

ECONOMIC & COMMUNITY DEVELOPMENT

Regular Meeting
Thursday, August 3, 2023 5:00pm
City Hall West Meeting Room #1 and on Zoom

ATTENDEES: Mayor Caggiano, Council Member Panioto, Commissioners Schmelder (Zoom), Goldwasser (Zoom), Hick, Mills, and Rasmussen-Tuller.

ABSENT: Commissioners Verikas and Massarelli

STAFF PRESENT: Justin Malley, Executive Director; Dawn Nielsen, Marketing and PR Specialist, Dr. Dawn Leger, Grants Administrator, and Sharon Arsego, Sr. Admin. Assistant

GUESTS: Josh Malouin and Rick Mensel from Sherwood Manufacturing

I. **Call to Order**

Mayor Caggiano called the meeting to order at 5:01pm and led the room in The Pledge of Allegiance.

II. **Public Participation**

Justin Malley introduced Josh Malouin and Rick Mensel from Sherwood Manufacturing. The business was started forty years ago by Rick and his son in law, Josh, is the next generation of the business. Their main business is contract manufacturing. They do a lot of work for the electrical industry.

Justin added that the main point behind Sherwood's grant application is to modernize the machine shop. This will allow them to work more efficiently and to draw on a more robust job pool.

III. **Minutes: July 6, 2023**

Mayor Caggiano called for a motion to approve the Minutes of the July 6, 2023 meeting. Commissioner Hick seconded the motion. There were no changes or additions. All were in favor and the Minutes were received into the record.

IV. **Consent Agenda**

A. **Communications**

B. **Economic Development/Grants/Marketing Report**

Mayor Caggiano asked if the Board had any changes to make to the Consent Agenda; there were none. Commissioner Goldwasser made the motion to file the Consent Agenda. The motion was seconded by Council Member Panioto. All were in favor and the Consent Agenda was accepted into the record.

V. **New Business**

A. **Downtown Update**

Dawn Nielsen advised that the West End Business Marketing Campaign has been finalized with (8) businesses participating. The DOT construction workers are also on board to participate. The campaign designates \$200.00 in redeemable coupons per participating business. They will be distributed by ECD to the DOT construction crews to drive traffic to the stores affected by the work being done in the West End.

Mayor Caggiano, Dawn Nielsen and Building Official, Rick Brown, to the new KindCare facility. KindCare is accepting applications with 33% of the spaces already reserved.

The Bristol Bazaar ribbon cutting went well. Last Friday, Anthony Anthony, the State of Connecticut's new Chief Marketing Officer, received a personal tour of the bazaar. The State wants to highlight the Bristol Bazaar in the State of Connecticut marketing campaign, and a special event is planned at the Bazaar in September. Mayor Caggiano added that Dennis House from WTNH News will air the Sunday following the interview.

The Farmers Market continues in the existing location each Saturday. Attendance has been steady.

The Rockwell Theater at Bristol Arts and Innovation Magnet School has four live events scheduled from September through December. The press release is out and these are being posted to the All Heart Website. The response has been very good and the John Beardsley (Elvis) show has already paid for itself.

No other items were discussed for the Downtown Update.

B. BOF Carry Overs

Justin reviewed BOF Carry Over requests that are mainly for the Marketing and Advertising account, and additional funds for a consultant for work on the CDBG 5 Year Plan.

The BOF Carry Overs motion was read by Commissioner Hick as follows:

To approve the request to carry over from fiscal year 2022/2023 to fiscal year 2023/2024 the following account balances within the "City Share" ECD department budget: \$6,181.30 or remaining balance in "Advertising" and \$8,133.97 or remaining balance in "Professional Fees."

The Motion was seconded by Commissioner Mills. Justin advised that while adjustments had to be made that morning ahead of the meeting, the motion as read was correct for the new figures. There was no further discussion or questions, all were in favor, and the Motion passed into the record.

Justin also reviewed the end of fiscal year transfer request presented to the Board. These transfers will make the ECD Department's accounts whole for the end of FY23. Mayor Caggiano recommended the reading of the motion be waived in the interest of time. Commissioner Goldwasser made the motion which was seconded by Commissioner Schmelder. All were in favor and the reading of the Motion was waived.

The full motion as reviewed reads as follows:

To approve the following transfer requests to reconcile ECD account balances:

- Transfer \$1,067 from 1044101 BDA City Share "Trade Shows" to 1044101 BDA City Share "Transfers Out"

- Transfer \$923 from 1044101 BDA City Share “Downtown Revitalization” to 1044101 BDA City Share “Transfers Out”
- Transfer \$391 from 1044101 BDA City Share “Advertising” to 1044101 BDA City Share “Transfers Out”
- Transfer \$10 from 1044103 BDA Administration CDBG “Overtime Wages” to 1044103 BDA Administration CDBG “Transfers Out”
- Transfer \$98 from 1044102 BDA Rehab “Overtime Wages” to 1044102 BDA Rehab “Travel Reimbursement”
- Transfer \$68 from 1044101 BDA City Share “Other Wages” to 1044102 BDA Rehab “Other Wages”
- Transfer \$71 from 1044102 BDA Rehab “Overtime Wages” to 1044102 BDA Rehab “Other Wages”
- Transfer \$54 from 1044103 BDA Administration CDBG “Travel Reimbursement” to 1044103 BDA Administration CDBG “Postage”
- Transfer \$1,102 from 1044102 BDA Rehab “Overtime Wages” to 1044102 BDA Rehab “Regular Wages”
- Transfer \$393 from 1044103 BDA Administration CDBG “Program Supplies” to 1044102 BDA Rehab “Regular Wages”
- Transfer \$14.00 from 1044102 BDA Rehab “Professional Fees and Services” to 1044102 BDA Rehab “Life Insurance”
- Transfer \$26 from 1044102 BDA Rehab “Professional Fees and Services” to 1044102 BDA Rehab “F.I.C.A.”
- Transfer \$5 from 1044102 BDA Rehab “Professional Fees and Services” to 1044102 BDA Rehab “Medicare Insurance”
- Transfer \$126 from 1044103 BDA Administration CDBG “Overtime Wages” to 1044103 BDA Administration CDBG “Regular Wages”
- Transfer \$136 from 1044103 BDA Administration CDBG “Overtime Wages” to 1044103 BDA Administration CDBG “F.I.C.A.”
- Transfer \$33 from 1044103 BDA Administration CDBG “Overtime Wages” to 1044103 BDA Administration CDBG “Medicare Insurance”

Commissioner Schmelder made the motion to accept the transfer request as written. Commissioner Hick seconded the motion. There were no further questions or remarks. All were in favor and the Motion for the transfer request was passed into the record.

C. Revolving Loan Program

Justin Malley discussed the one bid response from Community Investment Corporation (CIC). Details included service rates that were proposed and that have since been negotiated, with one fee to the city being eliminated. Justin confirmed that risk to the city is reduced with a partner like CIC underwriting the loans, and the partner will follow guidelines as dictated by the ECD Board. The Revolving Loan Program is designed to be more self-sustainable than the current grant program.

VI. New Business by Commissioners

Commissioners Goldwasser and Schmelder asked for an update about the ongoing issue with the city’s emails either not being received or they’re going to the recipient’s spam or junk folders. Justin Malley apologized for the inconvenience and assured the Board that IT is aware of the issue. Gmail and Yahoo! accounts seem to be the ones

most affected. Mayor Caggiano advised other departments are experiencing the same issue and its outbound email only. He will speak further with IT to reach a resolution.

VII. Old Business by Commissioners

There was no Old Business by the Commissioners.

VIII. Committee Reports

A. City Council Member Report

There was no City Council Member Report.

B. CDBG Policy Committee Report

Justin Malley advised that the CDBG Policy Committee met briefly on July 27, 2023. The ECD/CDBG Staff needed direction on a policy for lead paint work and how to more efficiently work with contractors for the Housing Rehabilitation projects. The Committee was very helpful with both of those items and the ECD Staff will be coming back with updated language on them.

IX. Executive Session

A. Downtown Grant

Mayor Caggiano called for a motion for the Board to move into Executive Session. The motion was made by Commissioner Rasmussen-Tuller and seconded by Commissioner Hick. All were in favor and the Board moved into Executive Session at 5:28pm.

The Board returned from Executive Session. Mayor Caggiano confirmed that no votes were taken during Executive Session and called for a motion to officially return from Executive Session. The motion was made by Commissioner Goldwasser, all were in favor and the Board continued with the Regular Meeting at 5:37pm.

Commissioner Hick read the following motion for the Sherwood Manufacturing Co. grant application:

To approve a Manufacturing Equipment Grant of up to \$21,149 – including up to \$19,149 representing 5% of equipment purchase and up to \$2,000 for the addition of two full-time positions to payroll – to Sherwood Manufacturing Co., Inc. or its assigns to assist with the purchase of manufacturing equipment associated with the business' expansion, and to refer to the Board of Finance for information.

The motion was seconded by Commissioner Mills. All were in favor and the motion carried into the record with the grant awarded to Sherwood Manufacturing Co.

Commissioner Rasmussen-Tuller read the following motion for the SSI Manufacturing Technologies Corp. grant application:

To approve a Manufacturing Equipment Grant of up to \$57,140 – including up to \$50,140 representing 5% of equipment purchase and building improvements necessary for the installation of said equipment and up to \$7,000 for the addition of 7 full-time positions to payroll – to SSI Manufacturing Technologies Corp. or its assigns to assist with the purchase of manufacturing equipment and building renovations

associated with the business' expansion and relocation to 106 Enterprise Drive, and to refer to the Board of Finance for information.

The motion was seconded by Commissioner Mills. All were in favor and the motion carried into the record with the grant awarded to SSI Manufacturing Technologies Corp.

X. Adjournment

There was no other business to come before the Board. Mayor Caggiano requested a motion to adjourn which was brought forth by Commissioner Rasmussen-Tuller and seconded by Commissioner Hick. All were in favor and the meeting adjourned at 5:45pm.

Respectfully Submitted,

Sharon Arsego
Recording Secretary