

Guilford ARPA Committee Meeting Minutes, 06.01.2022

Present ARPA Committee members: Dan Killay, Patty Bullock, Julie Holland, Jaime Durham, Vickie Sterling

Selectboard Representatives: Zon Eastes, Verandah Porche

- I. Call to Order (welcome)
- II. Recognition of Public
- III. Rules of Procedure
 - a. Zon to upload Rules of Procedure document into Google drive file
- IV. New business
 - a. Election of Chair
 - Motion made to vote Jaime Durham as chair of committee (approved)
 - b. Election of Secretary
 - Motion made to select Dan Killay as secretary of committee (approved)
 - c. Set standard meeting time
 - Zon recommended meeting time of monthly frequency, or faster
 - Last Weds of each of month to start for a cadence 6:30PM, has to be warned in 3 places, Town Office, Guilford Country Store, Green River Bridge
 - To be warned on Town website (Peder to post)
 - Warning must be 48 hours in advance
 - Courtesy to post on Front Porch Forum/Facebook as well
 - Open meeting law dictates 3 of 5 people must be at meeting (would need to be re-warned if 2 of 5 or less can only attend)
 - d. Committee charge, roles
 - This committee will make recommendations on how to spend the remaining ARPA dollars available to Guilford. This committee will not be making decisions, rather recommendations per federal law (legislative committee must make the decision). Jaime to assist Patty with accessing Google drive with ARPA documents.
 - Funds to be obligated by 12/31/2024 and dispersed by town by 12/31/2026
 - Approx 10% of funds committed to date
 - VLCT outlines eligibility guidelines for funds
 - e. Discussion: next steps and processes
 - Zon to provide available dollar amount to committee (over \$500K)
 - Review everything in Google drive folder
 - Committee to familiarize themselves with VLCT (Vermont League of Cities and Towns) as a resource, particularly the ARPA section
 - Team can add documents/information to Google drive folder to share
 - Any toolkit/trainings to be shared with committee
- V. Other business
 - Next meeting 6/29/22, 6:30PM
- VI. Adjournment