

**Town of Willington**  
**40 Old Farms Road, Willington CT**  
**American Rescue Plan Act (ARPA) Commission**  
**Regular Meeting | February 28, 2022**  
**1:30pm**

*THIS MEETING WAS HELD IN HYBRID FORMAT. THE RECORDING MAY BE VIEWED ON [WWW.YOUTUBE.COM](http://WWW.YOUTUBE.COM)*

**1. Call Meeting to Order**

C. Mailhos called the Meeting or Order at 1:36pm. Members present include:

Erika Wiczenski	Stuart Cobb
Thomas Smith	Samantha Hills
Jennie Arpin	Troy Sposato
Christina Mailhos	Stuart Fisher
Michael D'Amato	Donna Latincsics
Robin Campbell	

**2. Present to Speak**

None

**3. Approval of Minutes**

J. Arpin requested the \$50,000 amount specified within the discussion that occurred for the Human Services request be removed as the amount was unspecified.

Motion to Approve February 7, 2022, Meeting Minutes by S. Fisher, Second by J. Arpin as amended. All in Favor, Motion Passes with S. Hills abstaining.

**4. ARPA Commission Ordinance**

The Commission reviewed correspondence from the Board of Finance Chair and Town's Auditing Firm, Mahoney Sabol.

E. Wiczenski explained that the Town Attorney did review the Ordinance prior to the vote at Town Meeting and he will be preparing a formal response to provide clear guidance on the ARPA Commission's authority as it relates to the ability to directly appropriate funds received by the Town.

**5. ARPA Funding Request Form**

C. Mailhos reviewed the application form that will be utilized to track ARPA requests and projects.

M. D'Amato demoed the submission process and necessary information that will be required to be included for each submission using the Town's OpenGov permitting platform.

The Commission discussed adding a link to the Commission's page on the website to make it easier for Organizations to submit requests. The Commission also discussed the process to ensure that only appropriate projects are submitted. The application link is currently live will be shared with Departments and Agencies.

The Commission went on to discuss if projects should be evaluated as they come in or if they should be evaluated in groups or once all submissions have been received.

E. Wicinski indicated that the Town has only received half of the ARPA funding monies, the second half would be provided to the Town on June 22, 2022.

**6. ARPA Funding Request Submissions- Possible Action**

The Commission held a discussion on how project requests should be shown on each agenda and how they could be prioritized if necessary. An additional question will be added to the application to capture any potential projects which may have time sensitivity.

Further discussion was held regarding the receipt of requests, funding evaluation criteria and how applications will be reviewed.

Chief A. Moore spoke briefly regarding the request that has been submitted on behalf of the Fire Department for a new ambulance. The Commission will review the request formally at the next meeting.

Motion to Adjourn by M. D'Amato second by S. Cobb. All in Favor. **Motion passes**

The meeting was adjourned at 3:02pm

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TOWN CLERK