



# TOWN OF OLD SAYBROOK

Office of the Board of Selectmen

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## **AMERICAN RESCUE PLAN ACT (ARPA) AD HOC COMMITTEE MEETING MINUTES HYBRID MEETING**

Tuesday, June 14, 2022

5:00 p.m.

Old Saybrook Town Hall – First-floor Conference Room

To access a recording of this meeting: <https://youtu.be/vETkrOnRz2A>

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### **I. CALL TO ORDER**

The meeting was called to order at 5:04 p.m. by the chair, Mr. Carlson.

Members Present: Bruce Carlson (Chair), Kacie Hand, Judy Sullivan and Brad Thorpe.

Members Absent: Susan Esty (Vice-chair), Maureen Zavatone (Secretary), Kristen Roberts, Elizabeth McEvily.

Others Present: Carl Fortuna, Matthew Pugliese, Jennifer Donahue, Elizabeth Steffen, Tom Stevenson and Claudia Way.

### **II. COMMENTS FROM THE PUBLIC**

There were no comments from the public.

### **III. APPROVAL OF MINUTES**

The minutes from the May 24, 2022 meeting were reviewed. A **MOTION** was made by Mr. Thorpe and seconded by Ms. Hand to accept the minutes as submitted; the motion passed unanimously.

### **IV. OLD BUSINESS**

Mr. Carlson reviewed that process that led up to the drafting of the cover letter and application noting that the framework came from examples from other towns. Committee members discussed how the applications would be reviewed and approved and whether applicants would be required to provide verification or be taken at their word.

Changes to the application and cover letter were discussed as well as the process for submission. Additional suggestions included making the application process very clear, using a pdf with character limitations for answers, adding a signature line to include the date and title, and asking applicants if they are current on their tax filings. Online submission is preferable but paper applications will be accepted. A dedicated email address and a way to submit applications through the website in a webform were

discussed. Additional comments were received in hard copy from Kristin Roberts and Lee Ann Palladino who were not present. It was agreed that the modified forms would be sent out for final approval and email ratification by the committee with formal ratification at the June 28 meeting.

Those groups who have previously expressed interest in funding *and* whose funding needs have been identified as more time-sensitive, should be sent applications as soon as the revised version is approved with the goal of having submissions by the June 28 meeting for review and possible approval.

Committee members asked for a finalized copy of the criteria and priorities for approval to use when considering applications.

Ways to publicize the application process were discussed including: *Harbor News* and other news publications, Chamber of Commerce, EDC listservs, town website listserv, electronic sign, library, town boards & commissions, COVID emergency management listserv, town department contact lists. A deadline of September 1 or 15 was suggested.

#### **V. NEW BUSINESS**

Mr. Fortuna reported that those who have received money already or receive it in the future will be asked to sign an agreement letter showing that they agree to use the money for the purpose they have requested it for. These letters will be part of the town's audit file related to the spending of the ARPA funding.

Frequency of meetings was discussed for the summer and during the interim while applications are being received. Suggestions include meetings once a month in July and August for 1.5 hours instead of twice a month for 1 hour or having a small working group to categorize applications as they come in to keep things organized. It was agreed that committee members would be polled to decide the best option.

#### **VI. COMMENTS FROM THE COMMITTEE**

There were no additional comments from committee members.

#### **VII. ADJOURNMENT**

Mr. Thorpe made a **MOTION** to adjourn at 5:52 p.m. Ms. Sullivan seconded the motion and it passed unanimously.

*The next meeting of the committee will be held on Tuesday, June 28, 2022 at 5:00 p.m. in the Town Hall first-floor conference room.*

Respectfully submitted,  
Jennifer Donahue