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*By Darlene Brady at 11:14 am, Apr 18, 2022*

# TOWN OF KENT

## ARPA Needs Assessment Committee

Regular Meeting Minutes  
Wednesday, April 13, 2022 @ 4:30 pm

**Members in attendance:**

Connie Manes

Joe Agli

Patricia Oris

Glenn Sanchez

Barbara Herbst

**Absent:**

Craig Bibb

Ruth Epstein

No members of the public were in attendance:

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1. The meeting was called to order at 4:33 pm
  2. The agenda for the meeting was approved on a motion made by Barbara Herbst and seconded by Glenn Sanchez.
  3. The minutes from the March 30th meeting were approved on a motion made by Barbara Herbst and seconded by Glenn Sanchez
  4. Barbara Herbst reported that she has 2 additional ARPA funds requests to add to our comprehensive excel chart of requests
  5. Connie Manes suggested that a letter be submitted to the Board of Selectmen stating that the ARPA Needs Assessment Committee will not be ready to present their final report to the on April 21st as previously agreed, and that the Needs Assessment Committee should request a special meeting with the BoS for our final presentation. All members agreed.
  6. Discussion ensued about how much of the ARPA funds should be allocated to these 6 categories: Individuals, Businesses, Non-profits, Municipal, Infrastructure, KVFD. No agreement was reached, but individual committee members made recommendations. Some members are in favor of averaging all committee members' recommendations to derive amounts.
  7. Patricia Oris commented that to recommend broad category amounts and application procedures for each category only does not allow the committee to make informed recommendations based on all the information the Needs Assessment Committee gleaned from the survey, focus groups and 1-on-1 interviews, and would be a disappointment to the BoS and the public in her view.

8. Barbara Herbst suggested a compromise approach, which Patricia Oris endorsed but no agreement was reached:
  - Individuals -- an amount and applications,
  - Businesses -- an amount and applications
  - Non-profits -- a hybrid; some specific recommendations and some funds for later/additional applications
  - Municipal – specific recommendations
  - Infrastructure – specific recommendations
  - KVFD – specific recommendations
9. The meeting was adjourned at 5:45 pm
10. The next meeting of the ARPA Needs Assessment Committee will be held on Wednesday, April 20th at 4:30 pm.
11. All members were asked to bring a list of specific recommendations for ARPA fund disbursement to the next meeting.

These are draft minutes. Corrections may be made by the Committee at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

***ARPA Assessment Committee charge: to conduct a needs assessment to make recommendations to the BoS on potential uses for the ARPA funds.***

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