



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, July 12, 2022

5:00 p.m.

Old Saybrook Town Hall – First-floor Conference Room

To access a recording of this meeting: <https://youtu.be/JINpLV-fxX4>

I. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by the chair, Mr. Carlson.

Members Present:, Bruce Carlson (Chair), Susan Esty (Vice-chair), Maureen Zavatone (Secretary), Kristen Roberts, Elizabeth McEvily, Kacie Hand, Judy Sullivan and Brad Thorpe.

Others Present: Carl Fortuna, Matthew Pugliese, Jennifer Donahue, Elizabeth Steffen.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF MINUTES

The minutes from the June 28, 2022 meeting were reviewed. A **MOTION** was made by Mr. Thorpe and seconded by Ms. McEvily to accept the minutes as submitted; the motion passed unanimously with Mr. Carlson abstaining.

IV. OLD BUSINESS

The guidelines were again reviewed and discussed. Committee members generally agreed that they are not meant to be inclusive of all criteria, simply meant to provide clarification and to ensure that considerations are not overlooked.

V. NEW BUSINESS

No questions had come in to be considered for addition to the FAQs. Ms. Sullivan reported that she has had no comments from businesses regarding confusion about how to complete the form for a reimbursement versus a project. Committee members discussed adding recovery/project to many of the categories in the application to be more encompassing of those who desire reimbursement for Covid losses versus those who are making a project proposal.

Mr. Carlson discussed how the committee might proceed over the next couple of months while applications come in. He suggested meeting in two weeks and in the second week in August to go over any applications received and to ask questions about them. If no applications come in during that time, the meetings can be skipped. He suggested skipping the August 23rd meeting as availability of committee members was not good on that date. Mr. Carlson also suggested prioritizing the applications as they come in by dividing them into “buckets” and then reviewing if there would be any funding leftover after recommending projects in “bucket 1” before moving on to any remaining “buckets.” Members agreed to this plan.

Ms. McEvily suggested setting up a Google drive where all of the applications could be posted for committee members to have access to and for members to be able to pick up hard copies at the Town Hall if they wished. Ms. Donahue will investigate what capabilities the town has to provide a shared drive. Hard copies can be made available.

Committee members asked if those receiving funding would be required to fill out any documentation or to have project follow-up. Mr. Fortuna will distribute a copy of the letter that funding recipients will have to sign. Follow-ups and review would be required on a case-by-case basis.

Ms. Donahue reminded committee members that there are still two applications pending through Social Services. Mr. Carlson noted that he is awaiting some further clarification from YFS regarding one of these, specifically if the amount necessary for the summer food program can be broken out, and Ms. Roberts and Ms. Zavatone noted that OS Cares is able to help some individual families though not able to donate directly to Social Services. Ms. Steffen was asked to bring the senior center gazebo plan to Land Use to find out if there would be any issues placing it in the site chosen. She agreed to do this.

VI. COMMENTS FROM THE COMMITTEE

Ms. Esty thanked the committee for working with her at the last meeting. Mr. Fortuna thanked Mr. Carlson, Ms. Donahue and committee members for their work.

VII. ADJOURNMENT

Mr. Thorpe made a **MOTION** to adjourn at 5:34 p.m. Ms. Esty seconded the motion and it passed unanimously.

The next meeting of the committee will be held on Tuesday, July 26, 2022 at 5:00 p.m. in the Town Hall first-floor conference room.

Respectfully submitted,

Jennifer Donahue