



TOWN OF RANDOLPH, VERMONT

Office of the Town Manager

To: The members of the Randolph Selectboard

From: Trevor M. Lashua, Town Manager

Date: November 12, 2021

Re: ARPA Committee Scope of Work (v.02; as adopted by the Selectboard on 11/11/21)

Purpose

The Town of Randolph's American Rescue Plan Act (ARPA) Committee is formed to assist with planning efforts related to nearly \$1.4 million in funds to be received by the Town before the close of FY22.

Responsibilities and Tasks

- To review, discuss, and understand all applicable criteria or guidelines related to the use of ARPA funds.
- To provide the community with information related to what uses are or are not eligible.
- To work with Town staff to engage with the community through multiple physical and digital modes, with the intent of collecting community feedback on priority or possible allowed uses for the funds.
- To engage with other local stakeholders and potential partners, if needed.
- To develop a list of potential uses of ARPA funds, and identify which of those also need additional development, research, or other work.
- To ensure that all review and any recommendations are rooted in the following guiding principles:
 - Funds are used equitably and provide broad short- and long-term impacts for the community.
 - That recommendations are strategic, and focus on making the highest and best use of one-time funds.
 - The community's short- and long-term goals, as represented in documents such as the Town Plan, are served or otherwise advanced by the recommendations for use.

The Committee will meet regularly; meetings will be open to and accessible for the public in accordance with Vermont's Open Meeting Law.

Deliverables and Dates

On or before April 14, 2022, the Committee will provide its report to the Selectboard. The report will include sections detailing how each of the listed responsibilities and tasks are met, or what open questions or concerns exist prohibiting completion, in addition to any recommendations regarding the use of ARPA funds. Public feedback will be summarized and included.

Regular reporting to the Selectboard on progress is also required.