

# TOWN OF KENT

## ARPA Assessment Committee

Minutes of the Special Meeting held on October 13, 2021

Present

Regular Members
Y Connie Manes, Chair
Y Jean Speck, First Selectman
Y Barbara Herbst - Treasurer
Y Matthew Starr, Member
N Patricia Oris, Recording Secretary
Y Joseph Agli, Member

Others

None

**RECEIVED**

*By Darlene Brady at 9:17 am, Oct 20, 2021*

#1 Call to Order

4:31 PM

# 2 - Accept Agenda

Joe Agli made a motion to approve the Agenda subsequent to a modification of adding "Letter to Municipal Boards" under New Business. Matt Starr seconded the motion. Motion passed unanimously.

# 3 - Approval of Minutes

Barbara Herbst moved to approve the Minutes from the 10/6/21 meeting as presented. Jean speck seconded the motion. Motion passed unanimously.

# 4 - Public Comment

None

# 5 - Old Business

a) ***Environmental Scan***

The topic of the Environmental Scan was discussed. Joseph Agli did not have any additional information to add to the existing document. Matthew Starr reported that he has done some research and noted that a general complaint he has read is that information gathering does not include all the people that may want to contribute and suggested that we add community meeting for information gathering. A brief discussion also covered the process being used by the Town of Sharon and the use of a dedicated website for ARPA information.

b) ***Survey Development***

Jean Speck shared the survey document that she had prepared. It was decided that members of the group needed to review that document and make comments and suggestions before the next meeting by using the comments function in word document.

c) ***Focus Group Planning***

A general discussion ensued, covered the following topics and produced the following general consensus.

- |  |                         |
|--|-------------------------|
| I) Is hosting Focus Groups feasible?                 | <u><b>Yes</b></u>       |
| II) Is five groups too many?                         | <u><b>No</b></u>        |
| III) How are they recorded, are they subject to FOI? | <u><b>No</b></u>        |
| IV) Size of each focus group.                        | <u><b>5-10</b></u>      |
| V) Location of focus group meetings                  | <u><b>Town Hall</b></u> |
| VI) When / Timeframe for completion                  |                         |

Item VI was discussed at length. Because of the Survey timeline, the holiday season and availability of participants, it was the general consensus of the committee that the Focus Groups would take place in January, after the results of the Survey can be compiled.

- VII) Inviting participants to keep each group centered on their particular topic **Yes**

# 6 - New Business

a) ***Letter of Municipal Boards***

Joseph Agli would like to release a letter to all Municipal Boards to request their input regarding their observations of Kent's infrastructure needs. This topic was discussed in general.

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# ARPA Assessment Committee

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Joseph Agli moved to approve the creation of a letter to be sent to  
Municipal Boards  
Matt Starr seconded the motion.  
Motion passed unanimously.

## # 7 - Next Steps

- I) All members are to review the draft Survey and contribute comments.
- II) Joseph Agli will create a draft of a letter to be released to all Municipal Boards.

## # 8 - Adjourn

5:41 PM

Submitted:

Barbara E. Herbst  
Treasurer, Town of Kent