

ARPA Committee Meeting Minutes

March 14, 2022 at 11:00AM

Zoom Teleconference

Attendees:

John Kaufman
Kate Reid
Scott Triola

Other - None

- **Review and approve prior meeting minutes**
 - *MOTION*: Kate Reid made motion to approve March 7, 2022 minutes as printed. John Kaufman seconded. Motion passed 3-0.

- **Discuss ARPA Select Board Approval Process and Reporting Requirements**
 - Scott Triola spoke to the Town Accountant (Kelly Beyer) about managing ARPA approvals, payments, reporting and auditing. Triola summarized the Town Accountant's recommendations:
 - There should be a clear record of the Select Board approving an ARPA project(s).
 - A separate account will be created for each approved ARPA project. ARPA project expenditures will be paid directly out of this account using ARPA funds. Invoices should be submitted by the project sponsor to be paid out of this project account.
 - If ARPA funds are audited, documented approvals and individual ARPA accounts will make audit process straightforward.
 - Town Accountant contacted CLA to ask if the Carlisle Cultural Council would be considered a subrecipient given their revenue and expenditures are in the Town's General Ledger. Hannah York from CLA responded "Is the Cultural Council a separate legal entity? If not then they are just treated like a department."
 - Town Accountant also asked CLA whether ARPA funds could be used to fund the Gleason RTU since the procurement was followed using MGL. Hannah York from CLA replied "UG requirements are different, so you would have to ensure they are met. For instance, 30B has certain exemptions that UG does not. So you will need to review how each contract was procured to see if its meets UG."
 - ARPA Committee will meet with the Select Board on March 22 to review recommendations. Select Board needs to approve allocating funds to replacing lost revenue and also approve individual funding requests.

- **Funding request review and recommendations to Select Board**
 - Chief Sorrow submitted an APRA funding request for continued COVID testing at the Fire Station. Federal funding for testing is expected to continue until July 1, so this funding request does not need to be considered at this time.
 - Scott Triola contacted the Town Administrator via email to ask if there were any other hourly Town employees (besides the COA drivers) who lost wages during the pandemic.

The Town Administrator replied “I am not aware of any other hourly employees whose hours were reduced during the pandemic.”

- The ARPA committee reviewed the list of ARPA funding requests and made edits/updates as reflected in the attached list “ARPA Funding Requests and ARPA Committee Recommendations” (see next page).
 - *MOTION*: Kate Reid made motion to recommend ARPA funding as printed (with edits). John Kaufman seconded. Motion passed 3-0.

- The ARPA committee discussed recommending to the Select Board that ARPA funds be allocated to replace lost public sector revenue under the “standard allowance” option. The committee was in agreement that the benefits of this allocation (including increased flexibility and streamlined reporting) outweighed the potential downside of not being able to fund a future project that might be eligible under ARPA criteria but falls outside of “government service”.
 - *MOTION*: Kate Reid made motion to recommend all ARPA funding be allocated to replace lost public sector revenue under the “standard allowance” option. John Kaufman seconded. Motion passed 3-0.

- ARPA Committee needs to determine how to best handle project contingency funding. This should be discussed with the Select Board.
- Scott Triola will provide the revenue replacement recommendation and ARPA funding recommendation list to the Select Board for their information packet.

Meeting adjourned at 1:00pm. 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 March 28, 2022 (3-0 vote).

TOTAL SUPPORTED \$ (Includes \$77.6k in "Parking Lot")	\$304,408
Recommended Contingency/ Admin (10%)	\$30,441

ARPA Funding Requests and ARPA Committee Recommendations - As of March 14, 2022

Funding Request Submission Materials Are Available at the Link Below
<https://drive.google.com/drive/folders/1GJgWwt3JENsFPJBoyHz1mfwSXwIUy4c>

Project Number	Project Name	Sponsor	Description	\$ Requested	\$ ARPA Funding Supported by ARPA Committee	ARPA Committee Support?	Notes
19	Benfield Farm: Office set up for Social Worker 8 hours a week.	Affordable Housing Trust	Office set up for Social Worker 8 hours a week. Add a medical grade True HEPA, filter, ceiling fan and possible door vent to a former nursing office.	\$1,200		TBD	
23	Benfield Farms Septic Replacement Project	Affordable Housing Trust	CPA is loaning NOAH \$125,000 to replace the failed septic system. The project is significantly more than expected. The Carlisle Affordable Housing Trust is looking to loan an additional \$125,000 as a loan to be forgiven depending on the meeting other project upgrades and maintain the property in good working order.	\$125,000		TBD	
5	Benfield Farms: Air duct cleaning	Affordable Housing Trust	Clean Selected (31) Air Handler Units, Ductwork (including antimicrobial fogging of duct-work).	\$25,000		TBD	
18	Housing Production Plan (HPP)	Affordable Housing Trust (CAHT)	The CAHT seeks to update its 2015 Housing Production Plan(HPP) to expand housing diversity, affordability and opportunity in the community.	\$25,000		No	
2	Health Department Operations in Response to COVID-19: Staffing and Supplies	BOH	The funding will be used to manage the COVID-19 pandemic and its unfolding needs, for nursing and health department staffing and supplies.	\$156,000	\$24,000	Parking Lot	\$24k for potential future vaccination clinics.
30	Town Hall Air Purification	BOH	TBD			TBD	
14	Live Classical Music Concerts by the Carlisle Chamber Orchestra (CCO)	Carlisle Chamber Orchestra	For six years we have been able to maintain a modest \$30,000 operating budget. However, due to the COVID-19 pandemic, there have been reduced donation admissions at the door, and private contributions have declined. Expenses like rent, fees, insurance, prior obligated musician fees, etc. have had to come out of reserves.	\$28,420		No	
15	Cultural grant program to rehabilitate, stabilize, and enhance the financial and operational health of the cultural community in Carlisle.	Carlisle Cultural Council	We are proposing to support and re-energize cultural organizations and individual practitioners in Carlisle through a local grant program that we will operate similarly to the annual local cultural grant process administered by the Mass. Cultural Council.	\$5,000	\$10,000	Yes	Additional \$5k in funds to support cultural community
16	Carlisle Music Showcase @Old Home Day 2022 Expense Offset	Carlisle Cultural Council	Community investment to help performers recover from economic impacts of COVID-19 and provide a direct cultural benefit to the Carlisle community	\$5,000	\$5,000	Yes	
22	COA Drivers Loss of Income	CoA	Funding to support COA Drivers and potentially other hourly Town workers who provide an essential service and who lost income due to Pandemic.	\$11,381	\$10,000	Yes	
31	Nutrition Support for Seniors in Need	CoA	This project will provide 4 home-delivered meals weekly to Carlisle seniors who have difficulty obtaining groceries and preparing meals, and who experience food insecurity. The Carlisle COA will work with Heart to Home Meals, a provider of meals designed specifically for seniors, to implement this program. We expect the addition of these meals will improve the physical, mental, and emotional health of program participants and increase their capacity to age in place.	\$10,000	\$10,000	Yes	
32	Rental Assistance for Seniors in Need	CoA	To provide financial relief to renters ages 60 and older paying more than 30% of their income for housing costs.	\$53,612	\$53,613	Parking Lot	Pending feedback from Affordable Housing Trust
1	Online Mental Health Counseling COVID Program	COA and BOH	Pay for online mental health counseling for residents ages 18 and older who are unable to afford these services.	\$30,000	\$30,000	Yes	
17	Conservation Land Signs	Conservation Commission	The Conservation land signs on some lands have degraded over the years and need to be replaced.	\$5,000	\$5,000	Yes	
6	Wilkins HVAC Project	CPS	Installation of air conditioning system for the Wilkins Building.	\$615,000		TBD	
7	Corey HVAC Project	CPS	Installation of air conditioning system for the Corey Dining Room and Kitchen	\$600,000		TBD	

Project Number	Project Name	Sponsor	Description	\$ Requested	\$ ARPA Funding Supported by ARPA Committee	APRA Committee Support?	Notes
8	CPS Water Filtration System	CPS	Installation of new water filtration system to address manganese, uranium and PFAS in school water supply. Removal of previous filtration system installed to address heightened levels of TPH in water supply.	\$115,000		TBD	
20	Academic Support Services	CPS	While we presently provide academic support and intervention as part of our multi-tiered system of support and intervention. This additional academic tutor would allow us to identify and support a larger group of students, who are demonstrating the need and who may benefit from additional focused instruction in the areas of reading and mathematics. There could be additional costs to the town in the form of insurance costs, if a full-time temporary employee were to opt for insurance during the 1.5 year stint.	\$48,000		TBD	
21	Social/Emotional Programming to support students	CPS	ThinkGive is a social emotional learning program designed to inspire students to be thinkers, upstanders and changemakers. Challenge Day is a social and emotional learning program designed to build empathy and compassion in our school community. Ally Spotlight is a social emotional learning program that will help students to build their capacity for meeting challenges and help them build connections, especially between grades 5 and 8 in our school.	\$16,950		TBD	
9	Power Stretcher for Ambulance + Power loader for stretcher	Fire Department	The primary ambulance has a power stretcher which the town purchased. Through previous Covid funding we installed a power load for the primary ambulance. This equipment has been a high priority for state and federal funding because it reduces the number of staff having close contact during Covid, and allows for staff with a larger range of physical ability, and reduces injury.	\$60,000		No	
27	Tight Tank for Fire Station drains	Fire Department	Install a tank to hold all of the water that goes into the drains on the bay floor. At the time the station was built, an oil separator was considered acceptable but this is not true anymore. The work would need to be done with an eye to possible station expansion (the tank would probably be located under the bay floor of an expanded station). Once the tight tank is installed, it would need to be pumped when filled and disposed as hazardous waste.	\$100,000		No	
29	Fire Cistem	Fire Department	This request is to install additional fire cisterns in areas that are under served for fire suppression water and are not likely to have a development to fund a new cistem. The cistem would be used for both structural fires and wildfires. Large wildfires are probably the town's biggest natural disaster threat. The number of cisterns would be variable based on the funding available. There is plenty of need.	\$300,000		No	
24	Remove PFAS contamination from well water at the Gleason Library.	Gleason Public Library	The Gleason Library's well water has levels of PFAS chemicals that exceed the State allowed levels. They are currently using bottled water and have the water supply to their wash basins turned off. Installing PFAS filtering equipment would allow the library to return to normal use of its water supply.	\$10,500	\$10,500	Yes	Use State grant funding first if available.
3	Replace Gleason Library roof top ventilation unit	Municipal Facilities Committee	The roof top ventilation unit (RTU) at the Gleason Library is well past its expected lifetime. It is necessary for providing adequate ventilation to the library. It will control CO2 levels and provide a healthy environment for the library. The roof top unit will circulate air from the library, and supplement it with outside air when the CO2 levels drop below a specified point. In addition, it will save a considerable amount of energy (and money) compared to the existing outdated equipment.	\$125,400	\$125,400	Yes	Use of ARPA funds require project meets Federal UG Procurement requirements
26	Remove PFAS contamination from well water at Town Hall.	Municipal Facilities Committee	Town Hall's well water has levels of PFAS chemicals that exceed the State allowed levels. They are currently using bottled water. Installing PFAS filtering equipment would allow Town Hall to return to normal use of its water supply.	\$10,500	\$10,500	Yes	Use State grant funding first if available.
28	Bury Optic Cables	Municipal Facilities Committee	At present, the Carlisle's fiber optic cable is strung from utility poles making it susceptible to damage from wind and tree limbs. Putting it underground will make the system much more robust.			TBD	
4	Planning Board Document Scanning Initiative	Planning Board	The Planning Board proposes to scan and index its legacy files, in accordance with the attached Morgan Records Management Town of Carlisle Planning Board Document Scanning Proposal dated November 17, 2021	\$10,395	\$10,395	Yes	ARPA Committee interested in additional modernization opportunities
10	Uniform, Cruiser, and Building Cleaning	Police Department	The funds would cover the costs associated with cleaning police uniforms, clothing worn on duty, police cruisers, and the police station.	\$15,000		No	
11	Backfill and overtime for members and civilian employees absent from work for COVID related reasons.	Police Department	The funds would cover the costs associated with hiring a police officer to cover the shift(s) of an officer that is not able to work as a result of an allowable COVID absence. These include: a positive test, symptoms, or quarantine. They also cover the additional hours worked by the part-time Administrative Assistant.	\$100,000		No	
12	Premium pay for police officers that work overtime to cover another member that is out sick as a result of the COVID protocols.	Police Department	The funds would cover the costs associated with paying a police officer to cover the shift(s) of an officer that is not able to work as a result of an allowable COVID absence. These include: a positive test, symptoms, or quarantine. The pay would be equal to 2 & 1/2 times the hourly rate of the officer working the shift. This submission compliments the backfill request by funding the difference between the overtime rate and 2 & 1/2 pa	\$75,000		No	
13	Backfill and overtime for members absent from work for COVID related reasons.	Police Department	The funds would cover the costs associated with hiring a dispatcher to cover the shift(s) of an officer that is not able to work as a result of an allowable COVID absence. These include: a positive test, symptoms, or quarantine.	\$10,000		No	

TOTAL \$2,692,358 \$304,408