

ECONOMIC AND COMMUNITY DEVELOPMENT  
MINUTES – Regular Meeting  
Thursday, August 5, 2021, 5:00 P.M.  
City Hall Council Chambers, City Hall

ATTENDEES: Mayor Zoppo-Sassu, Commissioners Mills, Hick, Schmelder, Goldwasser, Cyr, Rasmussen-Tuller

ABSENT: David Preleski, Mike Zammett

STAFF PRESENT: Justin Malley, Executive Director; Dawn Leger, Grants Administrator; Dawn Nielsen, Marketing & PR Specialist

GUESTS: Seth Dudley, COO, KindCare Assisted Living  
Mark De Pecol, Owner/CEO, KindCare Assisted Living

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

II. Public Participation – There was no public participation

III. **Commissioner Schmelder made a motion to accept the minutes of July 1, 2021, seconded by Commissioner Mills. All commissioners present 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. Assisted Living Project

Justin asked Seth Dudley and Mark De Pecol to provide an update on this project. Mr. De Pecol said that working with Bristol has been a great experience. The tax abatement means a lot because this is a facility for average people, not high-end. The pandemic created a lot of problems for finances but they were able to install pandemic resistant features. They also have remote visitation capability. They are getting their building permit and are finalizing their pricing. He briefly described the facility and how they are saving space.

Mr. Dudley reported they do all two bedroom suites and this gives a savings plus provides social interaction. The smaller size building provides residents an opportunity to get to know each other. He described the building layout and answered questions.

**Commissioner Schmelder made the following motion:**

**Whereas, per Article XIV, Sec. 18-203(h) of the City of Bristol Code of Ordinances, “The municipality may provide any additional tax abatements or deferrals as it deems necessary for any property located in such an Enterprise Zone.”**

**Whereas, the vacant property known as 483 North Main Street, Bristol, CT is located within the boundaries of the Enterprise Zone. Said property was purchased by 483 Bristol LLC, doing business as KindCare-Senior Living Development, in August 2020**

**for construction of an approximately 60,000 square-foot assisted living/memory care facility that will include approximately 60 living units and accessory uses including a cafeteria, courtyard, and more.**

**Whereas, the Economic and Community Development Board – per Article XIV, Sec. 18-204 – is authorized by the Mayor to administer Enterprise Zone projects.**

**Motion to approve a real property tax abatement agreement for 483 Bristol, LLC, or its assigns, contingent on the initiation of construction followed by execution of a certificate of occupancy for an approximately 60,000 square-foot assisted living and memory care facility at 483 North Main Street. Said real property tax abatement agreement shall be subject to applicable conditions identified in Chapter 18, Article XIV of the City of Bristol Code of Ordinances and shall take the following form:**

- **Construction Year #1 = 100% abatement on improvements – land value remains taxable**
- **Construction Year #2 = 100% abatement on improvements – land value remains taxable**
- **Year 1 of operation = 97.2% real property tax abatement**
- **Year 2 of operation = 97.2% real property tax abatement**
- **Year 3 of operation = 60% real property tax abatement**
- **Year 4 of operation = 50% real property tax abatement**
- **Year 5 of operation = 50% real property tax abatement**
- **Year 6 of operation = 40% real property tax abatement**
- **Year 7 of operation = 40% real property tax abatement**
- **Year 8 of operation = 30% real property tax abatement**

**Motion to refer this matter to the City Council for approval.**

**Discussion. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.**

Mr. De Pecol reported that the goal is to begin construction in September. Mr. De Pecol and Mr. Dudley excused themselves at 5:27 p.m.

**B. Grant Accounts**

General discussion. Additional funding for grants will be requested after year end has closed out. There was no additional appropriation last year. Justin reviewed the balance status of all grant program accounts. Discussion, including Downtown Façade program account balance – leave it as is for now.

**C. Board of Finance – transfer requests**

**Commissioner Schmelder made a motion to approve an additional appropriation from the Farmer’s Market Fees account into the Farmers Market Program Supplies account in the amount of \$700 and to refer to the Board of Finance for action. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.**

**Commissioner Rasmussen-Tuller made a motion to approve a transfer of \$1,095 from the For Goodness Sake public services account to the Fiscal Year 2022 Residential Rehab Single account and to forward to the Board of Finance for action. Commissioner Schmelder seconded the motion, all present voted in favor and the motion passed.**

**Commissioner Hick made a motion to approve a transfer of \$45,339 from the StartUP Bristol account to the Development Grants-Centre Sq. account and \$200,000 from the Economic Development Expenses account to the Development Grants-Center Sq. account and to forward to the Board of Finance for action. Commissioner Mills seconded the motion, all present voted in favor and the motion passed.**

**Commissioner Mills made a motion to approve a transfer of \$14.00 from the ECD Rehab Overtime Wages account to the ECD Rehab Life Insurance account and to forward to the Board of Finance for action. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.**

**Commissioner Cyr made a motion to approve a fiscal year 2021 carryover request of \$32,097 into the following fiscal year 2022 accounts: \$25,138 to the CDBG Professional Fees & Services account; \$5,539 into the City Share Professional Fees and Services account; and \$1,420 into the City Share Advertising account, and to refer to the Board of Finance for action. Commissioner Rasmussen-Tuller seconded the motion, all present voted in favor and the motion passed.**

D. American Rescue Plan Task Force Update

Commissioners Schmelder and Goldwasser are on this Task Force. Commissioner Schmelder said they are hoping to receive more direction soon. The Mayor has emailed Congressman Larson for more information. Two appropriations have been done so far. These will be going through the Joint Board.

E. Project Status Updates

- Riverside Avenue: The City attended the property auction for 234 Riverside Avenue. There were no bids, either by the city or anyone else. Their reserve was \$400,000 which was not known before the auction. One of the challenges of this site is that the environmental situation is unknown. Discussions will continue with the owner.
- Sessions Building: A lot is happening now through the Land Bank and Vesta. We will write a letter to the tenants which offers city assistance about what can or cannot be done.
- Industrial Committee: The Industrial Committee will meet next week. They will be reviewing the site plan for EcoSmart.
- Chic Miller property: The Mayor reported that an assessment has been done. The City is continuing to work with the owner on abatement and/or demolishing. It is believed they are at the tail end of the business separation.
- Theis property: Justin reported that he and Dawn Leger are working on applying for some grant funding for assistance in property transfer for the Theis site. There is a separate Theis project where a new company is coming in that will re-energize a large portion of the site. There will be more information on this next month.

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

VII. Old Business by Commissioners – There was no old business by commissioners.

VIII. Any Other Business

A. City Council Member Report – There was no City Council Member Report this month.

Motion was made by Commissioner Hick and seconded by Commissioner Schmelder, to enter into Executive Session at 5:49 p.m.

IX. Executive Session

A. Downtown Grant Applications

B. Centre Square Update – Purchase and Sale Agreement

Motion was made by Commissioner Schmelder and seconded by Commissioner Rasmussen-Tuller to come out of Executive Session at 6:17p.m.

There were no votes taken in Executive Session.

A. Rebecca Doyle, Operations Manager for TDC Holdings, aka Tracy, Driscoll, spoke about their new business location space versus the old space. TDC Holdings was created when the business was sold and made the move to 10 Main Street. This location also makes it easier for clients to visit.

**Commissioner Mills made a motion to approve a Downtown Grant of up to \$62,000 to TDC Holding, dba Tracy Driscoll Insurance, representing 50% of the cost to renovate office space occupied within 10 Main Street and the addition of two full-time positions to its payroll, and to forward to the Board of Finance for informational purposes. Commissioner Rasmussen-Tuller seconded the motion, all present voted in favor and the motion passed.**

David Hrdlicka and Brent Davenport, owners of the Shaffer Company, gave some history of the business and building since it was purchased 5 years ago. They have space they do not need and wish to consolidate operations. They used to require room for supplies and that is no longer needed. The first floor was also used for retail but that is no longer needed as well. The first floor will be workspace and clients can come in to order materials. There will be workstations in front.

The upstairs will be vacated and rented out. Currently this is their office space. They discussed their plans for the building and how they will use the space versus how it has been used.

**Commissioner Mills made a motion to approve a downtown grant to The Shaffer Company, LLC, of up to \$63,000 representing 50% of the cost to renovate the premises known as 242 Main Street in Bristol and the addition of three full-time positions to its payroll, and to forward to the Board of Finance for informational purposes. Commissioner Schmelder seconded the motion, all present voted in favor and the motion passed.**

B. Centre Square – Purchase and Sale Agreement

**Commissioner Schmelder made a motion to request that the Office of Corporation Counsel draft a Purchase and Sales Agreement using the sales price of \$600,000 for the approximately 74,000 square-foot property known as “Parcel 3 – Centre Square” between the City of Bristol (seller) and Wheeler Clinic or its assigns (purchaser). Commissioner Goldwasser seconded the motion. The motion passed with 6 votes in favor and 1 against.**

X. Adjournment

Commissioner Rasmussen-Tuller made a motion to adjourn the meeting at 6:34 p.m., seconded by Commissioner Cyr. All present voted in favor – meeting adjourned.

Respectfully submitted,  
Christine Cooper,  
Recording Secretary