

BRISTOL DEVELOPMENT AUTHORITY
MINUTES

Monday, January 28, 2018, 5:00 P.M.
City Hall Council Chambers

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

ABSENT: Commissioner Passamano

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

I. Commissioner Schmelder called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance to the Flag.

II. Public Participation

Michael Dudko, 116 Lewis Rd. Mr. Dudko read a statement concerning the Eminent Domain case of the City and the Bugryn family which began 20 years ago and encouraged the City to conduct all business with transparency.

III. **Commissioner Goldwasser made a motion to accept the minutes of the regular BDA Board Meeting of December 17, 2018. Commissioner Hick seconded the motion. All present voted in favor and the minutes were accepted.**

IV. Correspondence/Communications:

Council Member Mills made a motion to file the correspondence and communications, seconded by Commissioner Hick. Motion passed.

V. New Business:

A. Enterprise Zone Application – There will be one forthcoming for Parcel 10 in February.

Mayor Zoppo-Sassu joined the meeting at 5:10 p.m.

B. FOI Reminders – Mayor Zoppo-Sassu said that a violation has recently taken place where a commission conducted business which was on their agenda after the meeting had adjourned. This is a reminder that FOI is more than just meeting notices being posted and access to information. It is about how the business of the agency is conducted. There will be some more training in the next few months. There is also an FOI Advisory Commission which will make recommendations.

The Mayor continued as Chair.

C. Staffing Updates

Justin introduced the new Marketing & Public Relations Specialist, Dawn Nielsen. Dawn spoke about her initiatives during the last three weeks as well as some plans for the future. She distributed a survey that she is conducting. She is also working on consistency with the Bristol All Heart branding. Justin added that Dawn has graphic design skills and is creating her own ads. She will continue with the "Simply Business" features on Social Media and expand it to include non-profits and employees.

Debbie has officially retired but is returning as a consultant. The Grants Administrator is taking over the CDBG responsibilities as well.

D. Downtown Updates

There is a tentative project for the north side of Centre Square (north of Hope Street). Justin continues to work with the developer and his team. They may soon be looking at a Letter of Intent. This may be addressed at the February Downtown Committee meeting.

There is another fairly new project for Centre Square. This would be for a new restaurant in town built to suit. This project is very preliminary. It would be a commercial building with no residential aspect. They are looking at the corner of Hope Street and Riverside and are considering an L-shaped building.

The formal opening of Hope Street will be in conjunction with the Hospital.

Better Half Brewing are currently renovating their space. They needed assistance on their signage. Their space will be shared with an eatery.

The BDA is working with a company from Avon who is considering a downtown site.

Faneuil is doing well. They have their own on-site lunch area.

Bristol Sports Armory will be using their facility as a home base for the Bristol Barnstormers but also as a rental facility for sports usage. They are negotiating their lease now. The building is in good shape but needs a lot of work. The CO will be only for the 10,000 square feet that they will be using.

Get Up N Dance is doing well. We have no information on the effect their move may have on any spillover business. There are some reports of parents patronizing downtown establishments while waiting for their children's class to end.

We continue to show the Supernatural space. The equipment is still on site.

E. ConnStep

ConnStep is a consultant that helps manufacturers solve problems. Justin would like the committee's thoughts on providing a grant as an incentive which would enable smaller manufacturers to work with ConnStep to take advantage of their services. More research is needed and Justin would like to know if this is something worth pursuing.

F. Home Show

The Home Show is February 16 & 17th and the BDA is having a booth. BDA Board members are welcome to assist in the booth.

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

VII. Old Business:

A. CDBG Program Updates

Applications are expected to arrive by the end of the month.

B. Economic Development, Grants and Marketing Update

Dawn Leger has been working on an open space grant with the Mayor. The Mayor added that this is approximately 35 acres next to the Barnes Nature Center and that the project is eligible for up to 75% reimbursement on the purchase price. The Town of Burlington is partnering with us but not putting any money into it. The Environmental Learning Center is making the purchase of the Burlington portion.

Dawn Leger also provided an update on 894 Middle Street and said that a letter has been written by a biologist who has examined the site and the letter says that the fences protecting the area were placed properly before the turtles went into hibernation and that we can now proceed with the remediation.

VIII. Old Business by Commissioners:

Commissioner Cyr asked about the proposed Amazon tour which was cancelled. Justin will work with them to arrange another.

IX. Committee Reports:

A. Budget Committee

Commissioner Rivers reported that the committee met on January 17th. He provided a general review. The City Share came in with a 3.6% decrease. We are in the process of merging the Grants Administrator and CDBG Administrator positions into one. Salaries and benefits are through contracts. The CDBG portion depends on how much the yearly allocation will be. On City Share additional funds were put into Conferences and Memberships and Professional Fees. There is more for training, expansion, and marketing.

Justin added that this Budget will be changing because of the merger of the two positions and because of the way these two positions are funded. There will probably be an updated version presented in February.

Commissioner Schmelder made a motion to approve the BDA Fiscal Year 2019-2020 Budget request as recommended by the Budget Committee on January 17, 2019 and submit to the BDA for ratification and submittal to the Comptroller's office. Commissioner Rivers seconded the motion. All present voted in favor and the motion was passed.

X. Any Other Business

None

XI. Adjournment

Commissioner Goldwasser made a motion to adjourn the meeting at 5:53 p.m. The motion was seconded, all present voted in favor and the meeting adjourned.

Respectfully submitted,
Christine Cooper,
Recording Secretary