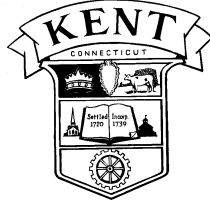


**RECEIVED**

*By Darlene Brady at 3:50 pm, Nov 08, 2021*



# TOWN OF KENT

ARPA Assessment Committee

Special Meeting Minutes

Wednesday, October 20, 2021 @ 4:30p

Members in attendance:

**Joe Agli**  
**Barbara Herbst**  
**Connie Manes**  
**Patricia Oris**  
**Jean Speck**

Guests and members of the public in attendance:

- 
1. Call to order: Connie Manes called the meeting to order at 4:38 pm
  2. Accept Agenda: Patricia Oris asked for the addition of Agenda item 7a - proposal to reduce meeting schedule to 2x monthly instead of weekly. Following a motion by [] seconded by [], the agenda as amended was approved.
  3. Approve Minutes – October 13, 2021: Following a motion by [] seconded by [], the minutes of the October 13, 2021 meeting were approved.
  4. Public Comment: None
  5. Old Business:
    - A. Environmental Scan – Joe Agli has added to the environmental scan in the Drive.
    - B. Survey Development - Jean Speck is drafting the survey with comments from all committee members. Jean will draft an introduction to the survey and add it to Google Drive for committee members to review. This should include a line about confidentiality.

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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Data collected as a result of the survey will be reported to us in a variety of ways including graphically with charts.

Agreed changes include: Before questions #6 and #7, add a line identifying a time frame for reported financial impact, i.e.: March 2020 to current time. Add a line to question #7 that asks for estimated financial impact, both losses and additional expenses. Barbara Herbst will add more lines to question #8. Question #8 should be divided into 2 questions (#8 & #9), i.e.: Were you aware of COVID relief programs, and Did you receive COVID relief funds.

Based on all comments received during the meeting, Jean will finalize the survey for presentation at the October 27<sup>th</sup> meeting of the ARPA Needs Assessment Committee. The final version should be added to Google Drive in advance of the meeting.

Connie Manes asked Patricia Oris to design a 4"x6" postcard that will be mailed to all Kent residents asking them to complete our survey (and participate in focus groups). Patricia agreed and will present proposed design at next ARPA Assessment Committee meeting on October 27<sup>th</sup>. Jean Speck will supply Patricia with a QR code to include on the postcards. Postage for postcards will be \$0.40.

- C. Focus Group Planning - Patricia Oris brought up the issue of holding in-person focus groups with unvaccinated individuals. It was decided by the group that all in-person focus group participants must show proof of vaccination. A special zoom focus group will be arranged for unvaccinated participants. Barbara Herbst uploaded a list of all Kent businesses to Google Drive for everyone's review.
- D. Letter to Town Commissions/Departments – Joe Agli drafted a letter which was added to the Drive this afternoon. Committee members will review for next week's meeting.

- 6. New Business: None.
- 7. Next steps for next meeting(s): It was determined that the schedule of meetings for the ARPA Needs Assessment Committee would be weekly until the Survey has been completed and distributed to Kent Residents. At that point, it may be possible to reduce our meeting schedule.
- 8. Adjourn: There being no further business to discuss, the meeting was adjourned at 5:45pm.

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