

ECONOMIC AND COMMUNITY DEVELOPMENT
MINUTES – Regular Meeting
Thursday, September 3, 2020, 5:00 P.M.
City Hall Council Chambers

ATTENDEES: Mayor Zoppo-Sassu, Council Member Preleski, Commissioner Mills,
Hick, Schmelder, Goldwasser, Cyr, Rasmussen-Tuller, Zammett (Webex)

ABSENT: - - -

STAFF PRESENT: Justin Malley, Executive Director; Dawn Nielsen, Marketing & Public Relations

GUESTS: Brian Dehm, Tracy Driscoll
Charles Talmadge, Development Planning Solutions

I. Mayor Zoppo-Sassu called the meeting to order at 5:00 p.m.

II. Public Participation

There was no public participation

III. **Commissioner Schmelder made a motion to accept the minutes of August 6, 2020, seconded by Commissioner Mills. The commissioners voted in favor and the minutes were accepted.**

IV. Consent Agenda

Commissioner Goldwasser made a motion to file the Consent Agenda seconded by Commissioner Schmelder. All present voted in favor and the motion passed.

V. New Business

A. Downtown Grant Application – Tracy Driscoll Company parking area

Justin introduced this subject and asked Brian Dehm to provide information on the project. Mayor Zoppo-Sassu added some information about the location. Mr. Dehm spoke about the issues with that property. After discussion with the owner of the neighboring property, it was decided that Tracy Driscoll would be responsible for the entire project which includes paving the lot, new sidewalks, installation of a chain link fence and fencing in the dumpster. In addition, Tracy Driscoll will handle the maintenance of the lot.

Commissioner Cyr made a motion to approve a 50% matching Downtown Grant in the amount of \$33,444 to Tracy Driscoll Insurance LLC to assist in the construction of a new parking area immediately east of the business. Commissioner Goldwasser seconded the motion, all present voted in favor and the motion passed.

B. 273 Riverside Ave. Update

Justin advised that the contract with New Colony Development (Land Bank) has been executed. The Sessions family still retains ownership through several family members. Recently, they had a very positive phone call with some of the owners. The application for assessment funding was with their approval and now we are planning to pursue cleanup funding. The owners very much support what the City is doing on the site and they have met both Vesta Corp. and Dale Kroop from the Land Bank. Once grant funding is obtained for the cleanup then eventually there will be a point to relocate the current tenants and assist in finding other locations for them. Justin answered questions.

C. 894 Middle St. Update

Justin provided an update. The City is looking at working with a real estate firm to assist in marketing the property. He has met with Roger Rousseau on this matter as well and Goman & York also have provided insight to hiring a real estate professional.

D. SEBBP Update

Justin reported that all approvals have been received from the owners of the business park properties for the requested amendment. Justin has spoken with everyone in the park as well. BHF was here yesterday for a meeting with their draft plan and it went very well. Next will be a meeting with the planning commission.

Commissioner Goldwasser made a motion to accept the positive results of the Southeast Bristol Business Park vote regarding the inclusion of a Trucking Terminal Facility as an allowed use and to direct staff to update the Southeast Bristol Business Park Design Guidelines and Regulations accordingly. Commissioner Rasmussen-Tuller seconded the motion, all present voted in favor and the motion passed.

Justin added that EcoSmart is meeting with builders now.

E. Marketing Report

- Dawn Nielsen reported that she is working on highlighting economic development projects on Bristol All Heart and this page will be updated regularly.
- Signage will be done on all new construction projects with All Heart branding to let people know what will be at that location.
- Farmers Market: each week there are approximately 800-1000 people who attend the market. They are continuing to keep count. There are between 18-20 vendors each week.
- She pointed out that invitations to the HOME2 groundbreaking will be sent to each commissioner soon. It is set for September 17th at 3 p.m.
- Videos: several videos were recently completed and distributed to the board for viewing and feedback. Everyone has viewed them and she has received very good feedback. Some suggestions were made. More videos will be done each year for various industries.

F. Downtown Update

Justin explained the request that was received by the owners of Lot 10. This solves a few problems. Charles Talmadge expanded and explained how the additional property piece would be used and how it related to their plan. Mayor Zoppo-Sassu added information about the land use of that area.

Commissioner Rasmussen-Tuller made a motion to approve a lot line revision that transfers approximately 1,170 square feet of Centre Square Lot #9 to Lot #10 as part of the proposed mixed-use development of Wesley Cyr and Oliver Wilson and to refer this matter to the office of Kilbourne and Tully. Commissioner Hick seconded the motion, all voted in favor and the motion passed. Mr. Talmadge then answered questions.

Justin discussed the wayfinding signage which will mostly be in the downtown area. Dawn Leger has obtained grant funds. There will be 19 signs in town. Hopefully, this will be completed by the Spring.

VI. New Business by Commissioners

Commissioner Zammett spoke about a CVS flu vaccination program. They would like to bring this to the community rather than having people come into a CVS. Could they have this at the Farmers Market? Sign-ups would be done beforehand. Mayor Zoppo-Sassu replied that Commissioner Zammett and Dawn Nielsen could look into this further to see if and how this could work.

Mayor Zoppo-Sassu reported that the Food Truck will distribute food for the next three weeks. There is one today in the lot across the street. Everyone is getting an information flyer as well with important community information. There will be a census taking booth with a representative at the Farmers Market on September 12th. The downtown census tract has not responded as well as in other areas of the City.

She also reported that there will be a new committee of this board discussing general policy issues – this would be a separate group from the Policy Committee which handles CDBG. This group will consist of Commissioners Goldwasser, Rasmussen-Tuller, and Zammett.

VII. Old Business by Commissioners

None

VIII. Any Other Business

B. Council Liaison Report

- Council Member Preleski reported that the first stage of hazmat removal at the Memorial Boulevard School construction project is underway and on time.
- The Request for Proposals are out and they received back over 100 proposals for the work.
- The final design plans are complete and on the website.
- Meetings are on the third Thursdays of the month.
- The RFP is being worked on to address zoning regulations with the goal that they are consistent, fluid, and user friendly.

Mayor Zoppo-Sassu expanded on this subject. She also reported that all City Council members participate in the Farmers Market and are proud of the work.

IX. Adjournment

Commissioner Schmelder made a motion to adjourn the meeting at 6:10 p.m. The motion was seconded by Commissioner Cyr, all present voted in favor and the meeting adjourned.

Respectfully submitted,



Christine Cooper, Recording Secretary