

**Town of Waitsfield**  
**ARPA ADVISORY COMMITTEE**

**I. NAME**

This body shall be known as the Town of Waitsfield 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 \$506,081.79 of the Town of Waitsfield’s ARPA award and make a prioritized list of recommendations to the Waitsfield Selectboard for spending. Final decision on spending will be made by the Waitsfield Selectboard.

**III. DURATION**

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

**IV. DUTIES AND FUNCTIONS** (*this is a menu of items from which you may pick or abandon all and create your own; none are mandatory*)

The duties and functions of the ARPA Committee shall include, but not be limited to:

1. Keep apprised of:
  - The ARPA award [Terms and Conditions](#) and [Assurances of Compliance with Civil Rights Requirements](#)
  - Current eligible uses and Treasury's [Compliance and Reporting Guidance](#) document
  - Current timeline of funding for obligation and spending as well as reporting
2. Communicate and collaborate with other Town commissions, committees, boards and staff as appropriate to collect project proposals
3. Carrying out community engagement and stakeholder outreach to invite and collect project recommendations from the public
4. Utilize a project selection and prioritization tool to assist in project collection, ranking, and prioritization (CVRPC has provided a template that can be used). The list of ARPA eligible uses should be used as a guide.
5. Communicate and collaborate with other neighboring ARPA advisory committees, as appropriate
6. Coordinate with VLCT and CVRPC ARPA support staff for assistance as needed.
7. Develop a plan for completing a prioritized list of recommendations for Selectboard review. An initial list should be provided for the November 14, 2022 Selectboard meeting.
8. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications

9. Prioritizing qualified proposals and applications to make recommendations to the Waitsfield Selectboard

**V. MEMBERSHIP**

1. No less than 5 and not more than 7 voting members shall be appointed by the Waitsfield Selectboard. They shall be registered voters of Waitsfield and should include representation of different interests in Town. Members may include Waitsfield business owners, representatives on local non-profits, and representatives from Town Boards, Commissions, and Committees.
2. At least one member of the Waitsfield Selectboard and one member of the Waitsfield Planning Commission shall be on the committee.
3. The Town Administrator shall serve as a non-voting member of the committee.

**VI. OFFICERS AND DUTIES**

The members shall elect a Chair, a Vice Chair 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 month to start.

**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.