

# **ARPA Committee Administrative Expenses - 1**

## **Submitter Contact Information**

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## **Proposal information**

Author resident, business, non-profit, government or civic organization:

William T. Bernhart

Description of project: Chester ARPA Committee Administrative Expenses

*This request is for funding to cover administrative expenses of the Committee in creating and distributing communications to the Chester community including design, printing and mailing as needed to support the communications plan. Additionally it will fund transcribing Committee meeting minutes as required by statute and other Committee expenses associated with our role during the period ending 12/31/2024.*

ARPA funds requested (\$): Not to exceed \$5,250

- *Communications – Post Card Mailings (initially for 3 town meetings), Flyers, Banners - \$2,000*
- *Meeting minutes transcription – average \$75/meeting for 30 monthly/special meetings - \$2,250*
- *Other expenses, if required - \$1,000*

Who would most benefit from the project if approved:

- *Communications by mail to all town residents will benefit those that are not easily reached with electronic communications, informing them of opportunities to participate in town meetings concerning ARPA proposals.*
- *Funding meeting minute transcription will benefit Committee members by relieving them of this time consuming responsibility as well as producing consistent, professional meeting minutes.*

Chester ARPA Committee, 03/20/2022

*Positive impact of project to the Chester community:*

- *Increased awareness of the ARPA proposal process and opportunities to participate in town meetings.*
- *Reduced administrative workload for committee members allowing them to focus their time on more essential work.*

*How the proposed project aligns with any action items the town's Plan of Conservation and Development (POCD) (section 6):*

- *Not directly applicable*

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