

ARPA Advisory Task Force
March 29, 2022
7 pm
Town Hall, Chestertown

Meeting called by:	Kate Van Name	Type of meeting:	2 nd Task Force Meeting
Facilitator:	Kate Van Name	Note taker:	Secretary Andy Goddard

Attendees: Susie Chase, Ted Gallow, Bob Altieri, Charlie Athey, Jamie Williams, Kate Van Name, Scott Boone and Tom Herz, Jr. Owen Bailey, Carolyn Simon Collins

Absent: Sandra Bjork, Bob Miller

Council Members present Tom Herz, Jose Medrano, Tim O'Brien Mayor David Foster

Minutes

Agenda item: Call to Order **Presenter:** Kate Van Name

Discussion:

The meeting was called to order at 7:05 pm by Kate Van Name. Attendees noted above.

Agenda item: Introduction of any committee member not at previous meeting **Presenter:** Kate Van Name

Discussion:

Owen Bailey introduced himself. He is Towns Program Manager for the Eastern Shore Land Conservancy

Agenda item: Approve 3/15/22 minutes **Presenter:** Kate Van Name.

Discussion:

Mr. Athey had one correction to minutes: Page 4, change Mr. Williams to Ms. Williams.
Mr. Gallow moved to approve minutes as edited. Ms. Chase seconded. All approved.

Ms. Van Name commented for the record that the minutes were the nicest she has ever seen.

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Agenda item: Old Business
ARPA Funds- Total allocated to town

Presenter: Kate Van Name

Discussion: Ms. Van Name said that per March 15, 2022, minutes town was awarded \$4.4 million. Asked if everyone agreed with that number. Unanimous agreement.

Agenda item: Old Business
ARPA Funds – Total already spent by town

Presenter: Kate Van Name

Discussion: Mr. Herz stated that the council was still waiting for confirmation on some expenses.

Action Item: Mr. Herz will send total amount spent via email when it is available.

Agenda item: Old Business
ARPA Funds – Total town voted on for projects

Presenter: Kate Van Name

Discussion: Ms. Van Name referred to document distributed to task force titled *ARPA Needs*, see attached, documenting potential town projects, with projected cost of \$4,031,000. Ms. Van Name asked if town council has voted on these projects, and if task force is to make recommendations on allocating balance of funds, totaling \$381,000.

Mr. Herz responded- that the list was generated by an email that was sent to all departments asking about big ticket item needs. He also stated that there was currently no plan on spending the balance; they could use it all for government services. Mr. Herz suggested that the first step for task force was to discuss allocation process, receiving and reviewing RFPs, and then work with town council to determine the allocation split. He said that this may be an ongoing conversation.

Mr. Bailey asked if there were any thoughts on recycling, as Infinity Recycling is closing. Ms. Van Name suggested tabling question and put in different spot on agenda.

Question on whether monies should be set aside for audit and reporting. Mr. Herz said the task force recommendations would most probably be reviewed by town attorney and run by state authority. He will check on the procedure and report back.

Ms. Van Name stated that she thought the best use of the task force is to understand what monies we are working with and can communicate effectively to the community.

Agenda item: Old Business
ARPA Funds- Total balance available for task force allocation

Presenter: Kate Van Name

Discussion: No discussion. Balance not yet available

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Agenda item: New Business
Meeting Schedule,
Duration, Location

Presenter: Kate Van Name

Discussion: Question on whether to reschedule if not enough members for a quorum. Can move item to following meeting. to vote.

Ms. Chase asked, if possible, to have hybrid meetings. Suggested use of Bunting Hall at WAC.

Discussion on setting milestones. Ms. Van Name suggested integrating that with application process.

Schedule: Task force to meet every two weeks, Tuesday at 7 pm

Duration: Target 1 ½ hours (may run longer if needed)

Location: Town Hall, 2nd Floor currently, but may change

Action Item: Tom Herz to check into integrating zoom with live stream at town hall

Agenda Item: New Business
Decision Process

Presenter: Kate Van Name

Discussion: Ms. Van Name suggested that the application and screening processes will be dependent on dollar amount task force is given to allocate. I.e., \$300,000 vs\$2 million.

Mr. Herz stated that town council would like to see comprehensive process outlined by task force and then have discussion about allocation split. He clarified that town would handle infrastructure needs.

Ms. Van Name reviewed Draft of Basic Decision Process.

1. Public submits application
2. Task force screens application to ensure eligibility under federal regulations and guidelines
3. Task force reviews for possibility of force multipliers – other funding opportunities
4. Grantee presentation – may depend on dollar amount requested
5. Project scoring
6. Non-binding recommendation to town council
7. Town council makes decision and resolution
8. Town provides funding

Discussion on Community Guidance:

Ms. Van Name asked whether there should be submission thresholds or limits

Mr. Altieri suggested pie chart with percentages allocated to specific industries

Ms. Chase commented that applicant projects should show sustainability

Ms. Van Name suggested a coalition of associations or non-profits to come up with group proposals to handle issues such as housing assistance, individual economic shortfalls

Action Item: Owen Bailey to research on other jurisdiction processes & common trends.

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Ms. Van Name reviewed details of application

1. Application requirement. Committee agreed no thresholds
2. Screening - 7 categories
3. Impact Analysis Guideline – Ms. Chase suggested embedding Smart Goals in application
4. Force Multiplier Review - ensure that application is aware of all other funding sources A
5. Evaluation Criteria – 15 point system

Discussion:

Ms. Van Name commented that project needs to be focused on Chestertown and not Kent County

Mr. Bailey suggested asking for a Letter of Intent prior to Application

Ms. Chase suggested dividing grants into two tranches, small grants first, then larger.

Ms. Van Name suggested fast tracking some projects

Action Item: Mr. Bailey and Ms. Williams to send Ms. Van Name examples of Letter of Intent

Discussion:

Awards & Contractual agreements. Mayor Foster commented that bullet point “awards are expected to be made by the Town Council consistent with recommendations from the Task Force is inconsistent with discussion on non-binding agreements. Mr. Altieri suggested changing wording to: The Task Force will make recommendations to the Town Council. Town Council will determine grants if any.

Ms. Van Name reviewed Communications/Reporting bubble chart. She suggested it could be posted as dynamic chart on website and updated every two weeks.

Ms. Van Name asked about allotting certain amount of money to each ward.

Ms. Chase moved to revise the process based on recommendations and present for review at next meeting. Mr. Bailey seconded. All approved.

Agenda Item: New Business
Application Process

Presenter: Kate Van Name

Ms. Van Name will share sample applications and letters of intent with task force for review and discussion next meeting

Agenda Item: Requests for public to be recognized

Presenter: Kate Van Name

Nina Fleegle, Chestertown Main Street Director stated that the number one question she has been asked is who will be eligible to apply. Another question: will there be different applications for individuals vs organizations.

Discussion: How to communicate process to public.

Action Item: Add communication process and individual applications to next meeting agenda

Mr. Gallow moved to adjourn the meeting. Mr. Bailey seconded, All Approved. Meeting adjourned 8:41