

**ARPA Committee Meeting  
Town of St Johnsbury  
April 22, 2022**

Committee members in attendance: Chad Whitehead, Frank Empsall, Ken Hammer, Adam Kane, David Reynolds, Gillian Sewake  
Members of the public: None

**Meeting Minutes (DRAFT)**

- **Open Meeting/Agenda Amendments**

None.

- **Public Comment**

Discussion of concerns regarding requirements and procedures for the committee to follow open meeting law. There are no quorum requirements.

- **Application and Process**

Review of the proposal application process, sent ahead. In addition to administrative procedures for applications, the application document identifies \$500,000 to be set aside for the committee to use for time-sensitive applications submitted prior to the development of a long-term plan.

Ken moves to present the application document to the selectboard for formal adoption. Gillian seconds. Unanimous approval.

Two applications are in progress for the set aside funds: a NEKCA warming shelter feasibility study, and a Rural Edge affordable housing project. At Monday's selectboard meeting, the selectboard will be asked to obligate the funds for the in-progress applications.

- **Facilitator Proposals**

Chad discussed the three proposals submitted to date in response to the RFP. A sub-committee will be formed to review and score proposals for the full committee to make a final decision.

Funds will need to be obligated by the selectboard, once a facilitator is recommended.

Committee members will include: Ken, Chad, and Frank... and a call for additional members will be made later today to seek additional members.

- **Schedule Regular Meetings**

Chad will send a doodle poll to select a date for the next meeting, and will set once monthly regular meetings.

- **Other Business**

None.

- **Adjourned: 12:15pm**

Respectfully submitted,  
Gillian Sewake, Committee Member

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