

## Meeting of the Westminster ARPA Committee

*Wednesday, November 16, 2022 at 6:00 p.m.*

### Westminster Institute

**Committee Members Present:** Paul Banik (chair), Jim Matteau (Village Chair), Chuck Lawrence (Road Foreman), Katrina Hamilton (clerk), Cole Streeter (fire chief), Linda Fawcett.

Others present: Katie Dearborn

1. **Call to Order:** The chair called the meeting to order at 6:00 p.m.
2. **Adjustments to the Agenda** – none
3. **Acceptance of Minutes:** Jim Matteau noted that the minutes from October 19<sup>th</sup> under the discussion regarding the Swap Shop Proposal at the Rockingham Transfer station should read that funds from area towns should be based upon the town's population, not per capita. Chuck Lawrence made a motion to accept the minutes with corrections. Jim Matteau seconded. Passed 5-0 voice vote.
4. **New Business:**
  - a. **Proposal Grading System:** The chair introduced Katie Dearborn who was invited to speak regarding a scoring system for proposals to help provide feedback to individuals submitting the proposals and to aid the ARPA committee and Selectboard in the decision-making process regarding funding for these proposals. Ms. Dearborn recommended that the committee determine their objective for the use of funds such as the level of community impact, infrastructure improvements and projects and safety issues within the town. She also recommended creating a scoring system for each proposal under each objective. The committee should also be clearer on the requirements that the committee has for each proposal to be considered such as is the proposal complete, is the project funded completely or not, is there alternative funding available, is there a cap on how much funds could be spent on a proposal, does the proposal require ongoing funding? Paul Banik noted that the majority of ARPA funds have been spent on projects that benefit as many residents as possible, increase safety and efficiency of municipal departments that are projects or equipment that is not available within the departments budget. Ms. Hamilton noted that each project, although they do not require specific ongoing funding, does require some level of ongoing maintenance such as service for the generator at the fire department and equipment maintenance for the saw and bridge maintenance for the highway department. There has always been an entity that has unspokenly taken responsibility for this maintenance. Jim Matteau suggested that the committee consider not accepting proposals from individuals, that proposals should have an entity or "sponsor" for the proposal that would take responsibility for ongoing maintenance of projects once they are funded, if the proposal has an aspect of ongoing maintenance in the future. Ms. Hamilton included a copy of the Town of Westford ARPA proposal application and grading system for their projects for the board to review. Jim Matteau suggested creating a subcommittee to create a similar document for the Westminster ARPA committee to present to the Selectboard for review and approval. Jim Matteau agreed

to be on this subcommittee and asked Ms. Hamilton to as well. They will have a document ready to review prior to the next meeting.

The chair noted that no action would be taken on any proposals received at tonight's meeting. That we would discuss proposals but action would not be taken based upon the discussion to create a grading system for proposals received.

- b. **Fog Line Proposal** –a proposal was received from Ruth Grandy suggesting that the painting of fog lines be re-instituted siting safety concerns. The painting of fog lines was discontinued as a cost saving measure. Chuck Lawrence said that the State of Vermont paints all of the yellow lines in town at no cost to the town. The painting of fog lines is a cost the town would incur and he estimated it would be roughly \$20,000 annually to do so. Painting of fog lines was an expense that was removed from the paving budget and it would need to be brought up at town meeting to increase the paving funds. The lines would most likely need to be repainted yearly. Mr. Banik noted that this is a proposal with ongoing funding requirements and that Mrs. Grandy should bring this request before the Selectboard as it would need to be included in the annual budget going forward.
  - c. **Online lister card access** – the listers had submitted a proposal to have lister cards available online for users. There is an initial total cost of \$1,000 broken down into \$500 one time set up fee by NEMREC and a \$500 annual maintenance charges. Mr. Banik said that he had emailed the listers with some specific questions but had not received a response prior to tonight's meeting. Ms. Hamilton said that the \$500 annual maintenance charge should be included in the listers budget. She also questioned how the state moving away from the use of NEMERC would have an effect, if any, on the listers and this proposal going forward.
5. **Old Business:** information regarding speed trailers was supplied by Mr. Lawrence at the selectboard meeting and was brought back to the ARPA committee for discussion. He noted that the use of the State's speed trailer discussed previously is limited to its placement only along Route 5. Further discussion of this proposal was tabled until next meeting.
  6. **Other Business** – Mr. Streeter requested a financial breakdown of what ARPA funds had been used to date and the current balance of the ARPA account. Ms. Hamilton said that she would get this information for the next meeting.
  7. **Date of Next Meeting:** Jim Matteau made a motion to cancel the December meeting as it would fall just before Christmas and many people would be busy. Cole Streeter seconded. Passed 5-0 voice vote. Next meeting will be held Wednesday, January 18, 2023.
  8. **Adjournment:** Linda Fawcett made a motion to adjourn. Chuck Lawrence seconded. Paul Banik adjourned the meeting at 7:44 p.m.