

Started 06/08/2022 5:43 PM
Zoom recording begun

Present: Rob Liotard, Conner Timmons, Carrie Austgen, Laura Nugent, Pete Antos-Ketcham, Mike Shepard, Katie Kuzio

Rebecca's name removed from meeting agenda. In future, we will request select board membership at meetings. Last meeting, motion to adjourn Rob, seconded by Katie.

Katie motion to review meeting minutes of the previous meeting. We will add previous meeting minutes in the agenda going forward. Laura will send a PDF version of the meeting minutes and then members send corrections to Laura.

Minutes for previous meeting were approved. Katie first, Connor second.

Minutes completion process:

Laura will take meeting minutes

Laura will mark them as draft minutes

Laura will submit them to the committee and Rebecca Elder

The meeting minutes will be corrected as needed at the next meeting

Then updated meeting minutes go to Rebecca

1. Katie met with Bristol ARPA Committee. They are only a little bit ahead of Starksboro. Bristol ARPA Committee is focused on community involvement in form of selective forums – focus groups. The focus has primarily been housing and childcare. They submitted a survey to membership and will submit electronically and online. They will hold community engagement meeting including a meal to attract people. Bristol ARPA plans to use large pages for brainstorming in that open meeting. They have also put out suggesting boxes. They are considering a second round of focus groups. ARPA funds can be used for costs to involve the community. Bristol has asked us to share any documents we have already created such as the Matrix created by Corine. They intend to look at ideas of proposals, not specific proposals. This is the selectboard. They do not have a committee in the way Starksboro has. Bristol has reached out to other towns but there isn't much going on yet. The VT League of Cities and Towns has not responded to their request for information. Bristol ARPA has a 5-7 slide show deck on their website that might be worthwhile for this committee to review. It describes the parameters of the project.
2. Timeline: Conor suggests we work backward with the timeline starting with the deadlines for the process. Pete reminded us that we have some due dates within the development of the process to match the selectboard meetings due dates. This is important to give the selectboard ample time to make decisions. The selectboard meets

biweekly. If we complete our work by September 2024, that should give the selectboard time? Jeff, Carrie and Laura were asked to meet with selectboard on June 21 for a brief time. Jeff cannot attend. Katie will attend in his place.

We should inquire if the selectboard has already considered ideas for the use of the funds – what are priorities for the board? We need benchmarks. Should we get ideas and then find the correct person to develop the idea? Is it our role to develop these proposals? Rob spoke to how we might help people develop their ideas to meet criteria. Rob shared the scorecard provided by the selectboard.

Do we want to get an idea of what is important to the community – similar to what Bristol is doing? We can solicit ideas and then full proposals. Would it make sense to get 10 minutes in Town Hall Meeting in March? Use suggestion box? We might also add something to the newsletter. Suggestion boxes could create challenges in sifting information. We might use Google Form survey – both for people outside of the meeting but also set up laptops at the Town Meeting for people to fill in the survey. We might also have ARPA committee members listen and fill out information in the survey. We could use paper surveys. People in some parts of town may not attend the meeting. We could physically canvas some places. We should make a point to include people who are less often asked.

Possible survey locations:

- Town Hall
- School flyer or survey
- Town Office
- Little Free Pantry
- Library
- Hunter Breakfast
- Senior meal
- Congo church
- Trash drop off
- Canvas low-income locations
- Tax roll mailer in the tax document envelope
- Town newsletter
- Mobile Home Parks
- PTO

If approved by the select board, these could be good next steps but must be done early. The survey would be open for ideas but can use categories from selectboard rubric. The town meeting should mark the end of the community involvement broad idea feedback. The ARPA committee needs to define this with the selectboard. Do they want the broad level of community involvement? Even if not all information is used for the ARPA funds, the survey may develop long term planning ideas.

Questions for Selectboard

- Is broad community involvement desired? Are we to use the rubric only?
- What kind of public strategy does the selectboard want to have – passive or assertive outreach? Open meetings sufficient?
- What benchmarks or timelines are we required to meet?
- How much time do we want to give people to create proposals?
- How much time does the selectboard need to review proposals?
- Does the selectboard want to exclude unformed ideas? Do we want to send proposals back to individuals for more information or if a good idea but missing pieces, would we send the proposal forward? Are we to develop the unformed ideas more fully?
- Should we be concerned about the total of funds? Are the committee recommendations limited by the amount of funds or should we send all good ideas to the selectboard even if the total exceeds the total allowable?
- Are we required to vet the cost of the projects proposed? If the project can use multiple funding sources to complete a large project, is it our charge to determine other funding resources or is that the requirement of the people making the proposal?
- How will funds be dispersed?

Certainly, the number of proposals will determine the timeline to some degree. We are unclear about our role and the total scope of the timeline.

December 31, 2024 – contracts must have been established. Funds must be expended by December 31, 2026.

We need to put out a Request For Proposals (RFP) and set a due date – our outreach will include people to submit completed proposals. This requires people to have time, ability to engage and agency. This demonstrates privilege and limits access to many individuals. We could reach out and engage people in the community that can facilitate those who do not have these advantages. Once we get broad ideas, we can group them to develop

VLCT website has ARPA recommendations for focus – 4 broad criteria for outlining eligible uses. We could create focus groups to develop projects.

- Health
- Essential workers
- Government services due to COVID 19
- Necessary investments in water, sewer, or broadband infrastructure

The recommended areas from selectboard is better language for our town residents and can meet the criteria listed by VLCT.

November Vote Meeting rather than March Town Meeting may meet our timeline.

Current suggested timeline:

- Community involvement (?)
- Develop proposal criteria/format
- Advertise/Broadcast RFP with public and media
- Proposal Window Open
- Proposal Deadline
- Review 1st Round
 - Review with selectboard?
- Review 2nd Round
 - Review with selectboard
- Final approval

The selectboard may come back to us to follow up with those who make proposals for more detail, amendment or clarification.

The second monthly meeting could be work time for projects. We believe we can communicate with less than 5 people to create work product.

3. Action Steps:

- Selectboard communication
- Rebecca questions
- Develop/set second meeting or the month – smaller or full committee
- Finalize timeline
- Determine when to report to the committee on progress
- Carrie, Laura and Katie will attend the meeting on June 21, 2022
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4. **Motion to adjourn at 7:30 PM** – Rob first, seconded by Connor

Proposed agenda for July 6, 2022 @ 5:30 PM

Begin

Review and accept previous meeting minutes

Propose discuss additional meetings – 2 times monthly

Review selectboard meeting results

Solidify timeline

Community survey ideas – assuming tasked to do so

Breakout groups for survey development and RFP development (if permitted)