



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **American Rescue Plan Act (ARPA) Work Group**

November 10, 2021

12:00pm

Main Meeting Room, Town Hall, 933 Hopmeadow Street

## **SPECIAL MEETING AGENDA**

### Call to Order

- 1) Approval of Minutes
  - a. October 29, 2021
- 2) Discussion of process and potential uses for ARPA funds
  - a. Non-profit application – recommendation for BOS
  - b. Public survey
  - c. 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**

Friday, October 29, 2021

Engineering Conference Room, Town Hall, 933 Hopmeadow Street

### **MINUTES – Draft**

**Members Present:** Wendy Mackstutis, Jackie Battos

**Staff Present:** Amy Meriwether, Melissa Appleby

**Others Present:** Lisa Heavner (Board of Finance), Michael Muszynski (CCM)

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

#### **1) Approval of Minutes – October 14, 2021**

The group made one edit under section 2(a). The minutes of October 14, 2021 were approved by consensus with the noted change.

#### **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)**

Ms. Meriwether introduced Mr. Muszynski; the members of the work group and Ms. Heavner introduced themselves.

Ms. Mackstutis asked Mr. Muszynski to provide an overview of what other towns are doing in regards to spending the ARPA funds. Mr. Muszynski said that the approach varies from town to town. He said that Simsbury is having the right conversations around this topic. He noted that some towns have just one or two staff members handling ARPA, others are doing large-scale community engagement, and others have engaged a consultant to manage this process. He emphasized that for the items we have identified that may or may not qualify for ARPA funding (“maybes”), we should wait until the final rule comes out. Mr. Muszynski also noted that the Treasury Department will draw a distinction between economic development and economic recovery. Items noted as “economic development” might be questioned, but “economic recovery” is a priority under ARPA.

Ms. Heavner asked Mr. Muszynski how other towns are determining the needs that exist. Mr. Muszynski said that while everyone seems to be handling this differently, those that are doing this well have conducted some kind of survey or listening session.

The group discussed the use of ARPA funds for parks infrastructure. Mr. Muszynski said that we will need to demonstrate that the pandemic led to an erosion of the infrastructure. Ms. Heavner asked about justifying the investment in parks due to the

mental health benefits of doing so. Mr. Muszynski said that we will need to demonstrate that we are spending the funds on parks specifically to recover from the pandemic. He said that when we report on our spending, we can only choose one justification or category.

The work group members asked whether CCM will continue to provide resources regarding the use of ARPA funds. Mr. Muszynski said that CCM intends to do so, and that they will be living documents that will be continuously updated. He also noted that there will be a session on ARPA at the CCM annual convention.

The members asked about specific projects, including: funding an ambulance; allocating funds to the Housing Authority; parks restrooms; business façade program; senior transportation; and broadband infrastructure. In regards to broadband, Mr. Muszynski noted that this category is fairly restrictive. In regards to water and sewer infrastructure, Mr. Muszynski said that ARPA funds may be spent as long as the project adheres to the EPA program standards. The group also discussed the ability to use the funds to address needs in the schools.

Discussion ensued regarding the administration of the program. Any funds that are spent by third parties (e.g. non-profits, businesses, etc.) need to follow the guidance, as the Town is ultimately responsible for adhering to the rules set forth by Treasury.

**b. Non-profit application – recommendation for BOS**

The group will plan to finalize the recommendation at the next work group meeting prior to bringing it to the full Board of Selectmen.

**c. CRCOG memo - allocation of local ARPA funds for regional projects**

Ms. Appleby reviewed the discussion at the CRCOG Municipal Services meeting regarding potentially using ARPA funds for a regional project. Mr. Muszynski said that CCM encourages such efforts, especially since municipalities received their county allocations directly. He said that he would suggest that CRCOG come up with a specific proposal, including the dollar amount and the percentage allocated to each town. The group agreed that they are open to keeping this option in mind, pending a formal proposal.

**d. Other**

None

**3) Next steps and meeting date**

The group will meet again on November 10 at 12:00pm in the Main Meeting Room.

The meeting was adjourned at 11:00am

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager



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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.

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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).

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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:

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***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:**

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

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

<b>Income Source</b>	<b>Amount</b>

***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](mailto:ameriwether@simsbury-ct.gov)