

**Southborough ARPA Committee**  
**February 24, 2022**  
**Virtual Meeting held via Zoom**

**Call to Order**

Ms Hamilton called the meeting to order at 7:30 p.m. and took roll call attendance. Present: Andrea Hamilton (Chair), Meme Luttrell (Vice Chair), Joe Palmer, Anne Rubenstein, Tony Schoener, John Wood.

**Overview of Agenda:**

- Ms. Hamilton gave a quick overview of the meeting's agenda

**Discuss dates to submit recommendations to the Select Board:**

- In a discussion with Ms. Braccio, the Select Board chair Ms. Luttrell questioned the necessity of the 3.1.22 date to report back to the Select Board with recommendations for ARPA funding that would effect the FY'23 budget. Ms. Braccio emphasized the importance of that date. Upon further discussion with the Town Treasurer, it was explained that the Select Board needed to afford enough time for deliberation of budgetary items prior to Town Meeting and although no date is cast in stone it is up to the Board to make that determination.
- Mr. Palmer proposed that the committee recommend utilizing a portion ARPA funds for tax relief for FY'23. He specifically recommended funding the 400K road budget line item.
- Mr. Wood proposed recommending 500K towards tax relief because that along with the free cash being allocated by the Select Board would limit the tax rate increase to less than 5%. Mr. Schoener agreed with this approach.
- **Mr. Palmer moved** that the ARPA Committee recommends dedicating 500K to tax relief dedicating with 400K applied to the roads budget and a 100K applied to other projects with a target of limiting the tax rate increase to less than 5% for FY'23. **Seconded by Mr. Wood.**  
**Roll Call Vote:** Mr. Wood- aye, Ms. Rubenstein – aye, Ms. Luttrell – aye, Mr. Palmer-aye, Mr. Schoener-aye and Ms. Hamilton-aye.
- Ms. Hamilton with forward our recommendation to the Select Board to be included in their packet prior to their next meeting and also request funding for our direct mail campaign.

**Review Fund Request Log**

- Ms. Hamilton shared a spreadsheet log of the funding requests received thus far. The requests were reviewed and items needing additional information were identified. Committee members volunteered to gather the additional information needed.
- Next meeting, after all the funding requests have come in the committee will compile a list of questions to ask the consultant.

**Committee approach and strategy**

- Ms. Hamilton spoke with the Ms. Otsuka in the Select Board's office and confirmed that the request for funding recommendations went to all Town departments, boards, committees, and commissions. Ms. Hamilton will confirm whether a request for funding recommendations went to the schools.
- Ms. Rubenstein contacted Southborough Youth and Family Services and SHOPC regarding less visible needs of community and it appears most of the related organizations supporting the needs of Southborough residents have their own funding sources.

## APPROVED 3.3.22

- Mr. Wood delivered the request for funding recommendations to the Southborough Food Pantry
- The committee agreed we have covered all the Town organizations with the exception of the schools which Ms. Hamilton will confirm whether a request was sent to them and also Ms. Hamilton will send a request to Mr. Ballantine for the Southborough Trust Fund.

### **8:48 PM Mr. Schoener left meeting**

#### **Community Surveys**

- Ms. Rubenstein spoke with the chair of the Municipal Technology Committee and he indicated that a Town survey is going out and recommended including the ARPA survey at the beginning of the Town survey
- Ms. Rubenstein will have a draft survey for the committee to review at our next meeting.

#### **Additional Community outreach**

- Public forum set for March 24, 2022
- Ms. Rubenstein will draft a notification to be sent to MySouthborough for review at the next committee meeting
- Wording for the direct mailer and the transfer station sign will also be discussed at the next committee meeting

**Motion made by John Wood** to approve the minutes from February 10, 2022. **Seconded by Mr. Palmer.**

**Roll Call Vote:** Ms. Rubenstein – aye, Ms. Luttrell – aye, Mr. Wood- aye, Mr. Palmer-aye, and Ms. Hamilton-aye.

**Motion made by Mr. Palmer** to adjourn at 9:17 p.m. **Seconded by Ms. Rubenstein**

**Roll Call Vote:** Ms. Rubenstein – aye, Ms. Luttrell – aye, Mr. Wood- aye, Mr. Palmer-aye, and Ms. Hamilton-aye.

#### **Documents used at this meeting:**

- Request log

Respectfully submitted by Meme Luttrell