

**WESTFORD ARPA COMMITTEE MEETING
TOWN LIBRARY & ZOOM
December 15, 2021
7:00 P.M.**

This meeting will also be held via Zoom. To join the Zoom Meeting:
<https://us02web.zoom.us/j/89946473385?pwd=NjFpbEsxM25GRtV4S1NwMDQ5UkFmUT09>

*Meeting ID: 899 4647 3385 - Passcode: 3cWtS6
OR dial +1 646 558 8656 – Meeting ID: 899 4647 3385 - Passcode: 736527*

AGENDA

- 7:00 Roll call
- 7:01 Changes to the agenda
- 7:05 Minutes
 - Review/Approve the 17 November Meeting Minutes
- 7:15 Administrative – Establish next meeting time and location
- 7:20 Practice/Review Phase 1-2 Submission Process and Rubric Development by George Lamphere and Bill Hill
- 8:30 Discuss Survey and Communications and Outreach by Bree Drapa
- 8:55 Public Comment
- 9:00 Adjourn at this time or at the conclusion of public comments

Please note that the times listed above are approximate.

The next regular ARPA Committee Meeting will be held on – TBD at this meeting.

Disclaimer: If a quorum of the Board is attending in-person, the meeting will continue notwithstanding a disruption or disconnection in electronic participation. Therefore, in-person attendance is recommended.

Per Vermont Department of Health & Vermont Occupational and Safety and Health Administration recommendations, fully vaccinated individuals do not need to wear a mask and unvaccinated individuals are required to wear a mask and physically distance. Please stay home if you are unwell.

Any individual who believes that they need a reasonable accommodation may submit a request to the Town Clerk. The Town will assess whether the request for reasonable accommodation is necessary to make the Town service, program, or activity available to an individual with a disability; whether there is an alternative accommodation which may provide an equivalent level of access and/or benefit; whether the requested reasonable accommodation would impose an undue financial or administrative burden; or whether the requested reasonable accommodation would require a fundamental alteration in the nature of the Town service, program or activity.