

ARPA Meeting 7/7/2022

Motion to have rotating Note taker. Passed 6-0. Jeff to assign prior to each meeting. Matt assigned to this meeting.

Reports from Subcommittees

**Timeline.** Jeff displayed a draft of an Excel Spreadsheet with high-level tasks. Discussed adding additional tasks for specific milestones that will drive the timeline of other tasks. Initial discussion of Public Outreach. The date for the public meeting is confirmed to mid-September.

Question was raised about dates to obligate and spend the funds. Group's understanding is that the funds must be obligated in 2024 and spent in 2026. Trevor to confirm that the Town's approach of taking the "Standard Allowance" means the funds are obligated and we've thus met the deadlines.

Subcommittee will update schedule between now and next meeting. With that refinement, organizing tasks and duties can be assigned. Mary suggested TAR from within Excel.

**Communication Plan.** The communication plan follows development of the timeline/schedule, so discussion was postponed until next meeting.

**Evaluation Criteria.** Matt presented an initial draft of the evaluation criteria that divided the roughly 20 items into five groups (Cost, Connection to Intent, Community Benefit, Viability, Economic Growth). There was discussion of scoring proposals against the criteria to help with ranking proposals. Lower cost projects may not be expected to score as high to have support.

**Intake/Submission Process.** There was talk that the Intake Form should be expanded from the initial draft to include the Evaluation Criteria. Discussion of making the form digital. Matt to make a Google Form sample. Group discussed this as a process: 1) projects would be submitted using the intake form, 2) they'd be reviewed and ranked, and 3) the high-ranking projects would be asked to submit a full application.

Subcommittees will meet again prior to next full committee meeting

Next meeting first Thursday of Aug (Aug 4)

Motion to adjourn Maria, Mary. Passes 6-0.