

TOWN OF STARKSBORO

ARPA ADVISORY COMMITTEE

I. NAME

This body shall be known as the Town of Starksboro American Rescue Plan Act (ARPA) Advisory Committee, herein after known as the “ARPA Committee.”

II. PURPOSE

The purpose of the ARPA Committee shall be to determine appropriate uses for up to \$521,300 of the Town of Starksboro’s ARPA award and make a prioritized list of recommendations to the Selectboard for spending. Final decision on spending will be made by the Selectboard.

III. DURATION

The ARPA Committee shall exist upon formation by the Selectboard in a duly warned meeting until the obligation of all ARPA funds or December 31, 2024, whichever comes first.

IV. DUTIES AND FUNCTIONS

The duties and functions of the ARPA Committee shall include, but not be limited to:

1. Keep apprised of:
 - The ARPA award [Terms and Conditions](#) and [Assurances of Compliance with Civil Rights Requirements](#)
 - Current eligible uses and Treasury's [Compliance and Reporting Guidance](#) document
 - Current timeline of funding for obligation and spending as well as reporting
2. Communicate and collaborate with other Town commissions and committees, as appropriate
3. Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate
4. Develop a plan for completing the Purpose that includes a timeline with milestones and deliverables
5. Employ a solicitation and selection process to vet requests for funding and guide the allocation of funds that will include scoring criteria, proposal and application templates, key dates (information meeting for applicants, application due date, date recommendations will be made to the Selectboard), a point of contact for requests, etc.
6. Communicate with municipal staff/officials regarding the proposal process and collect proposals for town projects
7. Carry out community engagement and stakeholder outreach to invite and collect applications from the public as directed by the Selectboard
8. Gather and review proposals and applications
9. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications

10. Score applications and proposals
11. Prioritize qualified proposals and applications to make recommendations to the Selectboard

V. MEMBERSHIP

1. The ARPA Committee shall have no more than 9 and no less than 5 members
2. All members shall be appointed by the Selectboard; they shall be primary residents of the Town of Starksboro

VI. OFFICERS AND DUTIES

The members shall elect a Chair, a Vice Chair and Clerk for the duration of the ARPA Committee.

VII. MEETINGS

The ARPA Committee is a Town committee and **shall comply with Open Meeting Law (OML)**. The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and **ensuring that all requirements of this law are observed as it relates to the ARPA Committee. The clerk shall post the agenda, take minutes, and submit to the town for posting on the town website and posting locations.**

The meetings shall be conducted in person at the Town Clerk's office and via Zoom.

The ARPA Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time per month.

VIII. PUBLIC PARTICIPATION AND INVOLVEMENT

Public participation and involvement in the Committee's work is a high priority and the Committee is invited to support the Selectboard in presenting ideas and receiving feedback through public forums and educational sessions pertaining to ARPA awards and uses of the funding.