

1 **DRAFT/unapproved**

2 TOWN OF WALLINGFORD

3 WALLINGFORD ARPA APPLICATION REVIEW COMMITTEE

4 WALLINGFORD TOWN HALL

5 ROOM 315

6 45 SOUTHMAIN STREET

7 WALLINGFORD, CT 06492

8 Friday, October 21, 2022

9 6:30 P.M.

10 **RECORD OF VOTES AND MINUTES**

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

16  
17 *Absent – None*

18  
19 *Members of the public – None*

20  
21  
22  
23 **1. Discussion and Possible Action: The Determination of a Quorum and the**  
24 **Application of Quorum Principles**

25  
26 Mr. Brodinsky stated that every organization should have a quorum. The importance of having a  
27 quorum is you can't vote unless a quorum is present. The council decided that no resolution  
28 could be carried by this body unless there were seven votes. If there are recusals and/or absences,  
29 it may not be possible to meet that threshold.

30  
31 Mr. Fritz questioned if the vote should be an odd number so that there would not be any ties?

32  
33 Mr. Brodinsky stated if there is a tie vote the measure wouldn't carry.

34  
35 Mr. Brodinsky went around the room to poll the members on their thoughts or questions in  
36 regards to the numbers of votes.

37  
38 **Motion to Comprise a Quorum of 6 Individuals**

39  
40 **Made by: Mr. Fishbein**

41 **Seconded by: Mr. Regan**

42 **Vote to Comprise a Quorum of 6 Individuals:**

43

44	Bonamico –	No	Brodinsky-	Yes
45	Fishbein –	Yes	Fritz -	Yes
46	Glidden –	No	Gross –	No
47	McNamee –	No	Regan –	Yes
48	Reynolds –	Yes	Walsh -	Yes

49

50 Total: Yes 6, No 4 Motion failed due to lack of 7 votes.

51

52 **Motion to Comprise a Quorum of 7 Individuals**

53

54 **Made by: Mr. Gross**

55 **Seconded by: Mr. Reynolds and Mr. Glidden**

56

57 **Vote to Comprise a Quorum of 7 Individuals:**

58

59	Bonamico –	Yes	Brodinsky-	Yes
60	Fishbein –	Yes	Fritz -	Yes
61	Glidden –	Yes	Gross –	Yes
62	McNamee –	Yes	Regan –	Yes
63	Reynolds –	Yes	Walsh -	Yes

64

65 Total: Yes 10 Motion passed.

66

67

68

69

**2. Discussion: Ethics**

70

71 Mr. Brodinsky discussed and shared the code of ethics with the members. Mr. Brodinsky noted  
72 that it is important for the public to see and understand that the committee is taking this  
73 seriously.

74

75 Mr. Brodinsky reviewed Chapter XX1. Ethics and Conflict of Interest with the members.

76

77

**B. Conflict of Interest**

78

79 No officer or employee shall have any interest, financial or otherwise, direct or  
80 indirect, which is in conflict with the proper discharge of his or her official duties  
81 or employment. Interest shall be as defined by the Code of Ethics or other  
82 ordinance and any applicable state law, as may be applicable to an individual  
83 case.

84

85 Any officer or employee who has, or knows he or she will have, such an interest  
86 shall disclose, in writing, the nature and extent of such interest to the chairman or  
87 agency, commission or board, of which he or she is a member, or, in the case of

88 an employee, to his or her superior, with a copy to the Board of Ethics. Such  
89 person shall not debate the matter and shall disqualify himself or herself from  
90 voting or acting on such matter.  
91

92 Mr. Brodinsky stated that if there are any questions on the code of ethics to see Janis Small in the  
93 Law Department.  
94

95 Mr. Brodinsky reviewed § 20-1 Concept Explained with the members.  
96

97 The concept of ethics is a field based on the philosophy that standards of conduct can be  
98 expressed in an objective manner consistent with societal considerations and codified into  
99 established conventions, thus generating accepted professional standards of conduct. In  
100 applying this concept of ethics to municipal government, the professional standards of  
101 conduct for officials and employees of the Town of Wallingford are set forth in the  
102 Constitution of the United States, federal laws and regulations, the Constitution and  
103 General Statutes of the State of Connecticut, the Town Charter and ordinances and  
104 resolutions of the Town of Wallingford (including this Code of Ethics) and generally  
105 accepted societal norms and conventions for proper and ethical conduct.  
106

107 Mr. Brodinsky referenced § 20-2 Purpose and pointed out **“the public have confidence in the  
108 integrity of its government.”**  
109

110 Mr. Brodinsky reviewed the code of ethics in regards to Interest and pointed out:  
111

- 112 A. Any interest, direct or indirect, which is of financial or personal value to the Town  
113 official or employee which is not common to the interest of other citizens of the  
114 Town.  
115
- 116 B. An indirect interest also exists if the official or employee has a conflict of duty as a  
117 result of a benefit or loss incurred by a relation or closely associated entity.  
118  
119

### 120 121 **3. Discussion: The Process for Scoring Applications** 122

123 Mr. Brodinsky discussed the process and how the committee will address the applications. The  
124 deadline for the applications is December 9, 2022. The applications ~~then~~ go to the consultants  
125 for review and then will release to the committee. The members of committees should then look  
126 over the applications at home. At the meeting the members should apply the criteria to the  
127 applications and assign a score. There will be three categories that the members will assign  
128 points for.  
129

130 Mr. Brodinsky reviewed and referenced the last page for the Business and Nonprofit  
131 Applications.  
132

133 **Financial Review by Consultant Applicant will be required to provide Town's consultant**  
134 **with the following:**

135

- 136 • Applicant's IRS 501 {c)3 determination letter
- 137 • Applicant's most recent audited financial statement
- 138 • Applicant's IRS Form 990 for 2019, 2020 and 2021, if required to file one
- 139 • Any other financial information requested by consultant
- 140 • Documentation to support funding request

141

142 Most of the members agreed with Mr. Brodinsky in regards to scoring the applications by adding  
143 all of the scores to get an average number and then put the applications into different tiers based  
144 off of the scores.

145

#### 146 **4. Discussion: Interviews**

147

148 Mr. Brodinsky stated that the message should be loud and clear to the applicants that all of the  
149 applications should be completely filled out and all documents included as they will only get one  
150 shot to be approved. This will avoid applicants from making promises and representations that  
151 should be in writing.

152

153 Mr. Brodinsky pointed out that nonprofit applications should be treated differently as these  
154 applications will potentially have a lot more money involved. An increase in money may lead to  
155 due diligence going up.

156

157 Mr. Brodinsky polled the members to see if, hypothetically, there are 200+ business applications  
158 will the committee want to interview all of these applicants and if so what would the committee  
159 get out of the interviews that shouldn't have been on the written application?

160

161 Majority of the members concurred with Mr. Brodinsky in that nonprofit applicants should be  
162 interviewed as these applications are more complicated and will be requesting higher dollar  
163 amounts.

164

165

#### 166 **5. Discussion and Action: How much ARPA Funding is available**

167

168 Mr. Brodinsky requested from the consultant a spreadsheet to plug in the maximum award  
169 amount that the businesses are entitled to as well as the maximum award amount that the  
170 nonprofit are entitled to. As the recommendations are made for the awards the amounts would  
171 be put into the spreadsheet to calculate the amount remaining to-recommend. The committee  
172 will also need to know how much in total is ~~being awarded~~ available to the businesses and how  
173 much in total is available to the nonprofits.

174

175 **Motion to authorize the Chairman to request the Town Council to issue a memorandum**  
176 **clarifying the exact dollar amount available for businesses and nonprofits**

177 **Made by: Mr. Glidden**

178 **Seconded by: Ms. Walsh**

179  
180 **Vote to authorize the Chairman to request the Town Council to issue a memorandum**  
181 **clarifying the exact dollar amount available for businesses and nonprofits:**

182  
183 Bonamico – Yes                      Brodinsky-      Yes  
184 Fishbein – Yes                      Fritz -              Yes  
185 Glidden – Yes                      Gross –              Yes  
186 McNamee – Yes                      Regan –              Yes  
187 Reynolds – Yes                      Walsh -              Yes

188  
189 Total: Yes 10 Motion passed.

190  
191  
192  
193 **6. Discussion and Action: How the Committee should handle Vote Requirement in**  
194 **the Event of Absences or Recusals**

195  
196 **Motion to permit the Chairman to approach the Town Council to determine the issue of**  
197 **potential recusal and or absences in conjunction with the seven vote requirement**

198  
199 **Made by: Mr. Fishbein**  
200 **Seconded by: Mr. Glidden**

201  
202 **Vote to permit the Chairman to approach the Town Council to determine the issue of**  
203 **potential recusal and or absences in conjunction with the seven vote requirement:**

204  
205 Bonamico – Yes                      Brodinsky-      Yes  
206 Fishbein – Yes                      Fritz -              Yes  
207 Glidden – Yes                      Gross –              No  
208 McNamee – Yes                      Regan –              Yes  
209 Reynolds – Yes                      Walsh -              Yes

210  
211 Total: Yes 9, No 1 Motion passed.

212  
213  
214  
215 **7. Discussion and Action: Meeting Dates**

216  
217 Mr. Brodinsky reviewed meeting dates with the members. Mr. Brodinsky polled the members to  
218 see if the applications are completed by December 9, 2022 would the members be able to review  
219 the applications prior to meeting before the Holidays or would the members need until January?

220  
221 **Motion to tentatively schedule a special meeting for the ARPA Committee on Wednesday,**  
222 **December 21, 2022 at 6:30 PM located at the Wallingford Town Hall in Room 315 or TBD**

223 **Made by: Mr. Glidden**  
224 **Seconded by: Mr. Fishbein**

225  
226 **Vote to tentatively schedule a special meeting for the ARPA Committee on Wednesday,**  
227 **December 21, 2022 at 6:30 PM located at the Wallingford Town Hall in Room 315 or TBD:**  
228

229	Bonamico –	Yes	Brodinsky-	Yes
230	Fishbein –	Yes	Fritz -	Yes
231	Glidden –	Yes	Gross –	Yes
232	McNamee –	Yes	Regan –	Yes
233	Reynolds –	Yes	Walsh -	Yes

234  
235 Total: Yes 10 Motion passed.

236  
237 Mr. Brodinsky reviewed the calendar with the committee to file regular meetings to be added to  
238 the agenda. These meetings will be held to assess the applications. There being no objections or  
239 abstentions, the committee agreed to the following dates:

240  
241 **January 12, 2023 at 6:30 PM**  
242 **January 18, 2023 at 6:30 PM**  
243 **January 25, 2023 at 6:30 PM**  
244 **January 30, 2023 at 6:30 PM**  
245 **January 31, 2023 at 6:30 PM**  
246 **February 1, 2023 at 6:30 PM**

247  
248 The committee unanimously agreed that these meetings will be held via Zoom in case of  
249 inclement weather.

250  
251  
252  
253 **Next Steps/Feedback**

254  
255 **None**

256  
257  
258  
259 **8. Discussion and Action: Approve Minutes from September 21, 2022**

260  
261 **Motion to Approve the Minutes from September 21, 2022 as submitted**

262  
263 **Made by: Mr. Glidden**  
264 **Seconded by: Ms. McNamee**

265  
266 **Vote to Approve the Minutes from September 21, 2022 as submitted:**

267				
268	Bonamico –	Yes	Brodinsky-	Yes
269	Fishbein –	Yes	Fritz -	Yes
270	Glidden –	Yes	Gross –	Yes

271 McNamee – Yes                      Regan – Yes  
272 Reynolds – Yes                      Walsh - Yes

273  
274 Total: Yes 10 Motion passed.

275  
276  
277

278 **ADJOURNMENT**

279  
280 **Motion to Adjourn**

281  
282 **Made by: Mr. Fishbein**  
283 **Seconded by: Mr. Glidden**

284  
285 **Passed unanimously.**

286  
287 The meeting was adjourned at approximately 9:08 p.m.

288  
289 Respectfully submitted,

290  
291  
292 Bernadette Sorbo  
293 Recording Secretary