

1 **DRAFT**

2 TOWN OF WALLINGFORD

3 WALLINGFORD ARPA APPLICATION REVIEW COMMITTEE

4 HUBCAP WALLINGFORD

5 128 CENTER STREET

6 WALLINGFORD, CT 06492

7 Wednesday, January 25, 2023

8 6:30 P.M.

9 **RECORD OF VOTES AND MINUTES**

10
11 **The meeting was called to order at 6:30 p.m. The Pledge of Allegiance was said. Members**
12 **in attendance were Carl Bonamico, Mike Brodinsky, Craig Fishbein, Robert Fritz, Mike**
13 **Glidden (via Zoom), Bob Gross, Jacqueline McNamee, Christopher Regan (via Zoom),**
14 **Jesse Reynolds and Amy Walsh.**

15
16 *Absent – None*

17
18 *Members of the public – None*

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22 **1. Discussion: Update**

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24 **A. Sums Available for Award**

25
26 Mr. Brodinsky stated that the funds available have changed. The total aggregate amount of the
27 grant requests isn't as much as the Committee thought. The aggregate gross amount of requests
28 for grants is \$7,384,271.77. This is less than what many were expecting. In response, the council
29 authorized more money for the business applications and the non-profit applications to cover all
30 requests if they are recommended and approved. So even if the committee recommends that
31 every grant request be awarded in full, the council has allocated enough money to completely
32 cover all such requests. The council has increased the cap on awards for business grants to a total
33 of \$3,440,135.00. The cap on awards for non-profit grants has increased to a total of
34 \$3,944,136.77.

35
36 **B. New Criteria for Business Applications**

37
38 Mr. Brodinsky advised that since the Committee's last meeting the criteria for business
39 applications has changed. The criteria is important to the Committee because the Committee
40 assesses and judges the applications according to the new criteria. The new criteria for scoring
41 the business applications has been modified as follows:

Max. Points	Evaluation Criteria	Score
REQUIRED	The proposed project will address the negative economic and/or health impacts due to the COVID-19 pandemic.	
30	The degree to which the COVID-19 pandemic created or contributed to the demonstrated and clearly-described financial adversity that the business is experiencing.	
40	The degree to which it is demonstrated that the applicant's proposed project will assist the business in long-term recovery from that adversity and is not a temporary fix.	
15	The degree to which the proposed budget for the project is appropriate and supported by documentation.	
15	The degree to which the proposed timeline for completion is reasonable, and the project can be completed within 12 months.	
100	TOTAL SCORE	

42

43 There will also be new criteria for nonprofits seeking sustainability/hardship grants. The Law
 44 Department is working on that and we should have that in mid-February after the council
 45 meeting on 2/14/2.

46

47 **C. UHY Schedule**

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49 Mr. Brodinsky advised that by February 2, 2023 the UHY Portal may have all of the approved
 50 applications and numbers up in a tracking system for the Committee to review. The Committee
 51 should keep checking the portal for updates. The consultant could reject applications for obvious
 52 non-conformity with either Wallingford's guidelines or ARPA rules. The consultant will post
 53 notes on the portal, which will give insight. There are 139 business applications and there are 50
 54 nonprofit applications (40 of these applications are posted on the UHY portal already).

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58 **2. Discussion and possible action on all procedural matters with respect to**
 59 **handling ARPA non-profit grant applications, including but not limited to**

60

61 **A. Determination of Which Applications Are Put On the Agenda for Review**
 62 **and Decision**

63

64 Mr. Brodinsky suggested that for the next three meetings, he could pick out the first few
 65 applications that may be a little cleaner and simpler in order to get going. After that the

66 Committee can decide how everyone would like to move forward with the applications. Mr.
67 Brodinsky also suggested that it may be easier to dedicate one meeting to non-profits and another
68 to businesses. Mr. Brodinsky polled the committee to see how they would like to proceed with
69 the applications.

70
71 Majority of the members concurred with Mr. Brodinsky in that he could chose the first couple of
72 applications for the next meetings to be reviewed and then moving forward the Committee can
73 decide as a group how they will choose the next applications for review.

74
75 Mr. Brodinsky stated that for the next few meetings he will plan on scheduling one night of
76 business applications to review and two nights of programming nonprofits as the criteria for the
77 hardship nonprofits are not out yet. The agenda that will be sent out will state no public
78 participation and no question and answer. After those meetings the Committee will decide how
79 they will choose to move forward with the applications. There was some sentiment to randomize
80 the list of applicants, and select applications in order, top down, from the list, keeping non-
81 profits separate from businesses. But, the committee should try to move on both equitably.

82 83 **B. Conflict of Interest Disclosures**

84
85 Mr. Brodinsky reviewed the conflict of interest disclosures with the Committee and stated that
86 every meeting he will review this with them. The consultants sent the Committee a summary of
87 the Federal Conflict of Interest Policy which is no different than Wallingford's Code of Ethics
88 and Charter. Mr. Brodinsky noted that a member of the Committee cannot participate if there is a
89 conflict or if there is an appearance conflict of interest. Mr. Brodinsky referenced the letter from
90 the law department regarding conflict of interest:

- 91
- 92 • If a Committee member has a conflict of interest regarding a particular application the
93 member must not participate or vote. The member should not sit with the Committee on
94 the particular matter and shall refrain from participating in any way.

95 96 **C. Homework**

97
98 Mr. Brodinsky stated that the real work will be done at home when the Committee reviews the
99 applications prior to the meetings.

100 101 **D. Interviews? Applicant Participation? Public Comment?**

102
103 Mr. Brodinsky stated that in the October 21, 2022 meeting it was discussed that the Committee
104 did not want to have interviews for the applicants. Mr. Brodinsky pointed out that on some of the
105 more complicated applications, the Committee may have questions but this does not necessarily
106 mean that the Committee will have to do interviews. Mr. Brodinsky went around the room to poll
107 the members of the Committee on their thoughts or questions in regards to interviewing the
108 applicants.

109
110 **Motion to conduct interviews subject to a discussion on the dollar amount of the applicant**

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112 **Made by: Mr. Glidden**
113 **Seconded by: Mr. Regan**

114
115 **Vote to conduct interviews subject to a discussion on the dollar amount of the applicant:**

116
117 Bonamico – No Brodinsky- No
118 Fishbein – No Fritz - No
119 Glidden – Yes Gross – No
120 McNamee – No Regan – Yes
121 Reynolds – No Walsh - No

122
123 Total: Yes 2, No 8

124
125 Mr. Brodinsky advised that the motion did not carry and therefore there will be no interviews.
126 The applicants will still be invited to attend and watch. The agenda will note that the applicants
127 cannot participate.

128
129 **E. Scoring: Numerical Grade or Pass-Fail? If Scored Numerically, What Is**
130 **the Minimum Score Needed? Score Sheet Completed, Initialed, Handed**
131 **in, Averaged, Vote To Recommend Yes Or No Depending Upon**
132 **Minimum Score Already Determined?**

133
134 Mr. Brodinsky reviewed the new business criteria scoring chart for the applicants with
135 Committee.

136

Max. Points	Evaluation Criteria	Score
REQUIRED	The proposed project will address the negative economic and/or health impacts due to the COVID-19 pandemic. THIS WILL NEED TO BE TRUE IN ORDER TO MOVE ON TO SCORING OTHERWISE APPLICANTS WILL BE REJECTED	
30	The degree to which the COVID-19 pandemic created or contributed to the demonstrated and clearly-described financial adversity that the business is experiencing.	
40	The degree to which it is demonstrated that the applicant's proposed project will assist the business in long-term recovery from that adversity and is not a temporary fix.	
15	The degree to which the proposed budget for the project is appropriate and supported by documentation.	
15	The degree to which the proposed timeline for completion is reasonable, and the project can be completed within 12 months.	

100	TOTAL SCORE
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Mr. Brodinsky polled the committee to see how they would like to proceed with the scoring of the applications.

Motion to set the minimum score to earn the grant, and if the applicant achieves that average score, the funding will be (100%) of the request, unless the committee has reduced the amount of the request because it is excessive.

Made by: Mr. Glidden
Seconded by: Mr. Brodinsky

Vote to have the score set by the Committee and if the applicant passes the score the funding will be either all (100%) or nothing (0) awarded:

Bonamico –	Yes	Brodinsky-	Yes
Fishbein –	Yes	Fritz -	Yes
Glidden –	Yes	Gross –	No
McNamee –	Yes	Regan –	Yes
Reynolds –	Yes	Walsh -	Yes

Total: Yes 9, No 1

Mr. Brodinsky polled the committee to come up with a minimum score that that the application would have to get in order to be recommended. Discussion followed.

Motion that applications that receive a score of 69 or below will receive no award.

Made by: Mr. Brodinsky
Seconded by: Mr. Glidden

Bonamico –	Yes	Brodinsky-	Yes
Fishbein –	Yes	Fritz -	Yes
Glidden –	No	Gross –	Yes
McNamee –	Yes	Regan –	Yes
Reynolds –	Yes	Walsh -	Yes

Total: Yes 9, No 1

F. Recommendation to Government: Wait for A Last Look, Till All Done; Or Vote-As-We-Go and Send Recommendations to Government as Committee Proceeds?

Mr. Brodinsky went around the room to poll the members of the Committee on their thoughts or questions in regards to sending up to Government the approved grants as the Committee

181 approves them or if the Committee would rather hold them until all of the grants are
182 approved and then send to Government in one big batch?

183
184 Most of the members agreed with Mr. Brodinsky to approve the grants and send the approved
185 applications to Government immediately rather than wait until the end.

186
187 **Motion to have the Chairman report to Government as soon as practicable after votes on**
188 **applications are made**

189
190 **Made by: Mr. Brodinsky**

191 **Seconded by: Mr. Gross**

192
193 **Vote to report to Government as soon as practicable after votes on applications are made:**

194
195 Bonamico – Yes Brodinsky- Yes
196 Fishbein – Yes Fritz - Yes
197 Glidden – No Gross – No
198 McNamee – Yes Regan – No
199 Reynolds – Yes Walsh - No

200
201 Total: Yes 6, No 4

202
203 **Motion to amend the Motion to have the Chairman report to Government after a minimum**
204 **threshold of 10 applications are voted on and approved**

205
206 **Made by: Mr. Fishbein**

207 **Seconded by: Mr. Brodinsky**

208
209 **Vote to amend the Motion to have the Chairman report to Government after a minimum**
210 **threshold of 10 applications are voted on and approved:**

211
212 Bonamico – Yes Brodinsky- Yes
213 Fishbein – Yes Fritz - Yes
214 Glidden – No Gross – No
215 McNamee – Yes Regan – No
216 Reynolds – Yes Walsh - No

217
218 Total: Yes 6, No 4

219
220 **Motion to amend the Motion to have the Chairman report to Government as soon as**
221 **practicable**

222
223 **Made by: Mr. Gross**

224 **Seconded by: Mr. Brodinsky**

225

226 **Vote to amend the Motion to have the Chairman report to Government as soon as**
227 **practicable:**

228
229 Bonamico – Yes Brodinsky- Yes
230 Fishbein – No Fritz - Yes
231 Glidden – Yes Gross – Yes
232 McNamee – Yes Regan – Yes
233 Reynolds – Yes Walsh - Yes

234
235 Total: Yes 9, No 1

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237 **G. Other/Recusals**

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239 Mr. Brodinsky went around the room to obtain information from the Committee on which
240 organizations they would need to recuse themselves from. Mr. Brodinsky noted that this is not
241 the last chance to recuse. This will be done before every meeting.

242
243 Brodinsky- Recusing from the Wallingford Land Trust and WPAA
244 Regan – Recusing from the CT Stem Academy
245 Glidden – Recusing from the Hungarian Club
246 Reynolds – None so far
247 Gross – Recusing from the Coalition for a Better Wallingford and Beth Israel Synagogue
248 Walsh - Recusing from the CT Stem Academy
249 Fritz - Recusing from Cobra Automotive
250 Fishbein – None so far
251 Bonamico – Recusing from Abrasive Finishing Industries, Cobra Automotive and Academy
252 Di Capelli
253 McNamee – Recusing from the Coalition for a Better Wallingford, Wallingford Symphony
254 Orchestra and a question mark for the Wallingford Senior Center (need more
255 information)

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259 **3. Discussion: Future Meeting Dates**

260
261 Mr. Brodinsky reviewed the calendar with the committee to file regular meetings to be added to
262 the agenda. These meetings will be held to assess the applications. The next three meetings will
263 consist of one night to assess the business applications and two nights to assess the nonprofit
264 applications. The business applications will be on Wednesday, February 1, 2023 and the
265 nonprofit application will be Monday, January 30, 2023 and Tuesday, January 31, 2023. The
266 committee agreed to the following dates:

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268 **January 30, 2023 at 6:30 PM**
269 **January 31, 2023 at 6:30 PM**
270 **February 1, 2023 at 6:30 PM**
271 **February 16, 2023 at 6:30 PM**

272 **February 20, 2023 at 6:30 PM**
273 **February 21, 2023 at 6:30 PM**
274 **March 1, 2023 at 6:30**
275 **March 7, 2023 at 6:30**
276 **March 15, 2023 at 6:30**
277 **March 16, 2023 at 6:30**
278 **March 21, 2023 at 6:30**
279 **March 22, 2023 at 6:30**

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283 **Next Steps/Feedback**

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285 **None**

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289 **ADJOURNMENT**

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291 **Made by: Mr. Brodinsky**

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295 The meeting was adjourned at approximately 10:02 p.m.

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299 Respectfully submitted,

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301

302 Bernadette Sorbo

303 Recording Secretary