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*By Darlene Brady at 9:31 am, Oct 12, 2021*

# TOWN OF KENT

ARPA Assessment Committee

Special Meeting Minutes

Wednesday, October 06, 2021 @ 4:30p

Members in attendance:

Joe Agli  
Barbara Herbst  
Connie Manes  
Patricia Oris  
Jean Speck

Guests and members of the public in attendance:

None

Absent: Matt Starr

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1. Call to order:

Connie Manes called the meeting to order at 4:30 pm.

2. Accept Agenda:

A motion was proposed and seconded to accept the agenda as distributed prior to the meeting, and was passed by unanimous vote.

3. Approve Minutes – September 29, 2021 Meeting:

A motion was proposed and seconded to approve the minutes as distributed prior to the meeting, and was passed by unanimous vote.

4. Public Comment: None

5. Committee sharing of documents/document repository (BH)

The group discussed the use of Google Drive for sharing and storing of documents. Connie Manes will set up an offline meeting with Joe Agli to walk him through the steps of Google Drive.

6. Old Business (written reports with any discussion items noted)

a. Environmental Scan (JA)

Joe Agli submitted an “environmental scan” of how nearby towns are determining their ARPA fund disbursements. Woodbury, CT’s approach seems to be the closest to Kent’s. Going forward, Joe Agli will continue to keep his eye on what other towns in CT are doing on the ARPA front and update the “environmental scan” accordingly. The committee will seek information from the Planning & Zoning Commission on the results of their “Future of Kent” survey for the POCD update. This information may be useful in the development the Needs Assessment Committee’s survey.

b. ARPA spending tracker

c. Survey Development

Jean Speck will have primary responsibility for the development of survey questions. The committee agreed that the survey should include no more than 8 – 10 questions. The first draft of survey questions should be distributed to the Committee by Monday, October 11<sup>th</sup> in a word document for discussion at the next meeting on October 13<sup>th</sup>. The Needs Assessment Committee will not delve deeply into issues involving education, broadband and infrastructure as these areas are being addressed by separate committees, and have separate sources of funding support.

7. New Business – Focus group planning:

The Committee began discussions of Focus Groups as a means of gathering information from groups of important Kent stakeholders. It was determined that we will do a total of 5 focus groups:

- Taxpaying residents
- Retail and restaurant owners
- Service business owners, i.e.: accountants, insurance agents, yoga and other health and well-being practitioner, etc.
- Non-profit organizations
- Social services providers and clientele (if appropriate)

Patricia Oris will prepare a proposed plan and choreography for the Focus Groups to the Needs Assessment Committee in advance of the next meeting on October 13<sup>th</sup>.

8. Next steps for next meeting(s): As reported above.

9. Adjourn: There being no further business to discuss, the meeting was adjourned at 5:48 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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