

SPECIAL MEETING AGENDA

TOLLAND TOWN COUNCIL – ARPA SUBCOMMITTEE ZOOM ONLY MEETING

JANUARY 27, 2022 – 4:30 P.M.

1. CALL TO ORDER
2. ESTABLISHMENT OF OFFICERS – CHAIR, VICE CHAIR AND SECRETARY
3. ADOPT MEETING SCHEDULE – 4th THURSDAY EACH MONTH AT 4:30 PM – REMOTE
4. ADOPT RULES OF PROCEDURE
5. DISCUSS ARPA SPREADSHEET
6. OLD BUSINESS (ACTION/DISCUSSION ITEMS):
 - 6.1 None.
7. ADOPTION OF MINUTES
 - 7.1 [December 9, 2021 Remote Meeting Minutes](https://us02web.zoom.us/j/81137396536?pwd=M3BNUHZnTXRjRXRQUVRBUDdqb1N1UT09)
8. ADJOURNMENT

To Join the Zoom Meeting, either click:

<https://us02web.zoom.us/j/81137396536?pwd=M3BNUHZnTXRjRXRQUVRBUDdqb1N1UT09>

Meeting ID: 811 3739 6536

Passcode: 12345

Or call: 1-646-876-9923 US (New York)

Meeting ID: 811 3739 6536

Passcode: 12345

Any party needing an accommodation may contact the Town Manager's Office at (860) 871-3600

The Town of Tolland is an Affirmative Action/Equal Opportunity Employer

AMERICAN RESCUE PLAN ACT (ARPA) SUB-COMMITTEE

2022 Meeting Schedule

February 24, 2022

March 24, 2022

April 28, 2022

May 26, 2022

June 23, 2022

July 28, 2022

August 25, 2022

September 22, 2022

October 27, 2022

Thanksgiving – no meeting

December 22, 2022

The ARPA Sub0Committee meetings will be held on the fourth Thursday of each month, unless otherwise noted, and will begin at 4:30 p.m.

Unless advised otherwise, all meetings will be held remotely with link to meeting on agendas.

This schedule is subject to change at the discretion of the Sub-Committee. ARPA Sub-Committee meetings may be cancelled due to inclement weather or because there is no business to conduct.

An Affirmative Action/Equal Opportunity Employer

§ A175-2 **Suggested rules and procedures for boards and commissions.**
[Added 1-28-2014]

A. Organization.

- (1) At the first meeting in (month) following the appointment/election of the board/commission, the board/commission shall elect appropriate officers, following the administration of the oath of office by the Town Clerk or delegate if/when applicable. The officers will be (list officer title, i.e., Chair, Vice Chair, Secretary). Election to these offices shall not deprive such officers of their vote on any question. The board/commission shall make or affirm existing rules and procedures for the conduct of its meetings and the execution of its duties.
- (2) At this organizational meeting, the commission shall fix or affirm the time and place of its regular meetings, which will be held at least once a month.
- (3) All of the meeting agendas shall be filed and meetings shall be recorded as prescribed by the [General Statutes, Sec. 1-225 \(formerly Sec. 1-21\)](#).
- (4) Appropriate number/fraction) members shall constitute a quorum. No meeting shall be called to order and no resolution or vote, except to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than (appropriate number/fraction) affirmative votes.
- (5) The Chairperson shall:
 - (a) Preside over all meetings of the board/commission.
 - (b) Establish the meeting agenda.
 - (c) Ensure compliance with Freedom of Information requirements and other applicable regulations.
 - (d) Be recognized as the board/commission's representative for all ceremonial purposes.
 - (e) Perform such other duties consistent with the Chairperson's office as may be delegated by the board/commission or imposed by the Town Council.
- (6) During the Chairperson's absence or disability, the duties shall be performed by the (list in order the officers to perform in the Chairperson's absence).
- (7) The Secretary shall be responsible for correspondence, reports and other communications as assigned by the Board/Commission. In the absence of a Clerk, the Secretary shall take minutes.

B. Rules and procedures.

(1) Meeting agenda.

- (a) Order of business (items may be added to or removed from the agenda):

Call to order.

Seating of alternate (if applicable).

Public comments.

Additions to/changes to/deletions from agenda.

Staff update.

Approval of minutes.

Old business - action/discussion items.

New business - action/discussion items.

Communications and petitions from members.

Executive session, if any.

Adjournment.

(Other items may be added based on the particulars of the board/commission.)

- (b) The Chairperson shall instruct the responsible staff member what specific matters are to be placed on the agenda of the next commission meeting. The responsible staff member shall send to all commission members a copy of such agenda.

(2) Meetings.

- (a) Regular meetings are held on the _____ of each month. (If applicable) Workshop meetings are held on the _____ of each month.

(3) Personal conduct at meetings.

- (a) It shall be the duty of the Chairperson to preserve order and require procedure in accordance with the rules of the Commission; to recognize and grant the floor to members wishing to speak; to declare all votes, and if any vote be doubted, to again put the questions; and to order a vote by a showing of raised hands, or roll call if he/she so desires, or if demanded by any member.
- (b) Members of the commission shall confine their remarks in debate to the pending question and shall avoid personalities or imputing improper motives to anyone.
- (c) Members shall not speak more than once upon any question until other members who desire to speak shall have relinquished the floor.
- (d) When recognized by the Chairperson, the elector shall stand and give his/her name and address. Electors may speak for up to two minutes, respectively, for the periods of public participation.
- (e) Everyone shall observe the same customarily accepted rules of propriety, decorum and good conduct in their words and actions.
- (f) Members of the commission, as recognized by the Chairperson, may offer points of information to clarify or correct any misstatement of facts made during the meeting.

(4) Public petitions and communications.

- (a) An elector may petition the commission, in writing, if practical, to include a new item on the agenda for the next regular meeting of the commission but shall refrain from any discussion of said item except when the Chairperson, supported by a unanimous consensus of the commission present, shall suspend the rules.

(5) Old and new business.

- (a) Requests for new business calling for action or discussion by a commission member shall be in writing and shall be filed with the responsible Town staff member not later than the seventh day preceding the date of the next regular meeting, provided that this rule shall not prevent a board/commission member from verbally introducing at a meeting a matter of new business for the next regularly scheduled meeting.
- (b) Any new business items tabled at one meeting shall be listed under old business on the following agenda. Any items not so tabled from one meeting to the next will not automatically be relisted on the next. Original backup materials provided shall not be reduplicated from one meeting to the next.
- (c) Items for which action is expected at the meeting shall begin with the words "Approval of ...". Items for which discussion only is expected at the meeting shall begin with the words "Discussion of ..."

(6) Suspension of rules of procedure.

- (a) Any of the standing rules may be suspended by a two-thirds vote of the members present and voting in the affirmative.

ARPA Funds Request List

Date of Request	Request Category	Details of request	Request Made By	Voted to consider	Research Required	Research Complete	Date brought to Council	Council Decision
	Other	I am writing to inquire about whether or not Tolland has put in place a process to consider requests to receive a funding allocation from the ARPA funds the Town has received, and if so how Access Housing at Parker Place might apply for some of those funds.	Peter Debiasi [REDACTED]	No Vote				
	Respond to the pandemic and its negative economic impacts (includes Public Health)	I'm contacting you as advised by the CT. SBA. I have been working with them for launching an new Tolland-based business and our launch plans have been derailed due to the extreme changes in costs for manufacturing, packaging and card stock as a result of all covid related changes, including the supply chain back-ups. Therefore, I'd like to inquire about what Tolland funds might be available for Tolland based businesses this year or early next year based upon the municipal \$ provided by the ARP in 2021, 2022.	Hollie Barnas [REDACTED]	No Vote				
	Invest in water, sewer, or broadband infrastructure	Fiber Network		No Vote				
12/9/2021	Invest in water, sewer, or broadband infrastructure	Using \$50,000 of ARPA funds to fund a study for well water concerns for potential application to the Clean Water Revolving Fund.	Tammy Nuccio	Yes	Yes	No	12/28/2021	Yes
	Provide bonus pay to essential workers	Stipends for Emergency staff and all staff during COVID		No Vote				
		Additional hours for Senior Dial a ride		No Vote				
	Invest in water, sewer, or broadband infrastructure	Water extension/installation various areas of need		No Vote				
1/11/2022	Respond to the pandemic and its negative economic impacts (includes Public Health)	Outsourced Community Clinician	Tolland Mental Health and Substance Use Advisory Task Force					

**MINUTES
ARPA SUB-COMMITTEE
REMOTE MEETING
DECEMBER 9, 2021 – 5:00 P.M.**

Attendance: Tammy Nuccio, Colleen Yudichak, Beverly Bellody, Lisa Hancock

1. **CALL TO ORDER:** Ms. Nuccio called the meeting to order at 5:02PM.

2. **DISCUSSION OF POTENTIAL USE OF ARPA FUNDS**

Ms. Hancock noted that the Town Council voted to allocate funds and make a contribution in the amount of a little over \$5K to the Eastern Highlands Health District to assist with some of the district's extenuating expenses due to the COVID response. The funds were paid and other towns in the district contributed as well.

Ms. Hancock noted that she has been taking recommendations and suggestions for the use of the ARPA funds. She explained that today's meeting was called to discuss the issue of contaminated wells in the community. The CT Clean Water Fund Loan Program may be able to provide funding to assist with this issue and a portion of the loan may be forgiven. Ms. Hancock explained that while Ms. Nuccio is in attendance this evening as a member of the Town Council, she has been working in her role of State Representative with the CT Department of Public Health (DPH) to learn what funding programs are available to bring potable water to areas in town with contaminated wells. At this time, the reason for the contamination is unknown.

Ms. Nuccio provided background information on her involvement with the contaminated well issue and the subsidized funding being provided by the federal government for clean water initiatives. She has been working with the DPH to get Tolland into the program. To participate, a town must earn points.

Ms. Nuccio explained that Lori Mathieu, Chief of the Environmental Health and Drinking Water Branch of the DPH, noted that the Vineyard area in Tolland has the highest concentration of contaminated wells in the state. Ms. Nuccio has been working on this as a 3-pronged issue: getting potable water to the affected residents, determining the cause via extensive testing, and working with the environmental impacts. She explained that to apply for the subsidized funds from the State's Revolving Fund (SRF) for clean water, both a needs assessment and an engineering study need to be done. CT Water has committed to doing both for no more than \$50K and recommended using ARPA funds as payment. Ms. Nuccio explained that they have received guidance that ARPA funds may be used for clean water and sewer expansion.

Ms. Nuccio noted that the Vineyard area in Tolland falls under the Tolland Water Company (TWC) and Ms. Bellody will be working with the TWC to apply for the loan. TWC fully supports doing the survey, submitting the application, and looking for a way to expand water pipes to the area of need. Today's meeting is to discuss bringing the proposal to spend up to \$50K for the needs assessment and the engineering study before the Council.

Ms. Bellody explained that the TWC is interested in getting an estimate of cost and information about the water source, either CT Water or the well, and has agreed to go forward to help people the best it can. She noted that they may need engineering assistance for the application as well due to its complexity. If a loan program, it would be up to the Council to decide if the town may move forward.

Ms. Yudichak asked for clarification on what the subcommittee is asking for from the Council. Ms. Hancock explained that the request, if recommended by the subcommittee, would be for the Council to authorize the use of some of the town's ARPA funds (approximately \$4.2M) for what has been discussed.

Ms. Nuccio explained that the window for submitting an application will be sometime between January and March of 2022. CT Water will need some time to do the needs assessment and engineering facet. DPH recommended starting the process as soon as possible and submitting an application.

Ms. Yudichak asked what the downside would be of not authorizing allocation of the \$50K and rather doing a study for the affected residents. Ms. Bellody explained that without knowing the estimated cost, they would not be able to submit an application. The estimate is one of the scopes of service that would be done by CT Water. Ms. Nuccio noted that the town would not have an opportunity to receive funding (partially or fully subsidized) without going through the application process. When previously discussed, Mr. Lappen estimated that it would cost \$10M to bring water to the Vineyard area. She noted that a downside would be that if allocated, \$50K less of the ARPA funds would be available for other items. Ms. Nuccio believes it is worthwhile to spend the money for several reasons including that the expansion of public water is one area that has been a constant in terms of how ARPA funds may be spent. Ms. Yudichak supported having this on a Council agenda.

Ms. Nuccio and Ms. Yudichak were in support of bringing the subcommittee's recommendation to the Council. It will be on the Council's December 28th agenda for discussion and a resolution will be presented. Ms. Bellody will ask CT Water to provide a scope of services for the Council to review and note that the TWC supports the recommendation. Ms. Nuccio commented that the town will receive points for the application process and Ivy Woods is another area in town that has known water issues.

Ms. Yudichak asked about the number of homes affected. Ms. Hancock responded that CT Water's needs assessment will provide this information.

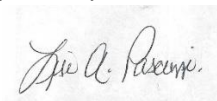
Ms. Hancock noted that the allowable use of ARPA funds is extremely limited and there is still a lack of clarity. She reviewed possible uses: COVID-related efforts to control the pandemic; stipends for emergency responders, DPH employees, some social services employees for COVID-related efforts; lost revenue; water, sewer, and broadband infrastructure. Each of these items have great specificity limiting how the funds may be spent and guidance is still changing. Ms. Nuccio added that these are one-time funds and they do not want to do anything that may cause future pressure to the budget.

Ms. Yudichak asked if another part of town starts having similar water issues, how would those residents be supported. Ms. Nuccio responded that this is something they will need to look at if more people start coming forward. They need to try to get funding to address those who they know are affected. She does not want to not act on those homes where they know there is an issue out of fear that there may be more homes given the opportunity for subsidization. Ms. Yudichak commented that she would like to have a plan for those who learn of well issues later.

3. **ADJOURNMENT**

The meeting adjourned at 5:53PM.

Respectfully submitted,



Lisa Pascuzzi