

**Town of Richmond ARPA Committee  
Minutes for the meeting of August 24, 2022  
Via Zoom**

**Members Present:** Josh Arneson, Jay Furr, Jeff Forward, Thomas Lyle, Cara LaBounty,

**Members Absent:** Molly Dugan, Linda Donovan, Sacha Mailloux, Rebecca Starks,

**Others Present:**

**Call or Order:** 7:00pm

**Welcome by Furr.**

**Public Comment:** None

**Review minutes of the 8-10-22 Meeting**

Moved to next agenda

**Update on status of mailing**

LaBounty: The mailing is out and drop boxes have been distributed around town to collect feedback. It went to about 2300 people.

Furr: Thank you Cara for getting this out. It looks very professional.

**Recap of Richmond Farmers' Market Information Booth held on August 19.**

Forward: This went really well. We got a handful of comments and the visibility was really important. The sign was good.

Lyle: I agree. Plenty of people stopped by and some took pictures of the QR code.

Forward: I think what we did worked and we may not need to do a presentation at the future feedback sessions.

LaBounty: The infographic in the mailing only had ARPA and not American Rescue Plan Act.

Furr: It was spelled out on the sign.

LaBounty: Please be sure to update the website to indicate what ARPA stands for.

Forward: We need a sign that says “Free Ice Cream” for future feedback sessions.

### **Public forums in September -- logistics and planning**

Furr: I will not be able to be at the first two meetings.

LaBounty: Can we do a Doodle Poll of who will be in attendance at each meeting?

Furr: Yes, I can put that together.

Forward: I will do the ice cream. We should put up some posters to advertise the sessions. Maybe at the mailboxes at Riverview Commons.

Furr: I think flyers are a good idea and I can help post them. Who would like to design a flyer or do we use the second page of the mailing. We should also do some Front Porch Forum posts.

Arneson: How many flyers do you want?

Forward: Put both pages on the Town bulletin board and at the Library.

LaBounty: Also the Jonesville Post Office, Lucky Spot, and Richmond Market.

Furr: I can post the flyer around town if Josh can print them out.

Forward: It will be helpful to have at least two people set up the tent at each event.

Furr: Do you have cups spoons and napkins?

Forward: I will do cones and will have napkins too.

Furr: I was not going to ask for reimbursement from the sign which was \$60.

Forward: I think you should.

LaBounty: There will be savings on the mailing.

Forward: My method of gathering feedback was a note pad and it worked well. We should figure out how to gather and sort the feedback.

LaBounty: My thought process is we should have blind data. We should have a list of suggestions without names attached to the feedback. We need to be open to all community feedback and make recommendations to the Selectboard.

Furr: I agree, lets do it blind.

LaBounty: I would like to take the feedback and collect it all into one database and then remove the names, after we sort to be sure it is not repeat suggestions by the same person.

Forward: In addition to what we have collected so far, we had ideas before the outreach started.

Furr: Everyone should compile suggestions that they have received prior to the start of the official feedback.

LaBounty: I can set up a form that we can all enter ideas into. But we need to be sure we are not all entering an idea from the same person.

Lyle: I think we should direct people to fill out the form on the website. This way we are not paraphrasing someone else's idea.

LaBounty: I agree with that. But our response should be to ask them to fill out a form so we capture your feedback correctly. The only exception would be at one of the forums.

Lyle: Someone should reach out to the people posting on FPF and direct them to the form.

Furr: I will do that.

Lyle: What is our criteria for selecting ideas?

Forward: We are not at this step yet.

LaBounty: I will try to group the ideas by category so we can evaluate them easier.

Forward: We will need a scoring mechanism. I don't feel like this is data, these are suggestions. I am not going to make my decision based on data analysis, it will be more subjective than that for me. We should look at items like ongoing maintenance. We initially thought we would do a survey, but decided to go with this feedback process first.

LaBounty: We have to be careful to keep in mind that the Selectboard makes the decision on this, with feedback from the public, but the decision is not made by the public. I want to be careful to not present this as a vote by the public.

Forward: We are asking for ideas using this ARPA money. There are a lot of things going on in Town already with other funding sources.

Furr: We do want to avoid a group gathering many people to make the same suggestion. The final decision is not necessarily going to the idea with the most votes.

LaBounty: Is anyone replying to the emails to the ARPA account.

Furr: I can check the account.

Forward: It could be a fairly stock reply.

LaBounty: Jay, do you want to reply to the emails? I can take the emails and enter the information.

Furr: I will reply to the emails.

Forward: Depending on how the feedback sessions go it may be worth doing a feedback session in front of the Richmond Market.

Arneson: I have some ideas in writing, can I send those directly to Cara?

LaBounty: Yes send them to me via the ARPA email. Jeff, drop off the yellow legal pad paper to Josh and he can get it to me. I may need help inputting the ideas if we get a lot. I want to be sure that people are printing legibly.

### **Discussion of committee membership**

Furr: We have two members who have made it clear that the evening meeting time does not always work for them. We do still want them to participate for as long as they can. But, if people ask about how to join the Committee please take their name so we can reach out if someone resigns from the Committee.

LaBounty: I understand people missing some of the planning meetings, but it would be great to have the full Committee to evaluate the ideas we gather in the feedback.

Furr: I agree, we will need more people for the review of the feedback.

Forward: Earlier on in this process I had a meeting with Marcia Levison from the Food Shelf. One item we can consider with the ARPA money is to help people who were severely impacted by COVID. Community leaders like Marcia may be able to help with this outreach. I will meet with her again to explain our process and get her feedback.

LaBounty: The forum will differ from the Farmers' Market because that format tends to have someone taking notes of what people are telling us as a group.

Forward: What we did I felt worked very well and for outdoor venues it may be more of people walking by and providing feedback rather than staying around for a while for a discussion.