

ECONOMIC AND COMMUNITY DEVELOPMENT  
MINUTES – Regular Meeting  
Thursday, June 3, 2021, 5:00 P.M.  
City Hall Council Chambers, City Hall

ATTENDEES: Mayor Zoppo-Sassu, Council Member Preleski, Commissioners Mills, Hick, Schmelder, Goldwasser, Cyr, Rasmussen-Tuller, Zammett

ABSENT: - - -

STAFF PRESENT: Justin Malley, Executive Director; Dawn Leger, Grants Administrator;

GUESTS: Zlatan Hukic, President, BHF Logistics

I. Vice-Chair Howard Schmelder called the meeting to order at 5:00 p.m.

II. Public Participation – There was no public participation

III. **Commissioner Rasmussen-Tuller made a motion to accept the minutes of May 6, 2021, seconded by Commissioner Cyr. 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 Cyr. All present voted in favor and the motion passed.**

**Commissioner Goldwasser made a motion to proceed to Item VIII. B., seconded by Commissioner Rasmussen-Tuller. Motion passed.**

VIII. Any Other Business

B. Industrial Committee

Prior to discussion, **Commissioner Goldwasser made the following motions:**

**To approve the site plan dated May 19, 2021 and building plan dated June 1, 2021 for BHF Logistics, Inc. to construct a 12,000 square foot warehouse and trucking terminal facility on the property known as Lot #2 of the Southeast Bristol Business Park, Business Park Drive.**

**To allow ECD staff to evaluate signage, lighting construction and placement, and other items during construction [of the BHF Logistics, Inc. warehouse and trucking terminal facility].**

**To amend the Southeast Bristol Business Park Guidelines to mirror the Bristol Zoning regulations regarding driveway width for industrial and related properties.**

**Commissioner Hick seconded the motions.**

Council Member Preleski reported on the Industrial Committee, which met today at 4:30 p.m. He explained that the site plan was reviewed in relation to the Southeast Bristol Business Park Guidelines and the City regulations. Justin expanded and clarified. “Sal” Hukic, President of BHF Logistics, provided additional information on the site and the business operation.

**All board members voted in favor and the motion were passed.**

**Commissioner Goldwasser made a motion to resume the agenda seconded by Commissioner Hick. Agenda resumed.**

V. New Business

A. Update CDBG Year 47 Allocation

Dawn Leger reported that Bristol has received additional funding from HUD. Council Member Preleski will recuse himself from this discussion.

The additional amount is \$9,637. ECD recommends to put these funds into residential rehabilitation. The total allocation will now be \$663,594 for Year 47. This was in the newspaper with a public comment period and there were no comments.

**Commissioner Hick made a motion to approve the updated 2021-22 CDBG Annual Action Plan and refer to the City Council for approval before submission to HUD. Commissioner Cyr seconded the motion, all commissioners present voted in favor and the motion passed.**

B. Neighborhood Assistance Program – approval of organizations

Dawn Leger reported that 14 applications were received. This is a pass through and the ECD verifies that they are valid applications.

**Commissioner Zammett made a motion to approve the organizations as listed that applied for the 2021 Neighborhood Assistance Program and refer to the City Council for approval at its June 8, 2021 meeting. Commissioner Rasmussen-Tuller seconded the motion, all commissioners present voted in favor and the motion passed.**

C. American Rescue Plan Task Force Update

Mayor Zoppo-Sassu reported that the Task Force met last week. There are two members of the ECD represented. The next meeting is next Wednesday and the meetings will also be on Zoom. Bristol has received \$8 million (1/2 of our allocation) and the other half will come next spring. There will also be approximately \$5 million from the county allocation once the application process has been completed. The parameters change so this is being approached conservatively. There will be a spreadsheet distributed to the task force members about projects which may qualify. There seems to be a consensus to spend money quickly if there are projects that qualify 100%. They are also looking at long term projects (mitigation, recovery, rapid response). Bristol has until December 2024 to spend down these funds. We should be able to move ahead and assist some organizations and entities soon.

D. Transfer Requests

**Commissioner Zammett made a motion to transfer incoming Farmers Market fees to the Farmers Market Program Supplies account and refer to the Board of Finance for action. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.** Justin explained what the funds would be used for.

**Commissioner Cyr made a motion to transfer remaining funds in the DAV ADA Access project account to the Residential Rehab Single account and refer to the Board of Finance for action. Commissioner Mills seconded the motion, all present voted in favor and the motion passed.** Justin explained that the project was complete and some funds were remaining.

E. Project Status Updates

- The Wheeler project continues. We are waiting for the independent appraisal. The board needs to discuss this when it is received. There may be a special meeting.
- By Carrier on Main St. is almost complete.
- Centre Square Carrier project: currently doing survey work. They are getting into the design work now.
- Webster Bank: the property has closed. The City is now working with D'Amato the new owner.
- Centre Sq. lot 10 (City Place): Expect to break ground mid to late summer.
- Assisted Living project: Negotiating their incentive. Looking at what type of abatement can be given (by State Statute).
- Foodies: There is a company willing to go in there. The equipment is no longer there. Attempts are being made to get payment on the equipment from the insurance. Hopefully, it will be built out to specs of the new potential tenant. A lease is being worked on.

The police are also making progress on this case. Mayor Zoppo-Sassu added information on the Manchester locations which Bristol is monitoring. Manchester officials are also monitoring the Foodies Manchester location closely.

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

VII. Old Business by Commissioners

Commissioner Goldwasser inquired about Covid restrictions for the Farmers Market. The restrictions are being lifted but we are keeping the booth separations. There are a couple of new vendors this year.

The Mayor reported that the Family Eyecare grant was reviewed. There were going to wait to see the value of the new building and this value has increased. Justin reported that we were waiting for the Assessor to put a value on the property which he has now done. Based on our calculations at the time we approved a \$42,000 grant plus \$7,000 for job creation. This this was put on pause and we made a motion that it could go up but no larger than 10%. The new grant is \$46,200 plus \$7,000 for job creation.

VIII. Any Other Business

A. City Council Member Report – David Preleski

- American Rescue Plan Task Force: The ECD board members may want to go to these meetings. They would be worthwhile.
- The City Council and Joint Board passed the budget with zero tax increase this year.
- The Board of Ed has an ambitious plan to reconfigure the attendance at the schools across the city.
- The Memorial Boulevard School is in full construction mode. They are planning to have tours.

**Commissioner Goldwasser made a motion, seconded by Commissioner Rasmussen-Tuller, to go into Executive Session at 5:45 p.m.**

IX. Executive Session

A. Economic Development Grant Request – Downtown Grant

Motion was made and seconded to come out of Executive Session at 5:52 p.m.

There were no votes taken in Executive Session.

**Commissioner Hick made a motion to approve a downtown grant of \$20,581.92 to DiGiovanni's Auto Service, Inc. Commissioner Rasmussen-Tuller seconded the motion, all present voted in favor and the motion passed.**

X. Commissioner Mills made a motion to adjourn the meeting at 5:53 p.m., seconded the Commissioner Hick. All present voted in favor – meeting adjourned.

Respectfully submitted,  
Christine Cooper,  
Recording Secretary