

Regular Meeting of the American Rescue Plan Task Force
January 9, 2023 – 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, Glenn Heiser, John Leone, Thomas O'Brien, Susan Sadecki, Howard Schmelder, John Smith, Morgan Urgo, Jennifer Van Gorder

Zoom: David Maikowski, Michael Dumas, and David Preleski

Absent: Mickey Goldwasser, Cindy Bombard, Mark Peterson

Also present: Justin Malley, Robin Manuele, Roger Rousseau, and Diane Waldron
Via Zoom: Jack Reagan, Martha McCabe and Sarah Goss from UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:00 p.m.

2. Public Participation

None

3. Approval of minutes: December 12, 2022

Commissioner Schmelder made a motion seconded by Commissioner Smith "to approve the minutes from December 12 2022." Motion approved.

4. Discussion with UHY Advisors N.E. LLC.

Martha McCabe, UHY reviewed the spreadsheets UHY prepared for the meeting; city project tracker, Draw Down Summary and First Round Open Contract Status.

Commissioner Smith questioned if there is a Contingency Fund allocated. Mayor Caggiano stated funds are not allocated for this purposes however the Building Bristol allocation has funds available that may be able to be used for contingency purposes.

Martha discussed an upcoming webinar and reporting requirements and will highlight that by the December 2024 report all funds should be shown as obligated in the federal report. Mayor Caggiano stated the subcommittees should meet before the next meeting to see what projects may not move forward.

UHY has suggested the hiring of additional administrative support and a point of contact for ARPA grant recipients locally and that ARPA funds may be used for the salary and benefits. Mayor Caggiano stated UHY is doing a great job, but this may be a cost savings to pay someone part time in house to do this busy work rather than UHY. Howard stated he is in support of this as it will help both the City and grant recipients.

John Smith made a motion seconded by Susan Sadecki "To allow the Mayor, ECD and Comptroller's Office to move forward with pursuing a part time position to assist with the administrative duties of the ARPA program." Motion approved.

Mayor Caggiano stated a job description will be sent to the Task Force prior to posting the position. Justin stated there is a need for a lot of customer service and guidance the recipients require throughout the process. It is very obvious the projects need to get started and that the awardees need assistance to move forward with the paperwork.

5. Building Bristol Grant Program Update

Mayor Caggiano would like to discuss next month what to do with the remaining appropriation from Building Bristol that hasn't been allocated. An estimated balance of \$1.1 million will be remaining if all the sub recipients that have applied for BBBG grant funding use all allotted funds for their projects.

Justin explained Diane, Roger, himself and the Mayor meet weekly with UHY for updates. The Building Bristol program requires matching funds, and when these recipients request their funds from the City, they will need to provide evidence of their match. If organizations can't provide the full match upfront, at the time of the drawn down, they should provide a match of what they are requesting. John questioned what happens if they only have a partial match, and then can't finish the project. Per the discussion, the Task Force feels the sub recipient needs to show they have the full match up front before receiving any grant funds from the City.

6. Any other business

Mayor Caggiano suggested the subcommittee Chairs pick out high priority projects to highlight the outcomes of those projects. Discussion was held on advertising the completed projects and highlighting the way the City of Bristol is using ARPA funds in the media. Justin stated St. Vincent DePaul will be holding a ribbon cutting of their resource center soon.

Susan stated it is important the Task Force not abandon the City projects that benefit all residents. There were several projects which did not receive funding, but were still being considered. Mayor Caggiano stated there is still \$2 million available which was discussed for state matching funds, the City subcommittee should take a look at those projects before the next meeting.

Martha stated that all the things discussed were great ideas, she has seen other communities use their funds for community assessments, and predevelopment costs of projects that were going to be funded in different ways.

7. Adjournment

Commissioner Sadecki made a motion seconded by Commissioner Smith "to adjourn" at 4:55 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary