

## **Craftsbury ARPA Committee Meeting Minutes September 7, 2022**

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

**Community Member: Brian McChesney**

**Craftsbury Select Board Members: Susan Houston, Jim Jones, Bruce Urie**

**Meeting Called to Order at 6:02pm**

- 1. July 6 ARPA meeting minutes approved.**
- 2. Agenda for this evening reviewed by Alan and accepted by group.**
- 3. Point of information: Lise reported that Katherine Sims is prepared to share any information on other funding sources, she may have, for proposals which are not selected.**
- 4. Discussion of actual amount of ARPA funds available. Of the original figure of \$351,537, the Select Board has reserved \$185,000 for projects including grants to the Craftsbury Fire Department for heavy duty washing equipment, replace and update radios and a grant to Craftsbury Academy for installation of a generator to strengthen that facility's usefulness in an emergency and to allow school to continue to function during a power outage. It also includes \$112,000 for NEKBB. This leaves a total of \$156,537 (or more) available to community applicants. Note that a total of \$392,00 has been requested from 14 proposals.**
- 5. Rudy Chase stated that because he is Craftsbury's representative on the NEK Broad Band committee, he is recusing himself from participating in the rating of this proposal.**
- 6. Discussion of how to evaluate and rank proposals was held, resulting in the motion by Phil and seconded by Rudy, that "The ARPA Committee will evaluate all applications received, rank order them and then give to the Select Board." Motion carried unanimously.**
- 7. Results of Community Feedback Survey were shared. Note that of 8 projects ranked by the survey, 4 groups have applied for funds: Early Education/Saplings, Broadband expansion, Mental Health services and education, Craftsbury Food Program**
- 8. Alan led group in review of the rating process to be used to evaluate proposals. Briefly this involves an Alpha rating (A-F) for the overall quality of the proposal and then four Numeric ratings (1-10) for more discreet ratings of 4 criteria related to collaboration, leveraging potential, community support, distribution of benefits.**
- 9. Discussion of confidentiality followed with group deciding to poll members re their affiliation with any of the applicant groups. The following members recused themselves from rating a proposal submitted by an organization they were a party to:**

**NEKBB Rudy, Craftsbury Public Library Lise, Alan, Craftsbury Mental Health Group Lise, Craftsbury Historical Society Alan and Phil, 4"Cs Heidi.**

- 10. Motion was made by Lise and seconded by Rudy: "The committee agrees to refrain from any discussion of the applications or applicants or individual scores of applications with the public." Motion approved unanimously.**
- 11. Pitch Night Discussion led by Lise. Lise will email the applicants informing them of the 2-evening schedule, Sept 12 and Sept 22. She will then share schedules with committee. Re committee asking questions during presentations, no questions will be permitted rather members can submit written questions to Lise to be shared with presenter with opportunity to clarify points.**
- 12. Lise distributed folders of all 14 applications to the committee members. The committee will use the rating forms developed by Allan and Lise for each application.**
- 13. Modified Calendar: 1<sup>st</sup> Pitch Night Sept 12, 6:00pm at the Town Hall; 2<sup>nd</sup> Pitch Night Sept 22 6:00pm at Town Hall. Next ARPA Committee meeting Oct 5, 6:00pm Town Hall; Oct 12 2:00pm Reconciliation Meeting (ARPA Committee); Oct 18 Applications and ranking due to Select Board.**

**Meeting Adjourned at 7:30pm**

**Submitted by Phil Lovely**