

Regular Meeting of the American Rescue Plan Task Force
April 10, 2023 – 4:00 p.m.
City Hall West Meeting Room 1, 131 North Main Street Bristol CT 06010

Members Present: Mayor Jeff Caggiano, David Maikowski, John Leone, Michael Dumas, David Preleski, Susan Sadecki, Howard Schmelder, John Smith, Mickey Goldwasser, and Glenn Heiser

Morgan Urgo attended via Zoom.

Absent: Thomas O'Brien, Mark Peterson Jennifer Van Gorder

Also present: Justin Malley and Diane Waldron

Via Zoom: Martha McCabe from UHY

1. Call to Order

Mayor Caggiano called the meeting to order at 4:00 p.m.

2. Public Participation

None.

3. Approval of minutes of Regular Meeting – March 13, 2023

Commissioner Smith made a motion seconded by Commissioner Preleski "To approve the minutes from March 13, 2023" Motion approved.

4. Discussion with UHY Advisors

- a. To approve April deadline dates (April 10 & April 28)

UHY reviewed the summary, drawdown and city project trackers.

The Task Force discussed deadlines as outlined in Martha's email (exception is BARC – 1/31/2024)

April 10, 2023 (5pm ET) - DEADLINE for Subrecipients to submit CHANGE OF SCOPE & BUDGET REVISIONS Exceeding 10% of any line-item expense.

(Subrecipients may move approved funds in their budgets if it is 10% or less of line-item expenses - this will cover cost variations in 2023 & 2024 - 10% or less revisions will be approved by City staff,

Beneficiaries may not change scope of project or exceed moving more than 10% of a line item budget at any time).

April 28, 2023 (12:00 noon ET) - DEADLINE for 9 Subrecipients (received letter earlier in month) to submit all required compliance documentation & signed Agreement to UHY/City.

If no response received, City will terminate offer of award and recoup funds back for City use (*pending total: \$185,075*).

April 28, 2023 (5:00 pm ET)- Local Government Progress & Expense Reports due to U.S. Treasury (January 1 - March 31, 2023).

May 11, 2023 - Declaration of COVID-19 health emergency ends in the United States (per Presidential and USHHS declarations).

No FEMA funding may be utilized for COVID-19 emergency use after this date, only exception is use of funds through 12/31/2025 to assist in funeral/burial costs individuals with cause of death listed as COVID-19 (or Omicron variant).

ARPA Funds may continue to be used for COVID-19 mitigation and recovery per eligible & allowable criteria stipulated in the ARPA FINAL RULE and federal uniform guidance.

December 31, 2024 - All ARPA awards must be obligated entirely by 12/31/2024. This includes funds to be expended by the recipient, all subrecipients and beneficiaries.

No new expenditures, new projects or change in scope of projects may be made after 12/31/2024.

Funds not fully expensed on 12/31/2026 and/or funds returned by subrecipients to the recipient, must be returned to the U.S. Treasury by 4/1/2027.

Recipients are responsible for closing out all subrecipient and beneficiary agreements, recoupment of unspent funds and reporting to the U.S. Treasury.

All documentation of the recipient, subrecipient and beneficiaries must be retained for at least 5 years following date of project close out.

Commissioner Schmedler made a motion seconded by Commissioner Goldwasser "To approve deadlines dates as discussed." Motion approved.

5. Project Revisions and Updates
 - a. To approve Bristol Brass & Wind Ensemble Inc. as a beneficiary

Commissioner Schmelder made a motion seconded by Commissioner Sadecki "To approve Bristol Brass & Wind Ensemble Inc. as a beneficiary." Motion approved.

6. Building Bristol Grant Program Update
 - a. To discuss reallocating remaining BBGP funds

UHY reviewed the Building Bristol Grant Program tracker.

7. To approve \$340,000 for IT CIP Project – Replacement of Cisco Phone Gateways

Mayor Caggiano stated this project is from the Capital Improvement Plan that can be funded by ARPA.

Commissioner Goldwasser made motion seconded by Commissioner Smith "To approve \$340,000 for the IT Capital Improvement Project – Replacement of Cisco Phone Gateways." Motion approved.

8. Subcommittee Reports:

a. City Subcommittee - Request for additional funding for Centre Square Parking Structure

Mayor Caggiano stated the subcommittee reviewed the City projects of \$14 million, all are moving along. The Hope Street Garage has run into some financial challenges. Commissioner Smith explained the garage is needed for the development of downtown, however construction costs have increased. The original request was for \$2 million, but the subcommittee would be comfortable with \$1.5 million. Justin Malley explained the project will serve Centre Square and Main Street development for downtown, there are variation for the spaces and design.

Commissioner Leone made a motion seconded by Commissioner Smith "To approve \$1.5 million additional funding for Centre Square Parking Structure." Motion approved.

9. Any other business

Martha stated she received a request from Prudence Crandall to revise their work plan and budget.

Commissioner Goldwasser made motion seconded by Commissioner Smith "To approve the change in budget to Prudence Crandall." Motion approved.

Martha stated she received a request from the Environmental Learning Center for advances to start their project.

Commissioner Goldwasser made motion seconded by Commissioner Sadecki "To approve advances for ELC." Motion approved.

10. Adjournment

Commissioner Smith made a motion "to adjourn" at 5:08 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary