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*By Darlene Brady at 11:07 am, Apr 13, 2023*

# TOWN OF KENT

ARPA Needs Assessment Committee  
Special Meeting Minutes  
Friday, March 31, 2023 @ 3:30 pm  
Kent Town Hall with virtual attendance option

Members in attendance:

Connie Manes  
Joe Agli  
Patricia Oris  
Glenn Sanchez  
Barbara Herbst  
Ruth Epstein

Members of the public in attendance:

Lynn Worthington  
Elizabeth Place  
Lynn Harrington (via zoom)

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1. The meeting was called to order at 3:47 pm
  2. The minutes from the July 6, 2022 meeting were approved on a motion made by Joe Agli and seconded by Barbara Herbst. Patricia Oris abstained from voting.
  3. Public Comment: Elizabeth Place asked if information had been posted publicly about to whom and how much funding had been disbursed. The Commission answered that this information would be discussed during the meeting.
  4. Barbara Herbst presented a summary of ARPA disbursements to the committee. Following the meeting a summary report will be sent by email to committee members and made part of the public record with names of individual recipients of ARPA funds redacted.

Barbara reported on First Selectman Jean Speck's and her own efforts to publicize – on line, through social media, and physical postings around town - the availability of ARPA funding and the application process beginning July 2022 immediately following the Board of Selectmen's endorsement of the Committee's recommendations. The application deadline was August 30<sup>th</sup>, 2022.

In the individual category of ARPA fund applications (\$100k pool), 15 applications were received, one did not qualify, 14 have been disbursed. Total amount disbursed was \$61,000. The \$39,000 remaining in this allocation of funding was then reallocated consistent with the Committee's recommendations. The entirety of that \$39,000 was used to fund non-profit applications, which exceeded the \$200,000 initially allocated to this group.

In the non-profit category 24 applications were received, 3 did not qualify. The total amount disbursed was \$248,816.24.

In the small business category (\$100k pool), 13 applications were received, one did not qualify, one is still in process. The amount disbursed is \$81,800 with an additional \$10,000 anticipated to be disbursed. These are draft minutes. Corrections may be made by the Committee at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

**ARPA Assessment Committee charge: *to conduct a needs assessment to make recommendations to the BoS on potential uses for the ARPA funds.***

to the application still in process for a total of \$91,800 – leaving \$8,200 to be reallocated to the non-profit pool.

The remaining recommendations were for specific items of municipal infrastructure, municipal programs, and the Kent Volunteer Fire Department. Barbara has implemented a process of reimbursing expenditures for these items upon receipt that purchases and/or work has been completed. Thus, some ARPA funds for these categories remain undispersed while projects are planned and completed.

\$150,000 was allotted for infrastructure upgrades in Kent. The Sewer Commission has begun using their \$110,000 allocation for services required for a new roof for the sewer plant. The \$40,000 awarded to Kent Parks and Rec for improved drainage at Kent Commons Park and for the addition of outdoor exercise stations for adults has not yet been disbursed.

Some of the \$80,000 awarded to the KVFD has been disbursed – reimbursing expenses for a fitness room for volunteers, the purchase of a stair chair and AEDs. Funds for a two-way communication system have not yet been disbursed.

\$180,000 was awarded for various municipal programs. \$26,000 to the Board of Education for a summer enrichment program has been disbursed. \$24,000 for hybrid meeting equipment in town hall has been disbursed. \$1,000 of the \$40,000 awarded to Kent Social Services for the development of a multi-year program of adult/senior activities has been disbursed. \$10,000 for chrome books for the Land Use office has not yet been disbursed. \$80,000 for the addition of a break room for DPW staff has not yet been disbursed.

5. The ARPA committee members decided they should remain convened until all ARPA funds have been disbursed, meeting periodically to receive updates on further disbursements and any other business required.
6. The meeting was adjourned at 4:45 pm

These are draft minutes. Corrections may be made by the Committee at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

**ARPA Assessment Committee charge: *to conduct a needs assessment to make recommendations to the BoS on potential uses for the ARPA funds.***

## ARPA Funds - Tracking

## ARPA - Funding Received

General Journal	07/01/2022	7.1.22	410,927.38
General Journal	09/23/2022	113502	141,227.54
General Journal	09/29/2022	113504	269,699.84

Total ARPA - Funding Received	821,854.76
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## GRANT APPLICATION PROGRAM \$400,000

Type	Date	Num	Name	Amount
Business \$100K				100,000.00
1 Check	07/27/2022	1568	Astor Indexers	-10,000.00
2 Check	08/17/2022	1588	W Rhythm Fitness LLC	-10,000.00
3 Check	09/30/2022	1589	Jeffreys, Starr	-10,000.00
4 Check	10/12/2022	1602	Techsperenced LLC	-10,000.00
5 Check	10/12/2022	1603	Hagley Motors	-10,000.00
6 Check	11/08/2022	1617	Henna By Elyse, LLC	-3,250.00
7 Check	11/08/2022	1619	Henna By Elyse, LLC	-3,250.00
8 Check	11/08/2022	1621	The Cozy Inn of Connecticut	-2,500.00
9 Check	11/08/2022	1622	Lyme Regis, LTD	-10,000.00
10 Check	11/09/2022	1630	Silver & Sage Trading	-2,800.00
11 Check	11/09/2022	1632	Club Getaway Operating Co, LLC	-10,000.00
12			Cozy's Pizzeria	-10,000.00
Total amount disbursed				-91,800.00
Balance after disbursements (\$100K - \$91,800)				8,200.00
Individual / Family \$100K				100,000.00
1 Check	07/22/2022	1567		-5,000.00
2 Check	07/27/2022	1580		-5,000.00
3 Check	08/16/2022	1583		-5,000.00
4 Check	08/16/2022	1584		-3,500.00
5 Check	08/17/2022	1585		-5,000.00
6 Check	08/17/2022	1586		-5,000.00
7 Check	08/17/2022	1587		-5,000.00
8 Check	09/30/2022	1597		-5,000.00
9 Check	09/30/2022	1598		-5,000.00
10 Check	09/30/2022	1599		-5,000.00
11 Check	11/04/2022	1623		-3,500.00
12 Check	11/08/2022	1629		-3,500.00
13 Check	11/08/2022	1628		-500.00
14 Check	11/08/2022	1620		-5,000.00
Total amount disbursed				-61,000.00
Balance after disbursements (\$100K - \$61,000)				39,000.00
NFP \$200K -				200,000.00
1 Check	11/08/2022	1618	Chore Service Inc.	-10,000.00
2 Check	11/08/2022	1611	CT Antique Machinery Assoc, Inc.	-5,000.00
3 Check	11/09/2022	1615	Friends of the Eric Sloane Museum	-15,000.00
4 Check	02/24/2023	1659	HVA - Housatonic Valley Association	-5,000.00
5 Check	02/24/2023	1660	HYSB	-10,000.00
6 Check	09/30/2022	1600	Kent Affordable Housing	-15,000.00
7 Check	11/08/2022	1612	Kent Art Association	-15,000.00

13 applications were received in this category, one did not qualify, one is still outstanding, waiting for tax returns

Pending

15 applications were received in this category, one did not qualify

24 applications were received in this category, three did not qualify

## ARPA Funds - Tracking

Type	Date	Num	Name	Amount
8 Check	11/09/2022	1626	Kent Cemetery Association	-7,000.00
9 Check	11/09/2022	1633	Kent Chamber of Commerce	-15,000.00
10 Check	11/08/2022	1616	Kent Community Nursery School, Inc.	-15,000.00
11 Check	11/08/2022	1613	Kent Garden Club	-6,835.00
12 Check	11/08/2022	1614	Kent Historical Society	-15,000.00
13 Check	11/08/2022	1624	Kent Land Trust, Inc.	-15,000.00
14 Check	02/24/2023	1655	Kent Library Association	-14,981.24
15 Check	02/24/2023	1654	Kent Lions Club	-7,500.00
16 Check	02/24/2023	1657	Kent News Inc.	-2,500.00
17 Check	10/26/2022	1608	KVHE	-15,000.00
18 Check	02/15/2023	1652	Marvelwood / Kit Lundberg M & Z Gardenin	-15,000.00
19 Check	02/24/2023	1658	NWCT Transit District	-15,000.00
20 Check	02/24/2023	1656	Saint Kateri Tekakwitha Parish	-15,000.00
21 Check	11/09/2022	1625	South Kent School	-15,000.00
Total amount disbursed				-248,816.24
Balance after disbursements NFP (\$200K - \$248,816.24)				-48,816.24
<b>Balance After All Disbursements in the Grant Application Program</b>				<b>-1,616.24</b>

## INFRASTRUCTURE UPGRADES \$150,000

<b>WPCA (\$110K)</b>				<b>110,000.00</b>
Check	10/19/2022	1605	BI Gleason	-3,290.00
Bill	01/03/2023	1932	GR Engineering, LLC	-2,500.00
Allocation remaining to be disbursed WPCA (\$110K)				104,210.00
<b>Park and Recreation (\$40K)</b>				<b>40,000.00</b>
no disbursements to date				

## KVFD \$80,000

<b>Fitness Room (30K)</b>				<b>30,000.00</b>
Check	11/02/2022	1610	Fitness Superstore LLC	-14,855.67
Check	11/16/2022	1635	Fitness Superstore LLC	-4,297.32
Bill	12/13/2022	29783	Kent Glass LLC	-3,013.00
Bill	12/22/2022	Walmart	KVFD	-974.56
Amount Disbursed				-23,140.55
Allocation remaining to be disbursed Fitness Room (\$30K - \$23,140.55)				6,859.45
<b>Stair chair &amp; AED (10K)</b>				<b>10,000.00</b>
Bill	12/05/2022	3975472M	Stryker Medical	-3,642.21
Allocation remaining to be disbursed Stair chair & AED (10K)				6,357.79
<b>2-Way Communication Sys (40K)</b>				<b>40,000.00</b>
no disbursements to date				
Allocation remaining to be Disbursed KVFD				53,217.24

## ARPA Funds - Tracking

## MUNICIPAL PROJECTS \$180,000

<b>BoE Summer Enrichment (\$26K)</b>				<b>26,000.00</b>
Bill	02/09/2023	EdAdvance	Region One Revolving Fund	-465.00
Allocation remaining to be disbursed BoE Summer Enrichment (\$26K)				25,535.00
<b>Hybrid Meeting Equipment (24K)</b>				<b>24,000.00</b>
Bill	08/01/2022	8729	Yucatech Inc.	-7,493.88
Bill	08/01/2022	8822	Yucatech Inc.	-2,973.30
Bill	09/01/2022	8852	Yucatech Inc.	-1,088.27
General Journal	09/28/2022	113503	Paco Painting	-3,500.00
Bill	10/01/2022	8911	Yucatech Inc.	-3,482.88
Bill	10/01/2022	8942	Yucatech Inc.	-3,024.30
Bill	11/01/2022	8998	Yucatech Inc.	-595.00
Bill	11/01/2022	9029	Yucatech Inc.	-1,580.53
Bill	11/01/2022	9029	Yucatech Inc.	-178.84
Bill	11/01/2022	8998	Yucatech Inc.	-21.25
Bill	11/01/2022	8998	Yucatech Inc.	-61.75
Allocation remaining to be disbursed Hybrid Meeting Equipment (24K)				0.00
<b>Kent Seniors (\$40K)</b>				<b>40,000.00</b>
Bill	12/08/2022	November '22	Donahue, Elaine K (chair Yoga)	-300.00
Bill	12/29/2022	December '22	Donahue, Elaine K (chair Yoga)	-75.00
Check	02/08/2023	Debit	Amazon (dishes)	-254.76
General Journal	02/28/2023	2.28.23	Amazon (dishes)	-421.60
Allocation remaining to be disbursed Kent Seniors (\$40K)				38,948.64
<b>Chrome books for LU</b>				<b>10,000.00</b>
no disbursements to date				
<b>DPW Break room upgrades</b>				<b>80,000.00</b>
no disbursements to date				
<b>Allocation remaining to be Disbursed in Municipal Projects</b>				<b>154,483.64</b>

<b>Unallocated (\$11,855)</b>				<b>11,855.00</b>
Check	09/30/2022	1596	West, Phil (postage for 140 COVID kits)	-74.00
Check	10/18/2022	1604	Flashpoint Consulting, LLC (180 COVID kits)	-3,148.00
Bill	11/01/2022	9029	Yucatech Inc. (bal of Hybrid Meeting costs)	-1,587.22
Unallocated amounts remaining				7,045.78

ARPA funding pending disbursement on 3.31.23 to satisfy approved allocations	357,340.42
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