

Regular Meeting of the American Rescue Plan Task Force
February 13 2023 – 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, Thomas O'Brien, Susan Sadecki, Howard Schmelder (left at 5:20 p.m.), John Smith, David Maikowski, Michael Dumas, Mickey Goldwasser, Cindy Bombard, Glenn Heiser, Jennifer Van Gorder. David Preleski (left at 5:00 p.m.) and Mark Peterson attended via Zoom.
Absent: John Leone and Morgan Uργο

Also present: Justin Malley, Robin Manuele, Roger Rousseau, and Diane Waldron
Via Zoom: Jack Reagan, Martha McCabe and Sarah Goss from UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:05 p.m.

2. Public Participation

None

3. Approval of minutes

- a. Regular Meeting - January 9, 2023
- b. Special Meeting - January 19, 2023

Commissioner Goldwasser made a motion seconded by Commissioner "to approve the minutes from January 9, 2022 and January 19." Motion approved.

4. Subcommittee Reports

a. Non-Profit Subcommittee

Commissioner Sadecki gave the report of the non-profit subcommittee. To date eight organizations have not submitted their contract or taken any draw downs. Wheeler Clinic, Carousel Museum and Shepard Meadows will be closing out their completed projects soon.

Discussion was held on the BARC project. They have submitted a second-round grant application to the Community Investment Fund, and have hired a consultant. Decision on this grant application will be made by March 14. Corporation Counsel has concerns about them securing funding and would like to add a specific deadline date of December 2023 for them to have met all funding/matching requirements in order to obligate the funding by December 31, 2024.. The estimated project will take 9-12 months to complete and has gone up to \$5.5-\$6 million. However evidence of matching funds must be received before any drawdown can be taken.

Commissioner Goldwasser questioned the Exchange Club's reimbursement and the status. Roger Rousseau stated this is the first one that was in transition from subrecipient to beneficiary. The City is learning from this new process as well as the applicants. Reimbursement should be within the next week.

b. Business Subcommittee

Dave Preleski, stated the business subcommittee discussed the projects but spent most of the time discussing Movia which is a very complicated process. A former CEO filed a lawsuit and subsequently they filed for bankruptcy. The committee is concerned about the draws taken to date which were advances, and want to make sure the funds are being used for the components and scope per their application. The recommendation is to not reimburse any additional funding until this issue is resolved. They have received \$282,000 to date. The advance covered the period of January 1 – March 31.

Commissioner Goldwasser made a motion seconded by Commissioner Smith “To withhold any future funds to Movia, with no future advances and to require the proper documentation for the \$282,000 advance issued.” Motion approved.

c. City Subcommittee

John Smith stated the City subcommittee met just prior to this meeting, and discussed developing a strategy for funds that may become available through remaining balances and project closeouts.

Commissioner Smith stated the Barnes Chapel may need an additional \$20,000 for repairs, but the City does have several other capital expenditures that would qualify to be obligated with ARPA funds. Also, \$9,150,000 has been allocated of the allotted \$10 million of revenue loss funds.

5. Discussion with UHY Advisors

Martha provided an update from UHY and reviewed the current trackers including subrecipient drawdowns and status of City projects. They are completing their desk review and so far only six of 27 subrecipients have submitted the documentation required. UHY would recommend a deadline for all documentation to be submitted and then the only thing that needs to be submitted is the draw down paperwork. UHY is recommending March 31, 2023. That also gives the grantor (the City) the ability to cancel the award and take the funds back if the deadline is not met.

Commissioner Bombard made a motion seconded by Commissioner Smith “To require all original 27 subrecipient applicants approved for funding to submit all documents by March 31” Motion approved.

For the BBGP everyone has their grant agreement, but the cost for the insurance and a fidelity bond is cost prohibited for many of them. The first round is starting to move, but a deadline may be needed to move the Building Better Bristol Grant program along. The insurance and fidelity bonds are required to protect the City in passing funds on to a subrecipient.

6. Project Revisions and Updates

a. Request for Change in Project Work Plan/Budget – BristolWORKS!

Commissioner Bombard left the meeting at 5:06 p.m due to a conflict of interest with this agenda item.

Kim Ward-Holley from BristolWORKS! gave an overview of the program. Opening is scheduled for the first week in March. They have been collaborating with many local businesses and organizations and much of their office furniture was donated by local businesses. To date they have received 78 inquiries and 22 applications.

Commissioner Goldwasser made a motion seconded by Commission Smith "To approve the request for a change in Project Work Plan/Budget for BristolWORKS!" Commissioner Sadecki abstained. Motion approved.

The revised budget request was presented and discussed. Commissioner Schmelder questioned how salaries could be reduced. Kim explained there are three full time positions, the plan is to contract out for instructors which will allow for more flexibility in programming.

Commissioner Bombard re-joined the meeting.

- b. Request for Change in Project Work Plan/Budget – Bristol Boys & Girls Club

Commissioner Goldwasser made a motion seconded by Commission Smith "To approve the request for a change in Project Work Plan/Budget for Bristol Boys & Girls Club." Motion approved.

- c. To rescind the subrecipient agreement to Bristol Health and reissue to Bristol Hospital Inc.

Commissioner Schmelder made a motion seconded by Commissioner Bombard "To rescind the subrecipient agreement to Bristol Health and reissue to Bristol Hospital Inc." Motion approved.

- d. Rescind the appropriation to Novo Precision

Commissioner Goldwasser made a motion seconded by Commission Smith "To Rescind the appropriation to Novo Precision. Motion approved.

- e. Movia Update – discussed earlier under the Business Sub Committee update.

7. Building Bristol Grant Program Update

- a. Request for Change in Project Work Plan/Budget – Tom Zipp

Justin Malley explained the change in project scope for this project from a truck turnaround to roof. Cindy Bombard indicated that there were previous requests similar to this on the business subcommittee that were denied.

Commissioner Goldwasser made a motion seconded by Commission Smith "To deny the request for a change in project work plan/budget for Thomas C. Zipp LLC." Motion approved.

- b. To discuss and reallocate BBGP remaining funds

Martha reviewed the Building Bristol Grant Program Track, to date no funds have been award yet.

8. Beneficiary Discussion

- a. Approve change of Beulah AME Zion Church from Sub-recipient to Beneficiary

Commissioner Bombard made a motion seconded by Commissioner Sadecki "To approve the change of Beulah AME Zion Church from Sub-recipient to Beneficiary." Motion approved.

- b. Review of proposed list of subrecipients to (possibly) switch to beneficiary status

Martha reviewed the proposed rationale the City could use to identify and award funds to entities as beneficiaries instead of sub-recipients as some of the requirements are expensive and prohibitive for many of the smaller organizations.

The subrecipients listed below are recommended for “beneficiary” status based on the following criteria:

- Total Project cost does not exceed \$50,000
- Project can be completed in 6 months (*exception Italian Social Club*)
- Project expenses can be reimbursed with one (1) drawdown request
- Project procurement does not require public notice of sealed bids
- Project is an end user of ARPA funds
- Project impact easily measured (e.g., # of customers served, # of visitors, etc.)

The below organizations have not approached the City, but based on the difficulties in securing the needed insurances this would be a proactive approach to make this program work for the benefit of the recipients. This would be for the Building Bristol program and the change in designation does not relieve them of the matching component. Mayor Caggiano stated if these guidelines are approved, Staff/UHY would approve if criteria met.

UHY has identified the following projects to designate as a beneficiary:

American Clock Museum (non-profit) – parking lot repair - \$20,367.50
Augie’s Café (small business) – public bathroom renovation - \$12,500
*Beulah AME Church (non-profit) – Cleaning of Church - \$10,000
Cindy’s Nails (small business) – Building - Interior painting - \$5,000
Emily’s Catering Group (small business) – parking lot repair - \$17,500
GP Financial (small business) – roof repair - \$13,000
Harvest Bakery (small business) – new kitchen equipment - \$25,000
Hearthstone Holdings (small business) – storm drainage repair - \$15,000
Hearthstone Holdings (small business) – outdoor seating - \$7,500
Italian Social Club (non-profit) – outdoor seating - \$5,000
Montage Hair Design (small business) – renovations to building - \$23,700
Shear Design (small business) - \$4,325 - Septic System Repair
Shear Design (small business) - \$2,500 – flooring replacement
Vrinda Enterprises (small business) – new refrigeration system - \$17,500
* All projects are under the BBBGP Matching Grant Program, except for Beulah AME Church who has declined their first round Subrecipient Award (\$10,000).

Commissioner Sadecki made a motion seconded by Commissioner Goldwasser “To approve the requirements for beneficiary status, as long as they meet the criteria listed for the Building Bristol Grant Program.” Motion approved.

9. Request for a salary appropriation for ARPA Coordinator

Commissioner Sadecki made a motion seconded by Commissioner Smith “To approve \$75,000 for a salary appropriation for the ARPA Coordinator position and refer to the Board of Finance for funding.” Motion approved.

10. Any other business

None

11. Adjournment

Commissioner Sadecki made a motion seconded by Commissioner Smith "to adjourn" at 5:30 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary