

# ARPA Committee Meeting Minutes

## March 31, 2022 at 11:00AM

### Zoom Teleconference

**Attendees:**

John Kaufman  
Kate Reid  
Scott Triola

**Other:** None

- **Review ARPA project approval documents, updated ARPA funding request form and updated process letter.**
  - The ARPA Committee reviewed and approved the following documents:
    - *MOTION:* Kate Reid made the motion to approve the updated “Carlisle ARPA Funding Request” form (see attached). John Kaufman seconded. Motion passed 3-0.
    - *MOTION:* Kate Reid made the motion to approve the “ARPA Fiscal Recovery Fund Requests – Update” letter (see attached). John Kaufman seconded. Motion passed 3-0.
    - *MOTION:* Kate Reid made motion to approve the ARPA Approval forms. John Kaufman seconded. Motion passed 3-0. Click link to view Approvals:  
[https://drive.google.com/drive/folders/1Wmf5uEK6T61AX\\_ROuA4XT0LIY0Bq5BCw?usp=sharing](https://drive.google.com/drive/folders/1Wmf5uEK6T61AX_ROuA4XT0LIY0Bq5BCw?usp=sharing)
- The following liaison assignments were made for the approved ARPA projects:
  - John Kaufman: COA (except Rental Assistance) and Carlisle Cultural Council projects.
  - Kate Reid: Municipal Facilities Committee and COA Rental Assistance projects.
  - Scott Triola: Conservation Commission, Planning Board and Board of Health projects.

Meeting adjourned at 11:45AM

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

Minutes taken and submitted by Scott Triola.

Minutes approved on May 9, 2022.

**PLEASE PROVIDE THE FOLLOWING CONTACT INFO:**

Name of Department/Board/Committee/Other:

ARPA Funding Request Contact for Project:

## **Carlisle ARPA Funding Request Form**

*A separate request is required for each project.*

Email all materials to **striola@gmail.com**.

1. **Project/Expenditure Name:**
  
2. **Total ARPA Funding \$ Amount Requested (and total project cost):**
  
3. **Description of Project/Expenditure:**
  
  
  
  
  
  
  
  
  
  
4. **Explanation of How Request Relates to the COVID-19 Pandemic:**
  
  
  
  
  
  
  
  
  
  
5. **Project Timing and Key Dates:**
  
  
  
  
  
  
  
  
  
  
6. **Will this project meet Federal Uniform Guidance Procurement Standards: 2 CFR 200.317 – 200.327?**  
*(Answer: Yes/No/Not Applicable. Any project using ARPA funds must meet Federal UG requirements if applicable.)*
  
  
  
  
  
  
  
  
  
  
7. **Please attach any additional supporting materials**

**To: Carlisle Town Departments, Boards and Committees**  
**From: Carlisle ARPA Committee**  
**Date: March 31, 2022**

**Subject: ARPA Fiscal Recovery Fund Requests - Update**

The Carlisle ARPA (American Rescue Plan Act) Committee is now accepting ARPA funding requests on a rolling basis. The ARPA Committee will be meeting regularly with the Select Board to present ARPA funding recommendations and review the progress of approved projects.

The Carlisle Select Board recently approved allocating all of Carlisle's ARPA Funds to replace lost public sector revenue. This allows all ARPA funds to be used for any "government service" (which is broadly defined by the U.S. Treasury) rather than limiting fund use to "ARPA Eligible Expenditure Categories". The updated "Carlisle ARPA Funding Request" form reflects this change and no longer requires an ARPA eligibility category to be selected for each project.

All ARPA funding requests will be carefully reviewed and considered. The Carlisle ARPA Committee and Select Board have agreed on the following ARPA prioritization criteria for evaluating requests:

- 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.

ARPA funds can be used to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024 (as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026). Costs for projects incurred prior to March 3, 2021 are not eligible.

Please note that any project using ARPA funds must meet Federal Uniform Guidance (UG), including procurement standards set forth in the UG at 2 CFR 200.317 through 2 CFR 200.327, as applicable. See [Compliance and Reporting Guidance – State and Local Fiscal Recovery Funds](#) for more information.

We look forward to working with you to identify and evaluate potential uses for Carlisle's ARPA Fiscal Recovery Funds. If you have any questions, please contact the Carlisle ARPA Committee Chair ([striola@gmail.com](mailto:striola@gmail.com)).

Sincerely,  
Carlisle ARPA Committee

Scott Triola, Chair  
John Kaufman  
Kate Reid