

Town of Willington

American Rescue Plan Act (ARPA) Commission

40 Old Farms Road
Willington, CT 06279

September 19, 2022

Meeting Minutes

1. Call Meeting to Order

C.Mailhos called the meeting to order at 1:32pm

2. Roll Call

J.Arpin	M. D'Amato
S.Fisher	T.Smith
D.Latincsics	E.Wieczenski
T.Sposato	R.Campbell (absent)
C.Mailhos	S.Hill (via zoom)
S.Cobb (absent)	

3. Approval of Minutes

a. 7/11/22

No Action

b. 8/1/22

E.Wieczenski made a motion to approve the 8/11 minutes. Second by T.Sposato

All in Favor. Motion Passes Unanimously

c. 8/29/22

E.Wieczenski. motion to approve the 8/29 minutes. Second by M.D'Amato

All in Favor. Motion Passes Unanimously

4. Correspondence

None

5. Present to Speak

6. New Business (*No NEW requests to be received or heard - FUNDING REQUESTS PAUSED*)

a. Update on funding (Tranche 2)

C.Mailhos stated that the Town was notified that the soonest the funds for tranche 2 would be received by the Town would be the first week of October.

b. Expenditure Review

C.Mailhos stated that moving forward it might be prudent for this Commission to review the expenditures of the projects which are being completed using ARPA funds.

E.Wieczenski outlined the evaluation that her office was going through regarding the submission of purchase orders for each of the projects to ensure that all of the documentation is in place before the projects are closed.

The Commission held a general discussion about various eligible expenditures related to the various projects approved by the Commission including various one-time costs vs. potential recurring costs such as insurance policies.

S.Fisher indicated that the survey work related to ARPA 17/18 at the River Road park was on hold as the funding for the second tranche of funding was not yet received. There was a general discussion as to if the survey costs for this project could be covered by the balance of funding within Tranche 1 in the interim.

C.Mailbos made a motion to allow up to \$5,000 of the previously approved ARPA 17 and 18 to be spent for survey work that was previously on hold. Second by T. Smith

All in Favor. Motion Passes Unanimously
--

7. Unfinished Business

a. Updates on PREVIOUSLY FUNDED requests (*No discussion necessary if there are no updates.*)

- i. ARPA-3 -Second Ambulance (WFD1) / Approved on 3/21/22 for \$100,000. Ambulance purchased and in service. \$22,813.66 available to spend or return when the project closes.
- ii. ARPA-5- SCBA Air Packs (WHFD) / Approved on 3/21/22 for \$235,000. Air Packs ordered for \$113,338.35. \$23,661.65 available to spend or return when the project closes.
- iii. ARPA-6 - Generator for DPW (DPW) / Will order as soon as Willington receives the remaining funds from Tranche 2. Vendor will hold the quoted price. Likely to come in under the \$69,000 budget.
- iv. ARPA-7 - AC for HMS Band Room (BOE) - Waiting for final bills to be paid. Total Appropriated (\$20,000) - Total Expenditure (\$11,550) = Amount to return to ARPA (\$8,450)
- v. ARPA-10 - TOB Meeting Room Equipment - Mics & speakers (BOS) / Approved at Town Meeting on 8/3/21 for \$28,500. \$26,474.02 available to spend or return when the project closes.
- vi. ARPA-13 - Devices for town staff and Senior Center (BOS) / Approved at 5/24/22 Public Hearing for \$46,000. \$8,144.11 balance available to spend or return when the project closes. All Laptops & monitors received and have been configured. Still waiting for docking stations.
- vii. ARPA-14 - Small Business and Nonprofit Assistance Program (EDC) / EDC has closed the first round of applications for the BRIG program and award letters will be going out in the coming week. Funding was approved at 5/24/22 Public Hearing for \$300,000.

M.D'Amato and S.Hills gave an update on the BRIG program to date including the status of the total applications received and the total funds to potentially be returned to the ARPA Commission.

- viii. ARPA-15 - Senior Center Coordinator Position (WHS) / Town and Union negotiating salary. \$34,379 was appropriated for this based on projections at the time.
- ix. ARPA-16 - Radios for FD Use (WHFD & WFD1) / Ordered, waiting for delivery and final invoices. Will come in just under the \$235,000 budget.
- x. ARPA-17/18 - Walking track improvements at RRAC (Drainage & lights) (WPRC) - \$220,000 / Approved at 8/1/22 meeting. Funding is not available for vendors until Willington receives the remaining funds from Tranche 2.
- xi. ARPA-20 - New Furnace for Fire House (WHFD) \$20,000 / Approved at 8/1/22 meeting, p.o. issued so the project can move forward.

- xii. ARPA-21 - Fuel Bank and HH Heating. Approved \$25,000 to assist residents in need. Nothing spent yet.

J.Arpin indicated that requests had already started to come in from residents. She indicated that she could not disburse any of the ARPA funding as of yet as the funding has not been received.

E. Wiczenski made a motion that \$25,000 for ARPA #21 be made available from Tranche 1 and that ARPA #15 be funded through Tranche 2 funding. Second by T. Sposato

E.Wiczenski stated that progress with the union for ARPA #15 would not occur until after Tranche 2 had been received so the funding could be switched.

All in Favor with J.Arpin abstaining. Motion Passed
--

- xiii. ARPA-23 - Summer Camp Supplement / Approved on 5/22 for \$36,238. Year 1 of the program has been completed. \$14,558.12 available for Year 2 supplement.
- xiv. ARPA-25 - Fuel Bank and HH Heating Expenses / Approved on 5/24/22 for \$25,000 to be used in the winter of 22-23.
- xv. ARPA-26 - Forestry Plan for Mason Road Tract (WCC) / Approved on 5/24/22 for \$2,800. Forest Management Plan expected to be completed in Fall of 2022.
- xvi. ARPA-27 - Building materials for park structure maintenance (WCC) / Approved on 5/24/22 for \$3,500. These funds may take several years to spend.
- xvii. ARPA-28 - Technology upgrades at the Senior Center (WSC) \$3,000 / Approved on 8/1/22. Purchase on hold until funds are received.
- xviii. ARPA-29 - ARPA Commission Public Hearing Expenses (ARPA) (prior ARPA-28) / Approved on 5/24/22 for \$2,000. To date \$796.48 has been spent to hold 3 Public Hearings.
- xix. ARPA-30A - Direct Emergency Call Line at Button Hill (WHA) \$53,000 / Approved at 8/1/22 meeting. Purchase on hold until remaining Tranche 2 funds are received.
- xx. ARPA-31 - Historical Society Archival Storage (WHS) - \$15,000 / Approved at 8/1/22 meeting. Purchase on hold until funds are received.
- xxi. ARPA-34 - Storage Box at DPW for Evictions (DPW) - \$6,500 / Approved at 8/1/22 meeting. Purchase on hold until funds are received.
- xxii. ARPA-35 - Bring URCommunityCares.org to Willington (WHS) - \$5,000 / Approved at 8/1/22 meeting. Purchase on hold until funds are received.

C.Mailhos indicated that a question had been raised regarding this application and that it was an allocation of funds for a non-profit that was not based in Willington. She clarified that these funds were provided to the Human Services department to provide these services to Willington residents and that it was not a payment directly to the non-profit Organization.

E.Wiczenski stated that the concern that had come forth from the individual was related to the fact that the President of the non-profit is a relative of hers. She clarified that she did not take part in the conversation, she had disclosed the connection and that she felt it was important for the Commission to speak publicly about where the funds are going and why. She further stated that she had no involvement in the solicitation of the application and that it was related to services for an existing vendor of the Human Services Department.

C.Mailhos indicated that she could verify this.

- xxiii. ARPA-37 - 2022 John Deere Skid Steer (DPW) - \$68,000 / Approved at 8/1/22 meeting. \$67,283 has been encumbered to make the purchase. Item was delivered on 9/12 and invoiced for \$67,283 leaving \$717 to be returned.

C.Mailhos indicated that it appeared that this project might be able to be closed at the next meeting as the Town had just taken delivery.

b. Updates on PREVIOUSLY HEARD requests (*No discussion necessary if there are no updates.*)

- i. ARPA-39 - Repair of Library Building Structure (WPL) \$27,600 - Waiting to go to Public Hearing)

c. Updates on requests heard at PUBLIC HEARING (*No discussion necessary if there are no updates*)

- i. ARPA-32 - Retention Bonuses for Town Employees (BOS) - \$32,250 / *Heard at Public Hearing on 7/11/22. Requested that the Board of Selectmen call a Town Meeting to allow the townspeople to vote on it.*
- ii. ARPA-33 - Flags, Grave Markers and Monument Repair (WVF) - \$6,500 / *Heard at Public Hearing on 7/11/22. Waiting for input from the Board of Selectmen.*

E.Wieczenski stated that she met with the members of the organization related to ongoing responsibilities for this project. She further indicated that it was her desire to put this agreement in writing so that it would be ironed out. She further stated that she did not have any issued with approval of this project provided no funds were spent until this agreement was formalized.

E.Wieczenski made a motion to take ARPA #33 off the table. Second by T.Smith

All in Favor with S.Hills abstaining. Motion Passes

(Tabled Motion from 8/29/22)

T.Smith made a motion to approve ARPA #33. Second by E.Wieczenski

All in Favor with S.Hills abstaining. Motion Passes

- iii. ARPA-36 - Retention Bonuses for Fire Department Employees (WFD1) - \$17,000 / *Heard at Public Hearing on 7/11/22. ARPA Commission requested that the Board of Selectmen call a Town Meeting to allow the townspeople to vote on it.*

d. Projects to CLOSE

None

e. Funding Request Submissions - POSSIBLE ACTION

None

8. Present to Speak

E.Dagata: Stated that it recently came to his attention that the gas stove at the Senior Center was creating issues for the seniors as it did not have an automatic igniter. He requested clarification if this type of project could be submitted for consideration.

C.Mailhos indicated that when project requests were open for submission, an expense like that would be something the ARPA Commission could consider.

T.Smith asked about future meeting dates and time and moving the meetings to a later time. The Commission held a general discussion about meeting times and frequency moving forward. IT was decided that at least for the 10/3 meeting, the date and time would remain the same.

9. Adjourn

E.Wieczenski made a motion to adjourn. Second by T. Sposato. The Meeting was adjourned at 2:28pm

RECEIVED
WILLINGTON, CT.

2022 SEP 26 P 1:03


TOWN CLERK