

**MINUTES**  
**AMERICAN RESCUE PLAN ACT TASK FORCE**  
**SPECIAL MEETING OF JUNE 21, 2023**

Present: Mayor Benjamin Florsheim; Vice Chair Pamela Steele; Rev. Robyn Anderson; Rev. Moses Harvill; Kevin Elak; Cynthia Clegg; Carl Erlacher; Diana Doyle; Brianna Skowera; Brig Smith

Public: Martha McCabe; Claire Collins; Diana Martinez

**1. Call to Order**

Meeting was called to order at 11:05 a.m.

**2. Public Comment**

Diana Martinez introduced herself and stated that she was representing the Middletown Racial Justice Coalition.

**3. Approval of Minutes**

Pamela Steele made a motion to table the minutes until the July ARPA Task Force meeting and Cynthia Clegg seconded the motion. The motion passed unanimously.

**4. New Business**

**A. Request to Repurpose Middletown Racial Justice Coalition Funding to Middletown United Fathers**

Brig explained that the Middletown Racial Justice Coalition coordinated with Harold Hart and Middletown United Fathers to undertake the Traverse Square Summer Enrichment Program.

Cynthia Clegg made a motion to redirect the funding from the Middletown Racial Justice Coalition to Middletown United Fathers and Kevin Elak seconded the motion. The Motion passed unanimously.

**B. Middletown Redemption Center One-Time Advance**

Martha McCabe explained that Middlesex Redemption Center is requesting 20% of their initial award of \$80,000, which means their one-time advance could be up to \$16,000. She has not received a signed agreement or other documents from them.

Pamela Steele made a motion to approve the one-time advance pending submission

of all their documentation and Brianna Skowera seconded the motion. The motion passed unanimously.

**C. Middletown United Fathers One-Time Advance**

Martha explained that this a request for a one time advance and Middletown United Fathers are receiving \$35,000 for their project. MUF had the opportunity to purchase a tractor for their garden project for \$25,000, which is more than the 20%. The purchase was considered capital equipment.

**D. Advance Policy for Subrecipients**

Brig reviewed the need for the task force needs to update the advance policy in place for situations like Middletown United Fathers. Martha explained that the current policy states that a one-time advice can be for two purposes. The first was to purchase land or a building and the second was for operational, limited to 20% of the award. She then went on to state that we can amend the first provision to state that the one-time advance can be to purchase land, a building, or capital equipment. Diana Doyle clarified that the one-time advance to MUF has already happened and we are reporting to the task force in accordance with the advance guidelines. More discussion ensued regarding MUF’s projects and Martha clarified that MUF now has two separate projects.

Pamela Steele made a motion to amend the policy to include the capital equipment and Rev. Robyn Anderson seconded the motion. The motion passed unanimously.

**E. Administrative Expense Request for NHCPA Riverbend, LLC**

Martha McCabe explained that NHCPA originally submitted a request for additional administrative funding in April and the request was tabled until the city could have discussion as to the progress of their project. NHCPA will likely not have concerts or activities until 2024 and requested the administrative expenses to cover for 2024. More discussion ensued.

Pamela Steele made a motion to approve the administrative expenses for 2024 and Rev. Anderson seconded the motion. The motion passed unanimously.

**5. Old Business**

**A. Report of Current Expenses and Balances**

Brig Smith advised that the remaining balance of the APRA funding is now about \$109,000. Diana Doyle stated that we have \$5.5M that has been distributed to the Subrecipients and any city department. There is about \$9.9M currently in encumbered purchase orders.

**6. Other**

**7. Adjournment**

Kevin Elak made a motion to adjourn and Brianna Skowera seconded the motion. The motion passed unanimously and the meeting adjourned.