

Town of Shaftsbury

ARPA ADVISORY COMMITTEE

I. NAME

This body shall be known as the Town of Shaftsbury American Rescue Plan Act (ARPA) Advisory Committee, herein after known as the “ARPA Committee.”

II. PURPOSE

The purpose of the ARPA Committee shall be to determine appropriate uses for up to \$1,025,386 of the Town of Shaftsbury’s ARPA award and make a prioritized list of recommendations to the Selectboard for spending. Final decision on spending will be made by the Selectboard.

III. DURATION

The ARPA Committee shall exist upon formation by the Selectboard in a duly warned meeting until the obligation of all ARPA funds or December 31, 2024, whichever comes first.

IV. DUTIES AND FUNCTIONS

1. Communicate and collaborate with other Town commissions and committees, as appropriate.
2. Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate.
3. Provide public education on the municipality’s ARPA award, eligible uses, and applicable guidelines.
4. Develop a plan for completing the Purpose that includes a timeline with milestones and deliverables.
5. Carrying out community engagement and stakeholder outreach to invite and collect applications from the public.
6. Gather and review proposals and applications.
7. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications.
8. Score applications and proposals.
9. Prioritizing qualified proposals and applications to make recommendations to the Selectboard.

V. MEMBERSHIP

1. The ARPA Committee shall have no more than five and no less than three members.
2. Three members shall be appointed by the Selectboard. They shall be registered voters of Shaftsbury and shall include:
 - a. A Shaftsbury for-profit business owner
 - b. A representative from a Shaftsbury non-profit organization

3. Two members shall be ex officio: a member of Selectboard and a member of the Planning Commission.

VI. OFFICERS AND DUTIES

The members shall elect a Chair, a Vice Chair and Clerk (if no municipal staff exists to serve in this role) for the duration of the ARPA Committee.

VII. MEETINGS

The ARPA Committee is a Town committee and **shall comply with Open Meeting Law (OML)**. The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and **ensuring that all requirements of this law are observed as it relates to the ARPA Committee**.

The ARPA Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time each fiscal quarter.

VIII. PUBLIC PARTICIPATION AND INVOLVEMENT

Public participation and involvement in the Committee's work is a high priority and the Committee is invited to support the Selectboard in presenting ideas and receiving feedback through public forums and educational sessions pertaining to ARPA awards and uses of the funding.