

ARPA Committee Meeting Minutes
July 13, 2022

Present: Jeff Keeney, Rob Liotard, Carrie Austgen, Laura Nugent, Pete Antos-Ketcham, Mike Shepard, Katie Kuzio, Anne Sasso, Rebecca Elder (remote)

Absent: Connor Timmons

Zoom not available. No visitors.

All to order by Chair, Jeff Keeney at 5:40 PM

No community members present – Zoom not available

Minutes approved by committee

Review of Select Board/ARPA Meeting:

All proposals to be provided to board of July 1, 2022. Approved of community outreach. Rebecca will provide committee with any proposals already submitted and any grants that might piggyback with this work. Rebecca will provide a binder to access when needed for the ARPA Advisory Committee. We can meet in smaller groups of 4 or less.

The select board would like the committee to review previous surveys and to try to reach out to the community. The outreach is intended to get the word out but not to aggressively campaign for ideas. The committee will provide information about parameters for submissions to those interested in submitting proposals. The committee has a budget for mailing and front porch forum. We should be present at the primaries as well and post information on the town website. Use of Google Forms can collect data through link on town website, mailer, and front porch forum. This process is to involve the community rather than to obtain proposals. We can begin by asking if people have interest in specific areas. The selection in this area would lead the person to another link asking for more information and contact for more detail.

The ARPA Committee Process:

The survey needs to contain proposal forms as a link for those who want to make submissions. Proposals must express how they benefit the town.

The committee will get the word out and expect proposals to begin submitted in Sept.

Since the selectboard requires 3 bids for projects over \$7000, could we ask the select board to review before applicants obtain 3 separate bids? Initial proposals can come to us with

preliminary “ballpark” figures and then we vet them. Once we approve of the ideas, we require the bids before submitting to the selectboard. We will meet with selectboard quarterly.

Monkton is ranking proposals as easy, medium, hard – not by dollars. There is a range of projects from very basic to more complex. The committee used a score card to rank proposals and submitted the cards to the select board. We believe there are 1 – 3 proposals already submitted to the selectboard. Electricity, pavilion and maybe the library. There could be a purchase proposal for a washer and dryer for laundering roadcrew uniforms.

Our next task is to create a structure for proposals.

Lynn, MA model for proposals include:

Name of proposal
Type of project (from list)
Project Description (in detail)
Relevance to Town (linked to Town Plan)
Estimated timeline
Cost
Contact information

Carrie will create the document and will be reviewed by the committee. Mailers can be created in the town office and send them out. Rebecca has a template to use and access to a bulk mailer. Document will have links to proposal documents and survey. Alternatively, the survey can travel in mailer alone with language saying that if they want to submit a proposal, then there is X place to pick up forms and/or go to a electronic link.

The survey window will be 2 weeks.

The proposals will be reviewed as they come in through August 31, 2022. Decisions about projects will be made after the due date passes.

As the proposals come in, the submitters would come to monthly meetings to present ideas.

Process:

- Community survey – 2-week window – to inform community about ARPA funds, to consider proposals, and to suggest areas of interest. This mailer will include a link for proposal.
- Review Survey information during August 10, 2022 ARPA Committee meeting
- On Sept 1, begin reviewing proposals. Link in newsletter, front porch forum & primaries for Proposals or Pick Up documents at Town Office
- As submissions come in, ARPA Committee with meet with submitters and require revisions. Initial proposals must be submitted by December 31, 2022
- All proposals will be submitted with all amendments by Feb 28, 2023

- After all proposals are in, all proposals will be ranked with quantitative calibrated method, i.e. each member ranks survey which is then averaged.
- All ranked proposals will be submitted to the Selectboard by June 30, 2023.

Lynn MA also has a Google Form for proposal submissions. ARPA committee will use this model for our proposal submission. The categories from the MA form will be amended to reflect our community areas of interest from the listing from the selectboard.

Once all submissions are reviewed and ranked, all selected proposals will be submitted to the selectboard for review.

An important feature is that the project will not create recurring, ongoing costs such as hiring staff or maintenance unless there is a source to fund these future costs. The questions about additional or ongoing funding sources should also be included. A link to the purchasing policy will be included in proposal information/application. Submissions must include reasonable estimates – information about requirement for 3 bids will be provided then as well. Projects of interest will come to an ARPA Committee meeting for presentation and further information.

The ARPA committee may require a site visit if necessary. The committee may also require submissions to provide additional information.

Survey Info:

Starksboro has been awarded ARPA money for the benefit of our community. The committee has been charged to review the applications and submit proposal to the Selectboard. ARPA must be defined. Created by committee with input collected by Kate and Carrie. In addition to categories, an “other” question – hopefully that will give us new information. Ranking categories and “other” as an option as well. Final question will be “Are you interested in submitting an application?” If so, they will find the link to do so. Proposals must be received no later than Sept 1, 2022. An offer to assist filling out the form will be included. All due dates will be in survey form. Name of respondent will be optional.

Kate created form during meeting. She will submit it to all members. Members will provide feedback on form only to Kate by Sunday evening.

Laura will get zoom meeting link from Rebecca for future meetings.

Agenda for next meeting:

Review surveys
Determine how to review proposals

Adjourned: 7:23 PM