



RECEIVED

By Darlene Brady at 8:24 am, Nov 12, 2021

TOWN OF KENT

ARPA Needs Assessment Committee

Special Meeting Minutes
Wednesday, November 3, 2021 @ 4:30p

Members in attendance:

Connie Manes

Jean Speck

Barbara Herbst

Joe Agli

Patricia Oris

Guests and members of the public in attendance:

None

-
1. The meeting was called to order at 4:39 pm
 2. A motion to approve the agenda for the meeting was made by Barbara Herbst and seconded by Patricia Oris. All voted to approve the agenda as submitted
 3. A motion to approve the minutes from the October 27th meeting was made by Barbara Herbst and seconded by Joe Agli. All voted to approve the minutes from the October 27, 2021 meeting.
 4. Discussion about the town survey resulted in the following:
 - Removal of the phrase 'prefer not to say' to question about Kent residency
 - Addition of the phrase 'prefer not to say' to questions about age range and ethnicity (even those these 2 question are not mandatory)
 - We will include a survey question about an upgrade in town hall technology
 - We will include a survey question about the KVFD
 - Our goal is for the survey to be finalized and sent out via email to all Kent residents by the Friday, November 5th or Saturday, November 6th
 5. Discussion about postcards resulted in the following:
 - Correct email address to use when signing up for focus groups is arpa@townofkentct.org
 - The earth-toned postcard design was finally approved
 - Patricia Oris will add a line about hard-copy surveys available at the Kent Memorial Library
 - Jean Speck will add the survey link and EDDM indicia etc. to postcard design
 - Patricia Oris will get the postcard printed
 - Connie Manes made a motion to approve a maximum expenditure of \$1000 dollars for the printing and mailing of the postcard. Barbara Herbst seconded the motion. All approved.

6. Discussion about Focus Groups resulted in the following:
 - All focus groups will be scheduled for Saturday, January 22, 2022
 - We will run 2 focus groups simultaneously. Each will take 1.5 hours. It will take a total of 4.5 hours to complete all 5 in-person focus groups and 1 additional zoom focus group.
7. Joe Agli submitted a revised letter to all board and commission chairs asking them to promote the survey to members. The letter was approved by the committee.
8. The next meeting of the ARPA Needs Assessment Committee will be held on Wednesday, November 17th at 4:30 pm
9. The meeting was adjourned at 5:42 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.*

This institution is an equal opportunity provider and employer
41 Kent Green Boulevard, P.O. Box 678, Kent, CT 06757-0678
Phone: (860) 927-4627 Fax: (860) 927-www.town

