

BRISTOL DEVELOPMENT AUTHORITY
MINUTES

Monday, May 20, 2019, 5:00 P.M.
Executive Meeting Room, City Hall

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

ABSENT: Commissioner Rivers

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

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 April 22, 2019. Commissioner Passamano 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 Passamano. Motion passed.

V. New Business:

A. Centre Square Development Project

Justin introduced Bob Tabacco who described his project. There was discussion about the project.

Commissioner Schmelder made a motion to grant the Mayor the authority to process a letter of intent for Parcel One to Tabacco Construction and to forward this to City Council and Corporation Counsel. Commissioner Goldwasser seconded the motion. All present voted in favor and the motion was passed.

B. Neighborhood Assistance Act

Commissioner Schmelder made a motion to approve the organizations that applied for the 2019 Neighborhood Assistance Program and refer to the City Council for approval at its June 11, 2019 meeting. Commissioner Cyr seconded the motion. All present voted in favor except for Mayor Zoppo-Sassu, who abstained. Motion passed.

C. Board of Finance Requests

A request for \$25,000 for Zion Evangelical Lutheran Church was approved tonight by the Policy Committee. Dawn Leger explained what it is needed for.

Council Member Mills and Mayor Zoppo-Sassu excused themselves from the meeting at 5:25 p.m. Commissioner Schmelder continued as Chair.

Commissioner Cyr made a motion to approve the Board of Finance transfer request for \$25,000 to be transferred from the Residential Rehabilitation account to the Zion Evangelical Lutheran Church Public Service account for FY 2018-2019 and to forward to the Board of Finance for action. Commissioner Hick seconded the motion, all present voted in favor and the motion passed.

Dawn Leger and Justin described the reason for the second request for additional funding from the City for remediation at 894 Middle Street. **Commissioner Cyr made a motion to approve the Board of Finance appropriation request for an additional \$350,000 in city funding to continue brownfield remediation**

activities at 894 Middle Street and to forward to the Board of Finance for action. Commissioner Passamano seconded the motion, all present voted in favor and the motion passed.

D. Opportunity Zone Work

Justin spoke about this item. The Mayor represented us at DECD recently and discussed linking up with developers to look at space within the Opportunity Zone.

E. Small Business Grant Projects

Justin provided one update. He spoke about Undone Salon and the small grant she was awarded.

F. DECD Commissioner Visit

Justin spoke about David Lehman's recent visit to Bristol. He was taken on a tour of Bristol, visited businesses, Adult Ed, ESPN, and participated in a roundtable discussion.

G. Eastec & Marketing Review

Dawn Nielsen spoke about our representation at Eastec in West Springfield. We were the only city exhibiting. We were promoting the Southeast Bristol Business Park and other buildings and Justin now has a number of leads and also has an appointment tomorrow with one of them. We had a very visible space.

Commissioner Schmelder said he would like to see a report in a year to see if we had results.

Dawn added that she has been out of the office a lot visiting local businesses and attended the State Tourism Conference. Having a brand was recommended by the State Tourism Department and we already have that. On Friday, June 7th, we will open up Hope Street and there will be the ribbon cutting at Bristol Health.

Undone Salon will have a ribbon cutting at 12:30 on June 14th. Invitations will be sent out. The opening of the Farmers' Market will be June 22nd and Bristol Health Community Day will follow.

On June 1st the Bristol Blues will have fireworks sponsored by the City. Dawn Nielsen has tickets from our sponsorship. She added information about the Exchange Club and we supplied goodie bags at the CT District Exchange Club convention which was hosted by the Bristol Exchange Club. The participants had museum tours also which was very successful. A Bristol Central student, Stanley Cardona, a scholarship winner, received the ACE Youth Award from the Exchange Club.

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

Commissioner Schmelder inquired about the dealership on Riverside Avenue. Justin will discuss this with the Mayor. The property is now owned by the noteholder.

VII. Old Business:

A. CDBG Program and Grants Updates

HUD Allocation: Year 45 allocations will be discussed under the Policy Committee report. The recommendations will go to the Planning Commission in a couple of weeks. Sidewalk work has begun on Divinity Street.

Grants: A large grant for a pool safety program has been applied for. Current work is finishing up at 894 Middle Street.

Commissioner Cyr made a motion to accept the report, seconded by Commissioner Goldwasser. Report accepted.

B. Economic Development and Marketing Update

Economic Development updates have been covered in the monthly report or earlier in this meeting. Minor's Farm has a new owner. This is a local resident who is renovating the property. It will be used as it was before and they will be adding ice cream. The name will be Chippens Hill Creamery.

Commissioner Cyr made a motion to accept the report, seconded by Commissioner Lafreniere. Report accepted.

VIII. Old Business by Commissioners:

Commissioner Goldwasser asked for an update on Café Real. Justin said that the owner is not quite ready. Commissioner Goldwasser suggested a sit down meeting. Justin said that the owner may not meet the deadline and the business model may change. He may have to come back to the board.

IX. Committee Reports:

- A. Downtown Committee – update covered earlier in the meeting.
- B. Policy Committee

2. CDBG Annual Action Plan

Commissioner Schmelder made a motion to approve the 2019-2020 CDBG Annual Action Plan as follows:

Housing Rehab \$322,769;

Public Services: St. Vincent DePaul-Emergency Shelter \$24,000, Boys and Girls Club-Cambridge Park Outreach \$25,000, United Way of West Central CT \$5,000, YWCA Sexual Assault Crisis Services \$8,000, Prudence Crandall \$8,000, Shepard Meadows \$4,000, Human Resources Agency \$20,000, and For Goodness Sake \$3,339 for a total of \$97,339;

For Target Area-West End-Sidewalk Replacement project \$90,000;

Public Facilities: Bristol Historical Society \$10,000, Neighborhood Housing Services of New Britain \$28,000, Turning Point Christian Center – HVAC \$30,000 for a total of \$68,000 to public facilities; and Planning & Administration \$102,080 and Fair Housing activities \$3,000 for a total of \$105,080, for a grand total of \$683,188 and to forward to the Bristol City Council for approval. Commissioner Passamano seconded the motion, all present voted in favor and the motion passed.

1. CDBG Year 44

Commissioner Cyr made a motion to approve the recommendation of the Policy Committee to award a grant of \$25,000 from CDBG Year 44 funds to Zion Evangelical Lutheran Church "Meals for the Needy" to install a fire suppression hood in the soup kitchen. Commissioner Goldwasser seconded the motion, all present voted in favor and the motion passed.

3. Policy Committee Report

A change to the residential rehab program was approved at the Policy Committee meeting prior to the board meeting today. The reasons for the change was explained.

Commissioner Cyr made a motion to approve the recommendation of the Policy Committee and make the recommended change to the Housing Rehabilitation policy and application materials removing the requirement for 6 month home-ownership prior to application for grant eligibility for first-time homebuyers. Motion was seconded by Commissioner Passamano, all voted in favor and the motion passed.

Commissioner Hick made a motion to enter into Executive Session at 6:03 p.m., seconded by Commissioner Cyr.

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

Mayor Zoppo-Sassu returned to the meeting at 6:22 p.m.
Council Member Mills returned to the meeting at 6:25 p.m.

XI. Reconvene and take any action as necessary

At 6:30 p.m. the committee returned from Executive Session and reconvened. No votes were taken in Executive Session.

Commissioner Passamano made a motion to approve a motion to award a Manufacturing Equipment Grant to Quality Wire EDM, Inc. for up to \$11,740 for the purchase of equipment and the addition of up to three (3) new full-time positions to its payroll and to forward to the Board of Finance for their information. Commissioner Goldwasser seconded the motion, all present voted in favor and the motion passed.

Commissioner Cyr made a motion to approve a motion to award a Manufacturing Equipment Grant up to \$34,125 – up to \$31,125 for equipment and associated improvements and up to \$3,000 for new employment – to Precision Express Manufacturing as an incentive to purchase additional equipment, complete upgrades, and to ultimately purchase 80 Dolphin Road and relocate its business to said facility, and to forward to the Board of Finance for their information. 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

Council Member Mills made a motion to adjourn the meeting at 6:31 p.m. The motion was seconded by Commissioner Hick, all present voted in favor and the meeting adjourned.

Respectfully submitted,
Christine Cooper,
Recording Secretary