

ECONOMIC AND COMMUNITY DEVELOPMENT  
MINUTES – Regular Meeting  
Thursday, May 6, 2021, 5:00 P.M.  
City Hall Council Chambers, City Hall

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

ABSENT: Council Member Preleski, Commissioner Zammett

STAFF PRESENT: Justin Malley, Executive Director; Dawn Leger, Grants Administrator;  
Dawn Nielsen, Marketing & Public Relations Specialist;  
Andrew Armstrong, Assistant City Planner

GUESTS: Sabrini Trocchi, President and CEO, Wheeler

- I. Mayor Zoppo-Sassu called the meeting to order at 5:00 p.m. Commissioner introductions were made.
- II. Public Participation – There was no public participation
- III. **Commissioner Schmelder made a motion to accept the minutes of April 1, 2021, seconded by Commissioner Hick. All commissioners present voted in favor and the minutes were accepted.**

**Commissioner Schmelder made a motion to proceed to Item VIII. A., seconded by Commissioner Goldwasser. Motion passed.**

VIII. Any Other Business

A. Downtown Committee Report

Commissioner Goldwasser introduced the proposed Wheeler project for Centre Square and the representatives from Wheeler. Sabrini Trocchi spoke about Wheeler, their locations, and their growth. Ms. Trocchi reviewed their PowerPoint presentation, described the proposed project and their employees. Comments and questions followed.

Justin provide information about the timeline and the rest of the project. The City will be doing an appraisal of the property and working on a Letter of Intent for Lot# 3 of Centre Sq.

Justin spoke about the downtown project map which Dawn Nielsen has created.

Justin reported that Wheeler’s current location at 10 North Main St. has other tenants and there has been some interest in the space that will open up.

Mayor Zoppo-Sassu drew attention to the economic spillover impact. The City’s has solicited information from Goman and York and it is their opinion that there will be a net economic impact of between \$100,000 – \$250,000 in annual consumer spending due to the additional number of employees who will be working in the new facility downtown. This will positively impact the neighboring businesses. In addition to this project, the other upcoming projects on Centre Square are by well –known companies which will provide consumer confidence in these projects.

The services provided, as well as the collaboration between Wheeler, the Schools, and the Bristol Burlington Health District, is an essential and needed component for this community. Hopefully we will have a recommendation at next month’s ECD meeting for the June City Council meeting.

Commissioner Mills joined the meeting online at 5:27 p.m.

IV. Consent Agenda

**Commissioner Cyr made a motion to file the Consent Agenda seconded by Commissioner Rasmussen-Tuller. All present voted in favor and the motion passed.**

V. New Business

A. Year 45 CAPER

Dawn Leger reported that they did not receive any comments during the 30 day comment period. This is for the year 2019-20.

**Commissioner Schmelder made a motion to approve the Year 45 Consolidated Annual Performance and Evaluation Report (CAPER) seconded by Commissioner Hick. All present voted in favor and the motion passed.**

B. Year 47 Annual Action Plan

Dawn Leger asked if the commissioners had any questions. The allocations are detailed in her monthly report.

**Commissioner Schmelder made a motion to approve the 2021-2022 CDBG Annual Action Plan, and refer to the City Council for approval before submission to HUD. Commissioner Hick seconded the motion, all present voted in favor and the motion passed.**

C. Board of Finance Transfer Request

Justin reviewed the reason for these requests. **Commissioner Goldwasser made a motion to approve the transfer of \$3500 from the ECD Travel Reimbursement account to the ECD Advertising/Marketing account, \$866 from the ECD Trade Show account to the ECD Advertising/Marketing account, and \$6,000 from the ECD Conferences & Memberships account to the Professional Fees 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.**

D. American Rescue Plan Act: ECD Priorities

Justin reviewed potential projects. These are for discussion at this point. Lists were distributed and the board was asked to review these and provide any feedback or ideas. General discussion followed.

Mayor Zoppo-Sassu said that there are four parameters known so far:

- Water, Sewer, Broadband; Economic Aid & Recovery; Non-profit partnerships; and anything to combat Covid.

The Mayor is looking at what other towns are doing and how they translate “Economic Aid & Recovery” – for example it could be the Arts as that will bring people to town and help to jumpstart the economy. Soon she will have more guidance and will make it available. This is expected along with the first installment approximately May 11. Long-term investments may also be considered. All boards have been solicited for input and there is a Task Force that will be created this month. Commissioners Schmelder and Goldwasser as well as Council Member Preleski will be a part of this Task Force.

E. Project Status Updates

- The assisted living project is about to sign on their financing. We will hear more in June. They expect to start construction in August.
- The Cyr & Wilson Main St. project will be moved up also.
- There are many company anniversaries coming up. Dawn Nielsen is working on a video project with Startups.
- The Funck & Eagle building project is currently working on their site plan and they have some initial graphics. There are no changes to the project.
- A draft map of downtown projects is available for review.
- The work on the West End intersection is on a new schedule. It is still in the acquisition period and currently working with businesses on the state relocation policy. This should be wrapped up by fall with construction beginning the following spring.

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

VII. Old Business by Commissioners

Regarding a potential tenant for the Foodies location – the Mayor replied that this is currently pending investigations.

VIII. Any Other Business

B. CDBG Policy Committee Report

Commissioner Schmelder reported that the committee met at 4:30 p.m. today. He reviewed the request which was approved at today's meeting. Justin provided more information and an explanation on the outstanding funds. **Commissioner Hick made a motion to transfer funds from unallocated fund balance to supplement the CDBG Year 47 award to BARC for the emergency repair of their roof in the amount of \$55,000. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.**

C. City Council Member Report

No report from Council Member Preleski today. The Mayor reported that Council Member Preleski endorses the Wheeler project.

**Commissioner Rasmussen-Tuller made a motion, seconded by Commissioner Schmelder, to go into Executive Session at 6:00 p.m.**

IX. Executive Session

A. Economic Development Grant Request – Downtown Grant

**Commissioner Rasmussen-Tuller made a motion, seconded by Commissioner Schmelder, to reconvene the meeting at 6:25 p.m. No votes were taken in Executive Session.**

**Commissioner Schmelder made a motion to award a Downtown Grant to APG Realty, doing business as Cousin's Oil Company, Inc., in the amount of up to \$17,177 to repave its new company headquarters at 337 to 347 Riverside Avenue and refer to the Board of Finance for informational purposes. Commissioner Rasmussen-Tuller seconded the motion, all present voted in favor and the motion passed.**

X. Adjournment

**Commissioner Schmelder made a motion to adjourn the meeting seconded by Commissioner Hick.  
Meeting was adjourned at 6:27 p.m.**

Respectfully submitted,  
Christine Cooper,  
Recording Secretary