

**ARPA Committee Meeting Minutes**  
**January 30, 2023 at 10:00am**  
**Zoom Teleconference**

**Attendees:**

John Kaufman  
Kate Reid  
Scott Triola

Kelly Beyer (Town Accountant)  
Cathy Galligan (Treasurer - Board of Health)

- **Approve prior meeting minutes**
  - Prior meeting minutes were not distributed for this meeting. Minutes will be reviewed/approved at the next meeting.
  
- **Review Status of previously approved ARPA projects**
  - Town Accountant reviewed the actual expenditures for previously approved ARPA projects. See attached Project Tracking report.
  - ARPA committee will follow-up with Municipal Facilities Committee to confirm whether approved ARPA funding will be used for Gleason Library roof top ventilation unit.
  - Carlisle Public School is waiting on NV5 report on Wilkins HVAC project to confirm project specifications and begin bidding/procurement process.
  - Other ARPA projects are expected to expend their approved ARPA funds. Town Accountant will continue to provide monthly tracking reports so that the ARPA Committee can continue to monitor expenditures.
  
- **Additional discussion / take position on outstanding ARPA requests**

**Earth Day Event** – ARPA Committee confirmed that the Select Board supports this event and views sustainability as a priority for Carlisle.

  - ARPA Committee endorses ARPA funding for initial “pilot” event if the Select Board also supports this event. Motion wording will reflect this requirement.
  - Committee members commented that no other funding sources are available in the required timeframe and sustainability is important to the Carlisle community. Future Earth Day events would likely need to be funded through Town budget or from other funding sources.
  - *MOTION: Kate Reid made the motion: “The ARPA committee endorses the use of \$8,000 in ARPA funds to be used for the 2023 “Route to Sustainability” Earth Day event if the Select Board is in support of this event”;* motion seconded by John Kaufman. Motion passed by 3-0 vote.

**Stop-the-Bleed Training Workshops**

- ARPA Committee reviewed and discussed this request with Cathy Galligan. Galligan confirmed that funding will be used for 4 training sessions with each session including 8-10 participants.
- ARPA Committee expressed support for using ARPA funds for these initial four “pilot” training workshops.
- *MOTION: Kate Reid made the motion: “The ARPA Committee recommends that the Select Board approve \$2,800 in ARPA funds to be used for “Stop-the-Bleed” Training Workshops as requested by the Board of Health”;* motion seconded by John Kaufman. Motion passed by 3-0 vote.

Meeting adjourned at 11:12 AM. 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.

Town of Carlisle, Massachusetts  
 American Rescue Plan Act (ARPA)  
 Project Tracking

ORG	OBJECT	PROJECT	SPONSOR	ORIGINAL AMOUNT	ADJUSTMENTS	REVISED AMOUNT	EXPENDITURES		AVAILABLE BALANCE	PERCENT USED
							FY22	FY23		
<b>VOTED AT SELECT BOARD MEETING 3/22/22</b>										
32699	55822	Cultural Grant Program	Cultural Council	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0.00%
32699	55800	Carlisle Music Showcase @ Old Home Day 2022	Cultural Council	\$ 5,000.00	\$ -	\$ 5,000.00	\$ (1,312.27)	\$ (3,687.73)	\$ -	100.00%
32541	51126	COA Drivers Loss of Income	COA	\$ 10,000.00	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	100.00%
32541	55808	Rental Assistance for Seniors in Need	COA	\$ 48,520.00	\$ -	\$ 48,520.00	\$ -	\$ (15,780.04)	\$ 32,739.96	32.52%
32541	55813	Nutrition Support for Seniors in Need	COA	\$ 10,000.00	\$ 15,000.00	\$ 25,000.00	\$ (4,529.91)	\$ (10,356.63)	\$ 10,113.46	59.55%
32541	55822	Online Mental Health Counseling COVID Program	COA & BOH	\$ 30,000.00	\$ (15,000.00)	\$ 15,000.00	\$ -	\$ (2,600.00)	\$ 12,400.00	17.33%
32171	55800	Conservation Land Signs	Conservation	\$ 5,000.00	\$ 862.05	\$ 5,862.05	\$ (333.87)	\$ (5,366.19)	\$ 161.99	97.24%
32191	55800	Replace Gleason Library roof top ventilation unit	MFC	\$ 125,400.00	\$ -	\$ 125,400.00	\$ -	\$ -	\$ 125,400.00	0.00%
32191	55823	Remove PFAS contamination from well water at the Gleason Library	MFC	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -	\$ -	\$ 10,500.00	0.00%
32191	55824	Remove PFAS contamination from well water at Town Hall	MFC	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -	\$ -	\$ 10,500.00	0.00%
32175	55800	Planning Board Document Scanning Initiative	Planning Board	\$ 10,395.00	\$ -	\$ 10,395.00	\$ (5,190.63)	\$ (124.29)	\$ 5,080.08	51.13%
32519	55800	Health Department Operations in Response to COVID-19: Staffing & Supplies	BOH	\$ 24,000.00	\$ -	\$ 24,000.00	\$ -	\$ (2,702.50)	\$ 21,297.50	11.26%
		Procurement Consulting (TMS - Andy Paquette)	Contingency	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	
32000	55800	Contingency Funds		\$ 29,932.00	\$ -	\$ 29,932.00	\$ -	\$ -	\$ 24,069.95	
		Adjustment to Conservation Land Signs		\$ -	\$ (854.00)	\$ (854.00)	\$ -	\$ -	\$ -	
		Adjustment to Conservation Land Signs		\$ -	\$ (8.05)	\$ (8.05)	\$ -	\$ -	\$ -	
		Procurement Consulting (TMS - Andy Paquette)		\$ -	\$ (5,000.00)	\$ (5,000.00)	\$ -	\$ -	\$ -	
				\$ 329,247.00	\$ -	\$ 329,247.00				
<b>VOTED AT SELECT BOARD MEETING 6/28/22</b>										
32300	55800	CPS Wilkins HVAC	CPS	\$ 187,715.00	\$ -	\$ 187,715.00	\$ -	\$ -	\$ 187,715.00	0.00%
32114	55800	Electronic Voting System	Moderator	\$ 17,793.00	\$ -	\$ 17,793.00	\$ -	\$ (16,453.98)	\$ 1,339.02	92.47%
32699	55801	CCC Grant	Cultural Council	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ (22,435.00)	\$ 27,565.00	44.87%
				\$ 255,508.00	\$ -	\$ 255,508.00				
<b>VOTED AT SELECT BOARD MEETING 8/9/22</b>										
32541	58601	Clark Room Flooring	COA	\$ 12,500.00	\$ -	\$ 12,500.00	\$ -	\$ (11,913.01)	\$ 586.99	95.30%
				\$ 12,500.00	\$ -	\$ 12,500.00				
<b>VOTED AT SELECT BOARD MEETING 10/11/22</b>										
32300	55801	CPS Wilkins HVAC Study	CPS	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ (10,023.40)	\$ 19,976.60	33.41%
				\$ 30,000.00	\$ -	\$ 30,000.00				
<b>VOTED AT SELECT BOARD MEETING 11/29/22</b>										
32541	55800	COA Senior Home Heating Assistance	COAHS	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ (48,000.00)	\$ 2,000.00	96.00%
32192	55800	Town Hall Reconfiguration	Town Hall	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.00%
32192	55801	Town Hall Records Management	Town Hall	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ (2,085.00)	\$ 97,915.00	2.09%
				\$ 200,000.00	\$ -	\$ 200,000.00				
							<b>\$ (21,366.68)</b>	<b>\$ (151,527.77)</b>	<b>\$ 654,360.55</b>	
<b>TOTAL APPROVED BY SELECT BOARD</b>				<b>\$ 827,255.00</b>	<b>\$ -</b>	<b>\$ 827,255.00</b>				
<b>TOTAL ALLOCATION TO CARLISLE (RECEIVED)</b>				<b>\$ 1,569,858.67</b>	<b>\$ -</b>	<b>\$ 1,569,858.67</b>				
<b>TOTAL AVAILABLE</b>				<b>\$ 742,603.67</b>	<b>\$ -</b>	<b>\$ 742,603.67</b>				
		<b>FY21 Revenue</b>		\$ 274,859.62						
		<b>FY22 Revenue</b>		\$ 510,069.72						
		<b>FY23 Revenue</b>		\$ 274,859.62						
		<b>FY23 Revenue</b>		\$ 510,069.71						
				\$ 1,569,858.67						
		<b>Original Allocation</b>		\$ 1,569,869.00						
		<b>Difference</b>		\$ 10.33						