

ARPA Advisory Task Force
April 12, 2022
7 pm
Town Hall, Chestertown

Meeting called by:	Kate Van Name	Type of meeting:	3 rd Task Force Meeting
Facilitator:	Kate Van Name	Note taker:	Secretary Andy Goddard

Attendees: Ted Gallow, Charlie Athey, Jamie Williams, Kate Van Name, Owen Bailey
Andy Goddard, Sandra Bjork

Absent: Susie Chase, Bob Altieri, Bob Miller, Scott Boone

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

Minutes

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

Discussion:

The meeting was called to order at 7:02 pm by Kate Van Name. Attendees noted above.

Agenda item: Approve 3/29/22 minutes **Presenter:** Kate Van Name.

Discussion:

Ms. Bjork had one correction to minutes: Correct misspelling of her name – no e, and she was not in attendance at 3/39/22 meeting.

Mr. Athey moved to approve minutes as edited. Mr. Bailey seconded. All approved.

Agenda item: Chair's Report: April 4 Mayor & Council Meeting **Presenter:** Kate Van Name

Discussion: Ms. Van Name reported that the Mayor & Council seem very receptive to the task force concerns. Mr. Herz agreed with her assessment. He added that he and the council are working adding some clarity as to what the split would be for ARPA funding recommendations.

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Ms. Van Name commented that she is committed to attending Mayor and Council meetings whenever they would like to hear from task force.

Agenda item: Chair's Report: Pie Chart Visuals

Presenter: Kate Van Name

Discussion: Ms. Van Name discussed potential of using pie chart visuals for communication with public.

Agenda item: Chair's Report
ARPA Funds – Spent/remaining

Presenter: Kate Van Name

Discussion: Committee reviewed ARPA funds document presented by Mr. Herz.
As of 4/1/22 Expenditures totaled \$237,755. ARPA Funds remaining: \$1,968, 493

Agenda item: Old Business
Revised Application Process

Presenter: Kate Van Name

Discussion: Two edits made to application draft:

1. A standard flow chart as added to application: submit application, application is screened, once screening is passed, this is what happens

2. Awards and contractual agreements (third to last page): Sentence was changed to read..."...awards are decided upon and made by the Town Council and Mayor."

Mr. Gallo moved to approve revised application. Ms. Bjork seconded. No discussion. All approved
Discussion about adding letter of intent to application process. Once letter of intent is approved by task force-
project and organization fall with guidelines, application will be sent.
Further discussion on what to include in Letter of intent:

Action Item: Ms. Van Name to revise letter of intent and present for approval at next task force meeting to add to application process

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Agenda Item: Application Guidelines	Presenter: Kate Van Name
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Discussion

Committee discussed minimum dollar amount for grant, application due date, who may apply. Need to cite ARPA criteria and ask which criteria project falls under

- Organizations only, no individuals
- Minimum dollar amount requested \$50,000
- Clear understanding that there may only be one round of application process
- Fill out application. Incomplete applications will be disqualified
- Confirm that they understand this is a competitive process and may not be selected
- Priority will be given to organizations operating within town limits, but those organizations providing services to town residents may also apply
- Applicants may be asked for tax returns from last two years
- Allocations will be provided in the form of grants
- Approved applications or projects may be categorized in three tiers
Tier 1 = shovel ready, Tier 2 = unique deliverables, Tier 3 = discretionary
- SMART Goals included in application

Mr. Bailey Moved to approve application guidelines. Mr. Athey seconded. All approved.

Agenda Item: New Business Application	Presenter: Kate Van Name
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Discussion

Ms. Williams recommended putting sample of application on website so potential applicants can review prior to filing letter of intent.

Action Items: Ms. Van Name to make edits to application and present to task force for approval at next meeting.

Ms. Van Name to create sample application for website- add SAMPLE watermark on pages

Agenda Item: New Business Virtual & Hybrid Meetings	Presenter: Kate Van Name
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Discussion: Ms. Van Name asked that task force recognize Ms. Goddard as co-chair when Ms. Van Name is not physically present.

Ms. Bjork moved to nominate Ms. Goddard as co-chair. Mr. Athey seconded. All approved

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Task force agreed to meet via zoom for April 26 meeting.

Action Item: Mr. Herz to set up zoom meeting

Agenda Item: New Business Meeting Schedule	Presenter: Tom Herz
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Discussion. Mr. Herz suggested that Task Force change schedule to 2nd and 4th Tuesdays instead of every other Tuesday, to coordinate better with Town Council schedule of 1st and 3rd Mondays

Ms. Bjork moved to change meeting schedule to 2nd and 4th Tuesdays. Br Bailey seconded. All approved.

Agenda Item: Requests for public to be recognized

Presenter: Kate Van Name

Nina Fleegle, Chestertown Main Street Director asked that the letter of intent be available to organizations soon.

Ms. Fleegle also asked if there was a ceiling to application funding request, and if matching funds were required. Ms. Van Name responded that an application with matching funds was ranked higher.

Ms. Fleegle also asked if in kind counted as matching.

Ms. Fleegle asked if other state or federal funding can be used as a match or would ARPA guidelines disqualify her for applying for additional funding. Mr. Herz responded that was a question for the ARPA "Office Hours" forum.

Discussion on how to word application, if task force agrees to fund potential project only partially, is applicant able to reduce scope of project.

Ms. Fleegle asked if Main Street would be able to use funding for sub-grants.

Action Item: Mr. Herz to ask about additional state & federal funding and sub grants at ARPA Office Hours

Mr. Gallow moved to adjourn meeting. Mr. Athey seconded. All Approved.

Meeting adjourned 8:30