

ARPA Advisory Committee  
Organizational Meeting December 8, 2022

Meeting Minutes

Call to Order at 5:35 PM

Members Present in Town Clerk's Office: Fran Leavitt

Members Present by Zoom: Andy Iwaskiewicz, Mary Hysick, Kathy Marchant

**Discussion of candidate submissions for appointment to the ARPA Committee.** Mary Motioned that Jack Slagel and Lindsay Fletcher-Minor be recommended to the Select Board. Second by Kathy Marchant. All present voted in favor of the motion. Mary will send the recommendations to the SB.

**Discussion of the outreach message to residents about use of the ARPA funds:**

The message and request for suggestions should be open ended  
One guideline should be included: the funds cannot be used to reduce taxes.

The funds can be used for one or several projects.

Content was suggested. "We are excited to hear your ideas, but know that the projects must meet ARPA guidelines which are available at the site of VLCT." Include the website of VLCT.

Ask that respondents include contact information of email and phone number in case the ARPA committee needs to follow up on a suggested project.

Mary consolidated the ideas in a concise statement for the postcard.

ARPA Public Outreach Mailer #1

Initial Draft of potential mailer verbiage from 11/8/22 Meeting

The Town of Belvidere has been awarded approximately \$109,000 in ARPA (American Rescue Plan Act) funds. We are excited to hear all suggestions, from our residents, about how the Town could best use these funds, but only those that meet the ARPA requirements will ultimately be considered.

Please write a brief summary of your idea on the enclosed pre-addressed, postage-paid card, along with your preferred contact information, and mail the card back before **March ???, 2023.**

For more information on the types of projects that are allowable under ARPA regulations, visit

<https://www.vlct.org/resource/arpacslfrf-final-rule-summary-and-analysis>

Please note that regulations do not allow these funds to be used to buy-down property taxes.

We thank you for your input and we will contact you if we require further details about your idea.

-The Belvidere ARPA Advisory Committee  
(names - after appointments/elections)

### **Discussion of format for outreach mailing.**

Two part postcards.

Address of recipient on both sections, first as outgoing mail and second as identifier of respondent on the return portion.

Mary volunteered to research postcard options and costs.

Mailing could be covered by ARPA funds.

Perhaps a second mailing will be sent.

Several of the committee members volunteered to help with preparing the mailing when the cards arrive.

### **Timeline for the mailing, suggested.**

January 12, 2023: New members attend and help finalize content and then someone will order the postcards soon thereafter.

February: Outreach Postcards received and mailed out with a return date set for early March so that ideas can be reviewed at the March 9, 2022 meeting. Conduct a second mailing if it makes sense.

Minutes for November 17, 2022: Motion made by Mary to accept. Seconded by Kathy. Minutes accepted.

Suggested that minutes be sent to Earl Domina, Select Board Chair. Also it was noted that minutes must be available to the public in a timely manner, but they do not need to be posted.

Next meeting will be held on January 12, 2023 at 5:30 PM with Fran as chair, Kathy as second, Mary as secretary.

No comments from the public.

Mary made a motion to adjourn. Seconded by Kathy. Meeting Adjourned at 6:30 PM