

BRISTOL DEVELOPMENT AUTHORITY
MINUTES

Monday, July 22, 2019, 5:00 P.M.
City Council Chambers, City Hall

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

ABSENT: Commissioners Lafreniere, Passamano

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

GUESTS: Dee Dee Mandino, Dee's Cleaner's & Laundromat
Calvin Brown, City of Bristol (present in Executive Session)

I. Mayor Zoppo-Sassu, Chair, called the meeting to order at 5:03 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 June 24, 2019. Commissioner Rivers seconded the motion. All present voted in favor and Commissioner Rivers abstained. The minutes were accepted.**

IV. Correspondence/Communications:

Commissioner Goldwasser made a motion to file the correspondence and communications, seconded by Commissioner Cyr. All present voted in favor and the motion passed.

V. New Business:

A. City/Town Development Act

Justin reported that the resolution will need to be approved. He summarized what the Act does. Mayor Zoppo-Sassu elaborated on how the Act can help by pointing out the main advantages of this Act.

Commissioners Rivers made a motion to approve the City and Town Development Act resolution as presented to the board. Commissioner Schmelder seconded the motion, all present voted in favor (Roll Call: Charles Cyr, David Mills, Marvin Goldwasser, Howard Schmelder, Michael Rivers, Thomas Hick, Ellen Zoppo-Sassu) and the motion was passed.

B. StartUP Bristol Update

Justin provided an update. He spoke about Rich Farm (Chippens Hill Creamery). They did a soft opening on Saturday. The StartUP Task Force have been advising them. The StartUP Task Force approved a manufacturing equipment grant for up to \$17,000. They seemed to be successful the first day.

Justin provided an update on Café Real to the StartUP Task Force. The plan is to open in early September but he will actually be ready within the next couple of weeks.

Justin spoke about a very new business, "Our Gathering Place." He also gave an update on Better Half Brewing. The Mayor said that Better Half Brewing has purchased "Mo's" and will probably open on Friday.

C. Enterprise Zone Tax Abatement

Justin spoke about the 10-year tax abatement for Bristol Health. We have the opportunity to grant an extra period of abatement for the construction. The first (10 year) abatement covers them from the CO to 10 years. This one covers during construction. He then answered questions. The fixed amount is based on the value of the land only (approximately 4 acres). There was a discussion about parking. The Mayor clarified.

Commissioner Schmelder made the following motion: Whereas, per Article XIV, Section 18-203 of the City of Bristol Code of Ordinances, "The municipality may provide any additional tax abatements or deferrals as it deems necessary for any property located in such an enterprise zone."

I hereby make a motion: Retroactive to October 1, 2018, to fix the property assessment of 15 Riverside Avenue (Lot 11 and Lot 12) at \$394,800 for a period concluding September 30, 2019. The property assessment fixing agreement is applicable for the construction period as the properties are converted to medical use, subject to all conditions identified for commercial projects as outlined in Article XIV "Enterprise Zone Assessments" of the City of Bristol Code of Ordinances.

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

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

E. Board of Finance request

Commissioner Goldwasser made a motion to transfer \$3.00 from the BDA City Postage account to the BDA City Travel Reimbursement account to cover year-end overage and forward to the Board of Finance for action. Commissioner Rivers seconded the motion, all present voted in favor and the motion passed.

D. J.H. Sessions Building Update

Justin reported that the RFQ is out. We are scheduling visits to the building. Incentive programs are listed in the RFQ.

F. Zoning Commission Material

Justin reported that Don Poland (Goman & York) assisted him with the submittal of the Unified Downtown Development language, which is what is needed to change in our Zoning Regulations. There is a public hearing on August 14th for this. We received back a draft of restrictive use covenants from Goman & York. This will become sort of our guidelines for Centre Sq. This will go to the Downtown Committee.

G. Workforce Development

Justin is working with Larry Covino and Kate Carbone to expand their program and market it to the community. Training will take place at various employer sites.

Justin explained what the \$18,000 transfer was for. It is for Connecticut Brownfield Land Bank to continue their work.

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

VII. Old Business:

A. CDBG Program and Grants Updates

David Sgro reported on last year's program. For both Year 43 and 44 the numbers have gone up. We serviced 71 units this year and already have a lot of applications for this new year. He answered questions. Increasing the dollar amount has helped a lot. There are planning on doing a mailing with the tri-fold flyers. He is also interested in doing door hangers.

Dawn Leger reported she is wrapping up year 44 and putting together her reports. They are working with Zion Lutheran Church on their fire suppression system. She is now beginning work on the CAPER. In the fall she will be working on the Consolidated Plan for 2020-25.

Dawn also reported that the brownfield grants are progressing. 894 Middle Street should be finished by the end of summer. There are a few pending grants we are waiting to hear on. The historic restoration grant for the library has been placed on hold. This is under DECD.

Commissioner Goldwasser that a FAQ be done if and when the sidewalks are done. For example: why the ones are being done that are being done.

B. Economic Development and Marketing Update

Dawn Nielsen reported that the Marketing Committee has not met for the summer. She is doing promotion of the Little League tournaments. A banner has been hung to welcome the families. The families will receive drawstring bags with a poster and a letter from the Mayor. She continues to promote on social media.

Justin Malley and Dawn Nielsen have been coordinating the Farmers' Market and attending and the attendance is growing. There has been a lot of ribbon cuttings and more are coming up. There is a special Pop-Up Farmers' Market this Thursday behind Ocean State Job Lot and it will be a smaller market from 3-6 p.m. We will see if this is a success. Dawn will be there the entire time.

Mayor Zoppo-Sassu commented that the commission members can help to support attendance to the Little League tournaments and has flyers to hand out.

Dawn Nielsen added that a letter is being sent to 320 retail businesses this week to tell them about what is going on and encouraging them to add their business to the website.

VIII. Old Business by Commissioners: There was no old business by commissioners.

IX. Executive Session (Meeting moved to BDA Conference Room)

The meeting went into executive session at 5:47 p.m. in the BDA Conference Room.

At 6:10 p.m. Dee Dee Mandino joined the Executive Session.

At 6:10 p.m. Mayor Zoppo-Sassu excused herself from the meeting.

X. Reconvene and take any action on above.

The meeting reconvened at 6:15 p.m. No votes were taken in Executive Session. Commissioner Schmelder continued as Chair.

Commissioner Goldwasser made a motion to award an Economic Development Grant to Donovan Enterprises, Inc., d/b/a/ Dee's Cleaners & Laundromat, in the amount of \$32,600 which includes \$2,000 for job creation and \$30,600 for building renovations and to forward to the Board of Finance for their information. Commissioner Rivers seconded the motion. All present voted in favor and the motion passed.

XI. Any Other Business – There was no other business.

XII. Adjournment

Commissioner Rivers made a motion to adjourn the meeting at 6:20 p.m. The motion was seconded by Commissioner Hick, all present voted in favor and the meeting adjourned.

Respectfully submitted,



Christine Cooper
Recording Secretary