

## **Bristol Town Administrator**

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**From:** Ian Albinson <ianalbinson@gmail.com> on behalf of Ian Albinson <ianalbinson+sb@gmail.com>  
**Sent:** Friday, October 22, 2021 12:35 PM  
**To:** Michelle Perlee; Bristol Town Administrator; peeker@gmavt.net; jbouvier@nbmvt.com; heydarla712@gmail.com  
**Subject:** ARPA funds use Starksboro

Details on how Starksboro is approaching the delegation of ARPA funds, [from the last SB meeting](#).

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## **Starksboro**

### **ARPA Funding Discussion**

The board had a broad conversation about how to engage the community and efficiently consider proposals for the use of ARPA funds received by the Town. There are many projects that have potential and the board will need a clear process to navigate the decisions needed.

- Committee formation considerations: The Selectboard will appoint a group of residents to review and assess proposals. There will be 9 members: an invitation to self-nominate will be distributed later this fall. The group will conduct public meetings, have a chair and vice chair, and follow open meeting process. Only one representative per existing town committee or board can participate. If more than 9 people express interest in serving on the committee, a lottery system will be used to select the members. If there aren't enough people coming forward to sit on the committee, the Selectboard will revisit the process.
- The Selectboard will provide information as the framework for considering proposals via a rubric and resources including the Hazard Mitigation Plan, the Starksboro Town Plan, and other local and regional planning documents. An FAQ document about ARPA funds will be distributed to help residents think about potential project proposals that meet the criteria and might be considered. Awareness of conflicts of interest is required and objective review is key component of the process. Consideration of impact to cost ratio in the proposal to be considered in the evaluation of project viability.
- The Selectboard noted this is an opportunity to do some of the work outlined in the Hazard Plan that the town would not be able to afford otherwise.
- Ideally, proposals will include a statement that points to specific goals in one of the town planning documents or demonstrates the direct benefit to majority of town residents. The Selectboard will review the proposals vetted by the committee and will provide feedback. The goal is to have a collaborative role to ensure the viability of projects and funding streams.
- RFPs to be considered in rounds, perhaps with 50% of funds available for first round, then two subsequent rounds for 25% of funding. Projects not selected in round 1 can be revised and resubmitted for consideration in round 2. Larger projects – There are limited funds however the board does not want to discourage big thinking. Project assessment will need to include whether funds need to be staged.
- Goal to have committee created after town meeting. Potential funding of projects in one year.

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– Ian

Ian Albinson, Selectboard Vice-Chair  
 Town of Bristol