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By Darlene Brady at 10:05 am, Mar 21, 2022

TOWN OF KENT

ARPA Needs Assessment Committee

Regular Meeting Minutes
Wednesday, March 9, 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:

John Grant

Absent: Craig Bibb

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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 Connie Manes and seconded by Patricia Oris.
 3. The minutes for the meeting held on March 2nd were approved on a motion was made by Connie Manes and seconded by Joe Agli.
 4. A motion was made by Ruth Epstein to officially end the ARPA Needs Assessment Survey at the end of March 2022. Connie Manes seconded the motion. All voted to approve.
 5. Connie Manes informed us that the Kent Town Clerk alerted the Committee to her understanding of FOIA rules and town ordinances that meant that 2 members of the ARPA Needs assessment Committee could not attend our planned focus groups without the need for a 48-hour warning of the meeting, public invitation to the focus groups and recordings of the focus groups.
 6. The Committee agreed that recording the focus-group conversations and public attendance were contrary to focus-group best practices and would hamper the Committee's ability to have frank and open discussions with focus group attendees.
 7. Plan B was developed whereby the committee agreed to seek outside community members to act as note takers during the focus groups. Patricia Oris was able to secure the help of Athenaide Dallett, who acted as zoom manager and note taker for Ruth Epstein's Social Services Focus Group. Darlene Brady offered to take notes at Patricia Oris' Non-Profit Focus Group. Patricia Oris secured the help of Melissa Cherniske to act as note taker for Connie Manes' Residents and Parents Focus Group.
 8. Only 5 people signed up to participate in the Residents and Parents Focus Group, which will be held as planned despite the low response to invitations.
 9. Only 4 local retailers, service providers or restaurants signed up to participate in focus groups, so the committee decided to interview these 4 individually rather than form another focus group. Glenn Sanchez will interview David Birnbaum the proprietor of Kent Brewery. Barbara Herbst will

interview Elissa Potts at the Fife and Drum. Connie Manes will interview Wanessa Anderson, owner of Rhythm Fitness, and Patricia Oris will interview Fatima Astudillo, owner of Lore Nails.

10. The Committee reviewed the draft Focus Group script prepared by Patricia Oris. Ruth felt the first ice-breaker question was unnecessary for her Social Services Group. Other than Ruth's suggestion, the draft script was approved as submitted.
11. Barbara Herbst agreed to call Ted Hennick, a FOIA consultant, to determine if the Town Clerk's assessment regarding our Focus Groups was correct. Barbara later determined that FOIA rules did not apply to our focus groups, but to avoid further confusion, Connie Manes chose to stick with our Plan B described in these notes.
12. The meeting was adjourned at 5:26 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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