

ARPA Committee Meeting Minutes

May 23, 2022 at 11:00am

Zoom Teleconference

Attendees:

John Kaufman
Kate Reid
Scott Triola

Other:

Andy Paquette - President & CEO, TMS

- **Review and approve prior meeting minutes**
 - *MOTION*: Kate Reid made the motion to approve the May 09, 2022 minutes as printed. John Kaufman seconded. Motion passed 3-0.
- **Discussion external procurement support service proposal**
 - Andy Paquette joined the meeting to review TMS procurement support services and the proposal provided to the ARPA Committee (see attached).
 - John Kaufman commented that the description of services in the proposal was overly broad and included the preparation of bid documents and solicitation of quotes. The ARPA committee requested the description of services be refined to focus on ensuring that ARPA funded projects are compliant with Federal procurement. Andy Paquette agreed to provide an updated proposal.
- **Review and approve revised funding documents**
 - Conservation Land Signs: The updated quote for the Conservation Land Signs totaled \$5,854 and the Conservation Commission requested the approved project amount be increased from \$5,000. Scott Triola recommended using approved contingency funds for this additional amount and the Town Accountant supported this use of contingency funds. Triola updated the Conservation Land Signs approval document to reflect a new total of \$5,854. See attached approval document.
 - *MOTION*: Kate Reid made the motion to approve the use of \$854 in contingency funds to increase the approved amount for Conservation Land Signs to \$5,854. John Kaufman seconded. Motion passed 3-0.
 - Carlisle Music Showcase @ Old Home Day: The Carlisle Cultural Council asked if some of the approved ARPA funds could be used to promote the Music Showcase and musicians. The ARPA Committee and Town Accountant agreed that this use fit within the scope of the approved project. Scott Triola updated the approval document to include promotion of the Music Showcase. See attached approval document.
- Discussion of New ARPA funding submission requests
 - CPS Wilkins HVAC – Updated ARPA request materials has not yet been received.
 - Town Meeting Electronic Voting System – ARPA request has not yet been received. Kate Reid will follow up with Wayne Davis on the request.
 - Carlisle Mosquito and Old Home Day – Both requests would likely need to be administered as grants through the Carlisle Cultural Council (CCC). The ARPA Committee was in agreement that these (and similar) requests should be reviewed and prioritized by the CCC. John Kaufman will invite the CCC to the next ARPA Committee meeting to discuss whether they are willing and able to create and administer a process to review relevant ARPA grant requests.

- ARPA Approved status updates
 - There were no additional status updates discussed.

Meeting adjourned at 12:30pm. 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 June 13, 2022 (3-0 Vote).



Dear Mr. Triola,

Below is the proposal that we discussed regarding the possibility of TMS assisting the Carlisle ARPA Committee regarding procurement.

TMS PROCUREMENT EXPERTISE: We have three full-time staff, me included, that are Massachusetts Certified Public Purchasing Officials (MCPPO). In addition, to that, we have three consultants who also are MCPPO Certified. Our recent procurement projects we have assisted with are as follows:

- (1) Town of Duxbury, MA – Removal and Replacement of the Duxbury High School Athletic Field
- (2) Town of Ware, MA (Ware Public Schools) – Removal and Replacement of the Ware Junior Senior High School Boiler (ARPA/ESSER funded project).
- (3) Town of Randolph, MA (Randolph Public Schools) – Emergency replacement of Randolph High School boiler

In addition to those projects, we have routinely conducted procurement for our clients in school transportation services, rubbish and recycling services, elevator repair services, and supported clients with Massachusetts School Building Authority Building Projects and the MSBA Accelerated Repair Program.

PROCUREMENT & ARPA: As we discussed, the ARPA Procurement guidelines follow the normal federal procurement guidelines as they pertain to quote solicitation, formal bids, and formal request for proposals. These thresholds are GREATER than the Commonwealth of Massachusetts. Therefore, we are required to follow the Commonwealth's procurement laws (Ch.30B, Ch.30, Sec. 39M, etc.).

TMS' HOURLY RATE FOR PROCUREMENT SERVICES: TMS' hourly rate for procurement support is one hundred-seventy-five (\$175) per hour. TMS would provide support regarding the preparation of the necessary quote, bid or rfp documents. TMS would not write technical scope of services that would require the expertise and or licensure of architects, engineers, or other professional technical services. TMS would work with the ARPA committee on the solicitation of any of these needed services.

We look forward to hearing from you at your convenience.

Sincerely,

Andrew Paquette

Andrew Paquette, SFO, CGFM, HRSM, MCPPO

May 17, 2022

Carlisle ARPA Approved Funding

Project Name:

Conservation Land Signs

Department/Board/Committee/Other:

Carlisle Conservation Commission

ARPA Project Contact (person who will review/approve/submit project invoices):

Sylvia Willard, Conservation Administrator: swillard@carlislema.gov

ARPA Committee Project Liaison

Scott Triola, striola@gmail.com

Total ARPA Funding \$ Amount Approved:

\$5,854 (\$5,000 approved request plus \$854 in contingency funds)

Funding Term:

All ARPA funds must be spent by December 31, 2024

Select Board ARPA Funding Approval Date:

March 22, 2022

Description of Approved Project/Expenditure:

Funds will be used for new conservation land signs. This is for the signs and for the posts and mounting hardware needed for some of the signs. The Conservation land signs on some lands have degraded over the years and need to be replaced. Lettering is missing and wood has become rotted and beyond repair. One or two new signs also needed for newly acquired properties.

Additional Approval Comments:

None

Please Note

- All project expenditures must be approved by the ARPA Project Contact listed above and submitted to the Town Accountant. Project expenses/invoices will be paid directly from the project's ARPA account.
- 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.
- Please contact Scott Triola (ARPA committee) if any of the above information is incorrect or needs to be updated. Email: striola@gmail.com

Carlisle ARPA Approved Funding

Project Name:

Carlisle Music Showcase @Old Home Day 2022 Expense Offset.

Department/Board/Committee/Other:

Carlisle Cultural Council

ARPA Project Contact (person who will review/approve/submit project invoices):

Mark Levitan, Chair - culturalcouncil@carlislema.gov

ARPA Committee Project Liaison

John Kaufman; johnkaufman2020@gmail.com

Total ARPA Funding \$ Amount Approved:

\$5,000

Funding Term:

All ARPA funds must be spent by December 31, 2024

Select Board ARPA Funding Approval Date:

March 22, 2022

Description of Approved Project/Expenditure:

Community investment to help performers recover from economic impacts of COVID-19 and provide a direct cultural benefit to the Carlisle community. These funds will be used for Sound equipment and engineer and performer stipends for Carlisle Music Showcase at Old Home Day 2022. Funds will also be used to promote Carlisle Music Showcase and participating musicians.

Additional Approval Comments:

None

*****Please Note*****

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