

1. Meeting Materials

Documents:

[2022.05.24 ARPA COMMITTEE AGENDA \(PDF\).PDF](#)

[2022.05.24 ARPA REQUEST TRACKER FINAL \(PDF\).PDF](#)

**Town of Southborough, MA
Meeting of the ARPA Committee
Tuesday, May 24, 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. Adjust recommendations to account for consulting costs (vote may be taken)**
- II. Discussion on the Select Board presentation and any remaining thoughts or feedback on the committee's work (vote may be taken)**
- III. Next Steps**
- IV. Administrative business**
 - a. Vote on Minutes of April 21, 2022
 - b. Vote on Minutes of May 3, 2022
 - c. Vote on Minutes of May 17, 2022
- V. New Business**
 - a. Public Comment
 - b. Next meeting
- VI. Review and vote on minutes of May 24, 2022**

Andrea Hamilton
Chair

Request	Submitted By	Owner
Property Tax Abatement	n/a	Select Board
Wastewater Infrastructure	No Formal Submission. Just submission of support	None
Resolve drainage for Main Street	No Formal Submission. Just submission of support	None
Trash cans where public sidewalks are installed	No Formal Submission. Just submission of support	None
Senior Center Renovations	Council on Aging & Facilities	Douglas Peck (CoA), John Parent (facilities)

2	premium pay for all eligible town employees	Officer's Union Local 167; Officers Union Local 445; Fire Department	Select Board
3	Part time mental health clinician	Youth and Family Services	Sarah Cassell
4	Marketing and Outreach materials	Youth and Family Services	Sarah Cassell
5	One year contract with interface referral service	Youth and Family Services	Sarah Cassell

Upgrade town's website to support more collaborative features	Municipal Technology Committee	Angela Varner
Upgrade town's WiFi capabilities at specific town facilities	Municipal Technology Committee	Angela Varner
Implement town-wide event scheduling and registration system	Municipal Technology Committee	Angela Varner
Implement interactive conference room capabilities	Municipal Technology Committee	Angela Varner
Fund sidewalk work from repairs to new installations	DPW	Karen Galligan

Purchase 600 voting devices/ 'clickers', including software and receivers, to enable voters at Town Meetings to vote electronically, in person	Town Clerk	Jim Hegarty
Various ADA compliance issues throughout town buildings	Facilities	John Parent
Lunblad Field Renovations	Recreation	Tim Davis
ADA Upgrades to Facilities	Recreation	Tim Davis

Greater Boroughs PH escalation	Board of Health	Heather Alker
Staff Funding-Health Director staffing or nurse position	Board of Health	Heather Alker
Per Diem Vaccination Staff	Board of Health	Heather Alker
Digitalization of septic files	Board of Health	Heather Alker
Septic Software	Board of Health	Heather Alker
National Grid Property in Downtown Southborough	EDC	Select Board

Funding for signage to mark the Southborough Center Historic District, newly recognized (in December of 2021) by the National Register of Historic Places	Historical Comission	Kevin Miller and Annie Pfaff
Mini grants in the areas of Education, Arts & Culture and Environment in the Southborough	Southborough Community Fund	Beth Dill
Feasibility study to identify any regulatory issues presented in the current Southborough zoning bylaws that negatively impact affordable housing development and the creation of accessory dwelling units (ADU) throughout the community. The study should include an analysis of town owned parcels available for potential buildout.	SHOPC	Sarah Hoecker
Needs-based economic relief	SHOPC submitted initial request for hardship property tax abatement on further discussion agreed to need beyond property tax assistance	Select Board
Feasibility study to determine the potential buildout and redevelopment of the South Union School at 21 Highland Street.	SHOPC	Sarah Hoecker

Feasibility study to determine capacity for implementation of wastewater treatment along Route 9 to increase capacity for economic development and potential affordable housing development.	SHOPC	Sarah Hoecker
Peninsula Trail	Southborough Trails Committee	Kathryn McKee
Shared Use Path and Boston Worcester Air Line Feasibility Study	Southborough Trails Committee	Kathryn McKee
Southborough Trail Enhancements	Southborough Trails Committee	Kathryn McKee
Consultant support for FY23 to provide technical assistance to the Committee for ongoing activities.	SHOPC	Sarah Hoecker
500K for affordable housing trust	SHOPC	Sarah Hoecker
Audit Support	Adm	
Mailer	Adm	
Consultant	Adm	

Amount Requested	Recommended (Y/N)	Amount Recommended	Submitted By (Organization)
Variable	Y	\$500,000	
Unknown	N		
Unknown	N		
Unknown	N		
\$370,000 (CoA), \$400,000 (Facilities)	Y	\$400,000	

\$5000/FT employee; \$1000/PT employee	Y	\$300,000	
\$46,000	Y	\$46,000	
\$5,000	Y	\$5,000	
\$20,000-\$25,000	Y	\$25,000	

\$50,000-\$80,000	Y	\$80,000	
\$250,000	Y	\$250,000	
\$70,000	N		
\$500,000	N		
\$300,000-\$400,000 Up to \$1.2MM of sidewalk projects could be completed in timeframe of ARPA money	Y	\$704,000	

\$18,600	N		
\$50,000	Y	\$50K already included in property abatement number	
unknown	N		
\$20,000	Y	\$20,000	

\$5,500.00	N		
\$101,824.66 (FY23- FY24 Director Position \$104,000 (FY23 director and nurse position, no FY24 funds)	Y	\$101,825	
\$6,500	Y	\$6,500	
\$20,000	N		
\$12,500	N		
\$252,000	Y	\$252,000	

\$26,532	Y	\$26,532	
\$50,000	N		
\$50,000	N		SHOPC
\$70,000	Y	\$70,000	SHOPC (will be administered by Southborough Community Trust)
\$20,000	N		

\$50,000	N		
\$194,547	Y	\$194,547	
\$75,000	N		
\$12,500	Y	\$12,500	
\$8,500	N		
\$500,000	N		
Administrative		\$5,000	
Administrative		\$2,000	
Administrative		\$49,600	

Total Recommended	\$3,050,504
Total Available	\$3,051,241
Remaining	\$737

Alternative Source of Funding (Y/N)	Master Plan Goal (Y/N)?	Top 5 Survey Ranking (Y/N)?	Supported By
N	N	Y	Planning Board supports 1 time abatement; EDC supports modest targetted relief for residents
n/a	n/a	n/a	Planning Board supports route 9 public sewer or small wastewater treatment plant to support economic growth; EDC supports wastewater infrastructure for downtown and Inlet/Outlet pipe for potential wastewater system underneath Main Street
Y	n/a	n/a	Planning Board supports resolving drainage for Main Street near Mauro's and train tracks drainage issues in the downtown
n/a	n/a	n/a	Request sumbitted from individual town resident.
N	N	Y	Planning Board supports

N	N	Y	
Yes (Possible Metrowest Health Foundation Grant)	N	Y	Board of health supports requests by Youth and Family Services as well as any request by School district to support mental health initiatives.
Yes (Past funded through smaller budget and grant from Southborough community fund)	N	Y	Board of health supports requests by Youth and Family Services as well as any request by School district to support mental health initiatives.
Yes (Only partial. Southborough schools may be able to fund \$12,500 for 6 month contract Jan-Jun '23))	N	Y	Board of health supports requests by Youth and Family Services as well as any request by School district to support mental health initiatives.

N	Y	N	Board of Health supports town wide evaluation of our website and the ability to conduct business and make payments online, something that is even more urgent during the pandemic.
N	Y	N	
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Yes (current state grants)	Y	Y	<p>Planning board supports sidewalks, connection from Fayville / Central St. Continuing across causeway to corner of White Bagely Rd / Boston Rd.</p> <p>EDC supports Improved connectivity through construction of sidewalks and connections to trails</p>

Yes (Reserve Fund Transfer by Advisory)	N	N	
Yes (Possible grants)	Y	N	
Yes (CPA)	Y (dog park only)	N	Email received from individual resident in support of a dog park
N	Y	N	

Y (Expect other potential state and grant funding sources, and will pursue other avenues and grants before expending ARPA funding)	N	N	
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Y (Expect other potential state and grant funding sources, and will pursue other avenues and grants before expending ARPA funding)	N	N	
Y (state ARPA money)	N	N	
N	N	N	
N	Y	Y	

N	Y	N	
N	N	N	
N	N	N	
N	N	N	<p>SHOPC supports funding to support homeowners impacted by the COVID-19 pandemic. Potential to supplement a one-time needs-based abatement of property taxes for residents who are able to prove hardship status.</p> <p>Email from resident requesting Economic support for residents who are not property owners and won't benefit from property tax relief (ex. renters who are coping with increasing monthly rent payments, adult children living at home because of the inability to earn a living wage, and seniors who have found it necessary to reside with their adult children due to inflation)</p> <p>Youth and and Family services supports affordable housing opportunities'</p>
Y (MAPC's DLTA funds for technical assistance)	N	n/a	

Y (Community One-Stop for Growth, successful grant last year.)	N	n/a	
Yes (ARPA is Back up if MassTrails grant is unsuccessful- grant is low probability)	Y	N	
Yes (Future MassTrails or CPA)	Y	N	
Yes (Future MassTrails or CPA)	Y	N	
N	N	n/a	
Yes (CPC should have this money available)	N	n/a	Youth and and Family services supports affordable housing opportunities'

Survey ID	Notes
Property tax relief	On 24Feb2022 approved this motion "The ARPA committee recommends dedicating \$500,000 to tax relief with \$400,000 applied to the roads budget and \$100,000 applied to other projects with a target of limiting the tax rate increase to less than 5% for FY 2023." Per revised rate no longer need \$500,000 to get under 5%. Can use \$500,000 across multiple years. \$109,515 applied to FY23
n/a	Route 9 feasibility a ways off (at least 6 months). These projects are either already funded or too early in feasibility to consider. Remove from consideration.
n/a	Plan exists. Meme has reached out to Karen for this and will share specifics. This is already funded through other money. Remove.
n/a	Request was removed due to lack of formal project around the request. Email can be found in box folder as feedback for Select Board and DPW.
Senior Center Expansion	\$20,000 has already been allocated for architectural drawings

<p>Bonus pay for town employees who performed essential work during the COVID-19 health emergency</p>	<p>Reccomendation expanded to include all eligible town employees.</p> <p>Q's checked by committee:</p> <p>1) What is status of state premium pay? (to consultant) There is one program but it is for a very low income group and it is unlikely Southborough town employees would qualify. Ther is nothing else available or in the works from the state. There are 64 total employees in town who qualify (46 within FD and PD and an additional 18 across other groups)</p> <p>2) Is there premium pay going to other groups from the state (teachers, other town employees?)? No</p>
<p>Youth and Family Servivces increased mental health support services and outreach</p>	<p>This position should be considered a bridge as the department determines final headcount needed post covid</p>
<p>Youth and Family Servivces increased mental health support services and outreach</p>	
<p>Youth and Family Servivces increased mental health support services and outreach</p>	<p>Qs checked by committee:</p> <p>1) Does the town pay for each referral (ie. The town pays \$250 for every use) or is it a flat contract fee and the cost per referral goes down as more people use it? Flat rate paid based on previous year up to \$25K. Interface has freed up personel to do more direct work with public and serve new covid needs</p> <p>2) Is YFS still looking for the full 20K-25K or just to cover the back 6 months of '23 with the school district covering the first 6 months? Schools willing to help but has not been alloted yet</p>

Upgrade the town website including consolidated event scheduling and registration	<p>Additional \$500/year needed for licenses</p> <p>Of 4 projects website is most straightforward, WiFi has a number of gaps for employees (second most tangible project). Event scheduling and interactive conference rooms in 'concept phase' but not ready to go.</p>
Improve municipal wi/fi, cybersecurity and conference rooms	<p>Of 4 projects website is most straightforward, WiFi has a number of gaps for employees (second most tangible project). Event scheduling and interactive conference rooms in 'concept phase' but not ready to go.</p>
Upgrade the town website including consolidated event scheduling and registration	<p>Of 4 projects website is most straightforward, WiFi has a number of gaps for employees (second most tangible project). Event scheduling and interactive conference rooms in 'concept phase' but not ready to go</p> <p>\$20/month ongoing subscription.</p>
Improve municipal wi/fi, cybersecurity and conference rooms	<p>Of 4 projects website is most straightforward, WiFi has a number of gaps for employees (second most tangible project). Event scheduling and interactive conference rooms in 'concept phase' but not ready to go.</p>
Fund sidewalk work from repairs to new installations	See meeting/minutes from April 14 for detailed discussion with Karen

Electronic clickers to enable anonymous in person electronic voting at town meeting	<p>1) What is the timeframe for bringing to town meeting for a vote? Will go to town meeting in '22, will lease in '23 if approved then will purchase (lease payment will be applied). Moderator must be in favor of clickers. ~1/3 of request for leasing (~6K)</p>
ADA compliance upgrades to town facilities	<p>Money already allocated.</p> <p>1) Is there a mandate/timeline that we must make these updates? No deadline. No warrent article currently for ADA. This is done.</p>
Lunblad field renovations to include multi-use sports fields, picnic area and dog park	<p>Study In Process to Determine Cost.</p> <p>1) Can we get a diagram? Waiting for project manager to send</p> <p>2) How do we address parking? At Neary and tennis courts. Can't have events before 4PM</p> <p>3) How does this potentially interact with the future Neary project? Not impacted by school build except potential increase of use</p> <p>4) What is school property and what is not? Does this limit any use? ADA compliance part of this project</p> <p>5) Will the field also be fixed as part of this work? Y</p>
ADA compliance upgrades to town facilities	<p>Separate from facilities request</p> <p>1) Is there a mandate/timeline that we must make these updates? No response but assume same as facilities</p>

Board of health enhancements to address needs from the pandemic	
Board of health enhancements to address needs from the pandemic	<p>\$50,000 of this is already committed by BoS for FY 23 and comes off our total</p> <p>1) Why would the FY24 funding not go to town meeting for approval? Advisory has voted against 2nd year director position funding.</p> <p>Final recommendation does not take a position on director/nurse option. Can cover either</p>
Board of health enhancements to address needs from the pandemic	
Upgrades to the municipal tracking of septic plans	
Upgrades to the municipal tracking of septic plans	
Purchase of 1.7 acre vacant National Grid Parcel in downtown for future town use	<p>1) Can the town purchase property without Town Meeting Approval (Select Board)? Will likely need to go through town meeting.</p> <p>2) Can National Grid pitch a number? Town has been in contact but no details available</p> <p>3) Would Select Board like to create a tangible for this Lisa will get back</p>

Signs to mark the Southborough Center Historic District	
Grants in the areas of Education, Arts & Culture and Environment	
Not received in time to be included in survey	<p>1) There have already been studies looking this. What additional information would this provide? No clear additional information on what would be learned.</p>
Provide needs-based economic relief	<p>This proposal needs finalizing as a project.</p> <p>1) Is SHOPC looking to administrate these funds or just for the administration to happen by someone. Does SHOPC have a recommendation for who should administrate? Would want someone else to administer. SHOPC doesn't have a recommendation but support Board of Trust Fund</p> <p>2) Can this serve other needs beyond property tax assistance. Yes</p>
Not received in time to be included in survey	

Not received in time to be included in survey	1) Is this already covered with a separate grant? Have a grant for \$45K but think will cost more. Need to come up with in kind funding (10-15K).
Improve town trail systems	1) Will there be any use restrictions (bikes?) No bikes (MWRA doesn't allow bikes) 2) How functional is the path as is? What is the additional functionality we gain? Gate move for parking and ADA certified trail (one of only in Southborough), will add bridge and boardwalk to avoid rt 30. Chances for grant but very unlikely
Improve town trail systems	Feasibility studies originally submitted as two proposals then combined to one.
Improve town trail systems	May need to add shed which would increase number
Not received in time to be included in survey	
Not received in time to be included in survey	