



## ***ARPA Advisory Committee***

Slade Building  
7 Main Street  
Hubbardston, MA 01452

MINUTES  
December 29, 2021  
6:00 PM

**Attendees:** Heather Munroe (Select Board Representative), Susan Rayne (Finance Committee Representative), Mike Foley (Resident Representative), Kris Parego (Select Board Representative), Kristofer Munroe (Planning Board Representative), and David Nixon (Interim Town Administrator)

**Absent:** None

### **I. Open Meeting**

H. Munroe called the meeting to order at 6:03 P.M. H. Munroe explained that the ARPA Advisory Board was created to advise the Select Board. As the Board will review and recommend requests for approximately 1.4 million dollars, ITA Nixon recommended that the Advisory Board proceed formally, organizing itself with officers and being sworn in by the Town Clerk. The Town Clerk will be present at the next meeting to swear everyone in.

### **II. Advisory Committee Organization (Chair, Vice Chair, Clerk)**

H. Munroe called for nominations. Three motions were made as follows:

**Motion** to make Heather Munroe Chair by Parego, seconded by Foley. 4-0-1 (K. Munroe abstained).

**Motion** to make Mike Foley Vice Chair by H. Munroe, seconded by Parego. 5-0

**Motion** to make Kristofer Munroe clerk by H. Munroe, seconded by Foley. 4-0-1 (H. Munroe abstained)

### **III. Open session**

No members of the public were present.

### **IV. Review of ARPA and qualifying expenses**

The Committee reviewed three documents pertaining to guidance on ARPA and eligible expenses. These included: (1) "Quick Reference Guide- Coronavirus State and Local Recovery Funds," by the U.S. Department of Treasury, <https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>; (2) "EUpdate American Rescue Plan Act Funded Projects and Expenses," KP Law (November 15, 2021), [http://k-plaw.com/wp-content/uploads/2021/11/eUpdate\\_re\\_ARPA\\_Funds.pdf](http://k-plaw.com/wp-content/uploads/2021/11/eUpdate_re_ARPA_Funds.pdf) and (3) "Fact Sheet: The Coronavirus State and Local Fiscal Recovery Funds Will deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs," U.S. Department of Treasury (May 10, 2021), <https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf>.

There was discussion around the KP Law Article's recommendation that Towns consider requiring an application for fund requests and the US Treasury's right to recoupment until 2026 for any funds utilized that they deem to be ineligible.

### **V. Dissemination of current requests to review for next meeting**

There was discussion around a way to fairly review the current requests and elicit further requests, including from town businesses and town departments. There was discussion around a long-term strategy

in granting requests as well as ensuring that we have everything carefully documented in order to stand muster to any test that the US Treasury employs when they review grants of funding.

The desire to be as transparent as possible was discussed at length and included talks about putting together a website page dedicated to ARPA efforts by the Town, generating a Request for Proposals and an Application for funding. Action items that evolved include: (1) Heather will find language other communities use for their ARPA pages on their website; (2) David will work with CivicPlus to create an ARPA page on our website; (3) David will reach out to other communities and generate a draft RFP; (4) David will reach out to generate a draft Application; and (5) David will reach out to the Town Clerk to see if she would be available at the next meeting to swear members in.

The Committee also discussed the need for review criteria once applications are submitted. Members will think about what the best approach would be for the next meeting, whether that means creating review criteria and preferences based on ARPA survey results, asking the Select Board for their criteria, or some combination of the two.

**VI. Matters not reasonably anticipated by the Chair**

The next meeting will be Wednesday, January 4, 2022 at 6 PM.

**VII. Adjournment**

**Motion** to adjourn was made by Foley, seconded by Parego. Meeting adjourned at 7:06 PM.

Respectfully submitted,  
Kristofer Munroe, Clerk

Approved 01/05/2022