

ECONOMIC AND COMMUNITY DEVELOPMENT  
MINUTES – Regular Meeting  
Thursday, February 6, 2020, 5:00 P.M.  
Council Chambers

ATTENDEES: Mayor Zoppo-Sassu, Council Member Preleski, Commissioners Cyr, Rasmussen-Tuller, Schmelder, Goldwasser (via video conference)

ABSENT: Commissioners Passamano, Hick, Mills

STAFF PRESENT: Justin Malley, Executive Director; Dawn Nielsen, Marketing & P.R. Specialist, Dawn Leger, Grants Administrator; Ray Rogozinski, Director of Public Works

I. Mayor Zoppo-Sassu called the meeting to order at 5:03 p.m., followed by the Pledge of Allegiance to the Flag.

II. Public Participation – None

III. **Commissioner Schmelder made a motion to accept the minutes of January 9, 2020, seconded by Commissioner Cyr. The commissioners voted in favor and the minutes were accepted.**

IV. Consent Agenda

C. Central CT Chambers of Commerce Update – Cindy Bombard

- Cindy reported that they had 101 new members and have done 30 ribbon cuttings and grand openings during the 2019 year.
- She has met with a new business in Bristol – Cityblock Health
- She spoke about the urgent care center on Farmington Ave. which has been sold to an organization that is affiliated with Yale and she has been in touch with them.
- NESMA has created a poster which will be distributed in the school system. A person can scan the QR code and will be directed to the opportunities in this industry. Several copies were given to this board for distribution at City Hall.
- The annual Home Show is taking place the weekend of February 15 & 16 at Bristol Eastern High School. Many entrepreneurs from Bristol will be participating and a number of other business will be participating for the first time. The booths have been sold out.

A. CDBG Program and Grants Updates - Written report attached to agenda

B. Economic Development and Marketing Update - Written report attached to agenda

D. Communications

**Commissioner Schmelder made a motion to approve the Consent Agenda, seconded by Commissioner Rasmussen-Tuller. Motion passed.**

V. New Business

A. CDBG Conflict of Interest and Updates

Mayor Zoppo-Sassu emphasized that these forms need to be returned to Dawn Leger.

B. FY 2020-2021 Budget Request

Justin spoke about the Budget. The Budget Committee voted to send the proposed budget to the Board of Finance. He explained how the department budget is broken down between the City account and HUD accounts. Some additions and reductions as compared to the previous year were made as needed. Justin met with the City comptroller this past Tuesday to review.

**Commissioner Schmelder made a motion to approve the ECD Fiscal Year 2020-2021 Budget Request as recommended by the Budget Committee at its January 16, 2020 meeting and as submitted to the Comptroller's Department. Commissioner Goldwasser seconded the motion, all present voted in favor and the motion passed.**

C. Downtown Update

- Ray Rogozinski reported that Milone and MacBroom had solicited bids for on-street diagonal parking for Riverside Avenue. 10 bids were received and the low bid was Laviero. Other components of the downtown infrastructure he discussed were the walkway from Hope St. to Main St. and the new parking lot. For the latter an additional appropriation may be needed.
- Justin spoke about how the ECD could support Public Works on these projects. Ray provided more detail about the downtown projects and the financing that is being used. The Mayor added that all these should be linked back to the Plan of Conservation and Development. The Board should think about how to show their support, whether in the form of a letter or by going to the relevant meetings. Justin will propose formats for the next meeting. Ray answered questions.
- Justin spoke about the Tabacco and Son project. The lease last been executed and the floor plan for the restaurant has been completed. The owner of the restaurant has taken on a partner. Justin is working with them on their business plan as this will be presented to the StartUP Task Force for a potential downtown grant. Mr. Tabacco is close to having tenants for the upstairs office space as well as for a first floor retail space.
- Justin has spoken to people working with Wesley Cyr and Oliver Wilson and gave an update on their project for Parcel 10. They need to finish their site plan and have it approved. The plan should be available for internal staff review within a month. Environmental testing has been completed.
- Justin reported that there is a meeting tomorrow for site plan review for the assisted living project.
- The 32-unit apartment complex for Main St. by Carrier Development has received approval and is moving forward.
- There was discussion on how to show upcoming projects interactively or with updates.
- Justin spoke to Lockwood Group yesterday (Prospect St. project) to discuss TIF which they will be applying for. He explained how the assistance would work in their case.

D. StartUP Bristol

Justin reported that the next meeting of the StartUP Bristol Task Force will be February 20.

- There will be a downtown grant application from Pure Foods.
- They will also be working with "Bakery on Maple."
- The task force will look into networking/educational events. These will be for entrepreneurs to get together and learn from each other.

E. Riverside Avenue and J.H. Sessions

Mayor Zoppo-Sassu reported that the task force has reported to the council last month. Justin added that they are now meeting with Vesta/BHA to iron out all the moving parts. The State wants to see an overall plan for the Riverside corridor. The Mayor spoke in more detail about all the projects happening in the Riverside corridor area. She also spoke about the West End and density issues and the work that is being done there.

F. Home Show & Marketing Update

- The City will be represented in a booth at the upcoming Home Show at Bristol Eastern High School and is always looking for volunteers for the booth. The survey regarding CDBG priorities will be available for city residents to complete.
- Dawn Nielsen spoke about "Made in Bristol" and how we are using this term. We will be buying "onesies" printed with this term and will feature these for "new" Bristol residents.
- The Bristol All Heart website is being used to focus on all the activities that the ECD is doing. Please use the website and give any feedback to Dawn.
- Social media posts are being linked back to the All Heart blog with relevant stories. This is a way to get the word out about "Made in Bristol." Dawn provided examples.

VI. New Business by Commissioners

There was no new business by Commissioners.

VII. Old Business by Commissioners

- Commissioner Goldwasser mentioned that we need to showcase what we are doing and celebrate our wins. He mentioned using the "Frequently Asked Questions" list.
- Commissioner Goldwasser reported that the MBS field will not be used this year for the Mum Fest and the plan is to move the festival to the downtown area, anticipated to be around the Farmers Market/Patch/and Brackett Park area. The Mayor added that this presents interesting possibilities to link in with local businesses.

VIII. Any Other Business

A. City Council Liaison Report

Council Member Preleski reported that quite a lot of work has been done at the former Memorial Boulevard School. They have a local construction manager. The final design documents have been finished. They expect to go out to bid in April or May. There will be a 650 seat theatre. The renderings are on display in Council Chambers. The committee meets monthly at the Board of Ed.

IX. Adjournment

**Commissioner Schmelder made a motion to adjourn the meeting at 6:05 p.m. The motion was seconded by Commissioner Cyr, all present voted in favor and the meeting adjourned.**

Respectfully submitted,



Christine Cooper, Recording Secretary