

BRISTOL DEVELOPMENT AUTHORITY
MINUTES
Monday, April 22, 2019, 5:00 P.M.
City Hall Council Chambers, BDA Conference Room

ATTENDEES: Acting Mayor Preleski, Council Member Mills, Commissioners Cyr, Goldwasser Lafreniere, Passamano, Rivers, Schmelder

ABSENT: Commissioner Hick

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

GUESTS: Walter Czupryna, Artur Czupryna, AMKO

I. Acting Mayor David Preleski 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 March 25, 2019. Commissioner Rivers seconded the motion. All present voted in favor and the minutes were accepted.**

IV. Correspondence/Communications:

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

V. New Business:

A. Board of Finance Request

Justin provided information on the new manufacturing incentive. Commissioner Rivers also added some detail on the program. Justin explained that the \$50,000 would be transferred from the regular Economic Development Expense account. Commissioner Schmelder asked if the policies and procedures have been established for this program. Justin replied that these will have to be set. Commissioner Schmelder said that you need to define clearly what the grants will be for.

Commissioner Schmelder made a motion to approve the request to allocate \$50,000 from account 1044109-589300 Economic Development Expenses to account 1044109-589340 Manufacturing Grants to establish an account for the Manufacturing Incentive Pilot Program. Council Member Mills seconded the motion, all present voted in favor and the motion passed.

B. Manufacturing Incentive and Industrial Updates

Justin reported that there are two applications that have been made for this program.

- Touch of Beauty, approximately \$3,000
- Nauticuts – for mechanical needs

There will be some smaller ones in the upcoming weeks.

Commissioner Rivers made a motion to accept the report, seconded by Commissioner Goldwasser. The report was accepted.

Commissioner Goldwasser made a motion to go to Item IX.A. Commissioner Cyr seconded the motion, motion passed.

IX. Committee Reports

A. Industrial Committee

Justin reported that AMKO is expanding and he described the project. All the plans are within park guidelines and zoning regulations. The Czuprynas spoke about their planned expansion.

Commissioner Schmelder made a motion to approve the site plan dated January 28, 2019, sheet # EX-1, an addition of approximately 4,500 square feet to AMKO, LLC. Commissioner Goldwasser seconded the motion, all present voted in favor and the motion passed.

VI. New Business by Commissioners: There was no new business by Commissioners.

VII. Old Business:

A. CDBG Program and Grants Updates

Dawn Leger reported that work is progressing at 894 Middle Street. The new DECD commissioner is coming to Bristol on Friday and will drive by the site.

We received our CDBG allocation on April 15th (\$648,928) for the year beginning July 1, 2019. The allocations will be voted on at the May BDA Board meeting. It will also be considered by the Planning Commission and the City Council. The second Public Hearing will be on May 9th at 6:00 p.m.

The Neighborhood Assistance Act applications are due on Friday. The public hearing is May 8th.

The Conflict of Interest report needs to be filed. Dawn read aloud the two that she received:

- Michael Rivers, Sr. Vice President of Tracy-Driscoll Financial and Insurance Co. He receives commission income from policies sold to three organizations that have applied for CDBG funding: The Bristol Boys and Girls Club, The United Way of West Central CT, and For Goodness Sake.
- Ellen Zoppo-Sassu is an active volunteer for the Bristol Historical Society who assists with the preparation of grant applications. She is not a paid employee or consultant. As Mayor, she presides over the BDA as well as the City Council and will recuse herself from voting on CDBG matters by both bodies.

Commissioner Schmelder made a motion to accept the report, seconded by Commissioner Goldwasser. All present voted in favor and the report was accepted.

B. Economic Development and Marketing Update

Justin reported that the new DECD Commissioner, David Lehman, will be visiting Bristol on Friday afternoon. Justin spoke about the grant application which was made for Centre Sq.

Commissioner Goldwasser asked if the LOI for the new entity was for a different lot than Parcel 10. Justin said yes it is for Parcel 1 which is at the corner of Hope and Riverside.

Commissioner Goldwasser made a motion to accept the report, seconded by Commissioner Passamano. All present voted in favor and the report was accepted.

VIII. Old Business by Commissioners: None

IX. Committee Reports:

B. Marketing Committee

- Dawn reported that we will be exhibiting at Eastec in West Springfield for three days. Board members can come and be in the booth if you wish.
- There will be a ribbon cutting at the new Bristol Health building on June 7th at 10 a.m.
- She is continuing the blog and highlighting non-profits and entities and people who make up Bristol.
- She directs people every Thursday morning on social media to two programs:
 - "It's Better to BE in Bristol"
 - "Made in Bristol"

- Dawn encouraged members to share and comment and that will elevate the Facebook posts.

Commissioner Cyr made a motion to accept the report, seconded by Commissioner Rivers. All present voted in favor and the report was accepted.

C. Policy Committee

There was no report.

X. Economic Development Grants – Executive Session (in BDA Conference Room)

Commissioner Schmelder made a motion to go into Executive Session at 5:35 p.m., seconded by Commissioner Rivers. The board entered into Executive Session.

Acting Mayor Preleski excused himself from the meeting at 5:55 p.m.

Commissioner Schmelder excused himself from the meeting at 6:10 p.m.

Council Member Mills continued as Chair.

XI. Reconvene and take any action as necessary

Commissioner Cyr made a motion at 6:30 p.m. to reconvene out of Executive Session, seconded by Council Member Mills. The meeting reconvened. No votes were taken in Executive Session.

Commissioner Rivers made a motion to approve to award to LAB Security Systems Corp. an incentive grant of up to \$10,000 for building renovations as detailed in their site plan submitted by Hiltbrand Engineers and Surveyors dated February 6, 2019. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.

Commissioner Rivers made a motion to approve an economic development grant to Bristol Family Dental, PC, in the amount of \$13,000, \$12,000 of which is to be used for building renovations for their move to 815 Pine Street and \$1,000 set aside for job creation - \$1,000 reimbursement for one full-time Bristol resident or \$750 reimbursement if the employee resides elsewhere. Commissioner Goldwasser seconded the motion. All present voted in favor and the motion passed.

XII. Any Other Business

There was no other business.

XIII. Adjournment

Commissioner Goldwasser made a motion to adjourn the meeting at 6:35 p.m. The motion was seconded by Commissioner Lafreniere, all present voted in favor and the meeting adjourned.

Respectfully submitted,
Christine Cooper,
Recording Secretary