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By Darlene Brady at 8:30 am, Sep 16, 2021

MEETING MINUTES:

ARPA Needs Assessment Committee
September 8, 2021

The meeting was called to order at 4:31 pm

Attendees:

Jean Speck
Barbara Herbst
Joe Agli
Patricia Oris

Absent:

Matt Starr
Connie Manes

Jean Speck shared an outline for use by the Needs Assessment Committee in planning and tracking our work. All agreed the outline was very helpful and subsequent discussions were based on the points detailed in the outline:

1. Define the goals of the Needs Assessment Committee
2. Define how collected data and information will be used
3. Determine the assessment timeline
4. Determine the roles and responsibilities of Needs Assessment Committee members
5. Assign tasks to committee members based on skills and available resources
6. Identify how decisions will be made
7. Select a method or tools for conducting the needs assessment

The goal of the Needs Assessment Committee was defined as:

To prepare a comprehensive report detailing our needs assessment findings, as well as a set of general conclusions and recommendations, for delivery to Kent's Board of Selectmen and Board of Finance.

How collected data will be used by the committee:

To provide thorough, up-to-date and accurate data to Kent's policy makers so they can make the most informed decisions about how to disburse ARPA funds.

Assessment timeline:

Initial needs-assessment survey published by the end of September 2021
Comprehensive report and recommendations delivered to Kent's Board of Selectmen and Board of Finance in January 2022

In the absence of some committee members, we did not determine roles and responsibilities, assign tasks, or determine how committee decisions would be made.

The methods and tools for conducting our needs assessment :

- 1.) Two surveys (via Survey Monkey). One directed to taxpayers in the Kent. The other directed to business owners in Kent.
- 2.) A series of focus groups with key stakeholders. These could include: taxpayers, retail and restaurant owners, service providers (accountants, insurance agents, wellness practitioners, etc.), non-profit organizations, parents of school-aged children, seniors.

The next meeting of the Needs Assessment Committee was scheduled for Wednesday, September 15th at 4:30 pm. *Note: this meeting has since been cancelled and a new date has not been scheduled.*

The meeting was adjourned at 5:13 pm