

ARPA Committee Meeting Minutes

February 6, 2024 at 1:00PM

Zoom Teleconference

Attendees:

Kate Reid
Scott Triola
John Kaufman

Other:

Kelly Beyer – Town Accountant

Review and approve prior meeting minutes

- Prior meeting minutes were not distributed for this meeting. Minutes will be reviewed/approved at the next meeting.

ARPA Project Status Review

Town Accountant reviewed the status of approved ARPA Projects – [see 2-2-24 Project Tracking report. \(select tab “BVA 02.02.24”\)](#). The total available ARPA funds after recent claw backs is \$11,187.22. This available balance is expected to increase based on additional claw backs identified from recent project updates (see below).

Scott Triola contacted the project owners via email to get updates on previously approved ARPA projects. These project updates were reviewed and are attached to these minutes (“ARPA PROJECT STATUS UPDATE – 2/6/24”).

Based on the project updates and discussion, the following motions were made:

- *MOTION:* The ARPA Committee recommends that the Select Board decrease ARPA funding for “Senior Home Heating Assistance” by \$2k to \$96,000 total. Motion made by Kate Reid, seconded by John Kaufman. Motion passed 3-0.
- *MOTION:* The ARPA Committee recommends that the Select Board increase ARPA funding for “Rental Assistance for Seniors in Need” by \$2k to \$55,520 total. Motion made by Kate Reid, seconded by John Kaufman. Motion passed 3-0.
- *MOTION:* The ARPA Committee recommends that the Select Board decrease ARPA Funding for “Town Hall Records Management” by \$40k to \$60k total. Motion made by Kate Reid, seconded by John Kaufman. Motion passed 3-0.
- *MOTION:* The ARPA Committee recommends that the Select Board decrease funding for “Organization of Future Clinics for Vaccinations and Boosters” by \$11k to \$13k total. Motion made by Kate Reid, seconded by John Kaufman. Motion passed 3-0.

In addition to the above motions, the following projects are completed and will be closed. Unexpended funds will be returned to the available ARPA balance.

- Replace Gleason Library Rooftop Ventilation Unit: \$24,389.50 in unexpended funds.
- New Phone System for Town Offices and Carlisle Public School: \$2,143,98 in unexpended funds.
- Conservation Land Signs: \$161.99 in unexpended funds.

Discuss Committee Role Going Forward

The ARPA committee discussed its role going forward given the limited amount of ARPA funds remaining and limited time to allocate funds. The committee was in agreement that its previous funding goals (see June 5, 2023 minutes) had been approved and the use of remaining APRA funds should be prioritized by the Select Board.

The committee agreed to recommend closing the current open and rolling ARPA request process and also recommend that the Select Board determine how to allocate remaining ARPA funds. The ARPA committee will continue to monitor ARPA project status and oversee the overall ARPA process and administration.

- *MOTION:* The ARPA Committee recommends that this committee no longer accept ARPA funding applications as of Friday, February 16. Any requests currently in hand will be forwarded to the Select Board for funding consideration. Motion made by Kate Reid, seconded by John Kaufman. Motion passed 3-0.

Meeting adjourned at 2:08 pm.

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 April 1, 2024 (2-0 vote).

ARPA PROJECT STATUS UPDATE – 2/6/24

CAROL GRUENEICH - COAHS

Hi Scott,

I was just about to send this but was checking on the status of Mental Health program as far as employee usage. Aubrey never submitted any requests and now she is on leave. I emailed Ryan to get an update but suspect there will be no requests from town employees for counseling.

All of the ARPA funding for programs are expected to be depleted by the end of the year, except for \$2000 in the Heating Assistance Program. I would like to request that the \$2000 be transferred to the Rental Assistance program – there is an explanation below. All the information for the accounts follows.

Thank you,
Carol

Project: Online Mental Health Program

This project is ongoing. There are some people currently receiving counseling who expect to continue through 2024. We spend about \$680 a month for the Mental Health Program is expected that all funds will be used by the end of the year. Aubrey never submitted any requests for payment, and I do not expect that she will. As she is on leave, I emailed Ryan to verify that.

Project: Nutrition Support for Seniors in Need

This project is ongoing. We had two sources of funding for nutritional support, and we used all the other source and are now using the ARPA funds. We spend about \$1500/month on this program and therefore expect that all the funds will be used by the end of the year.

Project: Rental Assistance for Seniors in Need

We have spent all the funding for rental assistance. The Carlisle Affordable Housing Trust will take over the rental assistance payments, however the funding that they currently have will not cover all the costs incurred by the program as there have been increases in rent leading to increases in the rental assistance paid. COAHS would like to ask if the \$2000 balance in the Home Heating program be transferred to the Rental Assistance program.

Project: Senior Home Heating Assistance

We have \$5000 left in this grant and one more application for \$3000 to process which will leave a \$2000 balance. We have done continued advertising for heating assistance and do not expect to receive any more requests. We would like to request that the balance of \$2000 be transferred to the Rental Assistance project.

BOARD OF HEALTH

MEMORANDUM

To: ARPA Committee
From: Board of Health
Re: ARPA Funding Update
Date: January 31, 2024

The BOH received funding for two programs under ARPA: Stop the Bleed Trainings (\$2800) and Vaccination Clinics (\$24,000). The attached spreadsheet summarizes BOH expenses to date, projected spending and estimated return amounts for both accounts.

Five Stop the Bleed Trainings have been very well received and the BOH will continue to offer additional training sessions throughout the year. **All allocated funds (\$2800) will be expended.**

Five Vaccination Clinics were held from November 2022 – December 2023. These were well-attended and residents expressed appreciation for convenient and friendly local clinics. Three additional vaccination clinics are planned for the last quarter of 2024. **We anticipate spending \$13,000 of the \$24,000 allocation and returning \$11,000.**

To date, \$6453 has been spent and we estimate that the three final clinics will cost approximately \$6600 in total. This estimate will be refined around September when there will be clarity on the vaccines (i.e. flu, COVID-19, RSV) and potential cost-savings (e.g. state reimbursement, regional clinic partnerships, beneficial pharmacy contracts). The \$6600 estimate is based on \$1300/clinic for Health Department ads/supplies and PHN hours, plus \$900/clinic for four private-contract vaccinators.

Thank you for the opportunity to offer these programs.

/ARPA
CG:lmf

Cc: Ryan McLane

MARK LEVITAN – CHAIR, CARLISLE CULTURAL COUNCIL

Hi Scott –

The Cultural Council intends to utilize all awarded ARPA dollars and has measures in place to ensure that all funds are expended by December 31. According to Kelly Beyer, the last check run will be on December 20 and all submissions are due to her by December 13. We are setting a deadline of December 2 for all of our grantees to submit final reimbursement requests. We anticipate that less than a handful will wait until that date because we will be tickling them regularly.

Please see the answers and numbers below. Thanks for your support and that of the other committee members as well.

Mark

From: Scott Triola <striola@gmail.com>
Sent: Wednesday, January 24, 2024 9:55 PM
To: Mark Levitan <mark@marklevitan.com>
Subject: Request for ARPA Project Updates

Hi Mark,

As we begin 2024, the ARPA Committee is reaching out to all ARPA project owners with a request for a project status update. This information is important for us to collect and review as we are now in the final year to obligate ARPA funds and we have allocated over 99% Carlisle's ARPA funds to-date. We must now officially "close" completed projects and reallocate any unneeded project funds this year or they will be lost.

For each of the projects listed below, please provide the following information to me via email by **Monday, February 5.**

1. **Has the project been completed or is it ongoing?**

Awards to be made:

- a. \$5,000 grant round from **Project 1** to be awarded in March and claimed by December 2
- b. \$650 from **Project 2** to be awarded to supplement the March 2024 grant round
- c. \$5,572.48 from **Project 2** to be awarded to Old Home Day for the 2024 Music Festival
- d. \$2,500 from **Project 3** to be awarded to Old Home Day for the 2024 Music Festival

Awarded but unclaimed:

- a. \$2,250 from **Project 1**, Winter 2023 awards
- b. \$300 from **Project 2**, FY23 LCC grant supplement
- c. 2,400 from **Project 2**, FY24 LCC grant supplement

Outstanding funds summary by project:

Project 1: \$7,250

Project 2: \$8,872.48

Project 3: \$2,500

These totals agree with the financial report run for us today by Kelly Beyer

2) If project is ongoing, please provide a brief high-level summary of the remaining project activities and expected timeline. (As a reminder, all ARPA funds must be obligated by the end of 2024 and spent by the end of 2026) **see above**

3) Does your project have (or do you expect to have) any unneeded ARPA funds that can be reallocated? (ARPA funds must be reallocated this year or they will be lost) **none anticipated**

4) Feel free to provide any additional project status info that would be helpful to the ARPA Committee. **See above**

Project 1: Cultural Grant Program

ARPA Funding: \$10,000

Expenditures (as of 1/5/24): \$1,750.00

Available Balance: \$8,250.00

Project 2: Carlisle Cultural Council Grant

ARPA Funding: \$50,000

Expenditures (as of 1/5/24): \$40,927.52

Available Balance: \$9,072.48

Project 3: Music Festival Grant

ARPA Funding: \$2,500

Expenditures (as of 1/5/24): \$0

Available Balance: \$2,500

RYAN MCLANE – TOWN ADMINISTRATOR

ARPA Project: New Phone System for Town Offices and Carlisle Public Schools

ARPA Funding: \$62,775

Expenditures (as of 1/5/24): \$60,631.02

Available Balance: \$2,143.98

The town side of this request is complete. Not sure about the schools. If they are all set, the funds can be returned.

ST: CPS has confirmed project is complete on their end.

ARPA Project: DPW Sand Body & Dump Truck/Plow Purchase

ARPA Funding: \$40,000

Expenditures (as of 1/5/24): \$0

Available Balance: \$40,000

We are still waiting for delivery of this truck. We expect it to come in 2024. No funds will be returned from this project.

ARPA Project: Town Hall Reconfiguration

ARPA Funding: \$50,000

Expenditures (as of 1/5/24): \$28,852.27

Available Balance: \$21,147.73

We expect to complete this project by the end of the fiscal year. No funds will be returned.

ARPA Project: Town Hall Records Management

ARPA Funding: \$100,000

Expenditures (as of 1/5/24): \$21,513.05

Available Balance: \$78,486.95

We have pared down this project to only include a portion of the land use files. I can safely return 50k from this project as the larger project will need more coordination and more funding, likely in the capital plan.

To be more clear:

Return 40k to ARPA

Retain \$38,486.95 for records

JULIE MERCIER – TOWN PLANNER

Project: Planning Board Document Scanning Initiative (Jon Metivier listed as project contact)

ARPA Funding: \$10,395

Expenditures (as of 1/5/24): \$5,314.92

Available Balance: \$5,080.08

1. Information from Gretchen Caywood, Planning Assistant. She is coordinating the scanning and handles the billing. Project is ongoing.
2. We're more than halfway done. Scanning should be done by end of FY24, some additional contract items (such as organizing the scanned files) will follow.
3. Gretchen believes we will need most if not all of the remaining funds.
4. This project is essential to the efficiency of operations and future capacity building for land use – staffing and online services.

Project: Implementation of GIS for Carlisle

ARPA Funding: \$87,500

Expenditures (as of 1/5/24): \$32,800

Available Balance: \$54,700

1. Project is ongoing.
2. Parcel updates through 12/31/22 are done; AxisGIS site will go public in Feb/March (yay!); strategic plan in draft format (<https://www.carlislema.gov/DocumentCenter/View/5506/Carlisle-MA---GIS-Strategic-Plan-Draft--2024>); local layers are under development but in various states – cisterns, culverts in good shape / wells, septic stalled a bit b/c we need to scan our plans first (working on it).
3. We will use all of the ARPA funds allocated to this. ARPA funds + PB FY23 surplus salary funds cover the contracts we have with CAI and Adam Kurowski, with nothing leftover.
4. Regarding the projects I'm involved in, this is the least controversial, most exciting, biggest win for the Town. I'm so glad I was hired and could help the Town achieve this. It is going to enhance efficiency and streamline operations in ways I can't even predict yet.

Project: MVP Grant Match

ARPA Funding: \$10,000

Expenditures (as of 1/5/24): \$0 (you will soon see the following: \$300 + \$100 to Rosetta Languages / \$2,164.59 to MassMailers Plus)

Available Balance: \$10,000

1. Project is ongoing.
2. Project just got underway, as consultant wasn't available to start until this month. Here is a link the webpage with an update: <https://www.carlislema.gov/1162/Municipal-Vulnerability-Preparedness> We are planning for the first Community Forum on February 15th and I am determining the costs of many of the things covered by the ARPA cash match (language translation of posters = \$400 / town-wide mailing = \$2,164.59 / refreshments = unknown but TBD next week).
3. Based on the #s above, we may not use all the ARPA funds – and I should have a better idea of this toward the end of CY2024. If additional language services are needed during the public meetings, things will change. LMK if you want me to put a finer point on this.
4. This is also a feel-good project. Everyone involved so far (the “MVP Core Committee” of staff and volunteers) has been vocal and helpful toward this effort, and many comments have been made about how we should have done this a long time ago.

Thanks!

Thank YOU – let me know if you need anything else. I have lots of documentation of \$ tracking, future costs, etc. for GIS and MVP.

JAMES O'SHEA – SUPERINTENDANT CPS

Your update is correct regarding all items, Wilkins in the works for this spring, wastewater treatment MUA in the works, refrigeration complete, phones are complete and the elevator modernization is linked to the elevator study.

Thank you,

Jim

On Tue, Jan 30, 2024 at 2:00 PM Scott Triola <striola@gmail.com> wrote:
Hi Jim,

I sent all ARPA projects a request for a status update, but left you off the hook since we've had so many discussions to-date and I have a pretty good idea of the status. With that being said, can you provide a very brief update on the following?

CPS Wilkins HVAC - I assume this is good to go and work will get done by end of 2026. Let me know if otherwise or if you think there will be unexpended funds for this project.

CPS WWMAU - I assume this is good to go and work will get done by end of 2026. Let me know if otherwise or if you think there will be unexpended funds for this project.

CPS Refrigerator - My understanding is that this project is complete and can be "closed". Please confirm if this is the case.

CPS Grant Elevator Modernization - Any update on this project or when we expect results of the Town elevator study? I also asked Ryan about this.

New Phone System for Town and CPS - I checked with Ryan and he said the town-side of the project is complete. Is there any remaining work to be done/paid for the CPS side?

Thanks!