



**PUBLIC NOTICE
TOWN OF HAVERHILL
ARPA (AMERICAN RESCUE PLAN ACT)
ADVISORY COMMITTEE
THURSDAY, APRIL 21, 2022
5:00 P.M.
TOWN HALL, COUNCIL CHAMBERS
4585 CHARLOTTE STREET
HAVERHILL, FL
MINUTES**

A meeting of the ARPA Advisory Committee was held on April 21, 2022 at the Town Hall, 4585 Charlotte Street Haverhill Fl. Those present were Teresa Johnson, Dan Ayers, Todd McLeod, Town Engineer and Janice Rutan, Town Administrator. John Czernis, Consultant with Integrity Group was present via Zoom. A quorum was not present.

Technical difficulties occurred and John Czernis was unable to fully participate in the meeting.

The group discussed the proposed projects to be funded using ARPA funds. They agreed to postpone the date of the charette and decided on Saturday, June 11, 2022, 11:00 a.m. to 2:00 p.m. allowing the Committee time to prepare the brochure, mail the brochure to the residents and have the residents complete the survey prior to the charette.

The proposal the Town received from Digital Content Loft to design the brochure, design the landing page, integrate the QR code, e-mal funnel, manage subscriptions, and reporting was reviewed. Services would be provided for \$2,750.00.

Dr. Johnson and the Town Administrator would work together to draft the language to be included in the brochure and would confirm what the Digital Loft (IT) would require from the Committee to design the brochure, landing page for the website, etc. Ms. Brooks would be asked to join the charette planning committee with Dr. Johnson and Administrator Rutan.

All agreed that the residents should be able to access the survey directly from the website if they do not want to use the QR code. They should also be able to complete a paper copy with staff inputting the results on behalf of the resident.

It was suggested there be an ice cream truck there to offer refreshments. Co-Chair Ayers would look into finding a vendor.

Dr. Johnson and the Town Administrator would meet on the brochure and meet with Shauna from Digital Content Loft and report back to the committee.

The next meeting was scheduled for May 5, 2022 at 5:00 p.m. at the Town Hall.

The meeting ended at 5:50 p.m.

Janice Rutan