

ARPA Meeting Minutes - January 26, 2023 (DRAFT A)

The meeting was convened at **6:38 PM** with Kathy Marchant, Andy Iwaskiewicz and Jack Slagle present at the Town Office. Fran Leavitt, Lindsay Fletcher-Minor and Mary Hysick participated via Zoom.

Motion was made by Jack Slagle to approve the minutes of the January 12, 2023 meeting, as written. The motion was seconded by Mary Hysick. The motion carried by unanimous vote. No abstentions.

Discussion took place regarding the preferred design for the initial public outreach mailer and how the majority of Belvidere residents could best be contacted in the most expedient and cost effective manner. Through the screen sharing process, the group designed the text and graphics of the mailer and determined the best mailing and posting methods for the outreach.

Motion made by Mary Hysick to utilize Front Porch Forum, the News and Citizen and the Town of Belvidere website to augment the number of residents we can reach with the initial mailer, in addition to the precreated list obtained from the Belvidere Town Clerk of registered voters. Motion was seconded by Fran Leavitt. The motion carried by unanimous vote. No abstentions.

Motion made by Mary Hysick to use a letter created by the ARPA Committee, with postage paid return envelope, for the initial mailer and to use that document for all postings, as well. Motion was seconded by Andy Iwaskiewicz. The motion carried by unanimous vote. No abstentions.

Motion made by Mary Hysick to accept the final draft of the initial ARPA outreach mailer with black and white photo of Morgan Bridge. Motion seconded by Kathy Marchant. Motion carried by unanimous vote. No abstentions.

Motion made by Kathy Marchant to hold a work session on Tuesday, February 7, 2023 at 6:30 PM to prepare mailers. Motion seconded by Jack Slagle. Motion carried by unanimous vote. No abstentions.

In addition to finalizing the mailer design and postal process, the following action items were created:

- Kathy Marchant to talk to the Town Clerk about obtaining address stickers (**2 sets for addressee list - one outgoing and one return address, and 2 sets with Town Office address - one return address and one letter mailback address - Does this include the one that goes next to the picture on the letter?**) and possibly setting up a mailbox for the ARPA Committee where these, and future correspondence, can be stored and transferred.
- Mary Hysick to investigate the possibility of an account with the post office where we would have postage paid envelopes on which return postage would be paid only for those envelopes returned.

- Kathy Marchant to keep payment cards to be used for expenses so that they can be accessed, when needed, outside standard Town Office hours.

Items of Note:

- Committee members who are responsible for expenses, such as the purchase of stamps, etc., must keep receipts of all expenditures. These must be submitted, in a timely fashion, to the Town Clerk for tracking and reporting.
- Outreach letters will be printed on the copier at the Town Office from a master print. Envelope details to be determined.
- Time and location of the work session for mailer completion is February 7, 2023 at 6:30 PM at 4720 Route 109.

Motion to adjourn by Andy Iwaskiewicz seconded by Mary Hysick and carried by unanimous vote. Meeting adjourned at 8:06 PM.

The next meeting of the ARPA Advisory Committee is Thursday, February 23, 2023 at 6:30 PM.