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By Darlene Brady at 10:32 am, Oct 04, 2021

TOWN OF KENT

ARPA Assessment Committee

Special Meeting Minutes
Wednesday, September 29, 2021 @ 4:30p

Members in attendance:

Joe Agli
Barbara Herbst
Connie Manes
Patricia Oris
Jean Speck
Matt Starr

Guests and members of the public in attendance:

Lynn Harrington

-
1. **Call to order:** Meeting called to order at 4:35p
 2. **Public comment:** J. Agli shared the process the town of Litchfield has been following for that town's funding.
 3. **Appoint committee chair, secretary:**
MOTION made by B. Herbst/2nd by M. Starr | *to nominate Connie Manes as committee chair.*
yays: J. Agli, B. Herbst, C. Manes, P. Oris, J. Speck, M. Starr
nays: none
note: meeting turned over to Chair Manes.
MOTION made by B. Herbst/2nd by M. Starr | *to nominate Patricia Oris as committee secretary.*
yays: J. Agli, B. Herbst, C. Manes, P. Oris, J. Speck, M. Starr
nays: none
 4. **Development of survey questions and revised timeline:**
 - Discussion of creating two separate surveys vs. one survey with two paths, one for residents and one for businesses.
 - Consensus agreed to populate draft questions in a Word document
 - Discussion of what surveys the member towns in the Northwest Hills Council of Governments (NHCOG) are producing.
 - Consensus to use Google Drive as a document repository.
 - Discussion of addressing in the survey questions how teens and children have been affected by the pandemic.
 - Timeline Goals:
 - publish surveys to the public by November 1

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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- surveys to be open to collect responses for four weeks
- submit report to BoS and BoF at their regular January 2022 meetings

5. Next steps/action items for next meeting:

- B. Herbst – work with J. Speck on creating document repository and information sharing system.
- J. Speck – reach out to NHCOC member towns to obtain examples of any surveys member towns are producing (it was noted that Southbury is doing a survey and we could look at their questions as well).
- M. Starr – research and bring back 2-3 model surveys and information from the national level providing helpful guidance to our survey development.
- J. Agli – research and tabulate on an ongoing basis how our surrounding NW CT towns are approaching the process of allocating ARPA funds so that we may learn from and borrow best practices as appropriate, as well as share in the final report.

6. Adjourn:

MOTION made by B. Herbst/2nd by M. Starr | *to adjourn meeting at 5:47p.*

yays: J. Agli, B. Herbst, C. Manes, P. Oris, J. Speck, M. Starr

nays: none

NEXT MEETING: Wednesday October 6th @ 4:30p

Respectfully submitted by:

Jean C. Speck