

ARPA Committee Meeting Minutes

May 31, 2022 at 11:00am

Zoom Teleconference

Attendees:

John Kaufman
Kate Reid
Scott Triola

Other:

Mark Levitan – Carlisle Cultural Council
Alain Bojarski – Carlisle Cultural Council

- **Review and approve prior meeting minutes**
 - Prior meeting minutes were not distributed for this meeting. Minutes will be reviewed/approved at the next meeting.
- **Meet with Carlisle Cultural Council (CCC) to discuss ARPA funding requests**
 - Mark Levitan and Alain Bojarski joined to the meeting to discuss the role CCC might play in reviewing and administering ARPA requests from Carlisle cultural organizations.
 - The CCC agreed to define and present a process and timeline for reviewing such requests. The CCC will meet to discuss further and send the ARPA Committee more information on their proposed process and timeline.
- **Review and vote of revised TMS procurement support proposal**
 - Prior to the meeting Scott Triola circulated the updated TMS proposal (dated 5-23-22) he had received from Andy Paquette. See attached proposal. This proposal includes an updated description of services that is specifically focused on supporting the ARPA committee regarding compliance with ARPA-related procurement.
 - The ARPA Committee discussed and supported funding this work using the approved ARPA contingency/admin funds. Triola had confirmed with the Town Accountant that this would be an appropriate use of these funds and did not require additional Select Board approval.
 - *MOTION:* Kate Reid made the motion to approve the updated TMS proposal. John Kaufman seconded. Motion passed 3-0.
 - Scott Triola will follow up with TMS and have them perform a high-level review all approved ARPA projects to confirm which are subject to Federal procurement requirements. He will also ask TMS to review the procurement process for the Gleason roof top ventilation unit to determine if the approved ARPA funds can be used for this project.
- **Discuss of New ARPA funding submission requests**
 - CPS Wilkins HVAC – Updated ARPA request materials have not yet been received.
 - Town Meeting Electronic Voting System – ARPA request has not yet been received but is expected prior to the next meeting.
 - An ARPA request to fund Xfinity installation of a high speed internet line to residents of Fifty Acre Way had been received. This request was only briefly discussed and no position was taken. Kate Reid suggested contacting Selectboard Member Brown to see if installation of highspeed Internet in any neighborhood(s) was being discussed as part of the negotiations for the Cable TV Renewal License to Comcast.
- **ARPA Approved status updates**
 - There were no additional status updates discussed.

Meeting adjourned at 12:00pm. 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 June 13, 2022 (3-0 Vote).



Dear Mr. Triola,

Below is the revised 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.

ARPA PROCUREMENT SCOPE OF SERVICES: TMS will provide consultative support to the town of Carlisle ARPA Committee regarding compliance with all ARPA-related procurement. TMS will review the processes and procedures taken or planned to ensure the said requirements are met.

TMS' HOURLY RATE FOR PROCUREMENT SERVICES: TMS' hourly rate is one hundred-seventy-five (\$175) per hour.

We look forward to hearing from you at your convenience.

Sincerely,

Andrew Paquette, SFO, CGFM, HRSM, MCPPO

May 23, 2022