

**TOWN OF WESTFORD
ARPA COMMITTEE MEETING
Draft Minutes
May 18 2022**

Members Present: Dave Baczewski, Nanette Rogers, Bill Hill, George Lamphere, Bree Drapa, Greg Barrows, Martha Heath

Members Absent:

Also Present: Callie Hamdy (Minute Clerk), Maura O'Brien

The meeting was called to order at 7:00 p.m. and was held in person and via Zoom.

CHANGES TO THE AGENDA

There were no changes to the agenda.

MINUTES

George Lamphere made a motion to approve the April 20, 2022 Minutes as written. Nanette seconded. Motion passed 5-0, 1 abstained.

ADMIN

The next meeting will be June 14, 2022, 7:00pm in the School and via Zoom. It will also be their Public Outreach meeting. \$6805.05 has been spent out of the \$600,000.

DISCUSS AND FINALIZE APPLICATION AND RUBRIC

Bill Hill was present and since the last meeting he had taken the previous discussion about the Rubric and pared out a lot of the "can we?" language. There were minimal changes and the document is now more about the "should we?" aspect of the application. Bill reiterated that this part of the rubric was for committee use while George's part of the application was the public facing document.

The Committee discussed the medium of the application and though we needed both a paper version and a fillable .pdf version. Bill went over the list of priorities that had come up in the survey: Wastewater, Town Common, and Non-profits were the most discussed. Bill feels the rubric is ready to start using and the committee agreed.

George presented the Phase I & II applications. Bree feels it would be easy make Phase I into a Google Form and made some suggestions for clarification in the application. The Committee also discussed the role of the ARPA Committee Advocates with the Applicants.

DISCUSS AND ESTABLISH PUBLIC OUTREACH EVENT

Bree explained that we're looking to inform the community what ARPA is and what the changes recently were. It should be an introductory meeting for the community and an introduction of the process and forms, not the time for people to bring their personal projects forward. The committee needs to stress the work they have done, the transparency and checks and balances in place in keeping the process impartial. The Committee opted to meet on June 14th at 7:00pm. Dave wanted to target a deadline of submission for round one of 30th September. George

thought it would be better if they gave a Phase I application deadline sooner and then with final deadline for Phase II being on September 30th. The board agreed that on June 1st the application will go live, the informational meeting will occur on June 14th, the Phase I application will be due on July 30th and the Phase II application will be September 30th.

PUBLIC COMMENT

Maura O'Brien was present and asked if the Selectboard needed to approve Phase I. They did not; the Selectboard only needs to approve the final projects, Phase II.

The meeting adjourned at 8:35 p.m.