

TOWN OF WAITSFIELD, VERMONT
ARPA Committee Meeting Minutes
Wednesday, October 5, 2022

Members Present: Chris Badger, Charlie Goodman, Leo Laferriere, Joel Rhodes, Mac Rood, Christine Sullivan, Brian Voigt

Staff Present:

Others Present: Bob Cook, Anthony Italiano (MRVTV)

I. Call To Order

The meeting was called to order at 5:05 pm by Charlie Goodman. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom. Mac arrived shortly after the meeting began.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A)

Chris and Joel introduced themselves and provided some background information regarding the local energy-related work they are involved in. Chris is the Town's Energy Coordinator.

Christine noted that Annie is not able to attend, and some of the agenda items may not be able to be fully covered without her being available to provide related materials.

2. Develop and approve project prioritization framework

The template created by Annie was reviewed; it was agreed that the general framework of the matrix would be suitable for evaluation of proposed projects. Chris pointed out that it would be helpful to have some type of quantifiable evaluation included, as a rating system might help indicate the top candidates out of those that satisfy the basic requirements. There was some discussion regarding the best way to approach this; ideas generated included weighting the columns or distributing points among the columns. Chris asked if there was an intent to distribute a portion of the total funds available to each of the specific buckets.

Ideas were generated for additional criteria to be rated, including:

- Whether or not the project falls into one of the bucket list categories
- What stage is the project current at – visioning, planned, shovel-ready
- Total cost/percentage requested of ARPA
- Additional funding available
- Location
- Any required permitting
- Administration responsibilities
- If multi-town, where other ARPA funds are being requested
- Likelihood of completion by 2026

It was decided that some columns would be better evaluated with a simple yes/no rather than a three-level gauge. It was also noted that an evaluation of 'impact' should include an assessment of whether the project is transformational and how well it aligns with Town Plan goals.

Leo requested that steps be taken to ensure that the public is aware of the application process for projects, and suggested that the evaluation matrix be made available when finalized so that applicants may use it as a reference.

3. Update on project ideas submitted to date

a. Consider a deadline for initial project intake form submittals

It was decided to set a due date of November 18 for submission of project ideas, with review to begin at the December 7 Committee meeting. Annie will be requested to publish this information, and to have hard copies available for those that need them.

4. Review and approve minutes

The minutes of September 21, 2022 were approved.

5. Other Business

No other business was taken up.

III. Adjournment

The meeting adjourned at 6:17 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary