



A Special Meeting of the American Rescue Plan Task Force Non Profit Subcommittee was held on November 30, 2023 at 4:00 p.m. in City Hall Meeting Room 1-3, 111 North Main Street, Bristol CT 06010

Members Present: Susan Sadecki, Morgan Urgo, Howard Schmelder, Mark Peterson

Also Present: Justin Malley, Diane Waldron and Martha McCabe, UHY, Mary Etter, BARC

1. Call to Order

Susan Sadecki called the meeting to order at 4:00 p.m.

2. To review the status of any other business projects and to take any action as necessary.

Mary Etter joined the meeting to present an updated project plan and budget to accomplish their approved project goals. She was joined by Charlie Talmadge, a local architect with construction management experience who had been helping Mary with the updated budget. The new proposed project plan includes building out space at 225 North Main Street, 5th floor comprised of an estimated 10,800 square feet with 60% of space used for expanded programs and 40% for administrative. The project can move much quicker than a new construction build. This plan provides for larger program spaces than the original stand-alone building and provides for ongoing sustainability. BARC would enter into a 10-year lease with the option to renew three, 3-year terms (basically 19 years). Mary emphasized that the project still adheres to original outcomes to include expanded programs for adults with I/DD and adults with autism, further development of workforce development training at the Jerome Avenue location once programs were relocated, new job creation, and relocation of administrative functions so rent would no longer be necessary on Maltby Street. Members asked questions about the particulars of the space and timeline. Charlie Talmadge reported a 60-90 day permitting period and an estimated 5 month build out. The Mayor emphasized that if the new workplan/budget is approved by the full Task Force, some funds would need to be drawn down before 1/31/24. Martha from UHY reviewed all of the bidding requirements due to the expenditure amount and reminded the subcommittee that BARC never had an executed subrecipient agreement for the project. BARC needs to submit a revised project description and detailed budget together with estimated timeline for completion. Once approved by the Task Force and the City Council, several items need to be completed in a timely manner including, executed subrecipient agreement, fidelity bond, etc.

Morgan Urgo made a motion second by Mark Peterson “To approve Bristol Adult Resource Center to move forward with the change in workplan and budget to renovate leased space rather than build new while still maintaining the original intent of the project for program expansion and administrative relocation for presentation to the full ARPA Task Force on 12/11/23” Motion passed.

3. Adjournment

The meeting adjourned at 5:20 p.m.

Jodi McGrane
Recording Secretary