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By Darlene Brady at 1:50 pm, Dec 15, 2021

TOWN OF KENT

ARPA Needs Assessment Committee

Special Meeting Minutes | Wednesday, December 08, 2021 @ 4:30p

Members in attendance: Joe Agli, Connie Manes, Jean Speck,

1. **Call to order:** Meeting called to order at 4:35p
2. **Acceptance Agenda:** MOTION to accept the agenda made by Joe Agli/2nd by Jean Speck. All voted in favor.
3. **Approve minutes – November 17, 2021 meeting:** MOTION to accept the minutes as submitted made by Jean Speck/2nd by Joe Agli. All voted in favor.
4. **Public comment:** none.
5. **Old Business (written reports with any discussion items noted)**
 - a) **Environmental Scan:** Connie updated the committee on New Milford's progress and they are continuing forward with allocating their funding, with some focus on emergency services apparatus. Joe provided information on the community forum held in Sharon by their ARPA committee. Their survey had just over 50 respondents.
 - b) **Focus Group planning:** Discussion of the Focus Group Work Plan document.
 - c) **Check in (not discussion): Survey and Letter to Town Boards/Commissions:** Jean reported there were 115 responses to date on the Kent survey; discussion of different ways to continue to reach as many segments of the population as possible, and there was consensus to stop by village businesses, drop-off postcards and encourage businesses and their employees to complete the survey and answer any questions they may have. Joe offered to handle this task.
6. **New Business**
 - a) **Communications Plan:** There was mention of the press release and will be discussed at the next meeting. Discussion about funding eligibility and The CT Conference of Municipalities which has resources available to municipalities.
7. **Next steps for next meeting(s):**
 - a) Connie will attend next Chamber of Commerce meeting to encourage participation in the survey and answer any questions for the membership
 - b) Joe will drop off postcards at local businesses
 - c) Jean will have preliminary survey results
 - d) Connie will update the Focus Group Work Plan
8. **Adjourn** at 5:28p

NEXT MEETING: Wednesday, December 15th at 4:30p

Respectfully submitted by:

Jean C. Speck

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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Please note: these are DRAFT minutes and the Committee may make corrections at a subsequent meeting. Always refer to subsequent meeting minutes for possible corrections and approval of these minutes.