

1. Agenda

Documents:

[2022.03.17\\_ARPA\\_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2022.03.17 ARPA COMMITTEE MINUTES 0 \(PDF\).PDF](#)

**Town of Southborough, MA  
Meeting of the ARPA Committee  
Thursday, March 17, 2022, 7:30 P.M.  
VIRTUAL ZOOM MEETING**

May be watched or may participate in the meeting remotely with the meeting link at  
<https://www.southboroughtown.com/remotemeetings>

*Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.*

- I. **Review Fund Request Log (vote may be taken)**
- II. **Community outreach discussion (vote may be taken)**
  - a. Discuss any remaining unfinished business related to community outreach for survey, public forums and other opportunities for public feedback
- III. **Discuss approach for upcoming public forum (vote may be taken)**
- IV. **Evaluation approach discussion (vote may be taken)**
- V. **Next Steps**
- VI. **Administrative business**
  - a. Vote on Minutes of March 3, 2022
  - b. Vote on Minutes of March 10, 2022
- VII. **Unfinished Business**
- VIII. **New Business**
  - a. Public Comment
  - b. Next meeting

Andrea Hamilton  
Chair

**Southborough ARPA Committee**  
**March 17, 2022**  
**Virtual Meeting held via Zoom**

Voting Members Present: Andrea Hamilton (Chair), Meme Luttrell (Vice Chair), Tim Martel, Joe Palmer, Anne Rubenstein, Tony Schoener (taking minutes)

Non-member Speaker: Kathryn McKee

Meeting called to order at 7:36 PM.

**I. Review Fund Request Log**

Discussed potential changes to language in various sections of the now published ARPA survey. Potential change in language in Youth and Family Services section.

Discussion of making changes in Survey mid-stream. 135 responses received thus far.

Town Clerk “clicker” expense increased by \$600.

Lunblad Field Renovation, potential language change in Survey, to language including reference to dog park.

New proposals just received from SHOPC were discussed. Agreed to not include in Survey.

**II. Community outreach discussion**

Reviewed how Survey availability is being publicized, with a goal of increasing town participation. Note that the Select Board has allocated additional funds to cover the increased cost of distributing a town wide postcard.

Committee thanked Ann Rubenstein for spearheading Survey and Outreach efforts.

Kathryn McKee joined the meeting as a participant, representing the town Trails Committee. She notes that the Trails committee submitted a funding request (4 items) on 3/1 that has not been captured in the request log or Survey.

Discussion ensued about the extent of changes that should be made to Survey, now that it has launched. ARPA Committee agreed to add a Trails item to the Survey. And then agreed to modify language in Lunblad Field item, and Youth and Family Services item.

**III. Discuss approach for upcoming public forum**

Reviewed plan for gathering input. Agreed that an ARPA summary should be presented (Hamilton), followed by an open session for general community input. Discussed the content that would be presented at the start of the public forum.

Agreed that each public comment should be limited to 2 minutes.

#### **IV. Evaluation approach discussion**

General discussion about various ways of evaluating proposed projects. Agreed to come back to this once Survey results were available.

#### **V. Next Steps**

Gather survey results, while continuing to update Tracker with new information as requested and received.

#### **VI. Administrative business**

##### **a. Vote on Minutes of Mar 3, 2022**

Ms Luttrell moved the minutes be accepted as written. Seconded by Ms Rubenstein. The Committee voted 5-0-1 by roll call to approve the motion. [Hamilton, aye; Luttrell, aye; Martel, aye; Palmer, aye; Rubenstein, aye; Schoener, abstain].

#### **VII. Unfinished Business**

None

#### **VIII. New Business**

##### **a. Public Comment**

There were no public comments.

##### **b. Next meeting**

Thursday Mar 24.

#### **VIII. Adjournment**

Mr. Palmer moved to adjourn at 9:00 pm. Seconded by Ms. Rubenstein. The Committee voted 6-0 by roll call to approve the motion. [Hamilton, aye; Luttrell, aye; Martel, aye; Palmer, aye; Rubenstein, aye; Schoener, aye].

Minutes submitted by Tony Schoener.

#### **Documents Referenced During Meeting:**

- 1) Funding Request Log