

Meeting Minutes
Windham ARPA Advisors Committee
By Zoom Only
Wednesday, May 9, 2023

ARPA Committee

Bill Dunkel

George Dutton

Cathy Edgerly Fales

David Lewis

Michael Simonds

Jan Wyman

Mary McCoy (Mac), clerk

Guests

Maureen Bell

Eileen Widger

- 1. Call meeting to order** – Mac called the meeting to at 5:31 PM.
- 2. Quick check-in** – Those present shared updates from their lives.
- 3. Act on the minutes of the past meeting**
Motion: To approve the minutes from the April 12, 2023 ARPA meeting. Michael moved, Jan seconded, and all agreed
- 4. Make changes (if any) to the agenda** – There were no changes to the agenda.
- 5. Hear public comments on items not on the agenda** – Comments from Maureen and Eileen are noted below, as they related to the agenda.
- 6. Update on annual report to U.S. Dept of Treasury due 4/30** – Mac reported that she provided the pertinent information to Kord, who filed the report, as he is registered as the official administrator of the funds. Kord had the help of Katie Buckley from the VLCT.
- 7. Review spreadsheet re distribution of ARPA funds and make adjustments** – See attached. Mac reviewed the spreadsheet, explaining that all approved amounts are listed as approved. Other amounts are as estimated. She included all estimated amounts, except for the Meeting House, which has costs that remain unknown, as well as several other funding sources that can be pursued for its improvements. The amount listed on the spreadsheet for the Meeting House (\$42,336) is the full amount that remains after the estimated costs for other items.
 - a. Meeting House** – David questioned the high cost of the painting (\$82,000) until it was explained that the cost included removal of lead paint. George said he wanted input from Pete Newton on the insulation, especially concerning the removal of the floorboards in the former sanctuary. Cathy spoke to the importance of the plan that Meg Stalloff will facilitate for getting townwide input and support regarding changes to the Meeting House. The plan will be of great benefit to the town when other sources of funding are pursued. The town needs to move forward soon on the plan’s creation. Cathy mentioned six good possibilities for grant support, including MERP which will address items related to energy usage (insulation, heating system, hot water heaters). She noted we need to address issues related to access and fire safety to receive the MERP funds.
 - b. Solar Array** – Bill wondered if we would need to pay the full amount of the solar array upfront. Michael explained that we will only need to pay 70% of the cost, as the federal government will reimburse us for the other 30%. Mac said she anticipated that the town would

pay the full amount, take 70% from ARPA funds, and receive the 30% rebate. Based on the lower estimate we have received, ARPA funds will pay \$27,300.

c. Grant Writer – There was discussion about how much to designate for a grant writer. The spreadsheet says \$4,000. Bill pointed out that grant writers can charge \$100 per hour or more. Cathy said she knows of an experienced grant writer for Tunbridge whom we might share who charges \$75 per hour. Mac said some funding sources will reimburse the cost of grant writing. She also reiterated the importance of a good grant writer for success in getting grants.

d. Town Office – Ellen was not present to give an update. Mac said she had spoken with Ellen, and she still has no estimate for digitalizing the land record index, but she has some suggestions from other town clerks about services they used and liked. There is one estimate on the cost of the color copier, but Ellen has not pursued getting other estimates.

e. Audio-visual – Maureen stated her disappointment that there has been no action related to funding for the AV equipment. Some of her own equipment is still being used. Mac explained that the selectboard has been waiting for a meeting when the current equipment can be used to determine what is still needed. Eileen said that the OWL system is being used by the Dover Rotary club and is quite good, even for meetings with 45 in attendance.

8. Discuss how to proceed – approve individual projects or wait until Meeting House grants are received or not received – Michael said we need to make decisions and move on. David said we need to set aside funds for the Meeting House. Maureen spoke to the importance of the Meeting House, as funding for it is something that will serve everyone in town. There was general agreement that the Meeting House is a priority. However, we need to get firmer estimates for other projects before we can make a clear determination for the Meeting House.

Motion: To ask Pete Newton to attend our next meeting to clarify the issue of insulation. George moved, several seconded, and all agreed.

Motion: To meet again in two weeks to hear from Pete and to share additional cost estimates. George moved, several seconded, and all agreed.

Mac asked those present to provide the additionally needed information. George will contact Pete about coming to our next meeting. Michael will get a third cost estimate for the solar array and will clarify the issue of the 30% off. Maureen will provide estimates for the needed AV equipment. Mac will contact Ellen to get additional estimates on the copier and the index digitalizing.

9. Adjourn meeting

Motion: To adjourn the meeting at 6:34. Michael moved, Jan seconded, and all agreed.

The next ARPA Committee meeting is Tuesday, May 23 at 5:30 PM.

Respectively submitted,
Mary McCoy, ARPA Clerk
Approved 5-30-2023

Attachment: Possible Breakdown for ARPA Funds