

**ARPA Committee Meeting
Town of St Johnsbury
January 30, 2023**

Committee members in attendance: Chad Whitehead, Gillian Sewake, Scott Beck, Frank Empsall, Jody Fried, Scott Campbell, Joe Kasprzak, David Reynolds, Patrick Shattuck, Adam Kane, Jenna O'Farrell, Nick Anzalone

Meeting Minutes

- **Open Meeting/Agenda Amendments:** Meeting opened 2:04.
- **Public Comment:** None.
- **Review of Sub-Committee Memo**

Sub-committee presented their recommendations via a memorandum:

- Meet with HCH to request revisions to the report, before it is finalized.
- Set aside \$504,000 for short-term projects and designated grant programs:
 - \$104,000 for a procurement specialist and grant manager for the Town over two years, to administer ARPA and help leverage IJA and IRA, as well as other federal and state funding requests.
 - \$100,000 for a Micro-Grant program. Grants up to \$10k with a simple application and close out requirements to address community priorities.
 - Discussion: Questions remain about the implementation process, criteria, etc. The hope is to engage the procurement specialist to do the administration and scoring of the grant program.
 - \$150,000 for Business Implementation & Feasibility Assistance grants. Grants from \$10k - \$40k with 20% matching requirements for projects in the vein of planning, feasibility, engineering studies, permitting/legal assistance, etc.
 - Question: Are matching funds for business/procurement projects included under this?
 - \$150,000 to provide EPA Coalition Grant gap funding: fund environmental work, and use eligibility requirements under existing grant requirements.
 - Recommendation: Combine this into \$300k total with the Biz Imp. & Feasibility grants above
- Remaining funds (in the vicinity of \$1 million) would be utilized for larger transformational projects.

Discussion: can \$200k be utilized to go into the rental housing improvement program? Either reallocated from the recommendations above, or its own recommendation? Recommendation to add \$200k as its own additional allocation, and increase the total set aside to \$704,000.

Intention is to adjust the memo based on recommendations above, and meet before the next selectboard meeting on 2/13 to finalize and vote on the sub-committee's recommendation to present to the selectboard.

- **Other Business:**

None.

- **Adjourned:** 2:54pm

Respectfully submitted,
Gillian Sewake, Committee Member