

**ROXBURY ARPA COMMITTEE MEETING**  
**MINUTES OF AUGUST 31, 2022**  
**9:13AM – 10:34AM**  
**THIS MEETING WAS HELD IN PERSON AT COMMUNITY HALL**

**MEMBERS PARTICIPATING:** Elizabeth Carney, Don Randall, Rene Bouchard, Via MS  
Teams: Brock Freyer  
**PUBLIC:** Carol Randall

Call Meeting to Order at 9:13am

It was agreed that with Committee Secretary Sean being absent, Rene to take the minutes.

A discussion was held concerning a quorum and our full agenda. Brock confirmed on the VLCT FAQ's that with a majority of a Committee present we could vote on items. That is how we proceeded.

A quick discussion was held to bring Elizabeth up to speed with the nice chat held last week with Katie from VLCT. Elizabeth was somewhat familiar having read the subsequent emails. We reviewed Katie's belief that whilst a loop trail or two would be good in terms of Debra's request, completing a Master Plan on Outdoor Activities would be better. It would put any subsequent grant requests at the top of the list in the eyes of the grant providers like VOREC.

**#2** Additions/Deletions – none were noted

**#3** Minutes – a discussion was held on any additions or deletions to the minutes of 11-Aug-22 & 17-Aug-22 meetings? None were made. A motion to approve both sets was made and seconded. All Approved.

**#4** Project Paperwork – discussions were held on the following items:

**a.** Committee Calendar – the Committee reviewed the email circulated Draft Timeline. Given we are unsure of where we stand with SurveyMonkey along with the remote possibility we could pull back the timeline assuming things go well, it was agreed to add a footnote to the effect that “dates are subject to change as warranted”. A motion was made to approve the Timeline with amendment and seconded. All Approved.

**b.** Project Submission Form – the Committee reviewed the email circulated Draft ARPA – Project Funding Request Form. Don confirmed the update from last week had been made. Rene pointed out the inclusion of a new gmail acct (RoxburyVtARPA@gmail.com) and it was agreed to make use of that. With no changes noted a motion was made to approve the project submission form and seconded. All Approved.

**c.** Score Sheet – the Committee reviewed the email circulated Draft Score Sheet. A discussion was held about incorporating the public rankings of the criteria. Rene explained how those would

be worked in. A review of how we intend to use the score sheet for each member to score each project, work in the weight and then create one master score sheet with the average of all our scores. A motion was made to approve the score sheet and seconded. All Approved.

**d.** Survey – the Committee reviewed the email circulated Draft SurveyMonkey survey. We are unsure of where Sean is with the survey. A discussion was held on the survey contents, including the issue with food insecure people perhaps being shy to submit an idea. It was discussed and agreed that we should make the Idea field not mandatory. This in the belief that if someone finds their idea on our List of Ideas, we still want them to rank our criteria. Therefore, an idea is not mandatory to submit the form. Don mentioned that we should probably have Sean let the Committee see and test the Survey before opening it up to the public. All agreed a good idea.

In the end it was agreed that we would:

- add a new question “are you a Town of Roxbury taxpayer or voter?”
- make the Project/Idea field not mandatory
- leave the name and email fields mandatory, but include a footnote something like “for internal use only, contact info will not be made public”

A motion was made to approve the survey as amended and seconded. All Approved.

**#5** Committee Voting – the Committee reviewed how best to vote as discussed in Rene’s circulated email of 25-Aug-22. Options were open table or anonymous via email. Elizabeth mentioned that no matter which way we go, it would be best to be consistent for all projects and the CV Fiber Match. All agreed. Don mentioned his belief that open discussion gives the ability to possibly change someone’s mind. A possibility not available with email voting. In the end, after some discussion, it was agreed that we adopt an open, roundtable, vote. Where Committee members would be expected to vote and provide an explanation of their vote such that we can build a Pro/Con position for including in the Project Summary.

**#6** CV Fiber – the Committee discussed when to vote on the CV Fiber match. We want to do it after the Information Mtg of 01-Sep. The idea of Tue AM 06-Sep was floated but the issue there is having enough time to create a letter for the Selectmen and circulate it amongst ourselves before forwarding. A discussion was held concerning how much bandwidth a person really needs. Don reiterated how important fast internet is. The firefighters have an app called Active 911 which gives them information on the call and Google Earth map directions. Connectivity through town is quite haphazard. In the end it was agreed that Brock create Teams mtg for Sat 03-Sep at 9:00am for the Committee to vote. After that a draft letter will be created and circulated for approval so that we can get it to Tammy first thing Tuesday AM.

**#7** SurveyMonkey – an update was deferred given Sean’s absence

**#8** Informational Mtg – the Committee discussed the upcoming Informational Meeting. It was discussed about whether or not to have handouts. Elizabeth offered to make a monitor she had at home available. Carol, our one public participant, mentioned that without projection and with the

type being small it could be hard to see. In the end it was agreed that the following docs would be available as handouts:

List of Ideas

Score Sheet

CV Fiber Information Summary

Timeline

Project Submission Form

**#9** Other Business – it was agreed that aside from our Sat vote mtg, our next mtg would be Thu 08-Sep @ 10:00am. Purpose of that mtg will be to begin parceling out existing project ideas amongst us to begin working with owners on the submission of their completed forms.

Next meeting is set for Saturday 03-Sep @ 9:00am.

***Action Items:***

- Rene to circulate Draft minutes for today's mtg
- Rene to send the Final minutes for posting on the web
- Rene to amend the Timeline as approved
- Rene to amend the Survey as approved and send to Sean
- Rene to speak with Tammy about copying the following as handouts:
  - o Timeline
  - o Project Request Form
  - o Score Sheet
  - o List of Ideas
  - o CV Fiber Information Summary
- Brock to set up Teams mtgs for 03-Sep @ 9:00am and 08-Sep @ 10:00am

Meeting Adjourned at 10:34am.