



MORETOWN

ARPA ADVISORY COMMITTEE CHARGE

Adopted

May 26, 2022

I. NAME

This body shall be known as the Town of Moretown 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 \$497,711.85 of the Town of Moretown’s ARPA award and develop a prioritized list of recommendations to the Moretown Selectboard for spending. Final decision on spending will be made by the Moretown Selectboard.

III. DURATION

The Moretown Selectboard authorized the Moretown Planning Commission to create the Moretown ARPA Committee in a duly warned meeting. The ARPA Committee shall exist until the obligation of all ARPA funds or December 31, 2024, whichever comes first, and shall meet on the second and fourth Wednesdays of the month at 6:30 pm until initial recommendations for expenditure of ARPA funds are finalized. Thereafter the ARPA committee shall meet only as needed. Any such meeting will be duly warned.

IV. DUTIES AND FUNCTIONS 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](#)
 - Current eligible uses and Treasury's [Compliance and Reporting Guidance](#)
 - Current timeline of funding for obligation and spending as well as reporting
2. Communicate with other Town commissions and committees, as appropriate
3. Communicate with neighboring towns’ ARPA advisory committees, as appropriate

4. Provide public education on Moretown's ARPA award, eligible uses, and guidelines
5. Develop and implement a public outreach and community engagement plan
6. Develop a solicitation process to vet requests for funding
7. Communicate with municipal staff/officials regarding the proposal process and collect proposals for Moretown projects
8. Gather and review proposals and applications
9. Explore opportunities to leverage additional state and federal grant programs with submitted proposals and applications
10. Provide the Moretown Selectboard with prioritized recommendations regarding the allocation of funds

V. MEMBERSHIP

1. The ARPA Committee shall have no more than nine and no less than five members
2. Members shall be appointed by the Moretown Planning Commission, representing a diversity of perspectives and backgrounds
3. Members shall include at least one member of the Moretown Selectboard and one member of the Planning Commission
4. Members shall comply with the town's conflict of interest policy
<http://www.moretownvt.org/wp-content/uploads/2013/01/Moretown-CONFLICT-OF-INTEREST-ADOPTED-33009.pdf>

VI. OFFICERS AND DUTIES

The Planning Commission designated Karen Horn, as Chair, and John Schmeltzer as 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 ARPA Committee shall decide its own meeting schedule and structure.

VIII. PUBLIC PARTICIPATION AND INVOLVEMENT

The ARPA committee encourages public involvement. Public participation and involvement in the Committee's work is a high priority. The Committee shall support the Moretown Selectboard in presenting ideas and receiving feedback through public forums and educational sessions pertaining to ARPA awards and uses of the funding, at the selectboard's discretion.