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American Rescue Plan Committee Meeting Minutes - 05/04/2022

Meeting date:

Wednesday, May 4, 2022

Minutes

Meeting of the Old Lyme American Rescue Plan Committee (ARPC)

Meeting Date: May 4, 2022 @ 12:00 p. m.

Location: Old Lyme Town Hall – Meeting Hall

1. **Call to Order:** The meeting was called to order at 12:05 p.m. by the Chairman, Tom Gotowka.

Present: Mary Seidner, Martha Shoemaker, Nicole Leger, Mary Jo Nosal, Jenn Datum, Phil Parcak, Cheryl Poirier, Ross Higgins, Dennis Powers, Rick Stout, and Dave Roberge.

Absent: Ed Adanti and Ralph Wood

1. **Approval of Minutes:** Rick motioned to approve the April 27, 2022 minutes and Phil seconded. Discussion: At the last meeting under Old Business, Cheryl wasn't stating that the whole meeting should be in Executive Session. Rather, her intention was to question whether we should discuss specific businesses and their applications in public at the May 18 review session. Rick Stout abstained.

The minutes were approved with the clarification from Cheryl.

1. Unfinished Business:

- Review and Approve Revised Timeline

Phil motioned to approve the revised timeline as listed below. Rick seconded and the motion was unanimously approved.

- May 11, 2022 – Update/ visit from George Krivda

- May 18, 2022 – Review results & recommendations from small groups (10:00 to 5:00?)
- May 25, 2022 – Allocation Decisions
- Jun 01, 2022 – All Recommendations Final
- Jun 20, 2022 – Results evaluated and presented to BOS
- Jun 27, 2022 – Special Town Meeting to approve Allocation Recommendations
- Jenn Datum: New Applications in the Mailbox

Jenn said George Krivda is a pleasure to work with and extremely responsive. She distributed a listing of all Community Initiative and Economic Recovery applicants. The Community Initiative listing also identified the applicant as a Non-Profit, Business or Government Agency and assigned it to an applicable category. Rick noted that the chart reflected what the applicant identified as and he thanked Lenny Corto for his efforts getting the word out.

- Community Initiative Application Assignments

Martha asked the committee members if there were any conflicts of interest in reviewing applications. There were a number of applicants where the members chose to recuse themselves. Martha is the gatekeeper and will not be reviewing applications or voting on recommendations. She plans to have assignments delivered by Friday via email. If committee members need access to additional information, have any questions or technical difficulties they should reach out to Martha. A discussion ensued around grouping the application assignments by expertise/knowledge of the reviewer and the committee agreed that the expertise assessment will happen in the group review.

- Jenn motioned to amend today's Agenda to include the Rubric scale review and to discuss it after the Community Initiative Application Assignments. Rick seconded and the motion was approved.
- Rubric Scale Review

The committee agreed that the assessment should focus on the project and not on the applicant's effort to complete the application. Reviewers should refrain from discussing an application prior to the May 18, 2022 review. Applications should not be a topic of discussion outside of the May 18, 2022 meeting. Mary Jo motioned to accept the Rubric scale definitions as listed below. Dave seconded and the motion was unanimously approved.

Scale 0-5

- 0 – Incomplete or No Answer
- 1 - Expectations Not Met
- 2 – Approached Expectations
- 3 – Meets Expectations
- 4 - Exceeds Expectations
- 5 – Exemplary

Scale 0- 2

- 0 – Weak
- 1 – Average
- 2 - Excellent

- Update/Visit from George Krivda – rescheduled to next weeks meeting on May 11, 2022

1. **Public Comment:** None

2. **Adjournment:** a motion to adjourn was made by Phil and seconded by Dave. There were no abstentions or nays. The meeting adjourned at 12:59 p.m.

Respectfully submitted,

Suzanne McAuliffe, Clerk

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