

Craftsbury ARPA Committee Meeting Minutes July 6, 2022

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

Absent: Stark Biddle,

Also Present: Susan Houston, Selectperson, Mabel Houghton, Resident

1. Minutes of June 14, 2022, meeting approved with addition, under Updates to Post Card discussion, "group agreed to print and mail Post Card."
2. Agenda for this evening reviewed and approved (Alan)
3. Updates: (Lise):
 - Post Card has been mailed and earlier than planned as post master's planned vacation necessitated it to be expedited.
 - The ARPA website is up and running. FAQ, Selection Criteria and Application are all live on the website. The committee unanimously thanks Michelle Warren for her great effort in making this all happen.
 - Block Party information table had a good turnout during the 2 hours it was open. A dozen ideas were provided by visitors and at least 2 dozen conversations took place. Lise kept count of activity and ideas at the table and will produce a compilation of suggestions. Heidi asked what will be done with the random ideas given to committee members. Lise will share these ideas with the Select Board and the committee may decide to share them on the webpage in the future.
 - Use of Q&A document (Alan): Alan and Lise edited the document and will email edits to each group member. All comments are due back by July 10, 2022. Rudy extended thanks to Stark for staying the course on developing this tool.
 - Stark's concerns about the complexity of the ARPA process (Lise): Lise read an email from Stark expressing his concerns about the complexity of the process re: technology and the application. He states that the process leaves out non-internet folks. Heidi rebutted that the application is 1 ½ pages and includes a simple budget line. The group believes that the process is simple and manageable but may be willing to make accommodations if an applicant raises a concern.
 - Process for evaluating grant applications (Lise); Lise presented 3 draft models for grading applications: Each would have group member individually rate. Model 1): check list of criteria, using a 1-5 scale and averaging the scores. Model 2): Uses the criteria sheet requiring True/False scaling for each statement. Model 3): Uses the criteria sheet and requires each member to come up with an overall score. Group discussion followed with strong agreement that the criteria can be shared but not the evaluation system. Model 3 was dismissed. Group will go with criteria that is posted on website. Group agreed that Alan, Phil and Gina will meet to formulate a scoring system and send out results of the meeting to the group.
 - Planning and Coordination (Lise): Stark's idea of a "dry run" was discussed. The group decided that Alan, Gina and Phil will include this topic in their work on scoring system.

- **July 27 Information Night: Extended discussion of format, content, and process.**
Meeting could be divided into two parts: **First Part: Provide general information and a chance for participants to share ideas. Second Part: could be a more focused and specific session dedicated to application process, technical assistance. Heidi and Alan offered to draw up a clear schedule for that evening.**
- **Communication: Gina volunteered to take on Front Porch Forum and the email list and to provide at least weekly updates and information to the community. Susie Houston will also contribute to FPF on behalf of the Select Board. Lise will also meet with Michelle to review the ARPA page, bring it up to date.**
- **Revised Schedule and Timeline:**

-Information Night	July 27, 6pm Town Hall
-Next ARPA Committee Mtg	August 3, 6pm Town Hall
-ARPA Application Due Date	September 6, 4pm Town Clerk Office
-ARPA Committee Meeting	September 7, 6pm Town Hall-review and compile apps
-ARPA Application Pitch Night	September 22, 6pm Town Hall
-Individual Grant Review by Each Committee Member	September 22-October 1
-Compile Application Ratings/Scores	October 1-5
TBA Additional October meeting for Processing	

The meeting was adjourned at 7:34pm

Phil Lovely, Note Taker