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*By Darlene Brady at 11:15 am, Jun 01, 2022*

# TOWN OF KENT

## ARPA Needs Assessment Committee

Regular Meeting Minutes  
Wednesday, May 18, 2022 @ 4:30 pm

Members in attendance:

Connie Manes  
Joe Agli  
Patricia Oris  
Glenn Sanchez  
Barbara Herbst  
Ruth Epstein

No members of the public were in attendance

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1. The meeting was called to order at 4:38 pm
  2. The agenda for the meeting was approved on a motion made by Ruth Epstein and seconded by Glenn Sanchez.
  3. The minutes from the May 11th meeting were approved on a motion made by Ruth Epstein and seconded by Glenn Sanchez.
  4. Barbara Herbst submitted her first draft of the ARPA Compliance section of our final report to the Board of Selectmen, as well as sample applications and grant agreements. Committee members reviewed these drafts and suggested modifications, which Barbara will implement as appropriate.
  5. Connie Manes will complete a first draft of the Methodology section of the report by our next scheduled meeting, as well as a compilation of the complete report, which includes the sections written by Barbara Herbst (ARPA Compliance) and Patricia Oris (Recommendations and Statement by the Committee).
  6. It was agreed that the final report needs an Introduction. Connie Manes will draft an introduction by the committee's next scheduled meeting.
  7. Joe Agli prepared a condensed version of the report that he will share with other committee members via email for discussion at the committee's next scheduled meeting.
  8. Bonnie Donzella wrote a letter to the ARPA Committee clarifying that the KVFD did not purchase a stair chair.
  9. The Committee also received a letter from Geraldine Woodruff, the owner of Terston, with suggestions for ARPA grants that would help local businesses.

10. The next meeting of the ARPA Needs Assessment Committee is scheduled for Wednesday, May 25th at 4:30.
11. The meeting was adjourned at 6:09 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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