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By Darlene Brady at 10:06 am, Mar 21, 2022

TOWN OF KENT

ARPA Needs Assessment Committee

Regular Meeting Minutes
Wednesday, March 16, 2022 @ 4:30 pm

Members in attendance:

Connie Manes
Joe Agli
Patricia Oris
Glenn Sanchez
Ruth Epstein
Barbara Herbst

Guests and members of the public in attendance:
none

Absent: Craig Bibb

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1. The meeting was called to order at 4:34 pm
 2. The agenda for the meeting was approved on a motion made by Barbara Herbst and seconded by Glenn Sanchez.
 3. Patricia Oris did not submit the minutes for the March 9th meeting yet, so no motion was made.
 4. The planned Focus Group with Residents and Parents did not occur on March 12th as planned because of problems with the Zoom set up. The session was rescheduled for Friday, March 18th at 1:00 pm with Connie Manes as facilitator and Melissa Cherniske as note taker.
 5. The Social Services Focus Group did occur as planned with Ruth Epstein as facilitator and Athenaide Dallett as note takers. The meeting went very well and Athenaide has submitted notes for the session to the ARPA Needs Assessment Committee.
 6. The Non-Profit Focus Group occurred as planned with Patricia Oris as facilitator and Darlene Brady as note taker. The session was interrupted briefly because of a storm-related power outage. The meeting was able to conclude and it was productive. Darlene Brady will submit her notes to the ARPA Needs Assessment Committee shortly.
 7. The committee expressed their gratitude and appreciation to Athenaide Dallett, Darlene Brady and Melissa Cherniske for kindly agreeing to take notes at our focus groups.
 8. Barbara Herbst has created a spread sheet of all those who have requested ARPA funds. She will continue to work on populating it with all requests including those requests made at recent COG meetings. She will also add specific dollar amounts requested.
 9. Barbara Herbst informed the committee that she no longer has access to our Needs Assessment Survey (Survey Monkey), and will request access from the First Selectman again.
 10. The committee decided that our report and recommendations to the Board of Selectmen and Board of Finance will address both of the Federal Government's ARPA disbursements to the town of Kent.

11. The committee discussed the possibility of recommending or including an ARPA funds application in our report to the Board of Selectmen and Board of Finance. This makes sense from an organizational and accounting point of view. Patricia Oris expressed the view that this would prolong the ARPA fund distribution process for a potentially long and indeterminate period, and that if an application process was to be included, it should have begun at the start of the Needs Assessment Committee's work not at the end. Discussion on this point to continue.
12. Joe Agli will share the application forms that other towns in the region are utilizing.
13. Barbara Herbst reported that the Federal government has prepared a formula for determining how to disburse "premium pay" to front-line workers.
14. At the next meeting of the ARPA Committee we will discuss an outline for our final report as drafted by Connie Manes and begin discussion of specific recommendations.
15. The next meeting of the ARPA Needs Assessment Committee will be on Wednesday, March 23rd
16. The meeting was adjourned at 5:38 pm

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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