

**Bristol Development Authority  
INDUSTRIAL COMMITTEE MINUTES  
First Floor Meeting Room, City Hall  
Tuesday, April 2, 2019  
Special Meeting**

**ATTENDEES:** Commissioners Rivers, Cyr  
**ABSENT:** Commissioner Goldwasser  
**STAFF PRESENT:** Justin Malley, BDA Executive Director; Mayor Zoppo-Sassu  
**GUESTS:** Mike Stimson, Connstep

- I. Commissioner Rivers called the meeting to order at 5:00 p.m.
- II. Public Participation - None
- III. Commissioner Cyr made a motion to approve the minutes of the Special Meetings of August 28, 2017 and October 22, 2018. Commissioner Rivers seconded the motion, all present voted in favor and the minutes were approved.
- IV. Correspondence/Communications:
  - A. Commissioner Cyr made a motion to file the AMKO, LLC, Conceptual Building Additional drawing, seconded by Commissioner Rivers. The drawing was filed.
- V. New Business by Staff
  - B. Manufacturing Incentive

Justin has been working on a manufacturing incentive program that would help manufacturers in Bristol to work with organizations such as Connstep to assist with their planning needs. He would like to offer assistance to manufacturers who are looking at other types of projects, not just expansions. The State has a program for manufacturers to work with organizations such as Connstep and perhaps this is a way to combine with the State program to make it that much easier for the companies. Justin introduced Mike Stimson from Connstep. Mike explained how Connstep works and what they do. They are a full-service consulting company which specializes mostly with small to medium size manufacturing companies.

They do not specialize in any one area. Their goal is to help the companies grow by whatever means they need. They are not for profit but they are not a state agency. They are an affiliate of CBIA. They hold the contract in the State of Connecticut to run what is called the "NIST-MEP Program" (National Institute for Standards and Technology – part of the Department of Commerce, and Manufacturing Extension Partnership). As part of this contract they do receive funding from the Federal Government. They also receive some funding from the State. They also have a fee for service, which they keep affordable due to the other sources of funding. He explained how they are set up and how they help businesses. Mike gave an explanation of some of these projects and what type of consultant work they do as well as the challenges. He currently works with a number of companies in Bristol.

Justin said he always asks when visiting a company if they have heard about Connstep. Justin would like to have available grants for local companies for the services of Connstep. The recent survey that was done was to gauge interest in this program. He is looking at a 50% matching grant. There would be a max and a cap. There is a possibility of getting state funding for the other 50%. Discussion. Mr. Stimson reviewed possible state funding programs and which types of projects may or may not qualify for funding assistance.

Commissioner Rivers said he would not have an issue with providing the entire 50% if the company was seeking and qualified for other funding, but was not comfortable with 100% of a project. Mr. Stimson had the opinion that the project is taken more seriously when the company makes a financial investment of their own for a portion of the cost. Justin said that we could pay 50% of the out of pocket expenses which would be 25% of the total cost for a program which could receive state funding. He explained that if 50% could be obtained from the state – the other 50% (the responsibility of the company) could be assisted by a 50% grant (of that portion), basically providing 25% of the total cost.

We would have to decide – do we want an up-front grant or reimbursement? Possible procedures were discussed. Justin would like to start with the grant provided via a reimbursement process. We could create a system where there is a sign-off for the completion of the project. There was discussion of the company having full funding via some program versus a company investment, where it has been shown they take the process more seriously and are more likely to implement the ideas.

This could be presented to the Board of Finance as a Pilot Program where we would offer a 50% grant, reimbursement focused, with a maximum amount of \$10,000. Discussion.

Justin commented that we will market to the area and what other town is doing that? Mike Rivers added that this shows that we are here to help the companies. Discussion. Justin said that perhaps to start the program we could ask for \$50,000. Mr. Stimson asked "do you want to put any kind of restrictions on the type of project?" He provided an example. There was discussion on this subject. Mike added that all of their projects are surveyed by an independent third party. They can provide the results of this survey as it pertains to our clients which would show the impact of the grant on the company's business.

**Commissioner Cyr made a motion to recommend to the BDA Board that we request \$50,000 to begin the Manufacturing Incentive Pilot Program with a maximum \$10,000 grant. Commissioner Rivers seconded the motion. All present voted in favor and the motion passed.**

Justin said that initially he may be able to take funds from our current Economic Development fund.

A. AMKO, LLC Addition

Justin reported that AMKO came to us and said that it was time for them to expand. Justin discussed the plan. He reviewed the extension, parking, and set-backs. The use is not in conflict with the guidelines. Bob Flanagan has the ability to do an administrative approval

on this. It needs to go through the staff and the site plan approval process but they do not have to go to any boards – e.g., zoning. They already have the plan.

**Commissioner Cyr made a motion to approve the conceptual building addition for AMKO, LLC of Lot 5, 136 Business Park Drive, Bristol, Connecticut, as dated March 25, 2019 and refer to the BDA Board. Commissioner Rivers seconded the motion, all voted in favor and the motion was passed.**

C. Industrial Updates

- Justin provided general updates on the 229 Industrial Park.

Mayor Zoppo-Sassu excused herself from the meeting.

- There was general discussion regarding a manufacturing tour that is being planned.
- Justin is meeting at Capital Workforce Partners in Hartford Wednesday. He spoke about Bristol's Adult Education programs.

VI. Take any Necessary Actions

VII. Adjournment

Commissioner Cyr made a motion to adjourn the meeting at 5:54 p.m., seconded by Commissioner Rivers. All present voted in favor and the meeting was adjourned.

Respectfully submitted,

Christine Cooper  
Recording Secretary