

BRISTOL DEVELOPMENT AUTHORITY  
MINUTES

Monday, August 26, 2019, 5:00 P.M.  
City Council Chambers, City Hall

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

ABSENT: Commissioners Hick, Schmelder

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

GUESTS: Mike Stimson, Connstep  
Larry Covino, Bristol Adult Ed  
Kate Carbone, Bristol Board of Education

I. Mayor Zoppo-Sassu, Chair, called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance to the Flag.

II. Public Participation – None

**A motion was made by Commissioner Rivers, seconded by Council Member Mills, to go to item VIII.A. Motion passed.**

VIII. Any Other Business

A. Industrial Committee

Commissioner Rivers introduced Mike Stimson from ConnStep. Mike spoke about how Bristol could help companies with funding for consultant services, by ConnStep or other consultants. Justin added information. Mike said that there is a grant opportunity for Bristol to differentiate themselves. Justin and Dawn Nielsen have done a survey. This can be marketed to our manufacturers. Commissioner Rivers said to please review the Guidelines and make any recommendations over the next two weeks.

Mike Stimson explained how ConnStep operates and how they are funded. They receive some funds from the State and Federal sources. They also do fee for service. He said that no other community is offering this. Justin asked that any feedback be sent to himself or to Calvin Brown within the next two weeks.

B. 71 Horizon Drive

Commissioner Rivers excused himself from the meeting at 5:20 p.m.

Justin provided background. Amazon is renting and the property was sold to D'Amato Realty. There are parking issues as they are out of on-site parking. Some on-street parking is causing problems for their neighbors. D'Amato is proposing a temporary and a permanent fix. This will be addressed in two phases – temporary parking are now, and permanent parking will be available in the Spring.

**Commissioner Goldwasser made a motion that the full BDA accepts the recommendation of the Industrial Committee to approve the design and creation of temporary parking at Horizon Drive and study the long-term solution. Commissioner Cyr seconded the motion. All present voted in favor and the motion was passed. Commissioner Rivers abstained (he was not present).**

Commissioner Rivers was asked to re-join the meeting.

III. **Commissioner Goldwasser made a motion to accept the minutes of the regular BDA Board Meeting of July 22, 2019. Council Member Mills seconded the motion. All present voted in favor and minutes were accepted.**

IV. New Business:

A. BristolWorks!

Dawn Nielsen reported that it was decided to give this program a name "BristolWorks!" with a tagline – "Learn – Succeed – Improve Your Life." Larry Covino explained the program. He discussed how funding has been obtained. Participation was limited, however, as some donors had a requirement as to who could participate. They are targeting those individuals who are underemployed into a full career and hopefully in manufacturing as there are many jobs which go unfilled.

He explained how the program works. The program takes about three months. Recruitment and transportation have been issues. They would like to expand the program to include basic healthcare training. They are also exploring information technology. He then answered questions. The statistics are good as far as the participants finding jobs. Funding was discussed as well as the possibility of receiving funds from the City at some point.

B. Board of Finance Requests

**Commissioner Goldwasser made a motion to approve the transfer of \$1,698.00 from CDBG Residential Rehab-Single account to the CDBG Residential Rehab Multi account, \$674.00 from the CDBG Professional Fees account to the CDBG Regular Wages & Salaries account, and \$3.00 from the City Postage account to the City Travel Reimbursement account to cover 2019 year-end overages, and to forward to the Board of Finance for action. Council Member Mills seconded the motion, all present voted in favor and the motion passed.**

**Commissioner Goldwasser made a motion to approve the transfer of \$2,400.00 from BDA Professional Fees to BDA Part-Time wages for outside assistance on Economic Development projects for the current year and to forward to the Board of Finance for action. Commissioner Cyr seconded the motion. Mayor Zoppo-Sassu explained the reason for this transfer. All present voted in favor and the motion passed.**

**Commissioner Goldwasser made a motion to approve the carry-over from fiscal year 2019 to fiscal year 2020 of the following accounts: \$1,500.00 of Professional Fees; \$1,284.00 from Conferences & Memberships; and \$3,630.00 from Downtown Revitalization, and to forward to the Board of Finance for action. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.**

**Commissioner Goldwasser made a motion to approve the additional appropriation request of \$500,000 for additional environmental remediation work at 894 Middle Street and to forward to the Board of Finance for action. Commissioner Cyr seconded the motion. Justin Malley explained what this request is for. All present voted in favor and the motion was passed.**

Commissioner Passamano excused himself at 5:55 p.m.

C. Downtown Update

Justin provided an update. This Thursday he is meeting with a developer on parcels 1-3. Justin is also meeting with the restaurateur. Goman & York is working on guidelines for Centre Square and some basic zoning language.

Mayor Zoppo-Sassu excused herself from the meeting at 6:00 p.m.

Council Member Mills continued as Chair.

Justin reviewed the status of Parcel 10. There are two other projects being worked on and more information on these will come in future meetings.

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

D. J.H. Sessions Building Update

Justin reported that the RFQ is out and due back by September 5<sup>th</sup>. Tours of the building were given on August 8<sup>th</sup>. Once there is a plan and a developer identified, we can apply for cleanup funds. There may need to be a review committee depending on how many responses we get. He then answered questions. Justin explained the purpose of the Connecticut Brownfield Land Bank.

E. Zoning Language

Justin attends the zoning meetings on a regular basis. Some language for the downtown district under the Unified Downtown Development definition is language which needs to be tweaked and it will make it easier for us to continue to develop Centre Square with multiple owners and to create a site that is cohesive and makes sense from a design perspective. Another thing being worked on is something to do with assisted living and there will be more to update on this next month.

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

VI. Old Business:

A. CDBG Program and Grants Updates

Dawn Leger reported that she is working on the CAPER (Consolidated Annual Performance and Evaluation Report). Bids have been received for the Zion Lutheran Church stove hood and the other projects are complete. An RFP is out to hire a consultant for the 5-Year Plan. The deadline for response is Friday.

**Commissioner Goldwasser made a motion to place the report on file, seconded by Commissioner Cyr. All present voted and the motion passed.**

B. Economic Development and Marketing Update

Dawn Nielsen has been working with Public Works on incorporating the All Heart message at City Hall. All the signs have been changed. For two of the areas outside vendors will be needed: 1) A sign in Council Chambers; and 2) A sign in the entranceway. These will be commissioned by a local artist. The Building Committee approved these and will fund both signs.

The Farmers Market has been very busy. Dawn showed a recent ad which was done – "We Appreciate Small Businesses" for the Meet the Merchants insert in the Bristol Press. Commissioner Cyr asked if we had any feedback from the Softball and Baseball tournaments as well as from the local businesses. We will follow-up.

Mayor Zoppo-Sassu rejoined the meeting at 6:22 p.m.

VII. Old Business by Commissioners: Commissioner Goldwasser mentioned to please promote the Mum Festival.

IX. Adjournment

**Commissioner Cyr made a motion to adjourn the meeting at 6:23 p.m. The motion was seconded by Commissioner Lafreniere, all present voted in favor and the meeting adjourned.**

Respectfully submitted,



Christine Cooper  
Recording Secretary