

**TOWN OF WAITSFIELD**  
**APRA ADVISORY COMMITTEE MEETING**  
**Waitsfield Town Office OR Remote via Zoom**  
**Wednesday, September 21<sup>st</sup>, 2022**  
**5:00 P.M. to 6:15 P.M**

**\*Please see note below for access\***

**I. Call to Order: 5:00 P.M.**

**II. Regular Business.**

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Discuss potential project ideas:
  - a. Review list of projects submitted through the Town website to date (updated from 9/7 meeting)
  - b. Update on ideas discussed at 9/7 meeting
3. Review draft project intake form and discuss process
4. Review and consider project prioritization rubric
5. Updates on ARPA project administration
6. Review and approve minutes from September 7, 2022

**III. Adjourn.**

**\*PLEASE NOTE: Public access will be via Zoom. To watch and participate, please use the following link:**

<https://us02web.zoom.us/j/84820601919>

**Meeting ID: 848 2060 1919**

**By phone: 1 (929) 205-6099**

*ALL TIMES ARE APPROXIMATE*

**Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673**

*ARPA Committee: Charlie Goodman III, Vice Chair \* Leo Laferriere \* Mac Rood, Chair  
Christine Sullivan (SB) \* Brian Voigt (PC) \* Jordan Gonda (SB alt.) \* vacant \* vacant*

*Town Administrator: Annie Decker-Dell'Isola (802) 496-2218, x5 [townadmin@gmavt.net](mailto:townadmin@gmavt.net)*



**TOWN OF WAITSFIELD**

**APRA ADVISORY COMMITTEE MEETING**

Wednesday, September 21<sup>st</sup>, 2022 at 5:00pm

**2) Discuss potential project ideas**

- a) See attached list, updated for today’s meeting
- b) Project ideas discussed at the last meeting include:
  - i) Town record digitization. The town has received a quote of ~\$67,000 to digitize all of the land records which includes anything bound in the leather/blue/green books in the Town Office (titles, deed, easements, etc.). This quote does not include digitization of zoning files but an updated quote can be requested. There is currently ~\$60,000 in the records restoration reserve which can fund this project although should not be entirely depleted as this reserve is also used to purchase storage and restore old records as needed.
  - ii) Town website, email, and cybersecurity upgrades. Annie is working with Henry to put a cost estimate together for this project. It may help to have another Town staff / volunteer who is up to date on technology upgrades assist with this project.
  - iii) Treasurer/Grant Administrator position. Annie & Christine presented this idea to the Selectboard at their meeting on September 12<sup>th</sup> and they were supportive of this approach. The numbers as presented to the Board are as follows:
  - iv) The tables below summarize what is currently budgeted for the Treasurer position in the FY23 budget (25.5 hours/week at \$27.58/hour) and the potential total cost of increasing the job to 40 hours at the same rate, and 40 hours at \$30.00/hour (this would become the high end of the potential hiring range).

	Hours	Hours (Annual)	Hourly	TOTAL	FICA/Med	VMERS	TOTAL
Budgeted	25.50	1326.00	\$ 27.58	\$ 36,571.08	\$ 2,797.69	\$ 2,468.55	\$ 41,837.32
ARPA	40.00	2080.00	\$ 27.58	\$ 57,366.40	\$ 4,388.53	\$ 3,872.23	\$ 65,627.16
ARPA	40.00	2080.00	\$ 30.00	\$ 62,400.00	\$ 4,773.60	\$ 4,212.00	\$ 71,385.60

The following is a potential scenario for making up the difference in the budgeted total and the total at 40 hours a week at \$30/hr. using ARPA funding over the course of the entire loan program (to be spent by December 31, 2026). The total ARPA expenditure proposed in this scenario would be \$63,703.

	FY23	FY24	FY25	FY26
% Position Funded by ARPA \$	41.39%	25%	15%	5%
Total Salary (accounts for est. 4% raise)	\$ 71,385.60	\$ 74,241.02	\$ 77,210.66	\$ 80,299.09
ARPA Funding	\$ 29,546.50	\$ 18,560.26	\$ 11,581.60	\$ 4,014.95
Town Funding	\$ 41,839.10	\$ 55,680.77	\$ 65,629.07	\$ 76,284.14

The Selectboard was curious if the ARPA Committee might consider providing support for the position in FY23 and potential FY24 and then re-evaluating if additional funds are needed in FY25/26 or if the budget may be able to support the position entirely at that point. The funding match needed to make up the existing FY23 potential shortfall is \$29,546.50.

**TOWN OF WAITSFIELD**

**APRA ADVISORY COMMITTEE MEETING**

Wednesday, September 21<sup>st</sup>, 2022 at 5:00pm

**3) Review draft project intake form and discuss process**

- a) Updated draft intake form attached with updates as discussed at 9/7 and sent to me since last meeting.

**4) Review and consider project prioritization rubric**

- a) The CVRPC template project prioritization rubric is attached as well as the recommendations for project prioritization provided by VLCT and reviewed at the 8/24 ARPA Committee meeting. The committee also discussed using (1) housing/infrastructure, (2) child care, (3) transportation/recreation, and (4) government services as the four main priority “buckets” at their last meeting.

**5) Update on ARPA project administration**

- a) The committee has been looking for an update on the process anticipated for issuing the ARPA funds once initial allocation determinations have been made. One of the primary questions was whether we’d need a separate agreement with each entity that we allocate funds to. Katie Buckley with VLCT responded saying, “If the Town is giving funds to another entity to complete a specific body or work or task, then best practice is that you would create a simple agreement or memo of understanding (MOU) but it is not a requirement of the funding.” It would be best to develop a simple agreement/contract for these projects ensuring funds are spent adequately and coming up with a system to determine any procurement processes that may need to be established and assurance that the entity has the capacity to manage the funds and report back to the Town as necessary.

ARPA Committee Meeting 9/21/22 (includes responses received from Thurs, 9/1/22 through Wed, 9/21/22)

Response #	ARPA Funding Ideas	Category
<b>September 1 - September 6, 2022</b>		
1	We should use the money for big projects that would otherwise be difficult to fund.	town project leverage
2	Hello, I'm working with Mike Bransfield of Free Wheelin' to put together a proposal for an electric car (waiting for the all wheel drive Subaru) and charging station at Evergreen. We're looking into additional grants and would like to apply for town ARPA funds from the 4 towns that are served by Free Wheelin'.	transportation / energy infrastructure
3	A new Town Website with a Content Management System. More user friendly and easier for a user to navigate to topics. Essex VT has used ARPA monies for a new website created with the goal of better community access and engagement <a href="https://www.essexvt.org/">https://www.essexvt.org/</a> We vendor is <a href="https://www.civicplus.com/">https://www.civicplus.com/</a> . This is the website for Essex Junction <a href="https://www.essexjunction.org/">https://www.essexjunction.org/</a> Vendor is <a href="https://www.ecopixel.com/">https://www.ecopixel.com/</a> . Both Essex website are more vibrant and warm with interesting graphics and pictures. Waitsfield's website is a drab green throughout. Search capabilities are poor.	town website
4	Mad River Valley has Zero safe road bike riding for senior citizens, young riders & vacationing families. The Mad River Valley has first-class road biking for experienced riders. Ski areas cannot live without Green & Blue trails. We can expand our resort business as well as local exercise opportunities by spending money on safe road biking. Waitsfield to Warren is about 6 miles and not very hilly spending money to widen 100 & add a barrier on at least one side would give a 12-mile ride with a destination. There might be some other less hilly areas that could be made very safe with a barrier on East Warren road. This would make money Long-term.	transportation / biking
5a	Buy additional solar panels for town buildings	energy infrastructure
5b	Anything to reduce overall town budget so taxes can be reduced, if that's even possible	town project leverage / tax reduction
5c	Start affordable housing fund to provide incentive for real estate owners to create housing rather than AirB&Bs that are pricing people out of living here and reducing rental stock.	housing
5d	Buy an automatic camera to catch the [person] with the overly loud motorcycle as he rockets around town every morning and evening during fair weather... Sounds silly, but trust me, he's a local menace.	enforcement
5e	Use funds to help local eateries that are struggling to come back after the pandemic pay their staff a living wage.	workforce assistance
5f	In a similar vein: Use funds to motivate the out-of-state owners of the main shopping center parking lots to actually do a proper repaving of their lots. They are an embarrassment to the area and not good for business.	transportation
6	Build affordable housing!	housing
7	Broadband and cell coverage so there is coverage for everyone. Really holding the area back otherwise. You cant even get reception in most places.	broadband

8	Build affordable housing for locals. We poor people are getting priced-out of living here, and it's causing businesses to close down. Rich people need poor people to do the lay work. You know it's bad when teachers and postal workers cannot find housing. This valley is changing so fast. Airbnb should be banned. Workers need homes.	housing
9a	Please consider ways that ARPA funds can be used to assist sustainable and affordable daycare services and facilities, which are currently and significantly struggling to maintain qualified staffing levels and consistent operations and services for local families. Daycare is critical not only to children's early development, but is also an essential service for parents' ability to keep their jobs/earn an income, contribute to the community, and for families' mental health and well-being.	child care
9b	Please consider ways that ARPA funds can be used or leveraged to support sustainable efforts to promote low- to moderate-income housing, modest and efficient housing, and in-fill development in pedestrian-friendly homes. These options should look at efforts led solely by Waitsfield, and options that can be funded and coordinated by the Valley towns.	housing
9c	Please consider ways that ARPA funds can be used to support centralized wastewater and water utilities in downtown/pedestrian-friendly areas of Waitsfield to allow for sustainable development of housing in these areas.	utility infrastructure / housing
10	The town of Waitsfield ought to have a valley floor public swimming pool. There are so many funds available, including the half a million dollars ARPA has received from the FEDS (tax dollars), that it's time for us to have a public pool, similar to the one in Waterbury, VT, but it ought to be an indoor pool so it can be used year round. We have so many senior citizens in Waitsfield, who, like myself, would benefit from a swimming pool,. Let's do something for the elders in our communities for a change. The youngsters can run, walk, jump, and do all manner of exercises anywhere they live or go -- we older folks cannot do this so much any more and swimming is the best exercise, especially when it's difficult to do a simple thing as walking. And, of course, the pool would be open to the public. I think it's a swell idea. I believe a swimming pool should be a serious consideration for the funding by the committee	public space
11a	Subsidies for resident and business hookup to municipal water system. Need and/or benefits based.	utility infrastructure
11b	If supporting child care facilities, please spread the wealth; there are longer operating and more needy daycares in Waitsfield than NOW.	child care
12	I think you need to identify and tackle the most important problems holding the town back. In my opinion this would be housing costs that prevent people working here and / or being able to afford to live here. Another critical problem is childcare - that is, the lack of affordable childcare so that parents can work. Paying for new facilities or equipment for the town is not where this money should be spent.	town project leverage / housing / child care
13	Big picture projects such as infrastructure to accommodate infill development in Irasville and in the ag res district. Spend money on marketing the hamlet zoning that has been mired for several years since a couple of NIMBYs voiced concerns about having to look at clustered development. Urge planning commissioners to be less territorial.	utility infrastructure / housing / planning

14	I believe that renovation and extension of the Valley Players Theater building meets the above criteria. This old building serves the public in many ways: live plays featuring numerous local actors, directors and other stage related activities, live musical performances, educational and political events, debates, film, dances. With needed improvements and expansion it could be even more integral to valley life e.g. a theater school (possibly connected to local educational offerings), a shelter in the event of a local catastrophe, a meeting hall for innumerable civic gatherings. The range of options for this building would coordinate quite well with many important town functions and needs.	public space
<b>September 7 - September 21, 2022</b>		
15	Help connect the trails to downtown and support other outdoor recreation projects.	transportation / recreation
16a	1) Help Free Wheelin purchase an electric vehicle (4 town contribution)	transportation / energy infrastructure
16b	2) Support Neck of the Woods in building their commercial kitchen so that they can achieve Head Start status (leading to early interventions, parent and staff support, and ultimately sending children to school better prepared- making teaching better for teachers)	child care
16c	3) Pay for a staff person to run an ADU program. Split 4 ways? Person would work closely with town ZAs, local banks, community fund, MRV Interfaith Council, 4 town energy councils, and Homeshare.	housing
16d	4) fund a strategic plan... I know, I know...to determine how to transform Planning District to Community Development District	economic development / planning
17	Create walking path up Bridge Street/East Warren Road from the Bridge up to Joslin Hill Road. Many people walk up and down this stretch of road and many children ride their bikes to and from school on this route. The road is narrow and there are not good site lines - creating unsafe conditions. Such as path would also improve the recreation experience.	transportation / recreation
18	There are a lot of seniors around Waitsfield who need help with things in the house and the yard they can't manage by themselves and can't afford to pay \$40 or more per hour to get professionals to do. If I small chunk of this money could be set aside to set up a sort of clearinghouse to administer supplemental funds to subsidize this kind of help, where people who want to participate could register and those who need the help could arrange to get it, I think that would be a really good use for a relatively small chunk of this money.	senior services
19a	Decentralized wastewater for new housing, payments/subsidies (with opportunities for people to waive the payment) to require hookups to town water, extend water pipes south if there is demand), funds to support partnerships with private companies building affordable housing (including missing middle or workforce housing) with conditions, grants for rehab old buildings for more housing,	housing / utility infrastructure
19b	costshare for state/federal grants for big road/ditch projects that are required as part of road permit and 3-acre stormwater permits	transportation / government services

19c	support for med center	public health
19d	new protective clothing for fire fighters (hear our are 20+ years old)	fire department / government services
20	Investigate the creation of an upland road connection between Waitsfield and Moretown so Waitsfield is not dependent on river level roads vulnerable to flooding.	transportation
21	It is essential to not only attract great teachers to the Valley, but help them stay here. We have heard of several who turned down jobs because they could not find housing. Our high school is suffering the most - so many are opting for private or boarding schools, leaving behind those that cannot afford it. If the funding could be used for housing for educators in an innovative way - for example to buy land and pay contractors to work with students and families as free labor, while learning building skills - that would be a win win in helping the housing crisis and our schools.	housing / child care
22	The affordable housing crisis. Most valley businesses have changed their hours/ closed due to staff shortages directly caused by no affordable housing combined with lack of living wages.	housing
23	Support for planning and recruitment of contractors interested in building affordable multi age and income level housing projects for our essential work force such as teachers, fire and MRVAS volunteers, hospitality and retail that serve as a foundation to make this community a welcoming and vibrant place for both the tourists and locals to thrive in. Restaurants will close, schools will remain short staffed and the services we	housing
24	This morning I read an inspiring article in the New York Times. The installation of solar panels has been a game changer for cash strapped communities and public schools. Here is just a one example: "In Louisa County, Virginia, school administrators used federal Covid recovery and local funds to place 32 solar-generated mobile Wi-Fi stations throughout the community during the height of the pandemic, helping to connect families and the roughly 40 percent of students who didn't have reliable internet access. "The beautiful part of the project was once we designed the Wi-Fi trailers, we had high school students build them," said David Childress, the district's director of technology." Some communities are giving teachers raises as well as installing new heating & ventilation systems — often with no cost to taxpayers. The link to the article: <a href="https://www.nytimes.com/2022/09/15/climate/solar-energy-school-funding.html">https://www.nytimes.com/2022/09/15/climate/solar-energy-school-funding.html</a>	energy infrastructure
25	Housing! Fund a position to work on housing across the MRV.	housing / government services



26	<p>During much of 2021, the General Wait House Committee met and produced a well researched and considered document that outlined several proposals on how this iconic building could be renovated and retrofitted to save the building from disrepair and to better serve the community. Personally speaking, I strongly favor and support the option described within that document that envisions a plan to renovate and expand the usage of the barn structures to be used for active learning, public discourse, flexible maker/work space and knowledge sharing. The General Wait House is uniquely positioned as a centrally located building with a rich and varied history within our community. At present, it is in desperate need of repair to keep it from moldering away, but is also full of potential to serve the community's needs far into the future. It's location next to the elementary school and along a public walkway and thoroughfare situates it in an ideal and convenient location to further encourage community connectivity. In survey after survey, the community has identified a desire and need for a community program to serve social needs. These may be adult and teen programming, knowledge shares, low or no cost meeting space, work share spaces, to name a few possibilities. The community has beautifully invested in recreational activities, which are thriving. There are many places to gather and drink and a number of places where "clean" meetings (meaning, not a place to make/create things) can be held. What we don't have is a place where someone can offer classes or workshops to the community in a space that allows the sharing of creative knowledge. I can envision a rugged work space that honors and builds on the working nature of this building and it's farming history that is also updated to provide opportunities for learning in areas such as sustainability skills, crafting, repair (bikes, home maintenance, etc...), herbalism, gardening, expressive arts, creative writing, knitting, sewing, DIY learning in an almost infinite number of areas. In part, it could be inspired by maker spaces, but be flexible to accommodate many ideas and needs. The building needs a lot of repair, particularly in the barn spaces. A non-profit could be created to oversee the renovation effort and programming and seek additional grants and funding to tackle the on-going needs that this building presents. There are, however, excellent features already in place, thanks to an important renovation in the '90's that include: community restrooms, an elevator, community oriented non-profit and service office space, kitchen, historic relevance with opportunities for learning more about our local history, elementary school ski and skate sale storage space and parking. Thank-you for soliciting community feedback for use of these funds.</p>	government services / historic preservation
27	<p>The town should use the ARPA funds to fund critical Town Hall/ Buildings issues such as cybersecurity and generators, and then use all of the remaining funds to address one or two large scale transformative projects such as waste water treatment or affordable housing. In the case of waste water treatment, the town could apply for a "Village Water and Wastewater Initiative" grant through Agency of Natural Resources to support this needed project.</p>	government services / housing / utility infrastructure
28	<p>Further energy efficiency and electrification of buildings. Expansion of EV charging stations. Carpool/park &amp; ride lot to make riding the bus to sugarbush or general carpooling easier.</p>	energy infrastructure



## Waitsfield Municipal ARPA Request Application Form

The Town of Waitsfield has received \$506,081 in the American Recovery Plan Act (ARPA) funding, to be allocated by the Waitsfield Selectboard for use in the community. The intent of the funding is to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts
- Maintain vital public services, even amid declines in revenue resulting from the crisis
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The funding may be used to (1) respond to the public health emergency, including its negative economic impacts (2) respond to workers who performed/are performing essential work during the COVID-19 public health emergency (3) provide for the provision of government services (4) invest in water/sewer/broadband infrastructure. Overall, there are a number of projects that would be considered community investments that include but are not limited to outdoor recreation, diversity & inclusion (DEI) measures, affordable childcare, measures to support housing development, bike & pedestrian safety, community gathering spaces, and support for local non-profits.

### **Project Overview**

1. Organization requesting funds: \_\_\_\_\_
2. Primary applicant/point of contact: \_\_\_\_\_
3. Applicant phone number: \_\_\_\_\_
4. Applicant email address: \_\_\_\_\_
5. Organization mailing address: \_\_\_\_\_
6. Award amount requested: \$ \_\_\_\_\_
7. Description of project Please describe your project idea including why it is needed, the impact it will have on the community, and how it aligns with one or more of the ARPA funding categories (a project narrative can be attached to this form if more space is needed):

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### **Project Funding**

1. Total Project Cost: \$ \_\_\_\_\_
2. Percent of project to be funded by ARPA award: \_\_\_\_\_
3. Have other potential funding sources been identified? (*i.e.*, state funds, grant opportunities, etc.):  
 Yes    No    Not aware of other funding sources  
If yes, from where?: \_\_\_\_\_
4. Has an application been made for other funding?  
 Yes    No    Not aware of other funding sources  
If yes, from where?: \_\_\_\_\_
5. Has additional funding been awarded for the project?  
 Yes    No    Applied but not yet heard back  
If yes, from where: \_\_\_\_\_

*The ARPA Committee may ask that a detailed project budget be submitted if additional information is needed.*

### **Project Location**

1. Address of project: \_\_\_\_\_
2. Property owner: \_\_\_\_\_
3. If different than the entity requesting funding, have you received property owner permission?:  
 Yes    No    The requesting entity owns the property  
*The ARPA Committee may request that proof that owner permission has been granted.*
4. Will local, state, or federal permits be needed to complete the project as proposed? Check all that apply:  
 VT environmental permits (as determined by the [ANR Permit Navigator](#))  
 Municipal zoning permit    State Building/Fire Permit    Other: \_\_\_\_\_  
 I'm not aware what other permits may be needed for my project

*The ARPA Committee may request additional detail on permits that may be required for a specific project.*

**Project Administration**

1. Proposed project start date: \_\_\_\_\_

2. Proposed project end date: \_\_\_\_\_

3. Does the requesting organization have the capacity to manage the project throughout the duration?:

- Yes    No    Cannot commit at this time

4. What kind of ongoing maintenance will be required upon completion of the initial project?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[If you have any questions about the application form please contact Town Administrator, Annie Decker-Dell'Isola, at townadmin@gmavt.net or \(802\) 496-2218 ext. 5.](#)



City/Town/Village of \_\_\_\_\_

EXAMPLE

As of: \_\_\_\_\_ (insert date)

ARPA Funds Allocated to Our Municipality: \$ \_\_\_\_\_ -

Project Idea	Perceived Need for the Project is High, Medium or Low/No	Project Impact is Wide, Moderate, or Narrow	Is there a COVID Nexus? High, Medium, or Low/No	Does ARPA Encourage, Authorize or Prohibit APRA Funds to this?	Sufficient \$: ARPA Alone, with Known Sources, or Doubtful?	Additional Municipal Criteria?
1 ex. Bike or Walk Path from village to school	Identified	Benefits Some	Not Really/Not At All	Authorizes	VTrans	
2 ex. Town-wide Wi-Fi/Broadband	Identified	Benefits All	Yes	Encourages	Public Service Dept.	
3 ex. Paving roads	Identified	Benefits All	Not Really/Not At All	Prohibits	As Available	
4 ex. Village water upgrade	Some Need	Benefits Some	Yes	Encourages	ANR	
5 ex. Create community center	Low Desire/Need	Benefits Some	Somewhat	Prohibits	CDBG	
6 ex. Loans to business owners for recovery	Some Need	Benefits Some	Yes	Encourages	ACCD/USDA	
7 ex. Create revolving loan fund for business expansion	Low Desire/Need	Benefits Few	Somewhat	Authorizes	ACCD/USDA/US EDA	
8 ex.						
9 ex.						
10 ex.						





## TOWN OF WAITSFIELD

### APRA ADVISORY COMMITTEE MEETING

Wednesday, August 24<sup>th</sup>, 2022 at 4:30pm

#### **Potential project prioritization metrics:**

- As per guidance provided by VLCT, the ACC should consider the following questions as we formulate our criteria for uses/requests:
  - Does the use/request follow the intent of the Coronavirus State and Local Fiscal Recovery Funds (aka ARPA)?
    - Fight the pandemic and support families and businesses struggling with its public health and economic impact
    - Maintain vital public services, even amid declines in revenue resulting from the crisis
    - Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity
  - Does the use/request comply with the [Town Plan](#)?
  - If the Town has a Master Plan or any other plans, studies or reports, is the use/request included in them?
  - If the Town has a Capital Improvement Plan, is the use/request contained in the CIP?
  - Does the use/request set a precedent that will be difficult for the Town to fulfill for others in the future? (ex. stormwater project on private property)
  - Does the use/request create an ongoing expense that will need to be funded with property taxes when ARPA funds have been exhausted? (ex. hiring new Town employees)
  - Does the use/request have broad community benefit or does it benefit just a few?
  - Does the use/request bring long-term value to the community for generations to come?
  - Can the use/request leverage other grant funds? (ex. Town Hall improvements – town could apply for funding through new source from H.518; paving projects – has the Town applied for a paving grant from VTrans?)
  - Can the use/request be redirected to an existing program with the State’s ARPA (or other funds)? (ex. direct assistance to households for housing expenses, refer them to: **Housing Resources for Vermonters in Need**)



**TOWN OF WAITSFIELD, VERMONT**  
**ARPA Committee Meeting Minutes**  
**Wednesday, September 7, 2022**

**Members Present:** Charlie Goodman, Leo Laferriere, Mac Rood, Christine Sullivan, Brian Voigt

**Staff Present:** Annie Decker-Dell'Isola, Town Administrator

**Others Present:** Anthony Italiano (MRVTV), Alice Peal

## **I. Call To Order**

The meeting was called to order at 5:00 pm by Ms. Decker-Dell'Isola. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.

## **II. Regular Business.**

### **1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A)**

No modifications were made to the agenda.

### **2. Review and approve minutes**

The minutes of August 24, 2022 were approved.

### **3. Review list of projects submitted through the Town website to date**

Fourteen suggestions had been received; Committee members reviewed this list, evaluating whether the proposal appeared to fit into the parameters of allowed ARPA expenditures, what other funding might be available for the type of work outlined, and what the long-term impacts would be in terms of ongoing expenses and transformational effects. Some questions arose around costs and existing infrastructure and several projects had general support from committee members for further review once more specific proposals are outlined. It was decided that this follow-up will take place:

- Chris Badger (Energy Coordinator) will be consulted regarding current Town solar electricity production.
- Some transportation-related proposals may be reviewed in coordination with the Mad River Path.
- Any support for housing will require a preliminary discussion regarding eligibility of ARPA funding for specific project/programs
- Community wastewater solution proposals may also seek funding from other ARPA and non-ARPA avenues.
- Annie will compile information regarding the costs associated with increasing cybersecurity and digitizing land records.
- Christine raised the possibility of temporarily funding an increase of the vacant Treasurer position to include Grant Administrator duties and become a full-time position.

### **4. Discuss overall project goals and prioritization**

It was agreed that childcare is a potential area for prioritization; NOW has already indicated their intent to submit a project proposal, Spring Hill and Waitsfield Child Care Center will be contacted to determine if they have any interest in participating.

Housing is another area likely to be focused on; the Housing Coalition will be asked if they have ideas regarding possible ways to make transformational use of these funds.

Other priority areas agreed upon were infrastructure, transportation, and town (government) services.

#### **5. Review draft project intake form and discuss process**

Annie provided a draft of an intake form for committee review; the group was generally in approval of the document, but with some ideas for requesting more detail regarding the description of the proposal. Members will offer suggestions for any edits to the draft, and the form will be finalized, along with an accompanying proposal evaluation rubric, at the next meeting.

Due dates will also be set for receipt of proposals; Annie will share the evaluation rubric designed by CVRPC, and she will also post a request for general ideas once more on FPF.

#### **6. Updates on ARPA project administration**

Annie indicated that she had reached out to VLCT regarding clarification of the Town's responsibilities regarding administration of approved projects, and is awaiting a response.

#### **7. Other Business**

Suggestions were offered for potential additional members. The committee can consider requesting the Selectboard amend the requirements for residency to serve on the committee if necessary. Annie will post the 2 vacancies again with another post to FPF regarding the open survey.

#### **8. Adjournment**

The meeting adjourned at 6:18 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretar