# Wallingford ARPA Committee Meeting Minutes (DRAFT)
## July 19, 2022

**Committee Members Present:** Peg Soule, Ann Awad, Bruce Dobbins, Elicia Pinsonault, Jim Bagnall, Robert Allen, Grey Wicker

**Others Present:** None

Peg called the meeting to order at 6:32 p.m.

**Additions/deletions to agenda:** None

**Approving Minutes from May 2022 and June 2022**: Peg noted a date that needed to be changed in May's minutes. Ann made a motion that was seconded by Bruce to approve May's meeting minutes as amended. Motion Carried (7-0).

Ann made motion that was seconded by Bruce Dobbins to approve June's meeting minutes. Motion carried (7-0).

**Public Comment:** None

**Selectboard Meeting Update:** None

**Update on Announcement and Application:** Elicia will connect with Sandi to get updates to application made. The committee is focused on getting the word out to the community about the application being open in the Standard and on Front Porch Forum.

**Listing of Applications and Status:**  Seven applications have been received, but no action has been taken. No new applications have been received in the last few weeks. Sandi is forwarding the application and the subcommittee is updating the matrix accordingly. The committee is adding a section to the about date received to help with tracking.

Grey asked about sending a note to individuals who submitted ideas to the selecboard for the original list; Sandi has identified the contacts for most of them. The committee wants to make sure those who put together ideas in November know they need to complete an application. Grey offered to help make phone calls if Sandi can provide names.

Elicia recommended doing a flyer for voting day in August to help get the word out. Peg will put something together and check with Julie about voting numbers and drop some off at Town Hall for early voters.

**Project valuation:** Bruce talked to Sandi about project valuation; we'll need current estimates and should utilize Town standards for estimating a project. Committee agreed we may need to circle back on estimates a few times given the fluctuating cost of labor and materials.

The committee wants to inform applicants that we will be asking them for a detailed estimate for applications that are missing that piece. Bob recommended the following language when we follow up

with applicants: We cannot proceed on an incomplete application. It is necessary for you to provide documentation to support your estimate. Until we receive that information, your application is considered incomplete and will not be acted upon.

Peg will connect with Sandi about adding similar language to the emails she sends confirming an application has been received.

**ARPA recipient package:** Confirmed it's not a reimbursement or monies fronted. Funds will be issued upon reaching certain project milestones.

**Draft Matrix:** Several committee numbers expressed concern about the subcommittee determining project impact. The group will divide this column into communities served, the significance of impact, and the level of impact. This will evaluate how many people will have a direct or indirect impact from the expenditure. They will also add an "application complete" column and acknowledge what specific information is missing on the application, and a column for "other sources of funding adequately explored?"

Peg asked to take the content out of the sufficient money available column since we aren't awarding funding on a first-come, first-served basis.

Elicia will send Bruce an example of a weighted evaluation matrix.

Peg asked to add a discussion on other sources of funding to next meeting's agenda.

**Other business:** None

**Agenda Building:**
- Project valuation
- Selectboard update
- Matrix update
- Listing of applications and status
- Announcement application
- Other sources of funding discussion

**Adjourn:** Ann made a motion that was seconded by Bob to adjourn the meeting at 7:55 p.m. Motion Carried (7-0)

Next Meeting Date: August 16, 2022