

**Minutes of the Special Meeting of the
ECONOMIC RECOVERY COMMITTEE**

Tuesday, October 26, 2021, 7:00 p.m., via GoToMeeting

In attendance: J. Mancini, L. Hogarty; K. Emerson, A. Stirna, D. Lefko, S. O'Brien; G. Regolo, N. Gorski, E. Blewett; L. Lefko guests

Mancini called the meeting to order at 7:02 and confirmed all persons in attendance.

Review and approval of meeting minutes. A motion was made by D. Lefko to accept the meeting minutes of the September 28, 2021 Economic Recovery Committee Meeting. The motion was seconded by Emerson. In discussion, Emerson pointed out that the minutes reflected a requirement that expenses must be obligated by December 31, 2021; however, that date should reflect December 31, 2024. O'Brien confirmed the change would be made to the September 28, 2021 minutes. Provided that edit, the motion passed unanimously.

Discussion of additional resource materials to be added to the Economic Recovery Committee town webpage. O'Brien raised the point that two additional resources should be added to the Economic Recovery Committee town webpage, including two documents published by the U.S. Department of Treasury: (1) Compliance & Reporting Guidance State & Local Fiscal Recovery Funds and (2) Interim Final Rule of Coronavirus State & Local Fiscal Recovery Funds. O'Brien explained that given the fact that these are resources the Committee will be utilizing, we should make them publicly available to Killingworth residents.

A motion was made by Hogarty that these two documents be added to the Economic Recovery Committee town webpage. The motion was seconded by Emerson. Discussion: Mancini pointed out that as a committee we needed to ensure that the information on our page, including our resources, were always kept up to date. Regolo suggested that the committee consider utilizing a link as reference rather than the document itself so that any updates to the documents would be automatically addressed. O'Brien responded that a link would work if the website housing the documents was dynamic; however, if it were static, we would still need to regularly check to ensure the document was the most up to date. O'Brien indicated she would confer with the town clerk's office for assistance in having these additions made to the webpage in the most effective manner. The motion to have these documents added in some form (i.e., link or actual document) passed unanimously.

Discussion and approval of community outreach. O'Brien shared her screen to reflect the drafted community outreach letter, which was sent to all committee members in advance of the meeting. O'Brien addressed a few house keeping items to fill in some final details of the letter, including: (1) that the total amount of money that will be received by Killingworth will be \$1,833,429.50; (2) that the term "town hall" will be changed to "town hall meeting;" and (3) Mancini confirmed that the committee would be getting its own town email, but that it has not yet been setup and we would include that email in the final draft.

A motion was made by Emerson to publicize this letter to the citizens of Killingworth. The motion was seconded by D. Lefko. Discussion ensued.

D. Lefko volunteered to coordinate with the Killingworth Volunteer Fire Company (KVFC) about our ability to utilize the firehouse for a town hall meeting in December.

Stirna inquired as to whether as a group we felt that we could field questions from the town after one more meeting in November, including having a complete understanding as to how the money could be spent. D. Lefko responded that we may not be able to answer every question, and that we should expect to get some real reasonable requests and some that are more unique, not permitted, or even unreasonable. However, he believes that our guidance from the federal government is not as granular as it should be, as the government has not made things overly clear.

Emerson added that as a town resident, she would like to at least be informed about the opportunity that the town has before it, and it would be helpful to have a town hall meeting to share and show we are being forthright and informative about the purpose and goals of the Economic Recovery Committee, even if to simply educate about the opportunity and educate residents about the timeline to spend these funds. O'Brien reminded the committee that the onus is on us as the committee members to do our research to learn about how these funds may be spent so that we can properly advise the town on the same. If we keep the town hall meeting focused on the opportunity presented to us as a town, then we can have specific questions or requests submitted to our committee email following the meeting. Mancini agreed that we need to communicate with the town and stress to them that we are going to be thoughtful in our spending. In light of this discussion, Emerson suggested that when making the final tweaks to the letter, that we clarify that the town hall meeting is an information session as opposed to being a meeting that will require a vote.

D. Lefko mentioned that other Connecticut towns put out a timeframe within which residents could submit their requests/suggestions for spending. Mancini agreed that we should incorporate a timeline into this letter but indicated that the committee should identify categories for spending so that we can intelligently gather and organize community input. Emerson suggested that a disclaimer be inserted into the letter to remind commenters that we are simply asking for public comment, and that this is not an opportunity to submit wish lists, nor is this in any way a promise or guarantee that money will be spent as suggested by every commenter.

With regard to the date for holding the town hall meeting, Emerson favored keeping the date in December, subject to location and exact date being approved by the KVFC. Emerson also suggested that the deadline for submission should be altered to reflect a 30-day period from the date of the town hall meeting, once confirmed.

O'Brien will make final edits to the community outreach letter as proposed and agreed upon by this committee through the above discussion. Motion to publicize letter to the community, with O'Brien's final edits, passed unanimously.

Emerson followed up to ask that the final version of the letter be sent to the committee before it is publicized for information reference only. O'Brien agreed to provide the committee with a copy.

Discussion of categories for spending. The committee discussed possible categories of spending, which would serve as a foundation for our spending suggestions and a way to organize community input. Mancini suggested there should be four categories that serve as this foundation:

- 1) Support public health response.
- 2) Address negative economic impacts including, but not limited to, offering assistance to households, small businesses, and nonprofits, as well as aid to affected industries such as tourism, travel, and hospitality.
- 3) Make needed investments in water, sewer, or broadband infrastructure.
- 4) Support of government services, which could include capital expenditures.

The committee also discussed that each committee member should then own a category to study and learn about so the committee can have an expert, so to say, on each topic and can inform the group about appropriate use of funds in that particular category. Hogarty, Emerson, and Stirna will make a combined effort to review public health, nonprofits, tourism/travel (items 1 and 2 above). D. Lefko will review water and support of government services (items 3 and 4 above). Mancini suggested that we also consider a category for economic development, which he will review. O'Brien will review government services (item 4 above).

Discussion of financial reporting requirements. Mancini stated that we have a responsibility as a committee to ensure these funds are spent appropriately, and therefore would like an accounting to be provided periodically from Regolo to outline the funds available and funds spent to date. Regolo agreed to provide a financial report at each meeting.

New business. None

Adjournment. Emerson moved to adjourn the meeting. Stirna seconded that motion. The motion passed unanimously as presented. The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Sara O'Brien