

**ARPA Committee Meeting  
Town of St Johnsbury  
March 6, 2023**

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

Members of the public in attendance: Peter Van Straten

**Meeting Minutes**

- **Open Meeting/Public Comment:** Meeting opened 11:02am.

Peter asked a question about the match requirement for the Micro-Grant program. Discussion of whether town-controlled projects/properties (ice skating rinks, public parks) could be eligible for application requests made by individuals.

- **Facilitator's Report Review and Approval**

Discussion of the draft report submitted by HCH. The committee had a few comments that still need to be addressed in the report (the importance of housing, include a table of the uses of ARPA funds to date, specific recommendations for the allocation process), that Chad will send to HCH.

- **St. Johnsbury Revitalization Fund Grant Program Application and Process**

Discussion of the process document as outlined. Joe K. suggested that the committee begin working on a process for identifying applicant coaches right away. Recommendation is to push the application process forward by a month to give the town more time to build administrative capacity to manage the group, and to make the grant period a full 12 months from date of award. Gillian and Frank offered to serve as coaches.

Scott B. makes a motion to accept the overall process, with the changes as described above to the application dates and duration. Frank seconds. Unanimous approval.

Discussion of the application form.

- Need to add the attachment of example Planning & Implementation projects to the form.
- Discussion of the funding thresholds under each category. Recommendation to drop the range for Micro-grants to \$1k - \$5k, and the minimum for Planning & Implementation for \$5k - \$40k.
- Should add to project budget lines for in-kind revenue, including requirement to show reasonable cost-estimates. Include established value for volunteer labor.
- Should add language under Project Feasibility about liability and permissions.
- Include a list of definitions at the end. To include: reimbursements, in-kind,
- Discussion of reimbursement process for Planning & Implementation grants. Reimbursement should be for work paid for, without the requirement for full project completion in advance. For larger transformational projects, will need to determine whether a different definition is used, to allow for reimbursement for invoiced work to alleviate cash flow and interest payments for projects substantially completed.

Chad met with the town's finance officer and town treasurer and reviewed and ok'd the process and application form. It is important to clarify with the selectboard what the reimbursement process will be at all grant levels.

Chad will make changes to the application document and circulate it to the committee for email approval.

- **Other Business**

None.

- **Adjourned:** 12:12pm

Respectfully submitted,  
Gillian Sewake, Committee Member