

**MEMBERS PRESENT:** Chair Dave Koji, Vice Chair Greg Barden, Jack Faski, Marjorie Mlodzinski, Chuck Maynard.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** First Selectman Mary Bylone, Board of Selectmen Liaison Rosemary Coyle, Board of Finance Liaison Bernie Dennler. Finance Department Liaison Keri Rowley.

**1. CALL TO ORDER**

Chair Dave Koji called this Regular Meeting to order at 5:04 pm.

**2. ADDITIONS/DELETIONS TO THE AGENDA**

**Motion by:** G. Barden

to add Report of Time Extension after Item 3 and renumber accordingly.

**Second by:** J. Faski.

**Vote:** Unanimous to approve.

**Motion by:** J. Faski

to delete Item 5. Updated Team Direction to allow time for the application review.

**Second by:** G. Barden.

**Vote:** Unanimous to approve.

**3. CITIZENS' COMMENTS**

No comments were received.

**4. REPORT OF TIME EXTENSION**

K. Rowley noted that the government has extended the original October 31, 2021, deadline for reporting to April 30, 2022.

**(5.) UPDATED TEAM DIRECTION – FOCUS ON SIMPLICITY – DELETED**

**5 REVIEW AND APPROVAL OF MEETING MINUTES FOR SEPTEMBER 27, 2021**

**Motion by:** G. Barden

to approve the minutes as read.

**Second by:** M. Mlodzinski.

**Vote:** Unanimous to approve as read.

**6. REVIEW AND GAIN TEAM APPROVAL ON:**

6.a. Final review and approval on funding application

Chair Koji reviewed the application that will be posted on the Town website tomorrow. Several minor edits were requested such as larger spaces for applicants input.

**Motion by:** G. Barden

to adopt the submission waves as outlined in the team approach, adding the word “target” dates to final assessment and recommendations columns.

**Second by:** J. Faski.

**Vote:** Unanimous to approve.

RECEIVED  
COLCHESTER, CT  
2021 OCT -6 AM 8:58  
Gayle Furman  
TOWN CLERK

The High Level Process is how the applications are received, processed and assessed by the ARPA Committee members.

An excel sheet is to be kept of all applications, stamped with date of receipt, assessment and recommendation of funding or not funding in a packet that will be forwarded to the Board of Selectmen.

**Motion by:** C. Maynard

to approve the High Level Process with an excel document with a running tally of all projects received, assessment, pending projects and recommendations.

**Second by:** G. Barden.

**Vote:** Unanimous to approve.

6.b. Final review and approval on communication piece to the community

Changes that have been presented are removal of the anonymity portion, how to submit, what the objectives are, eligible uses, etc.

**Motion by:** G. Barden

to use the proposed language and format for the first communication to send to the public website and possible email blast.

**Second by:** J. Faski.

Discussion followed for further changes.

The motion by G. Barden and second by J. Faski was amended to include municipal infrastructure and other proposed changes.

**Vote:** Unanimous to approve.

6.c. Review and approval on ARPA team webpage blurb that will accompany application

A proposed short version of additional communication to go on the website for further explanation was reviewed.

**Motion by:** G. Barden

to approve the proposed updates with minor edits.

**Second by:** J. Faski

**Vote:** Unanimous to approve.

6.d. Final review and approval on assessment process and assessment tool

Chair Koji reviewed the assessment tool and process with members that they will use to evaluate the application for the request for ARPA funds. A suggestion was made to expand the size of the information blocks.

**Motion by:** J. Faski

to approve as written.

**Second by:** G. Barden.

**Vote:** --

During discussion, J. Faski withdrew his motion and G. Barden withdrew his second to allow for more discussion. No vote was taken, the motion is no longer on the table.

A Special Meeting will be called to further review the assessment tool.

The assessment tool is a chart with guidelines to be used in review of the application.

**6. CITIZENS' COMMENTS**

Katherine Kosiba said this was an incredible meeting and would like to provide contact persons for non-profit organizations in town that would be interested in applying for the ARPA monies.

**7. ADJOURNMENT**

**Motion by:** G. Barden  
to adjourn this meeting.

**Second by:** J. Faski.

**Vote:** Unanimous to adjourn.

Chair Koji adjourned this meeting at 6:03 pm.

Respectfully submitted,

Mary Jane Slade  
Clerk