

## Meeting of the Westminster ARPA Committee

Wednesday, March 15, 2023 at 6:00 p.m.

### Westminster Institute

**Committee Members Present:** Paul Banik (chair), Jim Matteau (Village Chair), Katrina Hamilton (clerk), Linda Fawcett

1. **Call to Order:** The chair called the meeting to order at 6:02 p.m.
2. **Adjustments to the Agenda** – The chair requested that the board discuss setting a scoring number and a cap amount for funding while discussing approval of the grading rubric and application draft.
3. **Acceptance of Minutes:** Tabled, no printed copy available for review
4. **New Business:**
  - a. **Scoring Number:** The chair asked if there should be a minimum score set for project approval for recommendation to the selectboard or not. The committee agreed that if using the 0-3 grading system with 0 be a lower priority project and 3 being a higher priority project that setting a minimum would be unnecessary, especially when the project is submitted to the selectboard with feedback and any questions and concerns that the committee may have regarding the project.
  - b. **Setting a cap amount** – The chair asked if there should be a cap to how much funding is allowed for a project? The committee agreed that no, a cap should not be set as the costs are very project dependent and the Selectboard ultimately is making the decision regarding whether a project is funded or not.
5. **Unfinished Business:**
  - a. **Selectboard Approval of Guidelines and application** – Mr Banik read the acceptance notification received from the Selectboard regarding the Guidelines and Application as it was presented to the Selectboard with corrections, mostly grammatical. Linda Fawcett moved to adopt the guidelines and application as corrected. Jim Matteau seconded, motion passed unanimously.
  - b. **Where will the new application be found**– Mr Banik will ask the Town Office to post a link to the guidelines and application on the website and have a few paper copies available for citizens to pick up at the town hall. Ms Hamilton said that she could post a link to the document, once available, on the Town’s facebook page.
6. **Other Business:**
  - a. **Application requests:** Mr Matteau asked if committee members should be sending applications to those whom have requested copies. Mr Banik and Ms Hamilton said that if a committee member was comfortable doing so that they could certainly provide a citizen with a copy of the application.
  - b. **Aqueduct:** Mr Matteau wondered if anyone had approached the aqueduct about the paving and site work that would be done along Grout Ave this year. If maintenance or repair was needed in this area, that would be a good time to address it. Ms Hamilton noted that the State of Vermont has ARPA funds available for municipalities but was unsure if the Aqueduct would meet the program requirements. Ms Hamilton will forward that information to Lou, Linda Fawcett and Mr Lawrence.

- c. **Committee Organization** – Mr Banik asked if anyone else was interested in the role of Chairman. He will continue to be chair if there are no other members interested in the position. Mr Matteau and Mrs Fawcett suggested that possibly Mr Lawrence would be interested in being chair. Ms Hamilton said that she would be willing to continue to be clerk unless someone else wanted that position.
7. **Date of Next Meeting:** Next meeting will be held Wednesday, April 19, 2023.
  8. **Adjournment:** Mr Matteau made a motion to adjourn. Linda Fawcett seconded. Paul Banik adjourned the meeting at 6:39 p.m.