

ECONOMIC AND COMMUNITY DEVELOPMENT
MINUTES – Regular Meeting
Thursday, May 7, 2020, 5:00 P.M.
Council Chambers

ATTENDEES: Mayor Zoppo-Sassu, Council Member Preleski;
Commissioners Hick, Schmelder, Goldwasser, Mills, Rasmussen-Tuller (video)
Commissioners Cyr (on phone)

STAFF PRESENT: Justin Malley, Executive Director; Dawn Leger, Grants Administrator
Dawn Nielsen, Marketing & P.R. Specialist (video),

GUESTS: Tom Morrow, Don Palaia: St. Vincent DePaul

I. Mayor Zoppo-Sassu called the meeting to order at 5:03 p.m.

II. Public Participation – None

III. **Commissioner Schmelder made a motion to accept the minutes of April 2, 2020, seconded by Commissioner Mills. The commissioners voted in favor and the minutes were accepted.**

IV. Communications

Commissioner Goldwasser made a motion to file the Communications, seconded by Commissioner Schmelder. All present voted in favor and the motion passed.

V. New Business

A. Economic Development and Marketing Updates

- Justin Malley provided an update on current activities, especially with regard to the COVID 19 situation. In cooperation with the Chambers of Commerce, the Bristol Office of Emergency Management, and CBIA, they have been handing out masks to many local businesses, approximately 4000 masks to 130 companies. They are also taking this opportunity during the mask distribution to speak to these companies about their business concerns. This sampling has shown that while many companies are struggling there are also many that are adapting and holding steady. The ECD office works with local businesses every day on the current situation and the Governor has identified May 20th as the day that businesses such as restaurants can open to outside dining so we are dealing with some of those related issues.
- Additionally, the ECD office is handling many routine projects such as business visits – this week both Pure Foods and KPG Automation were visited.
- The department is still working on the usual projects such as the assisted living project at the intersection of Route 6 and North Main St. which is expected to receive zoning approval next month and also the Carrier Project on Main St. which has received some media attention.
- Farmers Market: Dawn Nielsen reported that this summer’s Farmers Market will start on June 20. It will probably look somewhat different and we have received guidance from the Department of Agriculture. We will have several billboards advertising the market. These will be displayed from end of June until August.
- Census: as of this week Bristol has a 62% response rate and the Mayor and Diversity Council are working to get it to 100%.
- Small Business Videos: We are still moving forward with these videos and have completed one with two more planned.

- Public Relations: We are promoting positivity through social media as well as information relating to COVID19 issues. We have gained quite a few followers and have a reach of about 3,000 – 5,000 people per post.

Justin replied to questions:

- Tabacco & Son: The project is still on but his tenants has put their participation on pause. His due diligence period may be extended.
- HOME2: They are negotiating with the City on their tax abatement. The construction is moving forward.
- Construction project for Centre Square Parcel 10 on Main St.: Mayor answered that their crews were out there today so they are making progress. Justin added that our crews are working on the walkway and parking area so there is coordination going on between them.
- The Mayor added information about Riverside and Main and the parallel parking places. Justin added that Dawn Nielsen is working on a parking graphic to show where employees and visitors to the downtown area may park. There will also be signage in the area.
- South St. project: Justin reported this is nearing completion.
- Matthews St. construction: Council Member Preleski says it looks like a multi-family but has no further information.
- The Mayor reported that there has been a recent conversation regarding workplace safety on these sites due to the current situation.
- Store on boulevard: The Mayor reported this space has been leased to Dollar General and some improvements have been taking place on the property.

B. CDBG Year 45 Substantial Amendment – COVID 19 Emergency Funding

Commissioner Schmelder and Council Member Preleski need to recuse themselves so they excused themselves from the meeting at 5:23 p.m.

Justin provided information on this subject and the additional funding which has been made available from HUD to initiate a response to the COVID situation.

Tom Morrow and Don Palaia, Interim Co-Directors from St. Vincent DePaul as well as some board members including board Chair Stanley Piotrowski, were in attendance. Tom Morrow spoke about the proposal for using some of these funds which was sent to Dawn Leger regarding additional space for housing the homeless at Immanuel Lutheran, namely for using their Parish Center and their gymnasium. They are looking to house some homeless people who have been referred to them at the Parish Center for 14 days until they can get a COVID test to determine if they are not positive and then absorb them into the facility on Jacobs St. as there is currently some room there. As the gymnasium there has shower facilities, it would allow the homeless population to come in and use the facilities to shower, wash and use the rest rooms as this is not currently available to them anywhere. They would expect to have this open 8 hours a day, 5 days a week. This project as well as addressing code issues at Jacobs St. entails 4 separate budgets.

The Mayor reported that the staff will work with the representatives from St. Vincent DePaul and review these budgets and see how it fits within the allocation being given to the City. The Agape House and Brian's Angels work together to identify people living outside and they will be collaborating for the use of these facilities. The Mayor added that it was thought that this was the way to use these funds most expeditiously and where they would do the most good. We can also build upon the improvements which are already underway at the Jacobs St. facility as well as plans to use some of their space in a more appropriate way. This is not a competitive process and there is a coordination of services which has already begun. Discussion.

Justin and Dawn Leger added information on the process. This requires a substantial amendment for year 45. This is what we have been told to do. The 30 day notice for the public hearing is waived and we can have a 5 day notification. The entire citizen participation plan has been amended to allow for this shorter notification time but we do need to have a public hearing. There may be additional funding available next year which will still be tied to Year 45 and if that occurs we will amend the amendment. Dawn Leger will take care of all the paperwork.

Commissioner Hick made a motion to approve a Substantial Amendment to the CDBG Annual Plan for Year 45, regarding the CDBG-CV funding of \$393,989 that has been allocated to Bristol as an entitlement community, to support St. Vincent DePaul Mission in its efforts to prevent, prepare for, and respond to coronavirus in the homeless population of Bristol. The motion was seconded by Commissioner Mills. All present voted in favor and the motion was passed.

Council Member Preleski and Commissioner Schmelder rejoined the meeting at 5:45 p.m.

VI. New Business by Commissioners – There was no new business by commissioners.

VII. Old Business by Commissioners – There was no old business by commissioners.

VIII. Any Other Business

A. Committee Reports – Policy Committee

1. CDBG Year 46 Annual Plan

Commissioner Hick read through the proposed allocations (attached). Dawn Leger added information on how much we received from HUD (the “allocation”). She explained about the program income and reprogrammed funds which were added to the total allocation.

Mayor Zoppo-Sassu and Council Member Preleski excused themselves from the meeting at 5:52 p.m.

Commissioner Schmelder made a motion to approve the recommendations of the Policy Committee and forward to the City Council for approval the 2020-2021 CDBG Annual Action Plan for Year 46 and make the recommended allocations of HUD funds totaling \$745,689 to the organizations listed in the report. Commissioner Rasmussen-Tuller seconded the motion, all present voted in favor and the motion was passed.

Mayor Zoppo-Sassu and Council Member Preleski rejoined the meeting at 5:54 p.m.

Dawn Leger reported that this will now go to Council on May 12th and then it will be submitted. It is due on May 15th.

2. CDBG Five-Year Consolidated Plan

The four main goals were read through by Commissioner Hick. Justin spoke about the process and how they made sure that the job training component was included. Dawn Leger spoke about the survey and that good ideas were received from the public and from the Bristol Cares committee members.

Commissioner Rasmussen-Tuller made a motion to approve the recommendations of the Policy Committee and forward to the Planning Commission for review and City Council for approval the CDBG Consolidated Five-Year Plan for 2020-2024. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.

B. City Council Liaison Report

Council Member Presleski reported that last month the City Council passed a tax deferral program for businesses within the city.

- This has given us an opportunity to reach out to local taxpayers and to also tell them about the program.
- There has been an initiative from the City Council members who have been calling businesses to get feedback on how they are doing.
- They are also looking at some additional assistance for Justin. Mayor Zoppo-Sassu spoke about the possibility of one city position that could also provide some assistance to Justin as well as their other duties in their department (the assistant planner position).

IX. Adjournment

Commissioner Schmelder made a motion to adjourn the meeting at 6:06 p.m. The motion was seconded by Council Member Goldwasser, all present voted in favor and the meeting adjourned.

Respectfully submitted,



Christine Cooper, Recording Secretary

Bristol CDBG Fund Allocation

Year 46 – 2020-2021

Agency	Amount
Public Service (Limited to 15% of total funds)	
Prudence Crandall - Shelter, counseling	\$ 7,467
Family Resource Centers	\$ 3,000
HRA- Case Manager	\$ 20,000
The Agape House -Warming/Cooling Center	\$ 11,000
Salvation Army Bristol Corps	\$ 7,000
St. Vincent DePaul Homeless Shelter	\$ 25,000
United Way Summer Youth Employment	\$ 4,000
Bristol Boys & Girls Club – Cambridge Park	\$ 23,000
Public Facilities (Capital Projects)	
City of Bristol – sidewalks in Opportunity Zone	\$ 50,000
Komanetsky Estates – Congregate housing	\$ 20,000
Disabled American Veterans – ADA accessibility	\$ 25,000
Imagine Nation - Leak repairs	\$ 10,000
New England Carousel Museum – safety lighting	\$ 15,000
ECD Program Administration	
Housing Rehabilitation Program	\$256,584
Support Staff	\$110,263
Program Income	\$ 17,910
Planning & Administration (limited to 20% of total)	\$ 99,465
Reprogrammed Funds – Economic Development	\$ 41,000
Grand Total	\$745,689