



*Town of* **North Stonington**  
Connecticut



## **Economic Development Commission**

**Regular Hybrid Meeting**

TUESDAY, March 1<sup>st</sup> 5:30 PM

NORTH STONINGTON EDUCATION CENTER

or

Join Zoom Meeting

<https://us02web.zoom.us/j/87981704794>

Meeting ID: 879 8170 4794

One tap mobile

+16465588656,,87981704794# US (New York)

+13017158592,,87981704794# US (Washington DC)

11:00 AM  
TUESDAY, FEBRUARY 22, 2022

2022 FEB 24 PM 12:21

### **AGENDA**

1. **CALL MEETING TO ORDER**
2. **ROLL CALL:** Salvatore Cherenzia, IV - Chair, Chris Anderson - Vice Chair, Emily Lewis – Sec, William A. Mason – Tres, Jennifer Anderson, Christopher Friday, Stefan Grufstedt, Mariah Pfiffner.
3. **APPROVAL OF MINUTES:**
  - a. Motion to Approve: 4 Jan 2022 and 1 Feb 2022
4. **PUBLIC COMMENT:**
5. **TREASURERS REPORT:**
6. **PZDO REPORT:**
7. **NEW BUSINESS:**
  - a. Staff Budget Transfer
8. **OLD BUSINESS:**
  - a. Update on “North Stonington Works” Employer Hiring Bonus Grant Program
    - Implementation and Marketing Plan update
  - b. Update on Business Operational/infrastructure grant program
    - Discuss policy questions
  - c. 2022 regular meeting dates
9. **ADJOURNMENT:**
10. **NEXT MEETING:** April 5<sup>th</sup> 2022, 5:30 PM

## **Economic Development Commission Meeting**

Tuesday, January 4<sup>th</sup> 2022 at 5:30pm

Special Meeting

In Person and Via Zoom

Minutes

**Call to Order:** Brett Mastroianni called the meeting to order at 5:32pm.

**Members in Attendance:** Brett Mastroianni, Salvatore Cherenzia, IV, Stefan Grufstedt, Will Mason, Christopher Anderson, and Emily Lewis.

**Members absent:** Jennifer Anderson, and Christopher Friday

**Staff present:** Nathan Reichert, PZDO

**Public Comment:** Jillian Shea from the Connecticut RC&D discussed a marketing and technology intern program available to local small businesses via a USDA funded grant and asked the EDC to help support communications about the program's availability.

**Additions to the Agenda:** None.

**Approval of Minutes:** 4 May 21, 1 June 21, 19 Oct 21, 16 Nov 21 meeting minutes were all unanimously approved.

**Treasurer's Report:** None

**PDZO Report:** N. Reichert gave a general report on the steady flow of permit/activity. He submitted his written report electronically to the Board. Several members Chris Anderson, Stefan Grufstedt and Will Mason all expressed difficulty in getting into their Town email accounts and asked to have IT re-set their accounts.

### **New Business:**

- a. **FY '23 Budget Request:** The Commission discussed its FY'23 budget request. They discussed possible programs initiatives and funding requirements. A website update. Business hospitality events. All Board gathering. Business Open House. Were all discussed as priority items. A discussion about staff time and required work being completed such as agendas, minutes, business site visits, commission communications and staffing were discussed and an additional request for a part-time staff person was made. A \$7500.00 appropriation request was added to the budget along with a \$2000.00 website refresh appropriation.
  - a. The Commission approved the FY'23 Budget request
    - B.15 Operating Expenses - \$4900.00
    - B.15.01 CT Region / Member Dues - \$2455.00
      1. seCTer dues
      2. Chamber of Commerce Eastern Connecticut
      3. Greater Mystic Chamber of Commerce
    - B.15.02 Part Time EDC coordinator - \$7500.00
    - B.15.03 Website Reboot - \$2000.00(Moved by Grufstedt, 2<sup>nd</sup> by Mastroianni, Unanimous affirmative vote)
  - b. The Commission approved a \$290.00 expense to join the Greater Mystic Chamber of Commerce and add an equal amount to the FY23 membership and dues request. (Moved by Cherenzia 2<sup>nd</sup> by Lewis Unanimous affirmative vote)
- b. **Election of Officers for 2022**

- a. Chair – Salvatore Cherenzia IV (Moved by Mastroianni 2<sup>nd</sup> by Anderson, Unanimous affirmative vote)
- b. Vice-Chair - Chris Anderson (Moved by Cherenzia, 2<sup>nd</sup> by Lewis, Unanimous affirmative vote)
- c. Secretary – Emily Lewis (Moved by Cherenzia, 2<sup>nd</sup> by Anderson, Unanimous affirmative vote)
- d. Treasurer – William Mason (Moved by Mastroianni, 2<sup>nd</sup> by Cherenzia, Unanimous affirmative vote)

**Old Business:**

- a. North Stonington Works: Mastroianni provided an update on the program. A discussion followed concerning communication, marketing, and implementation. A combination of email and in-person contacts will be implemented to help market the program.
- b. Business Operational and Infrastructure Grant Program: Mastroianni provided an update on the program. The implementation language needs further revision, the Board members will review the questions provided by staff and bring forward possible revisions at the next meeting. A \$100,000.00 earmark in the COVID funds has passed the Board of Selectman. The appropriation requires approval with the Board of Finance and ultimately a Town Meeting. It is anticipated that the nearest Town Meeting is in March of 2022. The Commission will work with the Selectman, the Board of Finance and Staff to perfect the programs regulations.

**Motion to adjourn at 7:25 pm (Moved by Cherenzia 2<sup>nd</sup> by Mastroianni, Unanimous Affirmative vote).**

Next EDC meeting is schedule on February 1<sup>st</sup> 2022 at 5:30p via Hybrid in person and Zoom

Respectfully Submitted,

Nathan Reichert

## **Economic Development Commission Meeting**

Tuesday, February 1<sup>st</sup>, 2022, at 5:30

In Person and Via Zoom

### **Minutes**

1. **Call to Order**: Christopher Anderson called the meeting to order at 5:35 pm.
  
2. **Members in Attendance**: Christopher Anderson, Will Mason, Emily Lewis, and Mariah Pfiffner
  
3. **Members absent**: Salvatore Cherenzia IV, Christopher Friday, Jennifer Anderson, and Stefan Grufstedt
  
4. **Staff Present**: Nathan Reichert, PZDO and Jim Russell, IT Manager
  
5. **NO QUORUM**: Upon the call of the roll, it was determined that the meeting lacked a quorum. Due the lack of a quorum, the EDC could not conduct business.
  
6. **WORKSHOP**: Due to the lack of a quorum the EDC was not permitted to conduct business. All agreed to convert the business meeting into a workshop. The EDC received a briefing from Jim Russell about options to update the EDC's options to have a website presence. The options included updating the information on the current page on the town website, making a subpage from the town website or creating an entirely different EDC website. No action was taken.
  
7. **Approval of Minutes**: None
  
8. **Public Comment**: None
  
9. **Treasurers Report**: None
  
10. **PZDO Report**: January report will be sent out to members as well as a listing of emails of businesses
  
11. **NEW BUSINESS**: Discussion over website options as well as a social media presence. No action was taken.
  
12. **Old Business**:

a. Budget Presentation Preparation-budget would be reworked based on what avenue the commission takes on website design

b. Update on “North Stonington Works Employer Hiring Bonus Grant Program

\* Implementation and Marketing Plan update- Selectman Mastroianni indicated that there had been one applicant and there was discussion on how to market and email the information out to businesses.

c. Update on Business Operational/ Infrastructure

\* Commission will look over current application and come to next meeting prepared for discussion.

d. 2022 regular meeting dates- will check with members not present about scheduling conflicts/ideas

13. **ADJOURNMENT:** Meeting was adjourned at 6:47 by Chris Anderson

14. **Next Meeting:** March 1<sup>st</sup> 2022, 5:30 PM

Respectfully Submitted,

Emily Lewis

Secretary, Economic Development Commission

# NORTH STONINGTON COVID-19 SMALL BUSINESS ASSISTANCE PROGRAM

## COVID Small Business Assistance Program

### Program Overview

The North Stonington COVID-19 Assistance Program was established to provide limited, one-time direct financial assistance to eligible North Stonington small businesses that employ twenty-five or fewer employees and that have been adversely impacted by the COVID-19 pandemic. The Program is funded through a funds from the American Rescue Funds Act, and administered by the Town of North Stonington Economic Development Commission. The Program is intended to provide assistance to allow eligible North Stonington businesses to prevent, prepare for, and respond to the coronavirus pandemic. Consequently, use of the funds must be directly related to the pandemic and resultant public health emergency.

Commented [NR1]: How can we verify the number of employees?

### Eligibility Criteria:

To be eligible for assistance under this program, applicants must be a for-profit business enterprise that is physically located within the Town of North Stonington and that employs twenty-five or fewer employees. The business must have been in operation and be current on its federal, state and local tax obligations as of December 31, 2020. Further, the business must not have received, or been approved to receive, federal or state assistance for the same purpose. The business must be able to demonstrate satisfactorily that it has been negatively impacted by coronavirus pandemic, and pandemic and must not be debarred or ineligible to receive federal funds. The applicant must be in compliance with local zoning, licensing and permitting requirements. Applicant must provide CT Sec of State registration for corporation or LLC, and all applicable licenses.

Commented [NR2]: How do we verify the tax status?

Commented [NR3]: Is there a way to verify?

Commented [NR4]: We need to add a section to the application that allows for a narrative demonstrating an impact.

Commented [NR5]: How do we verify?

### Assistance Available:

Eligible businesses may apply for grants of up to \$10,000. Funding is limited and it is anticipated that requests for assistance will be greater than funding on hand. Not all businesses approved for participation will receive the maximum amount, and it is anticipated that average grants will be in the range of \$2,000-\$3,000. Applications will be accepted and processed first-come, first-served, and grants awarded on a rolling basis until funds are exhausted.

### Eligible Uses of Funds:

Funds are intended to allow eligible North Stonington businesses to prevent, prepare for, and respond to the pandemic. Funds may be used for interior renovations and lease-hold improvements, particularly those to achieve social distancing requirements; the purchase of equipment and furnishings; the purchase of consumable supplies, including personal protective equipment and disinfecting materials; marketing and advertising expenses and other legitimate business costs deemed appropriate for public participation at the discretion of the grant review committee. Funds may not be used for payment of non-business expenses, for political or lobbying activities or for any other purpose expressly prohibited by federal

Commented [CD6]: Per ARPA, all funds must be used by December 31, 2024. This needs to be added somewhere in the application.

Commented [NR7]: Unpaid rents for commercial or residential property?

Commented [NR8]: Specify who the grant review committee is.

Commented [CD9]: There is no mention if the funds can be used for payroll. We recommend adding payroll as another category that funds may not be used for.

regulations. Reimbursement or cash up front?

Commented [NR10]: How will the payment process be managed. Susan and Christine? Receipts with direct payment?

#### Application Process:

Applications must be completed and submitted on-line XXXXX or in person at Town Hall. Applicants should note that all information submitted in connection with this application is subject to verification. Nondisclosure or the making of false or misleading statements will result in disqualification, forfeiture of benefits and/or criminal prosecution under the laws of this State.

Commented [CD11R10]: We would need to have the business pay up front and submit receipts for reimbursement.

Commented [NR12]: Work with Jim to sort out the details of an online secure application process. Specifically for an upload box.

Commented [NR13]: Add an in person option.

#### Documentation Required:

In addition to the completed application, applicants will need to furnish:

1. a copy of the most current signed federal tax return.
2. A copy of their Sec of State registration and Business Registration.
3. A copy of any trade or service license.
4. A budget request for the expenditure?
5. Financial budget for the request? Quotes, proposals and or proposed spending amounts?
6. Make a complete checklist of all required items???
7. Applicants may also be asked to provide other documentation as required by program staff to determine eligibility.

Commented [NR14]: Staff needs to be empowered to request other items as necessary.

Incomplete applications may be excluded from grant consideration. Tax and financial information provided as part of this application process will be maintained as confidential, and will only be used by program staff for determining eligibility and participation in the program. Add a provision that at the closing of the grant tax returns will be shredded.

#### Approval Process:

All NS Small Business assistant grant applications will be reviewed by the Economic Development Commission. The decision of the grant review committee is final. Program staff will make every effort to ensure timely review of all applications received. The Town anticipates that grant awards will be made with three weeks of submittal of a completed application. In addition to program requirements, awards will be based on a number of factors including: the continued viability of the business enterprise, the number of jobs retained and/or created. Add a provision that requires the business to remain open for six months.

Commented [NR15]: Specify the committee, approval rules and who appoints them? Or is it the entire EDC?

Commented [CD16]: Is this a realistic timetable if EDC meets once a month? What if there are questions that need to be answered prior to award?

Applicants will be notified via e-mail. Approved applicants will be asked to execute electronically a grant award agreement and furnish a W-9 form. Applicants will be reimbursed for eligible business costs up to the maximum grant award. The Town may also elect to pay vendors directly on an applicant's behalf. Upon receipt of all required grant documentation, applicants will be mailed a check. Those applicants who have received other governmental assistance will be required to execute a sworn statement attesting to the fact that grant funds are being used for a purpose other than that for which other governmental assistance was provided prior to receiving reimbursement. Cases involving direct payments to vendors are excused from providing a sworn affidavit. All grant awardees will be asked to complete a brief electronic survey at the ~~three-month~~ three-month anniversary of the grant award or other appropriate interval as determined by program staff.

Commented [NR17]: This could also be a DBA or a sole proprietorship. SOS Registration.

Commented [CD18]: The Town cannot pay on the applicant's behalf. The Town is tax exempt and cannot make purchases for private businesses.

Commented [NR19]: Specify the award payment process. Town pays based on a receipt? Finance?

Commented [CD20]: We will need Interim reporting. Is there going to be a deadline to use the funds or can they tie up money until the 12/2024 deadline?

Commented [NR21]: Specify the grant closure process. Report back to EDC, a paper form, Initial document archive procedures.

Commented [CD22R21]: We also need to add a deadline from expenditure for submitting receipts for reimbursement. We will be required to report to the state quarterly so this needs to be incorporated.

## **Attachments**

- 3-1. Application
- 4-2. Grant Review Worksheet
- 5-3. Grant Award Letter (Sample)
- 6-4. Grant Award Letter with PPP (Sample)
- 7-5. Recipient Agreement (Sample)
- 8-6. Recipient Checklist
- 9-7. Affidavit (Sample)
- 10-8. Program Overview Reporting



NORTH STONINGTON COVID-19 ASSISTANCE PROGRAM

Section 1: Applicant Information

Commented [NR23]: Make fillable .pdf who will put together? Jim?

Business Name \_\_\_\_\_

Business \_\_\_\_\_ Street \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Website URL \_\_\_\_\_

Federal Employer Identification Number (EIN):  
\_\_\_\_\_

What month and year was your business incorporated?  
\_\_\_\_\_

Years in North Stonington: \_\_\_\_\_ Years at Current Location:  
\_\_\_\_\_

2019 Gross Revenue \$ \_\_\_\_\_ 2019 Net Profit/Loss: \$ \_\_\_\_\_

Do you own or rent your business property?  Own  Rent

How is your business structured?  Sole Proprietorship  Partnership  
 Limited Liability (LLC)  C-Corporation  S-Corporation

Type of Business:  Retail Trade  Personal Services  Food Service  
 Professional Services  Educational Services  Manufacturing   
Other \_\_\_\_\_ (Describe):  
\_\_\_\_\_

Briefly Describe Your Business: \_\_\_\_\_

Commented [NR24]: Impact of COVID? How use funds?

Is your business considered a women-owned business:  Yes  No

Is your business a minority-owned business enterprise:  Yes  No

How many employees did your business have on March 15, 2020?

\_\_\_\_\_

How many employees does your business currently have on payroll?

\_\_\_\_\_

**Section 2: Owner Information**

Please list all owners below and percentage of business ownership.

Owner 1 Name \_\_\_\_\_

Owner 1 % Business Ownership: \_\_\_\_\_ Owner 1 SSN:

\_\_\_\_\_

Owner 1 Phone \_\_\_\_\_ Owner 1 E-Mail:

\_\_\_\_\_

*Optional:*

Owner 1 Ethnicity (check one):  Hispanic or Latino  non-Hispanic or Latino

Owner 1 Race (check all that apply):  White/Caucasian  Black/African American  Asian  American Indian/Alaskan Native  Native Hawaiian/Pacific Islander

Owner 2 Name \_\_\_\_\_

Owner 2 % Business Ownership: \_\_\_\_\_ Owner 2 SSN: \_\_\_\_\_

Owner 2 Phone \_\_\_\_\_ Owner 2 E-Mail: \_\_\_\_\_

Commented [NR25]: Make room for all owners.

*Optional:*  
Owner 1 Ethnicity (check one):  Hispanic or Latino  non-Hispanic or Latino  
Owner 1 Race (check all that apply):  White/Caucasian  Black/African American  Asian  American Indian/Alaskan Native  Native Hawaiian/Pacific Islander

**Section 3: Underwriting**

Were you and your business current on all tax obligations to the Internal Revenue Service, the State of Connecticut and the Town of North Stonington as of March 15, 2020? \_\_\_\_\_

Commented [NR26]: Specific date the day of the grant.

Yes  No If no, please explain:

Have you applied for any funding from federal programs such as the Payroll Protection Program (PPP) or SBA Economic Injury Disaster Grant/Loan Program related to the current pandemic and disaster declaration?  Yes  No

Have you been approved or received any funding to date from federal or state relief programs related to the pandemic and disaster declaration?

Yes  No If yes, please provide details as to program and amount:

Please describe the impact of COVID-19 on your business:

Funds requested? \_\_\_\_\_  
How will you use those funds to help your business respond to COVID-19? \_\_\_\_\_

**Commented [CD27]:** Quotes should be requested as part of the application to ensure costs are within the parameters of the grant

**Commented [CD28]:** We need to make sure they are eligible uses. Do you see providing categories/eligible uses prior to submission of applications or after the application has been completed as part of the review process?

Will this assistance help you retain jobs?  Yes  No

**Section 4: Applicant Certification**

I hereby certify that the information contained herein is complete, true and accurate to the best of my knowledge. I further authorize the Town of North Stonington as well as its participating partners to make inquiries as necessary to verify the information contained in this application. The undersigned agrees that any funds provided pursuant to this application will be utilized exclusively for the purpose(s) set forth in this application, as may be amended. I understand that false or misleading statements may result in forfeiture of benefits and criminal prosecution under the laws of this State.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Review Worksheet

Business Name:

\_\_\_\_\_

# FTE: \_\_\_\_\_

North Stonington Business Location?  Yes  No

Business Entity Registered?  Yes  No

\_\_\_\_\_

Commented [NR30]: How is this checked / verified? It should be extremely rare.

Debarment Check Date: \_\_\_\_\_

Results?  No Issues

Commented [NR29]: With Town, State, Feds? Or all three?

Tax Status?  No Issues

Commented [NR31]: How do we verify? Local State and Feds?

Business Net Revenues (2019): \_\_\_\_\_ Less than \$500K:  Yes  No

Commented [NR33]: Is there a specific reason for this number? If greater than does it disqualify the business?

Commented [NR32]: Need more that 2019? 2020, 2021ytd? Can this demonstrate need?

Assistance Received to Date  None  PPP  EIDL  Other

Demonstrate a need?

Make sure all items on required documents is included on the assessment checklist.



**Town of North Stonington**  
Economic Development Commission

July 9, 2020

Dear:

Congratulations! I am pleased to inform you that the Town of North Stonington has awarded your business a Small Business Assistant grant in the amount of \$2,000.

As you know, funding for this program is provided through funding from The United States American Rescue Plan Act. The program is designed to assist small businesses such as yours to prevent, prepare, respond and grow after the coronavirus pandemic.

I have enclosed an electronic copy of a grant assistance agreement for your signature. Please sign and return a copy to this office for execution by the First Selectman as well as a completed Form W-9. You will also be asked to complete a brief electronic survey at the three month anniversary of your grant award.

Commented [NR34]: Or sole proprietorship, EIN?

Again, congratulations. We recognize that these past few months have been especially challenging to our small business community, and we hope that this assistance will help sustain your business, and be a catalyst for growth.

Sincerely,

40 Main St | North Stonington, CT 06359 | (860) 535-2877 | [www.northstoningtonct.gov](http://www.northstoningtonct.gov)

**COVID BUSINESS ASSISTANCE GRANT  
CHECKLIST**

Commented [NR35]: Verify complete list of required documents

- Application
- Tax Return
- Debarment Check
- Tax Status
- Committee Meeting Minutes
- Notice of Decision/Award Letter
- Assistance Agreement
- W-9
- Receipts/Documentation of Expenses
- Voucher/Request for Payment
- Affidavit
- Check/Payment





AFFIDAVIT

I, \_\_\_\_\_, swear, attest, and aver to the following:

- 1) I am over the age of 18 and understand the obligations of an oath.
- 2) I own and operate a business known as \_\_\_\_\_ which is located at \_\_\_\_\_ in North Stonington, CT.
- 3) I applied for and received \$ \_\_\_\_\_ through the SBA Economic Injury Disaster Loan (EIDL) Program and \$ \_\_\_\_\_ through the Paycheck Protection Program (PPP), which I used to cover payroll and other eligible business expenses.
- 4) My business continues to be adversely impacted by the COVID-19 pandemic, and has unmet needs beyond that which was covered under the EIDL and PPP, necessitating my application to the North Stonington COVID-19 Small Business Assistance Program.
- 5) Other than the funding referenced in #3 above, I have received no other financial assistance from other federal or state programs, nor do I have a reasonable expectation of receiving any other assistance.
- 6) I swear that the business expenses for which I have requested reimbursement under the North Stonington COVID-19 Small Business Assistance Program are for a different purpose than that for which assistance was provided under the EIDL or PPP, and does not constitute a duplication of benefits.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This affidavit being dully signed before me on \_\_\_\_\_

\_\_\_\_\_  
Notary Public or  
Commissioner of Superior Court

\_\_\_\_\_  
Date