

ARPA meeting May 26, 2022

Call to order

The meeting was called to order in person at Cole Hall and remotely via the Zoom platform at 6 p.m. by Town Administrator David Kiernan. Also present were committee members Andrea Bacchi, Betsy Habberfield, Tony Krulikowski, Rick Bennett, and Naomi Miller. Two members of the public listened in.

Nomination/Election of Committee Officers

Mr. Bennett nominated Ms. Bacchi as chair. The motion was seconded by Mr. Krulikowski, and passed 5-0-0. Mr. Bennett nominated Ms. Habberfield as vice-chair. The motion was seconded by Ms. Miller, and passed 5-0-0. Mr. Kiernan described the clerk's duties: to fill in for Mr. Kiernan in his absence and to ensure that the meeting is mounted and recorded on the Zoom platform. Ms. Miller nominated Mr. Bennett for the clerk's position. Ms. Habberfield seconded the motion, which passed 5-0-0.

Adoption Ethical Conduct and Conflict of Interest Policy

Ms. Habberfield moved to adopt the ethical conduct and conflict of interest policy. Ms. Miller seconded the motion, which passed.

Adoption of Roberts Rules for Committee Activities

Ms. Miller moved to adopt Robert's Rules for Committees. Mr. Bennett seconded the motion, which passed 5-0-0.

Conflict of Interest Policy

No one reported a conflict of interest with any item on the agenda.

Committee goals and planning

Martha Cornwell said the Select Board had chosen a date of November 2022 to begin to review the ARPA committee's recommendations. Mr. Krulikowski noted that inflation and construction backlog mean that construction probably won't begin for a year or more. Mr. Bennett suggested that the committee should assign itself an October deadline, to allow a month to organize the committee's thoughts for the Select Board.

Ms. Bacchi said she hoped the group could canvas the public, via postal mail and digitally. Ms. Miller mused that the committee should aim to initiate the survey process by June. Mr. Bennett wondered whether other towns were doing something similar. Ms. Cornwell said she'd already looked into what some other towns are doing and would share her results with the committee. Ms. Cornwell also suggested visiting with BCRC, which has put together a presentation on choosing ARPA projects.

Ms. Bacchi said she has played with a postcard outreach and will send out a sample. It directs people to both a digital survey and a survey one can take off-line.

Ms. Miller got clarification from Mr. Kiernan that exchanging information via email is permitted but all discussions and decisions should be made at public meetings such as this one. He suggested a couple of meetings early in the process to craft the survey questions, after which a period of time will have to elapse waiting for citizens to reply. It was agreed that no "reply all" emails would be sent. Instead, individual emails will be sent. Ms. Milller volunteered to research securing a bulk mail permit.

Dates for the next meeting were discussed. Alternating Thursday evenings and Friday mornings might work. The first meeting will be held Friday June 3 at 9 a.m. The next will be held Thursday evening June 9 at 6 p.m. Ms. Miller moved to meet as described above. Mr. Krulikowski seconded the motion, which passed 5-0-0. Ms. Bacchi will create an agenda for the June 3 meeting. Mr. Kiernan will post it on the various platforms.

After discussion, it was agreed that the next agenda will include

- a review of the postcard and the survey document;
- a review of the work Ms. Cornwell has done;
- a discussion of Ms. Miller's bulk mail permit efforts.
- Each committee member will visit the next meeting with three ideas as to how to reach out to the public.
- Ms. Cornwell will share information with Mr. Bennett re the BCRC.
- Ms. Habberfield will ask the school principals and, on Ms. Cornwell's suggestion, will reach out to the said elementary school about Monday assembly and Ms. Rosecki at the McCullough Library.
- The group will discuss "messaging."

Mr. Krulikowski suggested that the projects chosen should benefit the largest number of citizens.

Ms. Cornwell suggested speaking with BCRC about how other communities are using ARPA funds to leverage other grants.

The group agreed that one survey would have to suffice, given time constraints.

Public Comments

There were none.

Other business

Ms. Miller asked about changing the configuration of the meeting seating to make those not present feel more included. Ms. Cornwell asked that the Zoom link be shared widely.

Review of action items

See agenda items above

Adjournment

Mr. Krulikowski moved to adjourn at 7:05 pm. Mr. Bennett seconded the motion, which passed.