# Craftsbury ARPA Committee Meeting Minutes August 3, 2022

**Present: Lise Erickson, Chair; Alan Turnbull, Co-Chair; Rudy Chase, Heidi Krantz, Stark Biddle, Gina Campoli, Phil Lovely**

**Meeting called to order at 6:00pm**

1. Minutes of July 6 meeting reviewed and accepted.
2. Agenda for this evening was reviewed and accepted.
3. Information Night: General comments:
   - Suggestion Sheets on tables were useful for conversation although a minority of those present made notes
   - The meeting flowed from the general session to more technical session and Q&A portion smoothly
   - The Q&A session was helpful and informative
   - Group was pleasantly surprised at the turnout; overall mood of attendees was positive
   - Concern about not being clear about minimum/maximum grant requests. +
   - Re Questions: one query was about to what extent committee members can participate in application process: Answer-Members cannot assist applicants
   - Positive note that all three Select Board members were present.

     + Note; Lise will address this concern with the Select Board

4. Communication
   Heidi presented her concept for providing additional community feedback to the Select Board. The sheets of public comments elicited at the Information Night would be reduced to statements of need or interest on a large white board placed in the Town Hall and on the town website. The public would be invited to list, either on the website or at the Town Hall, their 3 top choices. These would be compiled and then passed on to the Select Board. It would be another piece of information for them to have going forward. Heidi, Lise and Stark agreed to work on the specifics of this with the goal to have the chart and website ready to open from 8/10 to 8/19. (Refer to Slide 3 in ARPA Committee Slides)

Stark commented that "It is a good idea and an opportunity to see what the public thinks and possibly a model for information gathering before Town Meetings in the future." The committee approved the concept.

Gina reported that she has updated the Gmail list, which now has at least 40 addresses. Information goes out to the Gmail group directly and this information is then posted on the town's Facebook page, the Craftsbury ARPA website, Craftsbury Front Porch Forum, Neighbor to Neighbor. Gina asked for a timeline of events to be posted. (See below). Group agrees that communication should be marketing/beating the drum with the goal of getting folks to go to the ARPA website for information. Gina also agreed to monitor Gmail messages coming in. Very few to date; any Q&A from Gmail will be posted on the website.

5. Project Evaluation: Alan explained the ARPA grant application evaluation process developed by Alan, Gina, and Phil. The use of both an alpha (on the first 6 items) and a numeric (on the last 4 items) rating scale was discussed and accepted. The prompts for each criterion were also agreed to with the caveat that any suggested changes to content, grading/evaluation and prompts must be sent to Alan or Gina by Monday Aug 8. The goal is to get the criteria evaluation process posted on the website quickly. Group emphasized that there is no advantage to filing an early application. New information is likely to be forthcoming in the weeks ahead that might be of benefit to applicants. (Refer to slides 6-10 in ARPA Committee slides)

6. Pitch Session: Lise described her thinking about this process. A date has been set (Sept 22). Applicants would be invited to describe their application in a brief (10? minute) presentation. The meeting would be warned as a Select Board/ARPA meeting, it is open to the public. Group agreed that we are observers only, no questions or comments. Idea of a template for presenting the pitch was floated. It would allow conformity to a format and structure the presentation. This will be more fully developed at the Sept 7 ARPA meeting. (Refer to Slide 11 in ARPA Committee slides)

7. Recommendations to the Select Board: Lisa compiled list of questions to be addressed prior to presenting applications to Select Board. (Refer to slide 12 in ARPA Committee slides)

8. Updated Calendar:

Sept 6 4:00pm Town Clerk's Office Deadline for grant applications

Sept 7 6:00pm ARPA Committee Meeting

Sept 22 ARPA Application Pitch Night (Joint SB/ARPA meeting)

Sept 22-Oct 1 Individual Grant Application review by ARPA members
Sept 29 2nd Pitch Night (if necessary)

Oct 5 ARPA Committee Meeting (Tentative, if necessary)

Oct 12 2:00pm Reconciliation Meeting

Oct 18 Applications delivered to the Select Board


Meeting Adjourned at 7:42pm

Next meeting set for Sept 7, 6:00pm at the Town Hall


Submitted by Phil Lovely