

**AMERICAN RESCUE PLAN ACT (ARPA) COMMITTEE  
SPECIAL MEETING MINUTES  
TUESDAY, FEBRUARY 8, 7:00 P.M.  
CONFERENCE ROOM 1, SALEM TOWN HALL**

**PRESENT**

First Selectman Ed Chmielewski

Mike Bednarz, Emergency Management Director/Emergency Services Administrator

Skip Dickson, Chair, Board of Finance

Kevin Lyden, Selectman, former First Selectman and Board of Finance Member

Alan Maziarz, Chair, Recreation Commission

Carl Nawrocki, Community-at-Large; President, Friends of the Library

Steven Shelley, Chair, Economic Development Commission

Vernon Smith, Chair, Planning & Zoning Commission

**ABSENT**

*none*

**CALL TO ORDER**

First Selectman Chmielewski called the meeting to order at 7:02 p.m.

**1. PLEDGE OF ALLEGIANCE**

**2. APPOINT CHAIR** (*Action Item*)

**M/S/C: Smith/Dickson, to nominate and appoint Board Member Lyden as the Chairman of the American Rescue Plan Act (ARPA) Committee. Discussion: None. Voice vote, 8-0, all in favor.**

First Selectman Chmielewski introduced, thanked, and congratulated the members for being selected to serve on the Committee. Each of the Committee members represents both their constituents and the boards and commissions on which they serve as the Chairpersons.

**3. ADDITIONS TO THE AGENDA** – *none*

**4. PUBLIC COMMENTS** – *none*

**5. ARPA OVERVIEW AND UPDATE** (*Discussion*)

First Selectman Lyden provided a brief background of the Town's ARPA Funds. The rules, requirements, and guidelines that were initially received in May, June, and August 2021 were further clarified in January 2022. The Town has already received \$604,000.00 in funding and

an additional \$604,000.00 is expected to be received in September 2022. The Committee's task this evening is to discuss and take action on the first half of the funds.

A proposed list of items was drafted for the Committee to review. The list includes select items that were recently considered by the Board of Finance for the Town's Capital Plan. Other items are in their infancy stages and/or require further investigation, e.g., broadband.

He stated that the Board of Finance requested the items they recommended for ARPA Funding be determined as soon as possible to finalize the Town's budget in time for the Public Hearing. Following the Committee's approval, the proposed list of ARPA expenditures will be forwarded to the Board of Selectman for their endorsement and to set a Special Town Meeting to discuss and act on the item. There are reporting requirements and the funds may be audited.

**6. ARPA BUDGET REVIEW – APPROVE (Discussion/Action)**

The following items were allocated during his term as the First Selectman:

Uncas Health District \$ 6,000.00

*Because health districts did not receive any direct COVID-19 funding, municipalities in the Uncas Health District pledged to provide 1% of their funds to them. The amount accounts for 0.5% of the total amount; the remaining 0.5% is included in their proposed list.*

Conference Room 1 Audio/Video System \$ 7,000.00

SCCOG-ARPA Funds Advisor \$ 2,000.00

*An ARPA Funds Advisor has been hired through SCCOG (Southeastern Connecticut Council of Governments) for \$2,000.00/year. The Advisor will ensure that the funds are managed correctly.*

The following items are being proposed for the remaining amount:

TVCCA \$ 2,000.00

Safe Futures \$ 6,000.00

Care & Share Food Bank \$ 6,000.00

Habitat for Humanity of Eastern Connecticut \$ 6,000.00

Homeless Shelter \$ 6,000.00

Uncas Health District Final Payment \$ 6,000.00

Cleaning Supplies and Services \$ 18,000.00

*Relates to COVID-related supplies and services*

Cargo Trailer for Emergency Supplies & Distribution \$ 18,000.00

*The cargo trailer will be helpful for pick-ups, deliveries, and temporary storage of items.*

*The trailer would be shared between the town's departments.*

Salem Friends of the Library Programs ~~\$ 19,000.00~~ \$ 6,000.00  
*Committee Member Nawrocki proposed reducing the amount to \$6,000.00.*

Salem Recreation Programs \$ 19,000.00

Salem Recreation Trail Upgrades \$ 22,000.00  
*Capital Item Request*

Salem Business Programs Development ~~\$ 22,000.00~~ \$ 15,000.00  
*The funds may be used by the Economic Development Commission for programs and marketing materials that would help both the businesses and the community. Committee Member Shelley proposed reducing the amount to \$15,000.00.*

Electronic Notification Sign \$ 26,000.00  
*A towable mobile LED Electronic Notification sign similar to that which was borrowed from a neighboring town for the COVID-19 Rapid Test Kits and N95 Masks Distribution event proved valuable. The sign may be utilized for emergency notifications, road closures, announcements, etc.*

Salem Benevolent Fund \$ 30,000.00  
*The Fund is utilized to help those in need.*

Town Hall Cyber/Computer Related Upgrades \$ 30,000.00

Ambulance Additional Nominal Fees \$ 36,000.00  
*The Town currently budgets \$50,000.00 for the Ambulance Nominal Fees. The amount will help balance the line item.*

AED Replacement – Townwide \$ 42,000.00  
*Capital Item Request*

Repurpose Old Salem Library \$ 50,000.00  
*An under-used Town building, the Old Salem Library will be renovated as an alternative location to hold small meetings and activities. Renovations will include the addition of an ADA-accessible bathroom, septic tank, and other upgrades.*

Emergency Operations Services and Upgrades \$ 50,000.00

Generator Replacement at School for Designated Shelter \$ 175,000.00  
*Capital Item Request. The Board of Education (BOE) requested \$360,000.00 to power the entire school. Because the entire school does not serve as the Town's shelter, it was felt that funding the entire project would not qualify. The designated shelter includes the Gymnasium, Multi-Purpose Room, lower-level classrooms, bathrooms, and showers. as a valid expenditure of the funds.*

**Record Management Software**

**\$ 12,000.00**

*Capital Item Request. Committee Member Bednarz requested the item be included in the proposed list of ARPA Funding. Salem Volunteer Fire Company's current program the will no longer be supported after 2022. The amount would cover the initial one-time fee for the program initiation, training, etc. The Committee agreed to add the item to the list.*

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**TOTAL**

**\$ 596,000.00**

Administrative Expenses (Committee Member Nawrocki) – While direct costs, e.g., organizing the distribution of COVID-19 Test Kits and Masks, would qualify for ARPA Funding, it is unknown as to whether administrative expenses also qualify.

Expenditure Procedures – The expenditures are required to follow the proper protocols, per the Purchasing Policy, including obtaining at least three bids, completion of Purchase Orders, and the signing off of the expenses by the Department head, two Selectmen, and Treasurer. The funds have been deposited into a separate account to maintain clarity and transparency.

BOE ARPA Funds (Committee Member Maziarz) – It was confirmed that the BOE is receiving a separate allocation of Funds. The Library also received separate ARPA Funding.

Provider Farms Subscriptions for the Needy (Committee Member Nawrocki) – Rather than providing funds that would be directed to a particular business, Chairman Lyden felt that the funds might be better allocated to either Care & Share Food Bank or the Benevolent Fund.

Mental Health Services (Committee Member Nawrocki) – Mental health services are offered through TVCCA (Thames Valley Council for Community Acton), UCFS (United Community & Family Services), and 2-1-1.

**M/S/C: Shelley/Smith, to approve and send the proposed list of American Rescue Plan Act (ARPA) expenditures totaling \$596,000.00 to the Board of Selectmen for review and endorsement. Discussion: None. Voice vote, 8-0, all in favor. Meeting adjourned.**

**7. ADJOURNMENT**

**M/S/C: Dickson/Nawrocki, to adjourn the meeting at 6:46 p.m. Discussion: None. Voice vote, 8-0, all in favor. Meeting adjourned.**

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem