



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

American Rescue Plan Act (ARPA) Work Group

October 29, 2021

9:30am

Engineering Conference Room, Town Hall, 933 Hopmeadow Street

SPECIAL MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - a. October 14, 2021
- 2) Discussion of process and potential uses for ARPA funds
 - a. Discussion with Michael Muszynski, State and Federal Relations Manager, Connecticut Conference of Municipalities (CCM)
 - b. Non-profit application – recommendation for BOS
 - c. CRCOG memo - allocation of local ARPA funds for regional projects
 - d. Other
- 3) Next steps and meeting date

Adjournment



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

American Rescue Plan Act (ARPA) Work Group Special Meeting

Thursday, October 14, 2021

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES – Draft

Members Present: Wendy Mackstutis, Jackie Battos, Sean Askham (by phone)

Staff Present: Amy Meriwether

Others Present: Sarah Nielsen (Main Street Partnership), John Nagy (Tariffville Village Association), Sheri Landerman (Tariffville Village Association)

The meeting was called to order at 9:35am.

1) Approval of Minutes – September 30, 2021

The minutes of September 30, 2021 were approved by consensus.

2) Discussion of process and potential uses for ARPA funds

a. Economic development and business recovery – stakeholder feedback

Ms. Mackstutis welcomed the guests and provided an overview of the work group, the work to-date, and the process.

Ms. Nielsen reviewed two proposed programs that would be beneficial to the business community: the façade improvement program and restaurant relief package. For the façade improvement program, she proposed \$500,000-\$600,000 with a portion earmarked for Tariffville. The intent would be to encourage businesses that have not been able to make improvements due to the tight economy to do so. This could include things such as lighting and ADA accessibility. There could be a cap for each business, perhaps at \$15,000. Ms. Nielsen said that Main Street Partnership could administer this program for a fee. Discussion ensued regarding the expected demand for this program, how it would be administered, and the appropriate cap.

In regards to the restaurant relief package, Ms. Nielsen proposed \$300,000-\$400,000. The components of this package would address the changes that restaurants had to make to their operations in response to the pandemic: printing menus; POS systems for online ordering; delivery services.

Mr. Askham joined the meeting by phone at 10:09am.

Ms. Nielsen will provide a written proposal, which will be presented to the full Board of Selectmen in November.

Mr. Nagy and Ms. Landerman noted that many businesses have left Tariffville, and it has been difficult to bring new businesses in. Discussion ensued regarding how to make improvements to Tariffville as a destination, including extending the bike path, providing gateway signage, and landscaping.

b. Other

There was brief discussion regarding the challenges brought on by COVID for the Housing Authority, and whether or not it could potentially qualify for ARPA funding.

3) Next steps and meeting date

The group expressed interested in having a representative from CCM attend the next meeting. The next work group meeting was scheduled for Thursday, October 28, 2021 at 9:00am in the Main Meeting Room.

The meeting was adjourned at 10:50am

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



Town of Simsbury

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DRAFT

AMERICAN RESCUE PLAN ACT (ARPA) FUNDING 501(c)(3) NON-PROFIT AGENCY APPLICATION

The Town of Simsbury is accepting applications from non-profit organizations for funding under the American Rescue Plan Act (ARPA). To be eligible, organizations must have a 501(c)(3) tax status. Applications will be accepted on a rolling basis. The funds provided to the Town through ARPA must be incurred by December 31, 2024, and expended by December 31, 2026.

Agency: _____

Address: _____

Prepared by: _____ Title: _____

E-mail: _____ Telephone #: _____

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

ARPA Funds Requested: \$ _____ (may not exceed **\$25,000**)

Specify how the monies requested will be expended, and how this will address a need or negative impact of the COVID-19 public health emergency:

DRAFT

Target Population (please check categories):

_____ Children (0-12) _____ Single Adult (18 – 60)
_____ Youth (12-18) _____ Seniors (60+)
_____ Families (2+ per household) _____ Disabled (any age)

Please complete the following table for each service or program that will be provided using ARPA funds:

SERVICE/PROGRAM	Total # of Clients Served	# of Simsbury Clients Served	Average Time spent per Client	Cost per Client/ Unit of Service

List all state or federal assistance received over the last two years:

Income Source	Amount

Other documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues.
5. Copy of the IRS 501(c)(3) ruling letter

Signatures:

Board Chair: _____ Date: _____

Executive Director: _____ Date: _____

Submit to: Amy Meriwether
Town of Simsbury
Director of Finance/Treasurer
933 Hopmeadow Street
Simsbury, CT 06070
OR ameriwether@simsbury-ct.gov

MEMORANDUM

TO: CRCOG Policy Board
FROM: Pauline Yoder, Acting Executive Director
RE: ARPA Funding for Regional Opportunities and Technical Assistance on ARPA
DATE: October 7, 2021

As a follow-up to the September Policy Board Meeting, the ad-hoc ARPA sub-committee met on October 7th to discuss regional opportunities for ARPA.

Two major items emerged from the discussion. Please e-mail me at pyoder@crcog.org with your thoughts / responses to the items below:

- 1) **Would your town or city consider committing up to 2% of the county allocation of ARPA towards a transformation regional project?** Discussions of the potential transformation regional projects will take place at the CRCOG Municipal Services Committee meeting on October 19th at noon and we will send a follow-up memo after that meeting with potential projects. In the meantime, if you have ideas for transformational regional projects or cannot attend the Municipal Services Committee meeting, please feel free to contact me directly with suggestions.
- 2) **ARPA technical assistance.** Some communities, particularly smaller towns may need technical assistance in meeting the reporting requirements for ARPA. **Would your town be willing or interested in committing 1% of your municipality's county allocation up to \$50,000 towards assistance with preparing reports?** The scope would include preparing reports for review and submission by the towns. In addition, procurement assistance for compliance and other assistance could also be included in the scope of the assistance provided on a regional basis. Also, please let us know if you would be interested in CRCOG developing workshops on reporting even if you plan on carrying this task out on your own.

We are looking forward to the upcoming discussions and assisting our towns in any way we can.

Please do not hesitate to contact me with any questions or follow-up. Again, please e-mail pyoder@crcog.org with your thoughts and responses.