

ARPA Committee Meeting Minutes

January 31, 2022 at 11:00AM

Zoom Teleconference

Attendees:

John Kaufman
Kate Reid
Scott Triola

Other:

Tim Goddard – Town Administrator
Kelley Beyer – Town Accountant

- **Approve prior meeting minutes**
 - *MOTION:* Kate Reid made motion to approve January 26, 2022 minutes as printed. John Kaufman seconded. Motion passed 3-0.
- **SLFRF Reporting Requirements and resource support**
 - ARPA Committee reviewed current understanding of ARPA reporting and administrative requirements with the Town Administrator and Town Accountant.
 - ARPA Committee reviewed discussions with CLA and Powers & Sullivan (P&S) regarding available external ARPA support. Based on this discussion, there was agreement that we would not move forward with P&S or other external ARPA support at this time. The hope was that the ARPA reporting requirements would not be onerous and could be supported with existing resources. If otherwise, the ARPA Committee would reconnect with CLA and/or P&S regarding external support.
 - Town Accountant had yet to setup account to access ARPA reporting portal and would gain access following this meeting.
- **Funding Prioritization Criteria**
 - For the upcoming meeting with the Select Board on February 8, the ARPA committee agreed to propose draft prioritization criteria to be used to evaluate funding requests. A key goal of the February 8 Select Board Meeting is to gain agreement on these criteria.
 - After discussion and revision, the following evaluation criteria were drafted and would be shared with the Select Board:

Draft ARPA Prioritization Criteria (not in order)

- Amount of request, availability of alternative funding and cost-benefit ratio of request.
- Funding recommendations support multiple functions and communities in Carlisle that have been negatively impacted by COVID.
- COVID related requests that are discrete, will be completed within the funding timeline and do not require ongoing expense.
- Air quality and other infrastructure projects that have been vetted and prioritized by MFC/CPS/FinCom. They are nonrecurring expenditures targeted towards strategically important long-term assets that provide benefits over many years.

- **Member Updates and ARPA Funding Requests**

- Scott Triola informed the Committee that no additional ARPA requests had been received since the initial submission deadline of January 7, 2022.
- No individual funding requests were evaluated and no position was taken on any funding request.
- Evaluation of funding requests would begin following agreement of evaluation criteria with the Select Board (February 8).

Meeting adjourned at 12:54pm. Motion made by Kate Reid; seconded by John Kaufman. Motion passed 3-0.

(These minutes include all motions made and votes taken during this ARPA meeting.)

Minutes taken and submitted by Scott Triola.

Minutes approved on February 28, 2022 (3-0 vote).