

Town of Southborough, MA Meeting of the ARPA Committee

Thursday, March 10, 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>

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, Tim Martel & John Wood.

Overview of Agenda:

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

I. Survey discussion (vote may be taken)

- a. Discuss what to include in survey

Committee discussed consolidation of items on the request log. Currently 32 items on the request log, which the committee agrees is too many. To get meaningful data, it was decided to collapse items into specific categories to hopefully come up with 5-10 actionable items.

II. Review Fund Request Log (vote may be taken)

Committee had long discussion on how to consolidate line items into buckets for the survey. Log was reviewed line item by line item. Wordsmithing key points along the way to easier identify the needs and content of each request. Request line items reduced to 16 items from original 32 items. Audience member Maryanne Anderson raised hand and was permitted to speak by Chairperson Hamilton. Ms. Anderson questioned why the alternate funding tab was removed from the request log, and brought up past meeting with ARPA consultant discussing possibility of Federal or State Grant monies available for some of the requests. Ms. Anderson suggested a follow with consultant to review.

III. Community outreach discussion (vote may be taken)

As discussed at previous ARPA meetings, an Every Door Direct Mail piece (EDDM) was budgeted for \$800 by the Select Board. After speaking with the USPS it was determined that the size of the mailer needed to be increased from 4.25" x 6 to 6 x 12" to meet postal regulations. Due to the increased size, pricing increased to \$2,000 from \$800. Mailing placed on hold for now

Questions on how to reach residents without internet were discussed. Options were Flyers placed around Town, Paper copies available at the Senior Center, Phone number on the flyer to call in, Sign at the transfer station and an article on MySouthborough.com

IV. Evaluation approach discussion (vote may be taken)

Tabled until 3/17/2022

V. Next Steps

Get survey online and distribute flyers around Town

VI. Unfinished Business

None

VII. New Business

a. Public Comment

No new public comment

b. Next meeting

Next meeting scheduled for March 17, 2022 @ 7:30 pm via Zoom

Motion to adjourn by Mr. Palmer with a second by Mrs. Rubenstein. Roll call vote taken. Palmer Aye, Luttrell aye, Rubenstein Aye, Schoner Aye, Martel Aye, Wood Aye and Hamilton Aye. Motion carries unanimously. Meeting adjourned at 9:30 pm

Minutes prepared by John M Wood