

ARP ADHOC SUBCOMMITTEE  
EAST LYME BOARD OF SELECTMEN  
MARCH 10, 2022  
MINUTES

PRESENT: Anne Santoro, Ann Cicchiello, Paul Maxfield, Rich Steel, Lee Edwards, Rita Rivera and Aileen Cahill.

Ms. Santoro called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

FILED

3. Delegations  
There were no delegations.

March 17, 2022 AT 3:47 AM/PM  
*Brooke Horner* ATC  
EAST LYME TOWN CLERK

4. Approval of Minutes

**MOTION (1)**

Ms. Cicchiello MOVED to approve the minutes of the January 27, 2022 minutes, as submitted.

Seconded by Mr. Maxfield. IN FAVOR; Cicchiello, Santoro, Steel Edwards, Maxfield and Rivera. ABSTAINED; Cahill. Motion passed 6-0-1.

**MOTION (2)**

Ms. Cicchiello MOVED to approve the minutes of the February 17, 2022 minutes, as submitted.

Seconded by Mr. Maxfield. IN FAVOR; Cicchiello, Santoro, Steel Edwards, Maxfield and Rivera. ABSTAINED; Cahill. Motion passed 6-0-1.

5. Follow up Discussion

**MOTION (3)**

Ms. Cicchiello MOVED to add to the agenda a discussion item for a Department Head Town Request which was received after the submittal deadline.

Seconded by Mr. Maxfield. IN FAVOR; Cicchiello, Santoro, Steel, Edwards, Maxfield and Rivera. ABSTAINED; Cahill. Motion passed 6-0-1.

Ms. Santoro explained that the First Selectman just received a request for an emergency access road out of the Bush Hill neighborhood from the Town Engineer to be considered under the American Rescue Plan. She explained that the department head was expecting that this project, totaling \$13,877.25, would be paid through a FEMA grant, but that he found out that that grant was not going to be approved. It was agreed that this request, along with the late request received from the CT Fishermen's Alliance, would be sent along to the Board of Selectmen for their review, but that these requests would not be included in the actual report because they were received after the cutoff date.

**MOTION (4)**

Ms. Cahill MOVED to defer the Bush Hill neighborhood access road project, which was submitted late by the department head, directly to the Board of Selectmen for their consideration.

Seconded by Mr. Maxfield. Motion passed 7-0.

Ms. Santoro reported that she has done some research into what other towns are doing as follow up and as a reporting system to provide a checks and balance. She found that the East Windsor has a good process in place and was willing to share the documents that they have created, which she has referred to our Town Attorney for review. It was also agreed that the four applicants that have already received funds through federal programs such as the CARES Act should also have to report on how that money was spent. She will continue to work with the First Selectman and Town Attorney on setting up this process.

#### 6. Discussion of Presentation to be made to the Board of Selectmen

Ms. Santoro reported that she has finished the report, but that she did it in pencil so it will need to be typed before it is distributed; she will do this in the next day or two and email it to the subcommittee.

The subcommittee members expressed that the process was rushed, and they don't feel as though the small business and non-profit organizations had enough time to get all of the information required together before the deadline. Ms. Santoro stated that just today they had received yet another final toolkit from the federal government, which also included a survey from municipalities outlining lessons learned during this process, but it is too late to help them as they are already through the process. Should the town need to do this again, some ideas to get more information out to more people are to put out more press releases, possibly a mailer. On the Town side we advertised on the webpage, on channel 22, physically at Town Hall and on the electronic board. It was discussed that some small businesses did not apply because they did not think that they would qualify for more funds as they had received money through earlier programs such as the CARES Act.

Ms. Santoro shared her report, attached hereto as Exhibit 1, that she has prepared on behalf of the subcommittee, and they discussed how to arrange the information and then discussed who would present different sections of the report. They are prepared to present this report with all the applications at the March 16, 2022, Board of Selectman meeting.

#### 7. Adjourn

##### **MOTION (5)**

Ms. Cahill MOVED to adjourn the March 10, 2022, meeting of the East Lyme BOS ARP Ad hoc Subcommittee at 7:00 p.m.

Seconded by Ms. Rivera. Motion passed 7-0.

Respectfully Submitted By:



Sandra Anderson  
Recording Secretary

Exhibit #1

**TOWN OF EAST LYME**

**ARP AD HOC SUBCOMMITTEE**

**REPORT TO THE BOARD OF SELECTMEN**

**MARCH 16, 2022**

## **AD HOC SUBCOMMITTEE MEMBERS**

### **Board of Selectmen Members**

Ann Cicchiello  
Anne R. Santoro, Chair

### **Board of Finance Members**

Paul Maxfield  
Richard Steel, Vice-Chair

### **Small Business Community Representative**

Rita Rivera-Riemer

### **Nonprofit Organization Representative**

Pandy Wohler

### **Community Members at Large**

Aileen Cahill  
Lee Edwards

### **Recording Secretary**

Sandra Anderson

### **Ex-officio**

Anna Johnson, Finance Director

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## 1. INTRODUCTION TO ARP/SLFRF

The Coronavirus State and Local Fiscal Recovery Funds program (SLFRF), one part of the \$1.9 trillion American Rescue Plan (ARP), provides \$350 billion to state, local, and Tribal governments nationwide to support their response and recovery efforts to the COVID-19 pandemic. Connecticut municipalities received \$1.56 billion under SLFRF. Of that, the Town of East Lyme has been allocated \$5,463,839.68, half of which was received in May 2021 and the remainder will be received in May or June of this year.

ARP was enacted in March 2021. In May 2021 the U.S. Treasury Department published its Interim Final Rule to implement the SLFRF program. On January 6 of this year, Treasury issued its Final Rule to provide greater flexibility and to respond to feedback from the comment process under the Interim Rule. The text of the Final Rule and Supplementary Information, as well as Treasury's Overview can be referenced here: <https://home.treasury.gov/news/press-releases/jy0550>. (Treasury Press Release attached as Exhibit 1).

Key requirements of the SLFRF program set forth in Treasury's Final Rule and ARP are as follows:

- (1) Funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated (appropriated) by December 31, 2024 and spent by December 31, 2026.
- (2) Funds may be used to (a) replace lost public sector revenue; (b) support the COVID-19 public health and economic response; (c) provide premium pay for eligible workers performing essential work; (d) invest in water, sewer, and broadband infrastructure.
- (3) Funds may **not** be used to (a) offset a reduction in net tax revenue; (b) pay down an accrued unfunded pension liability; (c) pay debt service; (d) replenish financial reserves/rainy day funds; (e) satisfy legal settlements or judgments

It should be noted that in addition to SLFRF funding, Connecticut received \$1.105 billion in other ARP funding for educational purposes. \$995 million of this amount was distributed to local school districts, to be used in accordance with a different set of requirements from those of the SLFRF program. ARP school funding, such as that received by East Lyme's school district, is not the subject of this Subcommittee's work or this report.

## 2. PREVIOUSLY APPROPRIATED EAST LYME ARP FUNDS

Prior to the publishing of Treasury's Final Rule and the establishment of this Subcommittee, East Lyme, like many municipalities, sought to use its ARP funds to meet

immediate pandemic response needs. Through the usual appropriation process as set forth in the Town Charter (Board of Selectmen, Board of Finance, Town Meeting approvals), \$1,684,002 was appropriated from the Town's ARP allocation beginning on August 4, 2021 through January 5, 2022. (Exhibit 2). This total was recently adjusted to account for the removal of a nonqualifying request of \$12,500 to then equal \$1,671,502. Of this total, 90.8% was appropriated for Town requests, including \$920,000 for the reconstruction of Well 5, and 9.2% was appropriated for nonprofits having operations in Town.

While immediate needs such as food insecurity, mental health, public safety, and failing water infrastructure were addressed through these appropriations, Town officials and the public expressed a desire to better formalize the process of distributing the Town's remaining ARP allocation. In particular, a goal expressed by many was to engage members of the community in the process. The Board of Selectmen, under a new administration, discussed the issue and determined that an ad hoc committee consisting of community members and Town officials could be very effective in determining community needs and contributing to longer range planning, as well as maintaining fairness and openness in the process.

### **3. ESTABLISHMENT OF SUBCOMMITTEE AND CHARGE FROM BOARD OF SELECTMEN**

At its meeting of January 5, 2022, the Board of Selectmen voted to establish the ARP Ad Hoc Subcommittee (referred to throughout as the Subcommittee) to develop a plan of distribution of the \$3,792,337.68 remaining federal funds allocated to the town pursuant to the ARP Act. (Exhibit 3). The Board of Selectmen set the composition of the Subcommittee as follows: 2 Selectmen, 2 Board of Finance members, 1 representative from the Town's small business community, 1 representative from the Town's nonprofit organizations, and 2 community members at large.

The Board of Selectmen charged the Subcommittee with developing a plan of recommended uses allowable under the ARP Act and the governing regulations of the Treasury Department that implement the Act, and that can be completed by December 31, 2026. Importantly, the charge is clear that the role of the Subcommittee is advisory and that its recommendations in no way limit the ability of the Town to appropriate its ARP funding in accordance with the terms of the Act and the Town Charter. As discussed in Section 2. above, the Town has utilized its usual appropriation process so far to appropriate its ARP funding. It will continue to follow this process in appropriating the remainder of its funding.

It should be pointed out that once the Subcommittee was established, members spent considerable time familiarizing themselves with the requirements of the SLFRF program through the primary sources provided by the Treasury Department that are referenced in Section 1. above, as well as with relevant Town data. Members also availed themselves of a



timely and very informative webinar provided by the Connecticut Conference of Municipalities (CCM) on Treasury's Final Rule.

#### **4. TARGETING ELIGIBLE USES**

Treasury's Final Rule permits a wide array of uses of SLFRF funding within the four general categories outlined in Section 1. above. In addressing the Subcommittee at our first meeting, Town Finance Director, Anna Johnson, stated that the Town did not utilize ARP funds for premium pay and further, that the Town would not qualify for or seek the lost revenue use as our small loss occurred in the Parks and Recreation revenue account, not in the General Fund. Based on this information, the continuing pandemic related needs of our small businesses and nonprofits, the Town's ongoing needs, as well as the general goal of Town-wide recovery, the Subcommittee directed its efforts to qualifying small businesses and nonprofits with operations in Town as well as qualifying Town projects and services. These uses are consistent with permissible uses outlined in Section 1. above of supporting the COVID-19 public health and economic response as well as investing in water, sewer, and broadband infrastructure.

#### **5. METHODOLOGY**

The Subcommittee held eight consecutive public meetings, on Thursday nights from January 20-March 10, 2022. During these meetings, a process to develop recommendations was established and completed in time to report to the Board of Selectmen on March 16, 2022, as set forth in the Selectmen's charge to the Subcommittee.

The Subcommittee agreed that an application should be required of all small businesses and nonprofits requesting ARP assistance. The details of an application form were discussed extensively, and a concise form was created, using the Town of East Windsor's ARP application form as an example. East Windsor's program (named E.R.A.S.E.) and related documents had recently been shared at CCM's Annual Convention as one model for other municipalities to consider following. By January 30, 2022, our application form, together with a summary of information for applicants, was made available on the Town's website. (Attached here as Exhibits 4 and 5 respectively). Applicants could email, mail, or drop their applications to the First Selectman's Office. The deadline for applying was February 22, 2022 at 2. p.m. The Town's website posting and accompanying application was readily available to read on the first page of the website, under the heading "Latest News".

To further alert small businesses and nonprofits to the availability of the application and the program, the Town maintained a public service announcement on the

Government/Education channels. Additionally, a similar, but briefer message was maintained on the electronic bulletin board outside Town Hall. A separate effort was made by the business community, through the Niantic Main Street Organization, to inform both businesses and nonprofits of the opportunity to apply for assistance. This effort was made through social media, with an email sent ("eblast") to all those listed on the Organization's contact list.

To keep the process as fair as possible, the Subcommittee decided that small business and nonprofit applications would not be read by members until after the deadline for submissions had passed. Accordingly, Sandi Anderson, Administrative Assistant to the First Selectman, was the keeper of the applications and informed the Subcommittee only as to the number of applications received.

During the application period for small businesses and nonprofits, the Subcommittee focused its work on Town Department requests for ARP funding. Department Heads were asked on January 18, 2022 by First Selectman Seery to forward their requests and accompanying documentation to his office by February 2, 2022. (Exhibit 6). The Subcommittee read the relevant documentation and listened to presentations of department requests at its meetings of February 3, 10, and 17, 2022. A question-answer period followed each presentation. The presentations and follow up discussion were very helpful, especially with requests of a particularly technical nature. The Subcommittee decided that it would not hear presentations by small businesses and nonprofits, as these could take place, if need be, before the Board of Selectmen.

The Subcommittee discussed in detail and then created evaluation worksheets, one for small businesses and nonprofits, and one for Town departments. (Exhibits 7 and 8 respectively). These were written to conform with the requirements and language set forth in Treasury's Final rule as well as the purposes of the ARP Act. Included on the evaluation worksheets are verbal anchors to assist members in their task of numerically rating applications and Town requests.

On February 24, 2022 the Subcommittee met to evaluate the small business and nonprofit applications. All applications were first given a rating that represented the average of members' individual ratings. Each application was then discussed and deliberated upon by the Subcommittee and a vote was taken to recommend in full, recommend in part, not to recommend, or to request required but missing information. It was agreed that Ms. Anderson would contact those applicants needing to furnish missing information ahead of our next meeting on March 3, 2022 for reevaluation if the information was provided.

Town Department requests were evaluated on March 3, 2022. These too were first given a rating that represented the average of members' individual ratings. Following the rating tabulation, each request was discussed and deliberated upon and the Subcommittee voted to recommend in full, recommend in part, or not to recommend. The evaluation of these requests required prioritization and the consideration of alternative funding sources, as the total amount requested exceeded the balance of ARP funds available.

## 6. RESULTS AND RECOMMENDATIONS

### A. SMALL BUSINESSES AND NONPROFITS (Exhibits 9A, 9B, 11)

Thirty applications for assistance were received by the February 22, 2022 deadline. One other application was late, having been received by email on February 24, and because of its lateness, not evaluated by the Subcommittee. Eight of the applications were determined to have been incomplete but were evaluated. Ms. Anderson was able to contact 7 of the 8 applicants who were missing required information. Three of these supplied the necessary information, were reevaluated at the Subcommittee's March 3, 2022 meeting, and were recommended for assistance. Village Bake House of Niantic was the one applicant not responsive to Ms. Anderson's follow up email and phone calls.

Small business and nonprofit requests for assistance total \$1,559,579. After members' ratings were tallied and each application was fully discussed and evaluated, the total recommended appropriation for this group is \$461,945. This represents 12% of the Town's ARP allocation balance. It should be pointed out that the requests of 8 organizations, totaling \$1,017,000, were not recommended for assistance. Five of these applications had insufficient information, despite Ms. Anderson's outreach, while the remainder were not recommended for the reasons summarized on the list provided (Exhibits 9A, 9B). Further, 4 applications were recommended in part, not in full, for the reasons summarized. It should be noted that 3 of the organizations recommended for assistance are small businesses and the remainder are nonprofits.

### B. TOWN DEPARTMENTS (Exhibits 10, 11)

Town Department requests for ARP funding total \$5,454,131.24. Multiple requests from a department are listed in order of the department's own determined priority. All timely requests were rated by members before each request was fully discussed and evaluated. Two requests were made on March 3 and March 10, 2022 respectively and were not evaluated because of their lateness. As the Subcommittee determined that all Town department requests consist of eligible and/or enumerated uses under the ARP Act and the Final Rule, the task remained to keep the requests within the Town's remaining available ARP funding. To this end, the Subcommittee considered department expressed priorities; priorities for public safety; the need for mental health and social services; priority for water and sewer infrastructure; as well as the availability of other funding resources such as grants, CNRE, and bonding. Applying these considerations, the Subcommittee recommended a total of \$3,225,186.24 in Town department requests.

Added to this sum for the Town is a contingency appropriation of \$100,000 recommended by the Subcommittee and consisting of (1) \$75,000 for Emergency Management pandemic needs and (2) \$25,000 for ARP attorney's fees and administrative costs. Both of these amounts were requested by First Selectman Seery and are for eligible uses under the Final Rule. The total recommended for the Town then is \$3,325,186.24 (Exhibit 10). Taken together, recommended Town department requests and contingency amount to 88% of the ARP allocation balance (85% and 3% respectively).

Of note--if the recommended small business and nonprofit total is combined with the recommended Town total, \$5,206.44 remains unappropriated from the ARP allocation balance.

## **7. THOUGHTS ON FOLLOW UP AND PROCESS**

Treasury's Final Rule requires East Lyme to complete an annual Project and Expenditure Report. This reporting, however, does not address concerns of possible misuse of assistance granted. The Subcommittee is therefore recommending that the Town execute an agreement with each organizational recipient. Such an agreement would help to insure, among other things, that the funding appropriated is used only for its stated purpose. An example of such an agreement from the Town of East Windsor has been shared with our Town Counsel for their review and modification for East Lyme.

Another suggestion the Subcommittee would like to convey is a follow up with the four organizations who previously received East Lyme ARP funding and have applied and been recommended for additional funding. A letter from each of these organizations explaining the status of previously funded projects or purchases, and to the satisfaction of the Board of Selectmen, would seem to be in order before additional ARP funding is distributed.

Concerning process, the subcommittee suggests that additional outreach such as an information session or workshop to the business community may be helpful in implementing any future similar programs.

## **8. CONCLUSION**

The Subcommittee has completed much work in its two-month timeline. Through a uniform and fair application process, the Town has been able to better identify the pandemic related needs of small businesses and nonprofits. Further, by prioritizing ARP eligible Town projects and services, significant planning is accomplished and all Town residents can benefit. It is hoped that our work and recommendations will assist the Board of Selectmen in making its many upcoming decisions on ARP appropriations.

U.S. DEPARTMENT OF THE TREASURY  
Treasury Issues Final Rule For  
State and Local Fiscal  
Recovery Funds Program  
to Support the Ongoing  
COVID Response

January 6, 2022

The final rule enables state and local governments to meet immediate pandemic response needs and promote long-term recovery.

WASHINGTON — Today, the U.S. Department of the Treasury issued the Final Rule for the State and Local Fiscal Recovery Funds (SLFRF) program, enacted as a part of the American Rescue Plan, which delivers \$350 billion to state, local, and Tribal governments to support their response to and recovery from the COVID-19 pandemic.

The SLFRF program ensures governments have the resources needed to respond to the pandemic, including providing health and vaccine services, supporting families and businesses struggling with the pandemic's economic impacts, maintaining vital public services, and building a strong and equitable recovery.

To date, Treasury has distributed more than \$245 billion to state, local, and Tribal governments as a part of the SLFRF program, accounting for over 99% of funds eligible to be disbursed in 2021 - including funds to many communities that had not received federal assistance since the onset of the pandemic. Recipients of funds were encouraged to begin using funds under the interim final rule, which was released in May 2021. Governments have been spending these

funds to address the COVID-19 pandemic and its economic effects, including by expanding access to testing, vaccines, and taking other steps to protect their communities including those that are high-risk and underserved\* A recent analysis by the Center on Budget and Policy Priorities found that state governments have appropriated nearly 70% of their available funds as of November 2021.

"Through the State and Local Fiscal Recovery Funds, the American Rescue Plan has provided state and local governments with the support they need to respond to the ongoing pandemic and plan for an equitable recovery," said Deputy Secretary of the Treasury Wally Adeyemo. "As the Delta and Omicron variants have illustrated, pandemic response needs will continue to evolve. These funds ensure that governments across the country have the flexibility they need to vaccinate their communities, keep schools open, support small businesses, prevent layoffs, and ensure a long-term recovery."

The final rule - which takes effect on April 1, 2022 - provides state and local governments with increased flexibility to pursue a wider range of uses, as well as greater simplicity so governments can focus on responding to the crisis in their communities and maximizing the impact of their funds.

The State and Local Fiscal Recovery Funds Program final rule provides additional clarity and flexibility for recipient governments, including:

- o First, Treasury has expanded the non-exhaustive list of uses that recipients can use to respond to COVID-19 and its economic impacts ensuring states and localities can adapt quickly and nimbly to changing public health and economic needs. This includes clarifying that recipients can use funds for certain capital

expenditures to respond to public health and economic impacts and making services like childcare, early education, addressing learning loss, and affordable housing development available to all communities impacted by the pandemic.

Second, Treasury has expanded support for public sector hiring and capacity, which is critical for the economic recovery and in maintaining vital public services for communities.

- o Third, Treasury has streamlined options to provide premium pay for essential workers, who bear the greatest health risks because of their service in critical sectors.
- o Fourth, Treasury has broadened eligible water, sewer, and broadband infrastructure projects - understanding the unique challenges facing each state and locality in delivering clean water and high-speed broadband to their communities.
- o In addition to these expansions, Treasury has greatly simplified the program for small localities -- many of whom have received a historic federal investment in their communities through this program including through the option to elect a standard allowance for revenue loss rather than calculating revenue loss through the full formula.

LIST OF EAST LYME ARP APPROPRIATIONS AS OF 1/5/22

1. Town Meeting 1/5/22—\$67,392: NOVAtime time and attendance system
  
2. Town Meeting 12/1/21—\$1,010,000: \$920,000 Water & Sewer—Well 5 Reconstruction; \$30,000 Niantic Main Street (Charette study); \$60,000 Town Clerk Digitizing of Land Records
  
3. Town Meeting 10/6/21—\$126,053: \$54,638 Ledge Light Health District; \$25,000 East Lyme Giving Garden; \$8,965 SECT Council of Governments; \$12,500 Save the River/ Save the Hills (pump out boat—amount to be re-allocated); \$13,950 American Legion; \$9,000 V.F.W.; \$2,000 New London Homeless Hospitality Center
  
4. Town Meeting 9/1/21—\$280,557: \$5,129 WIFI improvements at Town Hall; \$14,428 Virtual Meeting Package at Town Hall; \$132,000 Microwave Dishes for Emergency Management; \$44,000 Security Cameras at various Town locations; \$55,000 Wellness/ Prevention/Mentoring Coordinator for East Lyme Youth Services; \$20,000 Clinical Therapist/Counselor for East Lyme Youth Services; \$10,000 Shoreline Kitchen and Food Pantry (regional refrigerated truck)
  
5. Town Meeting 8/4/21—\$200,000: Public Safety Building (roof replacement)

\$1,684,002.00 total appropriated as of 1/5/22

**\$5,463,839.68** total ARP allocation for East Lyme

\$3,779,837.68 remaining balance, adjusted to add  
12,500.00 restored to balance (removal of pump-out boat appropriation) =

**\$3,792,337.68** total remaining ARP allocation balance



3b. BOS Rules and Regulations

DISCUSSION: The Board decided that this would be discussed at a future meeting, but in the meantime Ms. Santoro and Mr. Weber will begin reviewing the existing document and will be prepared to begin the discussion at the next meeting.

30. ARP Ad-Hoc Committee Appointment

DISCUSSION: The Board discussed that an ad-hoc committee will be formed to begin the process of gathering requests for the ARP funds; there is approximately \$3.7 million left in the fund. It was generally decided that this committee would focus on infrastructure first, then the community members requests, Mr. Seery noted that the Department Heads are working on prioritizing items to submit to this committee for consideration. Ms. Hardy expressed her concern with appointing members of the community to participate on the committee so soon in this process and feels that this Board should concentrate on infrastructure before bringing the community into the process.

MOTION (20)

Ms. Santoro MOVED to (1) to establish an ad-hoc committee to be known as the ARP Ad-Hoc Committee (the "Committee") to develop a plan of distribution of federal funds allocated to the Town of East Lyme pursuant to the American Rescue Plan Act of 2021 (ARP or Act); (2) to appoint the following individuals to this Committee:

Anne Santoro, Board of Selectmen

Ann Cicchiello, Board of Selectmen

(2) Members of the Board of Finance, as selected by that Board

Pandy Wohler, Representative, Local Nonprofit Organizations

Rita Rivera, Representative, Local Small Businesses

Lee Edwards, Community Member At Large

Aileen Cahill} Community Member At Large

(3) to charge the Committee as follows: In order to help mitigate the negative impacts of COVID-19, the Committee shall develop and recommend to the Board of Selectmen a plan to distribute \$3,792,337.68 remaining in federal ARP funds allocated to the Town. The recommended plan must be consistent with the provisions of the American Rescue Plan Act as well as the current governing regulations of the U.S. Treasury Department that implement the Act. In particular, the plan must recommend uses of the allocated funds that are allowable under the Act, and that can be completed by December 31, 2026, and that take into consideration ARP funds thus far appropriated and distributed by the Town. The plan shall be completed and delivered to the Board of Selectmen on or before March 8, 2022 for their review and consideration as well as submittal to Town Counsel. It is expected that the Committee will present its plan to the Board of Selectmen at the Selectmen's regular meeting of March 16, 2022. The term of the Committee shall end on April 7, 2022 or as otherwise determined by the Board of Selectmen. As the role of the Committee is advisory, nothing in this charge shall limit the ability of the Town to address COVID related impacts independently from the plan,

particularly those that may be pressing or immediate, by appropriating ARP funds in accordance with the terms of the Act and the Town Charter.

Seconded by Mr. Cunningham. IN FAVOR; Seery, Santoro, Cunningham, Cicchiello and Weber.  
OPPOSED; Ms. Hardy, Motion passed 5-1.

Board of Selectmen Special Meeting  
January 5, 2022



# THE AMERICAN RESCUE PLAN

EXHIBIT 4

## CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS SMALL BUSINESS OR NONPROFIT APPLICATION FOR ASSISTANCE

Date of Application: \_\_\_\_\_

Applying as a:  Small Business or  Nonprofit

Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

Brief description (limit of 500 characters) of how funds would be used:

**ELIGIBILITY:** Funding will be allocated in accordance with the provisions of the American Rescue Plan Act and the governing regulations of the U.S. Treasury Department that implement the Act (31 C.F.R. Part 35). A small business and a

nonprofit organization are defined in Subpart A Section 35.3 of Treasury's Final Rule, and for this application, must have operations in East Lyme, CT.

For more information please see <https://home.treasury.gov/news/press-releases/jy0550>

1/28/2022 ARP SLFRF

Supporting Documentation Required:

- Evidence/certificate of good standing with the Connecticut Secretary of State's Office
- Proof of 501(c)(3) or 501(c)(19) status (i.e., IRS determination letter)—nonprofits only
- Verification of the number of employees—small businesses only
- List of any federal, state, and local pandemic assistance applied for and/or received (i.e., PPP loans)
- A detailed written statement by the applicant that (1) identifies a negative economic impact to the organization caused by the pandemic and (2) specifies how the assistance requested will respond to that impact

DEADLINE FOR SUBMISSION:

All applications and supporting documentation must be received by the First Selectman's Office no later than Tuesday, February 22, 2022, at 2 p.m.

Applications can be emailed to: [ARPSubcommittee@eltownhall.org](mailto:ARPSubcommittee@eltownhall.org)

or mailed to: Town of East Lyme  
First Selectman's Office  
P.O. Box 519  
Niantic, CT 06357

PLEASE NOTE: The Town may require (a) brief presentation(s) of an applicant's request for assistance as part of the application evaluation and/or appropriation approval process.

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# TOWN OF EAST LYME

108 Pennsylvania Ave.  
Niantic, CT 06357  
t: 860-739-6931

[Home](#) » [Town News](#) » [Small Businesses and Nonprofits—Required Application Form for ARP Assistance Now Available](#)

Town News

## Small Businesses and Nonprofits—Required Application Form for ARP Assistance Now Available

Applications for assistance are CLOSED as of February 22, 2022 at 2:00PM as specified in the application document.

Small businesses and nonprofit organizations with operations in East Lyme may apply to the Town for pandemic related assistance through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program of the federal American Rescue Plan Act (ARPA).

### Eligibility

To receive assistance, small businesses and nonprofits must meet eligibility requirements under provisions of ARPA and the governing regulations of the U.S. Treasury Department. An eligible organization must identify a negative economic impact caused by the pandemic and specify how the requested assistance from the Town will respond to that impact. For more information, please see [home.treasury.gov/news/press-releases/jy0550](https://home.treasury.gov/news/press-releases/jy0550).

## Supporting Documentation Required

- Evidence/certificate of good standing with the Connecticut Secretary of State's Office
- Proof of 501 (c)(3) or 501 (c)(19) status (i.e., IRS determination letter)—nonprofits only
- Verification of the number of employees—small businesses only
- List of any federal, state, and local pandemic assistance applied for and/or received (i.e., PPP loans)
- A detailed written statement by the applicant that
  - (1) identifies a negative economic impact to the organization caused by the pandemic and
  - (2) specifies how the assistance requested will respond to that impact

## Submission Deadline

Requests for assistance must be made using the Application Form found below. All applications and supporting documentation must be received by the First Selectman's Office no later than Tuesday, February 22, 2022, at 2:00PM.

Applications can be emailed to: [ARPSubcommittee@eltownhall.org](mailto:ARPSubcommittee@eltownhall.org) or mailed to:

Town of East Lyme  
First Selectman's Office  
P.O. Box 519  
Niantic, CT 06357

Adobe PDF Reader is required to complete the Application Form.

## Downloads:

[ARP SLFRF Application Form \(Fillable\) \(pdf\)](#)

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**EXHIBIT 6**

Sandra Anderson

From: Kevin Seery  
Sent: Tuesday, January 18, 2022 10:04 AM  
Dept Heads; Flanders Chief; Jim Barone  
Subject: ARP Funds Request

Good morning, everyone

The Board of Selectmen (BOS) appointed an ARP Ad-Hoc Committee at its 01/05/2022 meeting. That Committee's first meeting is scheduled for Thursday, January 20<sup>th</sup>. This Committee is advisory to the BOS and it was made clear in the charge to this group that addressing the Town's critical infrastructure needs was very important.

If your Department has any needs that would qualify for ARP funds, and you would like these needs considered for funding, please submit the request to the First Selectman's office no later than February 2, 2022. Please include the following in the request:

- o The project for which the funds are being requested
- Specification as to why the project qualifies for ARP funding
- o The benefit of the project for which the funding is being requested
- o As much documentation and specificity regarding the cost of the project as possible
- o Prioritization of projects if there is more than one request

The ARP Ad-Hoc Committee will likely adopt some other requirements for submission and/or create a document to be filled out when requesting funding. As soon as any information is available it will be passed on to everyone. Give me or call or send an email if you have any questions.

Thank you and have a great day.

Regards,  
Kevin

**EXHIBIT 7**

TOWN OF EAST LYME--AMERICAN RESCUE PLAN (ARP)  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)

ARP AD HOC SUBCOMMITTEE MEMBER EVALUATION WORKSHEET  
FOR SMALL BUSINESS OR NONPROFIT REQUEST FOR ASSISTANCE

Date of Evaluation: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
\$ Amount /Request: \_\_\_\_\_

<u>REQUIREMENTS</u>	<u>YES/NO/NA</u>
1. Qualifies as small business	_____
2. Qualifies as nonprofit	_____
3. Eligible use under ARPA and Final Rule	_____
4. Application form complete and submitted on time	_____
5. Supporting documentation complete and submitted on time	_____

<u>CRITERIA</u>	<u>RATING (1-10)</u>
(1=Not at All, 3=Somewhat, 7= Considerable, 10=Extraordinary)	
1. Negative economic impact experienced	_____
2. Response will reduce negative impact described	_____
3. Request is proportional to negative impact	_____
4. Response promotes organization's recovery and long-term growth	_____

**RATING TOTAL**  
**(40 pts. max.)**

NOTES

Previously granted East Lyme ARP funding: \$ \_\_\_\_\_ on \_\_\_\_\_ (date of  
Town Meeting)

Rev. 2/22/22



**EXHIBIT 8**

TOWN OF EAST LYME—AMERICAN RESCUE PLAN (ARP)  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF)  
ARP AD HOC SUBCOMMITTEE MEMBER EVALUATION WORKSHEET  
FOR TOWN DEPARTMENT REQUEST FOR FUNDING

Date of Evaluation: \_\_\_\_\_ Department: \_\_\_\_\_  
\$Amount/Request: \_\_\_\_\_

REQUIREMENTS

YES/NO

- |   |       |
|---|-------|
| 1. Eligible use under ARPA and Final Rule           | _____ |
| 2. Detailed memorandum submitted by Department Head | _____ |
| 3. Supporting documentation complete                | _____ |

CRITERIA (1)

RATING (1-10)

(1=Not at All, 3=Somewhat, 7=Considerable, 10=Extraordinary)

- |   |       |
|---|-------|
| 1. Public health need or negative economic impact     | _____ |
| 2. Funding will address need or negative impact       | _____ |
| 3. Request is proportional to need or negative impact | _____ |
| 4. Response promotes recovery and Town-wide benefit   | _____ |

OR CRITERIA (2)

RATING (1-10) X 2

(1=Not at All, 3=Somewhat, 7=Considerable, 10=Extraordinary)

- |  |       |
|--|-------|
| 1. Request addresses necessary investment in water<br>and sewer infrastructure | _____ |
| 2. Response promotes recovery and Town-wide benefits                           | _____ |

**RATING TOTAL  
(40 pts. Max.)**

NOTES

Other grant or CNRE resources available: \_\_\_\_\_

Rev. 2/25/22

**TOWN OF EAST LYME  
ARP/SLFRF RECOVERY FUNDS**

**SMALL BUSINESS AND NONPROFIT REQUESTS FOR ASSISTANCE as of 2/22/22  
ARP SUBCOMMITTEE RECOMMENDATIONS (VOTED 2/24/22 and 3/3/22) ORDERED ALPHABETICALLY**

<u>ORGANIZATION</u>	<u>AMOUNT REQUESTED</u>	<u>RATING</u>	<u>RECOMMENDATION</u>	<u>COMMENT</u>
Brian Dagle Foundation	\$60,000	30.2	\$30,000 (In part)	For therapy services, not renovations
C & Z Properties, LLC	\$150,000	1.6	Not recommended	Insufficient information
Care and Share	\$21,000	30.4	\$21,000 (In full)	
East Coast Taco	\$20,000	27.9	\$20,000 (In full)	
East Lyme Giving Garden	\$15,000	26.7	\$15,000 (In full)	Previously granted \$25,000 EL ARP funds on 10/6/21
East Lyme Historical Society	\$27,127	27.5	\$27,127 (In full)	
East Lyme Historical Society/ East Lyme Public Library	\$22,000	29.2	\$22,000 (In full)	
East Lyme Police Cadets, Inc.	\$15,000	28.6	\$15,000 (In full)	
East Lyme Pollinator Pathway, Inc.	\$3,000	22	\$3,000 (In full)	
East Lyme Puppetry Project, Inc.	\$17,189	26.2	\$12,000 (In part)	Keeps request proportional to need/recovery

East Lyme Veterans Council	\$5,000	30.9	\$5,000 (In full)	
Eastern Connecticut Ballet	\$15,000	31.5	\$15,000 (In full)	
Eastsun Properties, LLC	\$200,000	1.9	Not recommended	Insufficient information
Friends of Samuel Smith House and Property, Inc.	\$19,950	26.7	\$19,950 (In full)	Chimney
Friends of Samuel Smith House and Property, Inc.	\$68,722	25.6	\$68,722 (In full)	Roof
Ignatiadis Realty, LLC	\$80,000	1.9	Not recommended	Insufficient information
LAN, LLC	\$100,000	2.6	Not recommended	Insufficient information
Main Street Grille	\$200,000	10.9	Not recommended	Significant Federal grants + loans received
New Great Wall, Inc.	\$150,000	9	Not recommended	Need not demonstrated; Federal PPP loan + forgiveness
Niantic American Legion Post 128	\$34,646	27.6	\$34,646 (In full)	Previously granted \$13,950 EL ARP funds on 10/6/21
Niantic Community Church	\$29,445	20.5	\$20,000 (In part)	Keeps request proportional to need
Niantic Main Street Organization	\$75,000	27.9	\$39,000 (In part)	\$22,000 to enhance arts in Flanders and Niantic; \$12,000 for streetscape improvements in Flanders; \$5,000 for signs. Previously granted \$30,000 EL ARP funds on 12/1/21

Safe Futures, Inc.	\$50,000	31.2	\$50,000 (In full)	
Serendipthriftly, LLC	\$8,000	23.7	\$8,000 (In full)	
Stars to Stem, Inc.	\$107,000	19.3	Not recommended	Build out not an eligible use/recovery
The Arc Eastern Connecticut	\$2,000	30.2	\$2,000 (In full)	
TVCCA	\$20,000	29.7	\$20,000 (In full)	
VFW Post 5949	\$9,500	28.6	\$9,500 (In full)	Previously granted \$9,000 EL ARP funds on 10/6/21
Village Bake House of Niantic	\$30,000	19.2	Not recommended	Insufficient information
Zen & Now, LLC	\$5,000	29.7	\$5,000 (In full)	

**\$1,559,579.00 Total Requested**

**\$461,945.00 Total Recommended**

**TOWN OF EAST LYME  
ARP/SLFRF RECOVERY FUNDS**

**SMALL BUSINESS AND NONPROFIT REQUESTS FOR ASSISTANCE as of 2/22/22  
ARP SUBCOMMITTEE RECOMMENDATIONS (VOTED 2/24/22 and 3/3/22) ORDERED BY RATING**

<b>ORGANIZATION</b>	<b>AMOUNT REQUESTED</b>	<b>RATING</b>	<b>RECOMMENDATION</b>	<b>COMMENT</b>
Eastern Connecticut Ballet	\$15,000	31.5	\$15,000 (In full)	
Safe Futures, Inc.	\$50,000	31.2	\$50,000 (In full)	
East Lyme Veterans Council	\$5,000	30.9	\$5,000 (In full)	
Care and Share	\$21,000	30.4	\$21,000 (In full)	
Brian Dagle Foundation	\$60,000	30.2	\$30,000 (In part)	For therapy services, not renovations
The Arc Eastern Connecticut	\$2,000	30.2	\$2,000 (In full)	
TVCCA	\$20,000	29.7	\$20,000 (In full)	
Zen & Now, LLC	\$5,000	29.7	\$5,000 (In full)	
East Lyme Historical Society/ East Lyme Public Library	\$22,000	29.2	\$22,000 (In full)	
East Lyme Police Cadets, Inc.	\$15,000	28.6	\$15,000 (In full)	
VFW Post 5949	\$9,500	28.6	\$9,500 (In full)	Previously granted \$9,000 EL ARP funds on 10/6/21

East Coast Taco	\$20,000	27.9	\$20,000 (In full)	
Niantic Main Street Organization	\$75,000	27.9	\$39,000 (In part)	\$22,000 to enhance arts in Flanders and Niantic; \$12,000 for streetscape improvements in Flanders; \$5,000 for signs. Previously granted \$30,000 EL ARP funds on 12/1/21
Niantic American Legion Post 128	\$34,646	27.6	\$34,646 (In full)	Previously granted \$13,950 EL ARP funds on 10/6/21
East Lyme Historical Society	\$27,127	27.5	\$27,127 (In full)	
East Lyme Giving Garden	\$15,000	26.7	\$15,000 (In full)	Previously granted \$25,000 EL ARP funds on 10/6/21
Friends of Samuel Smith House and Property, Inc.	\$19,950	26.7	\$19,950 (In full)	Chimney
East Lyme Puppetry Project, Inc.	\$17,189	26.2	\$12,000 (In part)	Keeps request proportional to need/recovery
Friends of Samuel Smith House and Property, Inc.	\$68,722	25.6	\$68,722 (In full)	Roof
Serendipthriftly, LLC	\$8,000	23.7	\$8,000 (In full)	
East Lyme Pollinator Pathway, Inc.	\$3,000	22	\$3,000 (In full)	
Niantic Community Church	\$29,445	20.5	\$20,000 (In part)	Keeps request proportional to need
Stars to Stem, Inc.	\$107,000	19.3	Not recommended	Build out not an eligible use/recovery

Village Bake House of Niantic	\$30,000	19.2	Not recommended	Insufficient information
Main Street Grille	\$200,000	10.9	Not recommended	Significant Federal grants + loans received
New Great Wall, Inc.	\$150,000	9	Not recommended	Need not demonstrated; Federal PPP loan + forgiveness
LAN, LLC	\$100,000	2.6	Not recommended	Insufficient information
Eastsun Properties, LLC	\$200,000	1.9	Not recommended	Insufficient information
Ignatiadis Realty, LLC	\$80,000	1.9	Not recommended	Insufficient information
C & Z Properties, LLC	\$150,000	1.6	Not recommended	Insufficient information

**\$1,559,579.00 Total Requested**

**\$461,945.00 Total Recommended**

**EXHIBIT 10**

**TOWN OF EAST LYME  
ARP/SLFRF RECOVERY FUNDS**

**TOWN DEPARTMENT REQUESTS FOR FUNDING as of 2/17/22  
ARP SUBCOMMITTEE RECOMMENDATIONS (VOTED 3/3/22 and 3/7/22)**

<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>AMOUNT</u>	<u>RATING</u>	<u>RECOMMENDATION</u>	<u>COMMENT</u>
Public Works	Replace/upgrade Town Hall air handler	\$150,000	31.3	\$150,000 (In full)	
Public Works	New garbage truck	\$340,000	34.0	\$340,000 (In full)	
Public Works	Upgrades to HVAC at Field Services Building(FSB)	\$270,000	25.8	\$270,000 (In full)	
Public Works	Roof replacement at NFD-Station 1	\$205,000	21.5	Not recommended	Option to bond w/ other roof projects
Public Works	Roof replacement at NFD-Station 2	\$135,000	22.4	Not recommended	Option to bond w/ other roof projects
Public Works	Town-wide drainage pipe rehabilitation project	\$400,000	22.6	Not recommended	Possible Infra-structure grant
Public Works	Clean all catch basins				



	in Town	\$70,000	25.3	Not recommended	Ongoing PW service
Public Works	Building access/security -Town Hall, ELCC, FSB, Transfer Station, other	\$100,000	21.5	Not recommended	PW lower priority; Limited ARP funds
<u>PW \$1,670,000 total requested</u>				<u>PW \$760,000 total recommended</u>	
Police Dept.	Switch to State Radio Communications system	\$466,161.34	28.9	\$466,161.34 (In full) (\$441,293.90)	Motorola (Harris)
Emergency Management	Software for emergency planning, resource manage- ment, scheduling, etc. (VEOCI Core Solutions)	\$12,800 (year 1)	31.3	\$12,800 (In full)	\$8,250/yr. for subsequent yrs.
Parks and Rec	Continue PT Prevention/ Mentoring Coordinator position-began 10/21	\$55,000	34.5	\$55,000 (In full)	
Parks and Rec	Continue PT Counselor Position at Youth Services- begins 2/22	\$20,000	33.8	\$20,000 (In full)	
Parks and Rec	Conversion of former police building to year round				

	restrooms	\$ unknown	None	None	Dominion owned building
Parks and Rec	Darrow Pond recreation area master plan	\$25,000	27	\$25,000 (In full)	
Parks and Rec	Roxbury Road Park (pickleball courts, dog park, walking path, gaga pit)	\$500,000	20.6	Not recommended	More need for new park in north end of Town
Parks and Rec	Playscape improvements to McCook Point Park and Peretz Park	\$500,000	21.6	\$150,000 (In part)	Keeps request proportional to need; \$CNRE possible
Parks and Rec	Replace all water fountains in parks with or add bottle fillers and pet bowl stations	\$75,000	27.4	\$75,000 (In full)	
Parks and Rec	Restroom enhancements In parks	\$200,000	30.8	\$200,000 (In full)	
	<u>P&amp;R \$1,375,000 total requested</u>			<u>P&amp;R \$525,000 total recommended</u>	
T Hall/Build. Main.	Town Hall Drop Box	\$2,659.90	35.6	\$2,659.90 (In full)	
Fire Marshal	3 NEBO Lights \$55 ea.	\$165	32.1	\$165 (In full)	
Fire Marshal	1 Gas Detection Meter	\$3,200	32.1	\$3,200 (In full)	

Fire Marshal	Electrical Safety Invest. Kit	\$55	32.1	\$55 (In full)	
Fire Marshal	IR Thermometer	\$40	32.1	\$40 (In full)	
Fire Marshal	Surface Tablet w/Case	\$1,500	32.1	\$1,500 (In full)	
Fire Marshal	Decibel Meter	\$265	32.1	\$265 (In full)	
	<u>FM \$5,225 total requested</u>			<u>FM \$5,225 total recommended</u>	
Sen. Ctr./COA	FT Social Worker	\$59,475	32.6	\$59,475 (In full)	\$24,375 PT alternative
Lib./Sen. Ctr./P&R	Feasibility Study	\$38,000	31.9	\$38,000 (In full)	Tecton's fee range: \$30,000-\$38,000
Lib./Sen. Ctr./P&R	Sat./Sun. Custodial Hrs.	\$14,945	17.6	Not recommended	Coverage now provided; department budget issue
Lib./Sen. Ctr./P&R	Recycling/Trash Compactor	\$4,000	3.7	Not recommended	Service provided; emptying issue
Library	Glass Doors-Zoom Rm.	\$4,665	30.6	\$4,665 (In full)	
Library	Owl Camera-Zoom Rm.	\$1,200	32.7	\$1,200 (In full)	
	<u>Lib \$5,865 total requested</u>			<u>Lib. \$5,865 total recommended</u>	
Water & Sewer	Upgrade Niantic				

	Sewer Pump Station	\$600,000	29.9	\$600,000 (In full)	
Water & Sewer	Recoat Boston Post Rd. Water Tank	\$750,000	31.9	\$750,000 (In full)	
Water & Sewer	Upgrade Pattagansett Sewer Pump Station	\$450,000	28.9	Not recommended	Limited ARP funds; lower W&S priority

W&S \$1,800,000 total requested

W&S \$1,350,000 total recommended

**\$5,454,131.24 Total Requested**

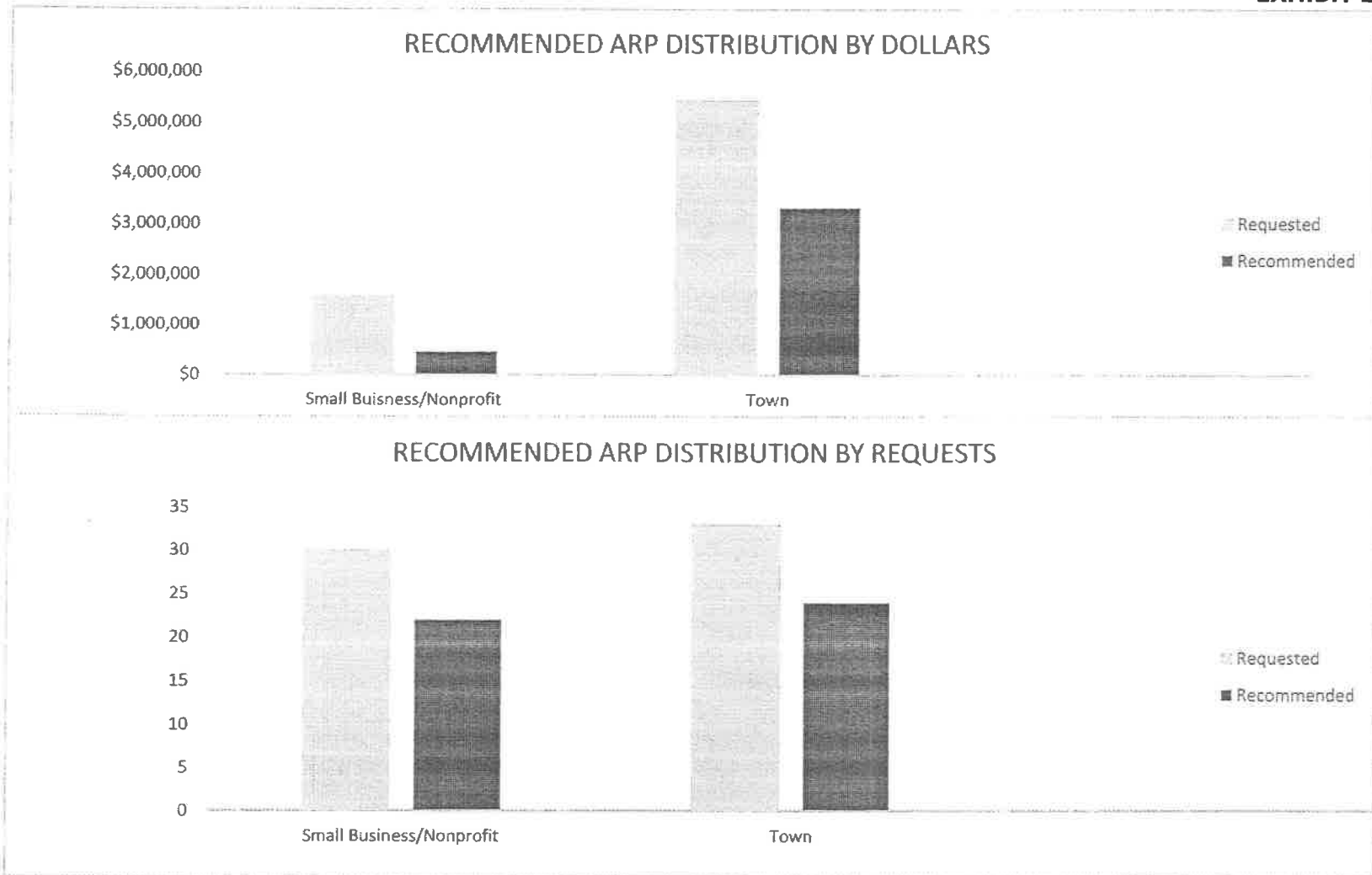
**\$3,225,186.24 Total Recommended**

**+\$75,000 Contingency for Emergency  
Management pandemic needs**

**+\$25,000 Contingency for ARP Attorney's  
Fees and Administrative Costs**

**=\$3,325,186.24 Total Recommended for Town**

**EXHIBIT 11**



**EXHIBIT 12**

**EXHIBIT 13**