Minutes of the April 10, 2023 Regular Meeting of the West Haven City Council City Council Chambers 3rd floor, West Haven City Hall

The Regular Meeting of the West Haven City Council was held on Monday, April 10, 2023 at 7:00 p.m. in the City Council Chambers 3rd floor, West Haven. Chairman Massaro called the meeting to order at 7:03 p.m.

Pledge of Allegiance

Roll Call: Members Present were: Gary Donovan, Colleen O’Connor, Sarah Ackbarali, Meli Garthwait, Mitchell Gallignano, Robbin Watt Hamilton, Katherine Tucker, Robert Bruneau, and Peter Massaro. Absent Bridgette Hoskie, Ronald Quagliani, Victor Borras and Steven Johnstone. Also present: Abdul Quadir, City Engineer, Tom McCarthy, Commissioner of Public Works, Lee Tiernan, Corporation Counsel, Mark Bisaccia, CDA, and Ken Carney, Chairman of the ARPA Program

Moment of silence for Retired West Haven Fire Chief William Abbott

7:06 p.m. Public Session 7:23 p.m.

See Video on the City’s website for comments.

Chairman Massaro called the Regular Meeting to order at 7:23 p.m.

I. APPROVAL OF MINUTES:

Councilman Bruneau made a MOTION to APPROVE the Regular Meeting minutes of March 27, 2023 which was SECONDED by Councilwoman O’Connor. All in favor. MOTION passed UNANIMOUSLY.

Councilman Bruneau made a MOTION to APPROVE the Special Meeting of April 3, 2023 which was SECONDED by Councilwoman O’Connor. All in favor. MOTION passed by MAJORITY. Abstained Councilwoman Ackbarali and Councilwoman Tucker

II. COMMUNICATIONS:

Communication A: from Abdul Quadir, City Engineer, regarding SCRCOG Hazard Mitigation Plan Update January 2023

Communication B: from Rick Spreyer regarding the engagement of Premier Parking Services, LLC for Targeted Parking Monetization
Communication C: from Nancy R. Rossi, Mayor regarding budget transfer from CDA Block Grant FY 22-23 to Public Works Street Paving

III. COMMITTEE MEETINGS:

Legislative Matter call to order at 7:26 p.m.

LEGISLATIVE MATTERS: Councilman Bruneau Chairmen, Committee members: Councilwoman O’Connor, Councilman Gallignano, and Councilwoman Ackbarali. Absent Councilman Borras

Abdul Quadir, City Engineer, was present to give an explanation of the Plan.

Communication A: Councilman Gallignano presented a MOTION to recommend approval to the entire Council of Communication A: from Abdul Quadir, City Engineer, regarding SCRCOG Hazard Mitigation Plan Update January 2023 which was SECONDED by Councilwoman Ackbarali. All in favor. MOTION passed UNANIMOUSLY viva voce

Legislative Matters closed at 7:31 p.m.

Council-As-A-Whole

Call to order at 7:32 p.m.

ARPA Updates- Ken Carney passed out packet with updates

Councilman Donovan made a MOTION to APPROVE ARPA PLAN A-2 Child Pedestrian Safety, specifically, further work on sidewalk, crosswalks, and/or repairs around school facilities, in the additional amount of $7,912.03 which was SECONDED by Councilwoman O’Connor. All in favor. MOTION passed UNANIMOUSLY

RESOLVED:
WHEREAS the City is in receipt of certain Federal Corona Virus Stimulus Funds, hereinafter referred to as ARPA Funds;

WHEREAS Mayor Nancy R. Rossi ("Mayor") has submitted to the Council an outline plan for the expenditure of ARPA funds;

WHEREAS the City Council has fiscal responsibility for the appropriation of ARPA Funds under Section 4 of the City Charter entitled Supplemental Appropriation;
WHEREAS the Mayor, her administration, and empaneled citizen review committee ("ARPA Committee") have executive duties for administering ARPA funds, including but not limited to the purchasing requirements of Chapter 42 of the Code of the City of West Haven, attached hereto for reference;

WHEREAS, the Council is required to appropriate funds for projects the Council selects to fund;

WHEREAS, this Resolution is intended to supplement and clarify previous resolutions made on the same subjects:

RESOLVED, that the City Council hereby supplements, modifies, and clarifies its prior resolution dated May 31, 2022 regarding a Child Pedestrian Safety project:

**Child Pedestrian Safety**

The prior Council Child Pedestrian Safety resolution dated May 31, 2022 appropriated $409,540.81 for “the installation of new sidewalks and crosswalks on City streets, around school facilities”, to provide continuity with existing partial sidewalks at parks, schools, playgrounds, and pocket parks, in order to promote walking to school and reduce reliance on cars and buses.

The prior resolution is modified as follows: An additional $7,912.03 is appropriated to this Child Pedestrian Safety project, to pay for additional projects as described at the Council meeting of April 10, 2023.

FURTHER RESOLVED, that Nancy R. Rossi, as Mayor of The City of West Haven, shall:

a.) develop a program narrative and project budget for the ARPA-funded programs listed above;

b.) report said narrative, budget, and resulting expense accounting reports to the City Council for oversight and monitoring no less than once monthly;

c.) that monthly reports to the Council continue until all funds are expended and final reports are made to the U.S. Department of the Treasury for the ARPA-funded projects;

d.) that contingency funds shall remain un-appropriated until the City Council authorizes transfer to an approved expense account;

e.) that all project cost over-runs shall be approved by the City Council before costs are incurred; and
f.) that all project surplus be returned to the ARPA Contingency Fund for further action by the City Council.

FURTHER RESOLVED, Nancy R. Rossi, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Councilwoman O’Connor made a **MOTION to APPROVE** ARPA PLAN A-13 Community Mental Health/Health Needs for $100,000 which was **SECONDED** by Councilwoman Garthwait. All in favor. **MOTION passed UNANIMOUSLY.**

**RESOLVED:**

WHEREAS the City is in receipt of certain Federal Corona Virus Stimulus Funds, hereinafter referred to as ARPA Funds;

WHEREAS Mayor Nancy R. Rossi (“Mayor”) has submitted to the Council an outline plan for the expenditure of ARPA funds;

WHEREAS the City Council has fiscal responsibility for the appropriation of ARPA Funds under Section 4 of the City Charter entitled Supplemental Appropriation;

WHEREAS the Mayor, her administration, and empaneled citizen review committee (“ARPA Committee”) have executive duties for administering ARPA funds, including but not limited to the purchasing requirements of Chapter 42 of the Code of the City of West Haven, attached hereto for reference;

WHEREAS, the Council is required to appropriate funds for projects the Council selects to fund;

WHEREAS, this Resolution is intended to supersede and replace previous resolutions made on the same subjects:

RESOLVED, that the City Council hereby appropriates funding for the following projects:

**Community Mental Health/Health Needs**

$100,000.00 appropriation will be used to meet the increased demand for services to address health problems emanating from the impact of the COVID-19 pandemic. The funds will be
used to provide child and adult outpatient services, psychiatric evaluations and medication management, mobile crisis opioid services, case management and wraparound services, and other similar services for COVID-related health issues.

FURTHER RESOLVED, that Nancy R. Rossi, as Mayor of The City of West Haven, shall:

a.) develop a program narrative and project budget for the ARPA-funded programs listed above;

b.) report said narrative, budget, and resulting expense accounting reports to the City Council for oversight and monitoring no less than once monthly;

c.) that monthly reports to the Council continue until all funds are expended and final reports are made to the U.S. Department of the Treasury for the ARPA-funded projects;

d.) that contingency funds shall remain un-appropriated until the City Council authorizes transfer to an approved expense account;

e.) that all project cost over-runs shall be approved by the City Council before costs are incurred; and

f.) that all project surplus be returned to the ARPA Contingency Fund for further action by the City Council.

FURTHER RESOLVED, Nancy R. Rossi, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Chairman Massaro made a MOTION to APPROVE ARPA PLAN 2023-015 (new project #) (A-11 old #)
Small Business $800,000 which was SECONDED by Councilwoman Tucker. All in favor. MOTION passed UNANIMOUSLY.

RESOLVED:

WHEREAS the City is in receipt of certain Federal Corona Virus Stimulus Funds, hereinafter referred to as ARPA Funds;
WHEREAS Mayor Nancy R. Rossi ("Mayor") has submitted to the Council an outline plan for the expenditure of ARPA funds;

WHEREAS the City Council has fiscal responsibility for the appropriation of ARPA Funds under Section 4 of the City Charter entitled Supplemental Appropriation;

WHEREAS the Mayor, her administration, and empaneled citizen review committee ("ARPA Committee") have executive duties for administering ARPA funds, including but not limited to the purchasing requirements of Chapter 42 of the Code of the City of West Haven, attached hereto for reference;

WHEREAS, the Council is required to appropriate funds for projects the Council selects to fund;

WHEREAS, this Resolution is intended to supplement and/or clarify previous resolutions made on the same subjects:

RESOLVED, that the City Council hereby supplements, modifies, and clarifies its prior resolution dated May 31, 2022 regarding Aid to Small Business:

**Aid to Small Business**

The prior City Council Aid to Small Business resolution dated May 31, 2022 appropriated $1,000,000.00 for Aid to Small Business. The Resolution provided, "to formulate a plan and bring back to the Council for approval."

A plan has been formulated for a Business Lease/Rental Incentive Grant Program, to be funded by the prior $1,000,000.00 appropriation of May 31, 2022. The ARPA Committee is authorized to review applications for this program, See Exhibit A attached, and recommend recipients of $800,000.00 in Aid to Small Business, in the form of Business Lease/Rental Incentive grant(s).

FURTHER RESOLVED, that Nancy R. Rossi, as Mayor of The City of West Haven, shall:

a.) develop a program narrative and project budget for the ARPA-funded programs listed above;

b.) report said narrative, budget, and resulting expense accounting reports to the City Council for oversight and monitoring no less than once monthly;

c.) that monthly reports to the Council continue until all funds are expended and final reports
are made to the U.S. Department of the Treasury for the ARPA-funded projects;

d.) that contingency funds shall remain un-appropriated until the City Council authorizes
transfer to an approved expense account;

e.) that all project cost over-runs shall be approved by the City Council before costs are
incurred; and

f.) that all project surplus be returned to the ARPA Contingency Fund for further action by the
City Council.

FURTHER RESOLVED, Nancy R. Rossi, as Mayor of The City of West Haven, is authorized and
directed to execute and deliver any and all documents related to this Resolution on behalf of the
City of West Haven and to do and perform all acts and things which she deems to be necessary
or appropriate to carry out the terms of such documents, including, but not limited to, executing
and delivering all agreements and documents contemplated by such documents.

Councilman Gallignano made a MOTION to APPROVE ARPA PLAN 2023-016 (new #) (A-14 old#)
$500,000.00 West Haven Arts Community which was SECONDED by Councilwoman O'Connor. All in
favor. MOTION passed UNANIMOUSLY.

RESOLVED:

WHEREAS the City is in receipt of certain Federal Corona Virus Stimulus Funds, hereinafter referred to as
ARPA Funds;

WHEREAS Mayor Nancy R. Rossi ("Mayor") has submitted to the Council an outline plan for the
expenditure of ARPA funds;

WHEREAS the City Council has fiscal responsibility for the appropriation of ARPA Funds under Section 4
of the City Charter entitled Supplemental Appropriation;

WHEREAS the Mayor, her administration, and empaneled citizen review committee ("ARPA Committee")
have executive duties for administering ARPA funds, including but not limited to the purchasing
requirements of Chapter 42 of the Code of the City of West Haven, attached hereto for reference;

WHEREAS, the Council is required to appropriate funds for projects the Council selects to fund;

WHEREAS, this Resolution is intended to supplement previous resolutions made on the same subjects:

RESOLVED, that the City Council hereby appropriates funding for the following projects:
Support for Arts Community/Potential Arts Center

$500,000.00 is appropriated for support of the West Haven Arts Community, and in particular, for the potential acquisition, construction, or development of a site in or around the general Campbell Avenue area. The Mayor’s ARPA Committee is authorized to solicit and review proposals for expenditure of these appropriated funds in support of the West Haven Arts Community, and to report back to the Council regarding recommended project(s) consistent with this appropriation – as discussed and described on the record at the City Council meeting of April 10, 2023.

FURTHER RESOLVED, that Nancy R. Rossi, as Mayor of The City of West Haven, shall:

a.) develop a program narrative and project budget for the ARPA-funded programs listed above;

b.) report said narrative, budget, and resulting expense accounting reports to the City Council for oversight and monitoring no less than once monthly;

c.) that monthly reports to the Council continue until all funds are expended and final reports are made to the U.S. Department of the Treasury for the ARPA-funded projects;

d.) that contingency funds shall remain un-appropriated until the City Council authorizes transfer to an approved expense account;

e.) that all project cost over-runs shall be approved by the City Council before costs are incurred; and

f.) that all project surplus be returned to the ARPA Contingency Fund for further action by the City Council.

FURTHER RESOLVED, Nancy R. Rossi, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Councilman Donovan made a MOTION to APPROVE ARPA PLAN 2023-017 $275,000.00 West Haven Police Department storage shed which was SECONDED by Councilman Bruneau and Councilwoman Garthwait. All in favor. MOTION passed UNANIMOUSLY.
RESOLVED:

WHEREAS the City is in receipt of certain Federal Corona Virus Stimulus Funds, hereinafter referred to as ARPA Funds;

WHEREAS Mayor Nancy R. Rossi ("Mayor") has submitted to the Council an outline plan for the expenditure of ARPA funds;

WHEREAS the City Council has fiscal responsibility for the appropriation of ARPA Funds under Section 4 of the City Charter entitled Supplemental Appropriation;

WHEREAS the Mayor, her administration, and empaneled citizen review committee ("ARPA Committee") have executive duties for administering ARPA funds, including but not limited to the purchasing requirements of Chapter 42 of the Code of the City of West Haven, attached hereto for reference;

WHEREAS, the Council is required to appropriate funds for projects the Council selects to fund;

WHEREAS, this Resolution is intended to supersede and replace previous resolutions made on the same subjects:

RESOLVED, that the City Council hereby appropriates funding for the following projects:

**Storage Shed for WH Police Department**

$275,000.00 is appropriated for design and/or construction of a storage shed for use by the West Haven Police Department, as described at the City Council Meeting of April 10, 2023.

FURTHER RESOLVED, that Nancy R. Rossi, as Mayor of The City of West Haven, shall:

a.) develop a program narrative and project budget for the ARPA-funded programs listed above;

b.) report said narrative, budget, and resulting expense accounting reports to the City Council for oversight and monitoring no less than once monthly;

c.) that monthly reports to the Council continue until all funds are expended and final reports are made to the U.S. Department of the Treasury for the ARPA-funded projects;

d.) that contingency funds shall remain un-appropriated until the City Council authorizes
transfer to an approved expense account;

e.) that all project cost over-runs shall be approved by the City Council before costs are incurred; and

f.) that all project surplus be returned to the ARPA Contingency Fund for further action by the City Council.

FURTHER RESOLVED, Nancy R. Rossi, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Council-As-A-Whole closed at 8:21 p.m.

Finance Committee call to order at 8:22 p.m.

FINANCE COMMITTEE, Councilwoman Hamilton Acting Chairwoman – Committee members: Councilwoman O’Connor, Councilwoman Ackbarali. Absent Councilwoman Hoskie and Councilman Quagliani

FINANCE UPDATES

1. YTD Budget Review – David Taylor, Acting Finance Director give update. See Video on the city’s website

2. MARB Meeting update – Councilwoman O’Connor gave update on the March 31, 2023 Committee Meeting. See video on the city’s website

3. Police Pension Study update – In negotiations

Communication B: Councilwoman Ackbarali presented a MOTION to recommend approval to the entire Council of Communication B: from Rick Spreyer regarding the engagement of Premier Parking Services, LLC for Targeted Parking Monetization which was SECONDED by Councilwoman O’Connor. All in favor. MOTION passed UNANIMOUSLY viva voce

Communication C: from Nancy R. Rossi, Mayor regarding budget transfer from CDA Block Grant FY 22-23 to Public Works Street Paving. HELD

Mark Bisaccia, CDA, was present to answer questions.
Communication I: Councilwoman Ackbarali presented a MOTION to recommend approval to the entire Council of Communication I: from Tom McCarthy, Commission of Public Works regarding City owned and operated EV (Electric Vehicle) Facilities, retail charge rate and policies which was SECONDED by Councilwoman O’Connor. All in favor. MOTION passed UNANIMOUSLY viva voce

Finance Committee closed at 9:52 p.m.

Public Lands call to order at 9:52 p.m.

PUBLIC LANDS: Councilman Donovan, Chairman, Committee members: Councilwoman O’Connor, Councilman Bruneau and Councilwoman Hamilton. Absent Councilman Quagliani

Communication E: from Lee Tiernan, Corporation Counsel regarding the potential Sale, Lease, or transfer of City owned property located at 20 Helm St, 281 Front Ave. Chairman Massaro schedule a Public Hearing for the next City Council meeting to be held on April 10, 2023 at 6:55 p.m. WITHDRAWN

Public Lands closed at 9:52 p.m.

IV. UNFINISHED BUSINESS:

NONE

V. COMMITTEE REPORTS: 9:53 P.M.

LEGISLATIVE MATTERS: Councilman Bruneau Chairmen, Committee members: Councilwoman O’Connor, Councilman Gallignano and Councilwoman Ackbarali. Absent Councilman Borras

Communication A: from Abdul Quadir, City Engineer, regarding SCRCOG Hazard Mitigation Plan Update January 2023 Councilman Bruneau made a MOTION to APPROVE which was SECONDED by Councilman Donovan. All in favor. MOTION passed UNANIMOUSLY

RESOLVED:

CERTIFICATE OF RESOLUTION
CITY OF WEST HAVEN, CONNECTICUT
A RESOLUTION ADOPTING THE
2023 SCRCOG HAZARD MITIGATION PLAN UPDATE

WHEREAS, the City of West Haven has historically experienced damage from natural hazards and it continues to be vulnerable to the effects of those hazards profiled in the plan (i.e., flooding, drought, ice jams, hurricanes, severe winter storms, thunderstorms, tornados, and wildfires) resulting in loss of property and life and threats to public health and safety; and
WHEREAS, the City of West Haven has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its hazard mitigation plan update entitled **2023 SCRCOG HAZARD MITIGATION PLAN UPDATE** under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held throughout the planning process regarding the development and review of the Plan; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedures for the City of West Haven; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the City of West Haven, With the effect of reducing vulnerabilities and protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the City of West Haven eligible for funding to reduce long term risks of future hazards; now therefore be it

RESOLVED by the City of West Haven City Council:

1. The Plan is hereby adopted as an official Plan of the City of West Haven;

2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;

3. Future revisions and Plan maintenance are required by 44 CFR 201.6, and FEMA are hereby adopted as part of the resolution for a period of five (5) years from the date of this resolution; and

4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Select Board by the Public Works Director.

In accordance with the authority vested in the City of West Haven City Council, they thereby adopt the **2023 SCRCOG HAZARD MITIGATION PLAN UPDATE**.

**FINANCE COMMITTEE, Councilwoman Hamilton Acting Chairwoman** – Committee members: Councilwoman O’Connor, and Councilwoman Ackbarali. Absent Councilwoman Hoskie and Councilman Quagliani.

**Communication B:** from Rick Spreyer regarding the engagement of Premier Parking Services, LLC for Targeted Parking Monetization Councilwoman Hamilton made a **MOTION to APPROVE** which was **SECONDED** by O’Connor. All in favor. **MOTION passed UNANIMOUSLY**
RESOLVED:
WHEREAS, The City of West Haven seeks private assistance to monetize at least 760 City owned parking spaces;

WHEREAS, The City of West Haven desires to manage that parking using a third party vendor;

WHEREAS, The City sought independent proposals through the RFP process, reviewed those proposals and awarded the winning proposer, Premium Parking Services, LLC;

NOW,

RESOLVED:

The City Council finds that Public necessity and convenience require the monetization of 760 parking spaces owned or controlled by the City of West Haven;

The City Council instructs and empowers Nancy R. Rossi, Mayor of the City of West Haven to enter into a contract with Premium Parking Services, LLC. Of New Orleans, Louisiana for parking management services;

The contract shall provide the City of West Haven with at least 80 percent of revenue generated;

The contract shall not exceed five years;

The contract is subject to review and approval of Corporation Counsel.

Communication C: from Nancy R. Rossi, Mayor regarding budget transfer from CDA Block Grant FY 22-23 to Public Works Street Paving. HELD

Communication I: from Tom McCarthy, Commission of Public Works regarding City owned and operated EV (Electric Vehicle) Facilities, retail charge rate and policies Councilwoman Hamilton made a MOTION to APPROVE which was SECONDED by Councilman Donovan. All in favor. MOTION passed UNANIMOUSLY

RESOLVED:

WHEREAS the City may from time to time own and operate Public Electric Vehicle Charging Stations as defined in the Connecticut General Statutes ss 16-19ggs (2020).

WHEREAS the City desires to promote the use of alternative fuel vehicles in support of the State’s clean fuel initiative targets;

WHEREAS the City desires to improve public access to electric vehicle charging stations to support equity and inclusion to lower income community members to encourage electric vehicle adoption, and to place charging stations where they can be accessed by all members of the community;
WHEREAS the City desires to promote the visitation of certain business districts and to also place EV chargers where EV charging customers may have access to commercial business districts;

WHEREAS the City will incur electric use charges, Point of Sales service subscription charges, maintenance and replacement costs associated with operating public EV charging stations and intends to pass this cost along to the users or said charging stations via a usage fee;

WHEREAS the Mayor and her administration have accounting responsibilities associated with the EV Charging stations;

WHEREAS the City of West Haven Commissioner of Public Works has jurisdictional responsibility over all City owned facilities;

NOW THEREFORE RESOLVED, that the City Council hereby directs the Mayor to cause said received funds from EV charger user fees and associated expenses to be separately accounted for and any balance of funds be reserved to offset future maintenance costs of the City owned public access EV charger systems. It is the intent of this resolution to charge a fair and equitable rate that does not require a subsidy from the City's operating funds to supply power and maintain the facilities.

FURTHER RESOLVED, that the Commissioner of Public Works shall have the authority to install, maintain, set usage rates, and to set and enforce reasonable policy, rules and regulations for public access charger systems owned by the City.

FURTHER RESOLVED, that usage statistics, retail rates charged, revenue and expenses shall be reported to the Council annually for review, or sooner if Council advises.

PUBLIC LANDS: Councilman Donovan, Chairman, Committee members: Councilwoman O'Connor, Councilman Brneau and Councilwoman Hamilton. Absent Councilman Quagliani

Communication E: from Lee Tiernan, Corporation Counsel regarding the potential Sale, Lease, or transfer of City owned property located at 20 Helm St, 281 Front Ave. Chairman Massaro schedule a Public Hearing for the next City Council meeting to be held on April 10, 2023 at 6:55 p.m. WITHDRAWN

VI. ADOPTION OF ORDINANCES PREVIOUSLY PRESENTED:

NONE
VII. COUNCIL LIAISON REPORTS:

Councilman Bruneau – at the Police Commissioner Meeting – two (2) officers resigned.
Councilwoman O’Connor – Full MARB meeting on Thursday 4/13/23.

VIII. NEW BUSINESS:

Councilwoman Garthwait – invited everyone to Earth Day 4/22/23 at Sandy Point clean up from 9:00 a.m. to 12:00 p.m.

X. ADJOURNMENT:

Councilman Gallignano made a MOTION to ADJOURN which was SECONDED by Councilman Bruneau. All in favor. MOTION passed UNANIMOUSLY.

The City Council meeting was ADJOURNED at 10:08 p.m.

Peter Massaro  Stacy Riccio  Diane Ascenzia
Chairman of the Council  Clerk of the Council  Admin. Asst. City Council

These minute are subject to City Council approval
City of West Haven
American Rescue Plan Act (ARPA)
Business Lease/Rental Incentive Grant Program

The City of West Haven is inviting small businesses that experienced a negative economic impact from the pandemic to apply for a one-time assistance grant for lease and/or rental of commercial properties located in the City.

ARPA was enacted to provide local government funds to give direct aid to their communities, including businesses, to assist in the recovery from the pandemic. The City recognizes the vital importance of small, local businesses to the City’s well-being. Grants will be awarded to small businesses to assist in their recovery and future growth by providing leasing and/or rental assistance for businesses committing to maintain operations in the city.

Criteria will include renewal of an existing lease agreement, or execution of a new lease agreement within the City of West Haven.

Small Businesses that may apply must be classified as either:

(i) Small Business Landlords/Commercial Property Owners in West Haven; renewing existing leases or executing new leases with tenants in West Haven

(ii) Small Business Tenants/Business Owners renewing existing commercial leases or executing new leases within West Haven

Due to the health impact of the pandemic on the community, this grant is also structured with an additional purpose of seeking to address and provide continued future healthcare services to the community, inclusive of pharmacy services.

Leasing and rental assistance grant awards will be one month’s lease/rent for each year of the term of the executed lease. Grant maximum will be capped at 7 month’s rent of respective lease.

Eligibility Requirements

1. The Small Business applicant (Commercial Property Owner or Tenant) is renewing an existing lease or executing a new lease within the City of West Haven.
2. Lease commencement required 03/03/21 through 05/11/23. Applicants with leases commencing outside of this eligibility period will not be considered.

3. Leases executed must have a minimum of a 3-year term. Note: For leases with provisions to renew annually (or other term) for "x" years; the provisional renewal years do not count towards the lease-term.

4. The Applicant must stay in business for a prescribed term, which shall be established as part of the grant agreement.

5. The Applicant is required to submit either a copy of an executed lease or a letter of intent signed by property owner and tenant including details and key obligations of lease agreement with their application.

6. The Applicant's business must have existed in January 2019 and is presently operational.

7. The business must have a minimum of 5 employees, and a maximum of 500 employees (defined as full-time W-2 employees).

8. The business must demonstrate having experienced a negative economic impact resulting from the pandemic.

9. The business must demonstrate how the funds will be used to offset the negative economic impact resulting from the pandemic and assist in sustaining the business.

The business must be current on their annual business filing with the State of CT Secretary of State, or for sole proprietors, have filed a DBA certificate for their business with the West Haven City Clerk, showing a West Haven business address. The applicant must be current with all City Taxes at the time of award. Grant funds cannot be used to pay back taxes or any other government or business-related debt, fee, or obligation, including credit card debt or any loans incurred by the business.
Application Deadline: 45 days from Date of Notice of Funding

To apply:

A Notice of Funding and Opportunity and an application form are available on the City Web Site at:

Non-Discrimination Statement

In accordance with Federal civil rights law and City of West Haven/ U.S. Department of The Treasury (COWH/UST) civil rights regulations and policies, the COWH/UST, its Agencies, offices, and employees, and institutions participating in or administering COWH/UST programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by COWH/UST (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the City of West Haven Grants in Aid Office (Voice OR TTY relay service) at 203.937.3620 ext ______ or email to __________________. Additionally, program information may be made available in languages other than English.

Privacy Statement Subject to rules, regulations and laws regarding public records disclosure, the City will keep children’s names, and family financial information private. If applicant or participant has special privacy needs---such as being party to a protective order or similar need---please explain in the notes section of the application. In addition, we use and disclose Personal Information collected through the process as we believe to be necessary or appropriate: (i) under applicable law; (ii) to comply with legal process; (iii) to respond to requests from public and government authorities; (iv) to enforce our terms and conditions; (v) to protect our operations or those of any of our affiliates; (vi) to protect our rights, privacy, safety, or property, and/or that of our affiliates, you, or others; and (vii) to allow us to pursue available remedies or limit the damages that we may sustain.
City of West Haven
ARPA Grant Assistance Program
Small Business Lease/Rental Incentive Grant Application

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<tr>
<td>Federal Employer Identification Number (EIN):</td>
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<tr>
<td>Month and year business/organization was incorporated/registered?</td>
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<tr>
<td>Years in West Haven:</td>
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<tr>
<td>Years at current location:</td>
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<tr>
<td>Check one:</td>
</tr>
<tr>
<td>Is your Business a Landlord/Commercial Property Owner in West Haven?</td>
</tr>
<tr>
<td>Is your Business a Tenant that is or will be leasing a Commercial property space in West Haven?</td>
</tr>
<tr>
<td>Landlord/Commercial Property Owner ☐ Tenant Leasing Commercial Property Space ☐</td>
</tr>
<tr>
<td>If your Lease a renewal of an existing lease or a new lease? Please check one.</td>
</tr>
<tr>
<td>If renewal of existing lease, indicate date prior lease expired.</td>
</tr>
<tr>
<td>Renewal of Existing Lease ☐ Date prior lease expired:___</td>
</tr>
<tr>
<td>New Lease Location ☐</td>
</tr>
<tr>
<td>If New Lease Location, proposed address of new location:</td>
</tr>
</tbody>
</table>
If New Lease Location, description of reason for new location (i.e., Expansion of business within West Haven, Relocation from another city to West Haven, etc.).

Prior Lease Location:

<table>
<thead>
<tr>
<th>Business/Organization structure (sole proprietorship, LLC, corporation, etc.)</th>
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<tr>
<th>Number of full-time equivalent employees (FTE) on January 1, 2019:</th>
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</table>

<table>
<thead>
<tr>
<th>Number of full-time equivalent employees (FTE) currently on payroll:</th>
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<tr>
<th>Describe your business and its products or services.</th>
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</thead>
</table>

| Is your business currently open for business? | Yes □ | No □ |
Was your business closed (partially or totally) during the pandemic for COVID-19 related reasons?  O Yes  O No

If yes, provide details of duration of closure (explain reason — state, local mandates, guidelines, staff shortages, etc.):

Provide a written statement describing the negative impact of the COVID-19 public health emergency to your business and identify how your grant request addresses the negative impact. Also describe any significant change in the way your business now operates due to COVID-19.

Provide Gross Income for the following years:

<table>
<thead>
<tr>
<th>Year</th>
<th>2019:</th>
<th>2020:</th>
<th>2021:</th>
<th>2022:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Question</td>
<td>Option 1</td>
<td>Option 2</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Is your business currently in &quot;Good Standing&quot; with the Connecticut Department of Revenue Services (DRS)?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your business current on all tax obligations to the Internal Revenue Service, the State of Connecticut, and the City of West Haven?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Outstanding liens or judgments?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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</tr>
<tr>
<td>Is your business compliant with the Connecticut Department of Labor Office of Unemployment Assistance and all applicable state and federal employment laws and regulations, including but not limited to minimum wages, unemployment insurance, workers' compensation, and child labor?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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</tr>
<tr>
<td>List any other funding sources and amounts the business has applied for, is pursuing, and/or received (i.e., federal, state, or revitalization assistance - PPP loans, EIDL loans, Restaurant Revitalization grants, donations, etc.). Provide details as to program and amount.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| Amount of Funding Request (Maximum of one month rent per year of lease term-
maximum allowable equivalent to 7 months rent). |

| Attach Executed Lease or Letter of Intent for lease signed by Property Owner and
Tenant (inclusive of Lease Term dates; Monthly Rental Fee; Rental Due Dates,
Deposit Amounts, and other key terms, dates, or obligations). |
Please attach and submit the following:

- Completed Application
- Copy of Connecticut Department of Revenue Services Status Letter
- Copy of West Haven Business Trade Name Certificate, only if a DBA (filed with Town Clerk)
- CPA Issued Profit and Loss Statement 2019, 2020, 2021 and 2022 OR tax returns with redacted personal information
- Documentation supporting funding request

Submit completed application to:

City of West Haven [Insert Address]

Affirmations and Acknowledgements

Submission of a request that meets the requirements of the Program, as well as any subsequent requirements, does not guarantee the award of ARPA funding and/or the support of the City of West Haven.

This application, any information submitted in support thereof and any award and agreement are public documents subject to the Freedom of Information Act.

The City of West Haven is relying on the accuracy of the application and all representations made by the Applicant.

The City of West Haven may request additional information, financial or otherwise, in considering and approving any application.

By checking "Yes", you affirm and acknowledge that you have read and understand the above statements.

O Yes  O No

APPLICANT CERTIFICATION

The undersigned certifies that:

a) The information contained in this document is true, complete and accurate;
b) The applicant shall comply with all Federal, State, and Town laws and ARPA requirements including the terms and conditions set forth in the Formal Award Agreement; and
c) Sufficient funds are available from non-ARPA sources to complete the project as described or complete the program by _____________ if ARPA funds are allocated to the applicant.
d) Requested funds will be used only for eligible purposes approved by the City.
e) I certify that I have the legal authority of the Applicant to submit this application.

______________________________  _______________________
Signature of Authorized Applicant Representative  Date

______________________________
Printed Name and Title