

## Meeting Minutes

### American Rescue Plan Submission Review Committee Meeting Friday, March 11, 2022 | 2:00 PM Remote Participation

[Watch recording here](#)

*Meeting Materials Included:*

[Committee ARPA Selection Criteria Tool](#)  
[Staff ARPA Selection Criteria Tool](#)

The American Rescue Plan Submission Review Committee held its inaugural meeting via Zoom at 2:00 PM on Friday, March 11<sup>th</sup>, 2022 to discuss the committee's process for evaluating American Rescue Plan Act (ARPA) and provide recommendations to the Select Board.

#### **Committee Members Present:**

Miriam Aschkenasy (Co-Chair), John VanScoyoc (Co-Chair), Jennifer Raitt, Arthur Conquest, Brian Kane

#### **Staff Present:**

Melissa Goff, Tyler Belisle-Toler

#### **Introduction:**

- Committee members and staff introduced themselves.

#### **Announcements:**

- Due to a large number of participants, rules were set for non-committee members to remain muted and not use the chat feature during the meeting. Future open meetings will be held in a webinar format to prevent any interruption.
- The first round of funding will award approximately \$20 million. Currently, the town has received 66 proposals as of March 11<sup>th</sup>, 2022. To be considered for first-round funding, proposals must be received no later than Friday, March 18. Submissions after the deadline will be considered for the second round of funding.

#### **Discussion:**

- Co-chair Aschkenasy laid out the general overview of the selection process.
  - Town staff will use a town-specific scoring tool to evaluate proposals and share scores with the committee.
  - Committee members will divide up proposals based on relevant background and experience and use a committee-specific scoring tool to evaluate both the organization and proposal.
  - After scoring, the committee will discuss proposals and generate a list to provide to the select board.

- The committee discussed details of the selection process, including public engagement and input from the select board.
  - Public Engagement:
    - The committee will hold a public hearing on Monday, April 11<sup>th</sup>, 2022 from 7 to 9 PM. The hearing will be recorded and speakers will be given 90 seconds to provide their remarks.
    - The committee will have a dedicated town email to receive public input on ARPA proposals. The committee will also use email to address lobbying by referring all individual calls and meeting requests to submit a letter of support to the inbox. All correspondence sent to the inbox will be shared publicly.
  - Select Board:
    - Options for how the committee will receive input. The three options are:
      - (1) Joint meeting between the committee and Select Board,
      - (2) The Select Board separately discusses the proposals and provides the committee with a letter of recommendations, or
      - (3) Each Select Board member writes to the committee.
      - Melissa Goff, the Deputy Town Administrator, will discuss the three options with Heather Hamilton, the Select Board chair, and Raul Fernandez, the Select Board Vice-Chair.
    - Co-chair VanScoyoc reminded everyone the committee expects to submit its list of recommendations to the select board on April 19<sup>th</sup>, 2022
  - Selection Process Details:
    - Co-chair VanScoyoc discussed having each committee member create a separate list of proposals they believe should be funded with the \$20 million.
- Melissa Goff demonstrated the town’s [ARPA Website](#), which acts as a repository for all relevant documents and information including current treasury guidance, reports, and submission data. She also discussed sharing the list of proposals and both scoring tools on the site for the public to see.
- Tyler Belisle-Toler, the town’s budget analyst and grant administrator, demonstrated the [town staff’s scoring tool](#), which evaluates ARPA proposals based on compliance, safety and liability, cost-effectiveness, innovation, equity measures, and community support. Scores are automatically generated using a series of weighted “Yes/No” questions.
- Co-chair Aschkenasy discussed the [committee’s scoring tool](#), which evaluates both the applicant organization and proposal based on several community- and equity-based metrics. Scores are assigned a series of weighted “Yes/No” questions and the tool will be updated to match the town’s format.

- Melissa Goff recommended distributing the summary of projects to the committee members to discuss specifics on allocating proposals during the next committee meeting.
- The committee agreed to meeting every Friday at 2:00 PM.

**No Votes Taken During this Meeting**