An application will be made again this year.

B. Economic Development and Marketing Update

Justin visited Precision Threaded Products and AMKO with a prospective SEBBP client for tours. AMKO may already be looking at an expansion.

The Mayor encouraged all board members to come to her if they had any questions or issues with any city projects and processes that she could clarify.

VIII. Old Business by Commissioners: None

IX. Committee Reports:

A. Marketing Committee

Dawn Nielsen reported that her initial meeting was positive. She is reviewing all the assets that she has inherited so that she can then decide which ones are being utilized well, which ones can be utilized better, and which ones need to be perhaps eliminated. She wants to include more human interest stories and stories about City Hall and highlight City departments and also City organizations and residents.

She is reviewing the websites and how to improve and make everything consistent and more integrated. She is also reviewing the branding. Once this is accomplished, she can begin to concentrate on marketing campaigns. She will look at how to market the City within the City and regionally and statewide.

The BDA office will also be handling the E-signs that are located in several places around the City.

Dawn Nielsen discussed the "Simply Business" features. She will be highlighting a business that is located on Route 6 in the middle of the construction area. She paid a visit to them after Justin had a conversation with them about the road work in the area. Council Member Mills requested that they receive periodic reports on Route 6.

B. Downtown Committee

1. Justin reported that this committee met on Thursday of last week regarding Parcel 10 on Centre Sq. The City will have to execute a Purchase and Sale agreement with Wesley Cyr and Oliver Wilson. We should put in the agreement what incentives we are doing. Justin explained that the motion needed is contingent on a couple of things. Mr. Talmadge reported that they are still on schedule and he summarized the plan – how many units, etc. They are beginning to talk to interested restaurant owners for the first floor.

**Commissioner Schmelder made the following motion:**

**Whereas, the property indicated as Parcel 10 on the map known as "Centre Square Resubdivision" dated June 5, 2017 is located within the boundaries of the Enterprise Zone established by the City of Bristol and State of Connecticut;**

**Whereas, Cyr and Wilson Development, or its designee, intends to purchase said property and to complete construction of a mixed-use structure on the property.**

**Whereas, per Article XIV, Section 18-201 of the City of Bristol Code of Ordinances, assessments on commercial property within the Enterprise Zone which is improved at a minimum cost of \$175,000, or the complete new construction or renovation of the property, are eligible to be fixed for a period of seven (7) years from the time of such improvement and shall defer any increase in assessment attributable to such improvements according to the following schedule: Year 1 (100% deferral), Year 2 (100% deferral), Year 3 (50% deferral), Year 4 (40% deferral), Year 5 (30% deferral), Year 6 (20% deferral), Year 7 (10% deferral).**

**I hereby make a motion: Contingent on execution of a Purchase and Sale Agreement between the City of Bristol and Cyr and Wilson Development, or its designee, contingent on submission of a complete application for Enterprise Zone benefits to Bristol Development Authority staff, and contingent on the award of a Certificate of Occupancy for the project, to approve the Enterprise Zone application of Cyr and Wilson Development, or its designee requesting a seven (7) year Enterprise Zone tax abatement schedule for all improvements associated with the development of a mixed use structure on Parcel 10 on the map known as "Centre Square Resubdivision" dated June 5, 2017, subject to all conditions identified for commercial projects outlined in Article XIV of the City of Bristol Code of Ordinances.**

**Be it further resolved that this matter be forwarded to the Bristol Assessor's Office for action.**

**Commissioner Goldwasser seconded the motion, all voted in favor and the motion passed.**

Mayor Zoppo-Sassu excused herself from the meeting at 5:59 p.m. Commissioner Schmelder continued as Chair.

2. TIF

Justin reviewed the program. The area will encompass the Enterprise Zone/Opportunity Zone. Just looking at the numbers initially they are looking at 75% of the mid-\$60,000 range. This results in \$46,903. His next steps are to put together a report and recommendation on the first year and our recommendations on how to use these funds to benefit the district. The funds can be used now or carried over.

He spoke about the CT Main Street Foundation which promotes development throughout the state. He has been discussing with them producing an educational video about TIF. This would be a short, quick video to be used for promotional purposes.

3. Centre Square Updates

Justin reported that there has been some interest in Centre Square. Potentially there will be interplay between developers with regard to parking, lighting, streetscape design, and so on. We need some more guidelines to address these subjects and to ensure developers are protected and can work with one another. We will be working with Gomen and York for guidance.

Commissioner Schmelder asked about signage and said this needs to be looked at. Council Member Mills asked about who will handle residential issues and Justin said that Gomen and York can help with this as well. We will need guidance to address all the developers' questions.

X. Any Other Business

There was no other business.

XI. Adjournment

**Commissioner Rivers made a motion to adjourn the meeting at 6:13 p.m. The motion was seconded by Commissioner Hick, all present voted in favor and the meeting adjourned.**

Respectfully submitted,  
Christine Cooper,  
Recording Secretary