

**ROXBURY ARPA COMMITTEE MEETING**  
**MINUTES OF AUGUST 25, 2022**  
**10:01AM – 11:11AM**  
**THIS MEETING WAS HELD IN PERSON AT COMMUNITY HALL**

**MEMBERS PARTICIPATING:** Don Randall, Rene Bouchard, Sean Cummings,  
Via MS Teams: Brock Freyer, Katie Buckley VLCT.

Meeting called to Order at 10.01am

The meeting started off with a discussion with our invited guest, Katie from VLCT.

1. *Please talk a little about our Roxbury award. We have an NEU Amount: \$74,223.62 and a County Amount: \$137,714.94 totaling \$211,938.56. Why the different designation and can we treat these as one or is there a distinction or difference in how these amounts can be spent and/or reported on?*

The different designation came about because in most parts of the Country there are Counties. Initially the thought was that those monies would have to go back to the Treasury or stay with the State. Much lobbying was done by VLCT and others and the US Treasury allowed for transferring the County amounts to our Municipalities.

Roxbury can simply think in terms of the total amount only. There is no distinction for the Town in spending or reporting. It will all be reported to the US Treasury as spending down our \$211,938.56 amount.

2. *Please talk a little about our reporting requirements. Just annual? What will we need to provide and to whom?*

The award is between Town of Roxbury and US Treasury. The Town has an annual reporting requirement directly with the US Treasury. Because we chose the Standard Allocation and with an ARPA amount less than 10M, our projects do not need to be categorized. Spending should be booked to Government Services so things will be fairly simple. Reporting will be dollars spent and a narrative.

3. *Please talk about how we can use these ARPA monies given the US Treasury categories and our Standard Allowance election.*

It is recommended that all spending really be funneled through Category 6.1 Government Services. It is very broad encompassing pretty much anything a Town Government would spend monies on. In the case of Roxbury, there are few restrictions except it just needs to be things under the umbrella of things that governments typically provide.

4. *Have you seen Towns preferring to spend their ARPA monies on one project or splitting up over several?*

Katie said it runs the gamut in that every town is different in their priorities. It really is our choice.

5. *Please talk a little about projects. Specifically, we have a few examples:*
- a. *There is a suggested project to replace our Town Garage and we're not sure if it fits the categories, reasons for replacement are:*
    - i. *cheap 1970's structure has a footprint too small for equipment meaning new expensive equipment sits outside all year*
    - ii. *walls and roof leak in summer and subsequently ice up during winter (think glacier)*
    - iii. *"heated" with inefficient oil furnace*
    - iv. *could opt to rebuild in place or move to a different location (out of town/floodplain)*

Many Towns are considering replacing their Town Garages. Fact is maintenance on Town Garages is typically put off and put off so many Towns are in our position.

Yes, ARPA funds under 6.1 can go towards this. If it is in a flood and if a new site were to be chosen, then ARPA money could be spent on acquiring new land too.

If you built or designated the building a Municipal Building and could house the Fire Department there too, then there may be the ability to get a FEMA grant for the Fire Department portion.

- b. *at a recent Selectboard they confirmed that funding for a proposed sidewalk project is a State grant with a 20% town cost. Since not Federal dollars and per your June 2022 ARPA Information slide deck, I believe this project's town cost is coverable by ARPA. Is this true?*

Yes.

- c. *category-wise, where would one place monies spent on:*
  - i. *completing the build-out of a public park (walkways, picnic tables, etc...)*

Yes it could be spent on that. The Town owns the land, so it is okay.

- ii. *the establishment of walking/biking loop trails*

We explained to Katie that these walking/biking trails would be on a combination of state, private and municipal lands. Yes ARPA can fund this. She suggested we consider writing a municipal planning grant to create a Master Plan on Outdoor Activities typically done by hiring a consultant. This would look at all outdoor recreational assets in the Town.

It may take about a year but having done a planning & feasibility study will bump the grant application up in the eyes of the State in terms of funding. Even better would be talking to other towns and creating a consortium as this really looks good for an application.

Rene: will speak to Lucinda Sullivan on the Planning Committee

Katie: will forward an email with links to grants and Master Plan info

*iii. upgrading volunteer fire department radio equipment*

We explained to Katie the facts concerning Capital Fire radio equipment upgrades. Don explained that what was really needed are Fireman Radios and Truck Repeaters. He said Chief Mike is looking at all this now.

Katie asked if the state was providing assistance to the upgrade of the Capital Fire equipment and Don said yes.

Knowing how difficult the grant application software with FEMA is to work with, she wondered if perhaps someone at the State could deal with trying to secure upgrade monies for the area Towns.

Katie: offered to send an email to a contact she has to enquire on State assistance in filing a FEMA request for area fire department radio equipment monies

*6. Do you have any feedback on our Draft Submission Form and Score Sheet to help us refine that process? Are we in line with other Towns?*

Your materials are really in line with other Towns and you seem further ahead in your process than others as well. The need for specific changes did not jump out at her.

We thanked Katie for her input from VLCT, she said they would be glad to talk to us again when we are further into the projects.

2. Additions/Deletions to Agenda

- a. Voting – a discussion was held on Rene’s email from this AM dealing with Voting and the attached Calendar. The voting suggestion was to assist us in developing a recommendation and pros/cons for the Selectmen. Though a majority of the Committee was present it was agreed to hold off until next week on this.
- b. A quick discussion was held on the calendar and it was agreed that would Brock set up a Teams mtg for 9:00am on Wednesday 31-Aug.

3. Approve Minutes – skipped due to time constraints

4. A discussion was held on CV Fiber. It was agreed to hold off until next weeks mtg.

5. A discussion was held on the Draft Project Submission Form. A correction was made from Town Hall to Town Office
6. A discussion was held on the Draft Survey Rene had circulated for Survey Monkey. We reviewed the document in terms of entry validation and the information notes on the Criteria section. Sean is going to try putting together the draft survey in Survey Monkey. We are shooting for a release to the Public on Friday 02-Sep.

***Action Items:***

- Rene to get in touch with Planning Committee on a Master Plan for Outdoor Activities
- Katie to send along an email with links for outdoor grants and info on Master Plans
- Katie to send an email to a State contact enquiring about any firefighter radio equipment FEMA grant monies
- Brock to set up Teams mtg for Wed 31-Aug @ 9:00am
- Rene to confirm Community Center for 31-Aug @ 9:00am and @ 7:00pm
- Sean to work on draft survey

It was confirmed that the next meeting is Wednesday 9 am

Meeting Adjourned 11.11am