

ARPA Advisory Task Force
May 10, 2022
7 pm
Town Hall, Chestertown

Meeting called by:	Kate Van Name	Type of meeting:	4 th Task Force Meeting
Facilitator:	Kate Van Name	Note taker:	Secretary Andy Goddard

Attendees: Jamie Williams, Andy Goddard, Ted Gallo, Bob Altieri, Sandra Bjork, Kate Van Name, Susie Chase

Absent: Bob Miller, Myra Butler, Owen Bailey, Scott Boone, Charles Athey

Council Members present Tom Herz

Visitors Present Nina Fleegle, Rachel Carter, Thad Bench, Carolyn Simon Collins

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: Approve 4/12/22 minutes **Presenter:** Kate Van Name.

Discussion: Ms. Bjork moved to approve as presented. Ms. Chase seconded.
 All approved.

Agenda item: Chair's Report
 ARPA Funds **Presenter:** Kate Van Name

Discussion: Mayor & Town Council voted and Allocated 1.8 million out of 4.4 mill- = 40 % for Task Force

<u>Total Allocation to Chestertown</u>	<u>\$4.4M</u>
Allocated to ARPA Task Force	\$1.8M
Total currently recommended/approved	0
<u>Total currently recommended/approved</u>	<u>0</u>
Total balance	\$1.8M

Agenda item: Chair's Report
 Thoughts about missing Task Force members **Presenter:** Kate Van Name

Discussion: Ms. Williams suggested asking Town Council to appoint new Task Force member if member misses 2 or 3 meetings in a row without communication. **Vote on next meeting – put in old business**

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Agenda item: New Business
Open Meetings Act

Presenter: Kate Van Name

Discussion: Ms. Van Name stated that if Task Force wishes to hold a closed meeting, they need at least one person certified and trained in Open Meetings Act. May need closed meeting to discuss confidential info in applications.

Ms. Van Name and Mr. Herz are certified. Ms. Goddard will get certified. Task Force to ask for guidance from Bill Ingersoll, Mayor Foster, town lawyers if committee decides to hold closed session.

Agenda item: Old Business
ARPA Application Process - vote

Presenter: Kate Van Name

Discussion: Mr. Gallo moved to approve process. Mr. Altieri 2nded . No discussion. All approved. Motion passed

Agenda Item:	Old Business Letter of Intent - vote	Presenter	Kate Van Name
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Discussion: Ms. Bjork moved to approve. Ms. Chase 2nded. No discussion. All approved. Motion passed.

Agenda Item:	Old Business Application Form - vote	Presenter	Kate Van Name
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Discussion: Long Form. Mr. Gallo moved to approve. Ms. Bjork 2nded.

Ms. Chase asked what would happen if applicant did not have FED ID/501c3. Entrants to the application process ought to be certified by the state as a for-profit, non-profit, government, or academic organizations and all are invited to apply. If an organization has not received their certificate of good standing before the Letter of Intent due date, letters of intent may be accepted and the expectation is that the organization will be certified before the Application Due Date.

Guidelines to application will be included. All approved. Motion passed

Agenda Item:	New Business ARPA Communication Process	Presenter:	Kate Van Name
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Discussion: Ms. Van Name said that the Website - URL is already established- on town site. The goal is to have it live by next meeting- May 24.

The website will include basic guidelines, the application process, the Letter of Intent- with deadlines & milestone dates, and a sample of the application. An info email will be set up to forward to Ms. Van Name and MS. Goddard. There will also be a section for FAQ.

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Action Item: Ms. Van Name to create FAQ list. Task force members to send recommended questions and answers to her for compilation.

Agenda Item	New Business Schedule of Milestone Dates	Presenter	Kate Van Name
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Discussion:

- Letter of Intent Deadline: June 30, 2022
- Task Force sends applications to qualified applicants: September 1, 2022
- Application Due Date: November 1, 2022
- Recommendations to Council Due Date: February 1, 2023
- All Funds must be allocated by December 31, 2024
- All Funds must be expended by December 31, 2026

Process: Filed applications sent to Ms. Van Name and Ms. Goddard, who then put LOIs in shared google drive folder.

Mr. Altieri moved to approve dates and process. Ms. Chase seconded . All approved. Motion passed unanimously.

Agenda Item	New Business Community Communications	Presenter	Kate Van Name
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Discussion: Discussion on how best to communicate with public ASAP. Chestertown Spy, Kent County News, Tidewater Trader Good News, Town of Chestertown email blast, Kent County Chamber of Commerce email blast, social media.

Action Item: Ms. Van Name to draft press release & send out for edits

Agenda Item	New Business Hybrid Meetings	Presenter	Kate Van Name
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Discussion: Is Town Hall first floor meeting available for hybrid meetings?

Action Item: Ask Mr. Herz to determine availability

Agenda Item	Requests from public to be recognized	Presenter	Kate Van Name
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Discussion: No requests

Ms. Bjork moved to adjourn the meeting. Mr. Altieri seconded, All Approved. Meeting adjourned 8:06