

## **1-27 Ordinance to Establish an American Rescue Plan Act Commission**

There is hereby established a Municipal American Rescue Plan Act Commission created for the Town of Stafford to manage the disbursement of funds provided to the Town of Stafford under the American Rescue Plan Act. Working in the best interests of the community, the Commission will respond to the Covid-19 public health emergency and its negative economic impacts.

1. The Commission shall consist of the following town officials and community members, who shall be appointed by the Board of Selectmen in accordance with the requirements of C.G.S. Sec. 9-167a and shall serve without compensation:
  - a) The current Emergency Management Director
  - b) The current Chief Financial Officer
  - c) The current Town Clerk
  - d) A current Law Enforcement Officer
  - e) The current Water Pollution Control Superintendent
  - f) The current Grant Writer & Marketing Specialist
  - g) The current First Selectman
  - h) A current Recreation Commissioner
  - i) A current Board of Finance member
  - j) A current member of the Stafford Public Health Community
2. In the event that any member of the Commission no longer holds the Town office which has qualified him/her to be a member of the Commission, then the term of said member shall end, and the Board of Selectmen shall fill said vacancy as provided herein.
3. Vacancies on the Commission shall be filled by the Board of Selectmen, provided that any appointment shall be of an individual who holds one of the town positions which are described herein.
4. The Commission will terminate at the time that all ARPA funds have been expended, and the commission has satisfied and fulfilled all grant obligations.
5. The Commission shall appoint a chairperson from among its members.
6. The Commission shall have the following duties and responsibilities:
  - a) The Commission shall be the Grant Administrator for the ARPA funds.
  - b) The Commission shall develop a multi-year spending plan.
  - c) The Commission shall encourage, facilitate and solicit input from the community.

- d) The Commission shall educate the public via a hosted presentation and ARPA Fund updates.
- e) The Commission shall identify projects among categories of eligible use and follow current procurement procedure ordinances.
- f) The Commission will be responsible for appropriate use of funds, shall create internal local controls, shall document expenditures, and be subject to audit.

Approved: 9-29-2021

Posted: 10-1-2021

Effective: 10-16-2021