

**TOWN OF CONCORD  
SELECT BOARD MEETING  
June 27, 2022 | 6:00 PM  
TOWN HOUSE  
22 MONUMENT SQUARE**

**SECOND FLOOR MEETING ROOM AND VIA ZOOM**

<https://us02web.zoom.us/j/89464842453?pwd=Rls-lac-oP4eVGQjRFPI2vdBkEkQqA.1>

Meeting ID: 894 6484 2453

Passcode: 413770

**AGENDA**

#	Time*	Agenda Item
1.	6:00pm	Call to Order
2.	6:05pm	Site Visit at 22 Monument Square, Civil War Monument, with Members of the Civil War Monument Task Force
3.	6:30pm	Consent Agenda <ul style="list-style-type: none"> <li>• Town Accountant Warrant: June 23, 2022</li> <li>• Minutes: June 13,2022; Executive Session Minutes of June 6, 2022 (not to be released); Executive Session Minutes of June 13, 2022 (not to be released); Executive Session Minutes of June 16, 2022 (not to be released)</li> <li>• One Day Special Liquor License Applications <ul style="list-style-type: none"> <li>○ The Umbrella Arts Center/Sustainable Solutions Artist Reception, 40 Stow Street, on July 8, 2022, from 6:00pm—8:00pm, Wine &amp; Malt Beverages Only</li> </ul> </li> <li>• Letter of Support for Two Revolutions Pathway</li> </ul>
4.	6:35pm	Interim Town Manager’s Report
5.	6:40pm	Chair’s Report
6.	6:45pm	Vote on Town Manager Employment Agreement
7.	6:55pm	Vote on Appropriation of Excess & Deficiency Funds for the Minuteman Regional Vocational Technical School
8.	7:00pm	de Maximus Inc. 2229 Main Street Presentation and Discussion
9.	7:50pm	Vote on Language for the Ballot Question for a Debt Exclusion for the September 6, 2022 Special Election
10.	8:00pm	Checkpoint Discussion on the Volunteer Database/Minutes Plan
11.	8:20pm	Discussion of the ARPA Funding Plan
12.	8:40pm	Discussion of FY23 Town Manager Goals
13.	9:05pm	Committee Nominations: Joshua Lee, of 65 Everett Street, to the Diversity, Equity, & Inclusion Commission; Anita Tekle, of 260 Virginia Road, to the Concord Local Cultural Council; Pauline C. Reeve of 429 Williams Road to the Concord 2025 Executive Committee; Frederick Ryan of 211 Park Lane to the Concord 2025 Executive Committee
14.	9:10pm	Committee Appointments: Lois Suarez, of 34 Everett Street Apt. 10B, to the Pollinator Health Advisory Board for a term to expire April 30, 2025; Rebecca Lemaitre, of 3 Abbott Lane Unit 7, to the Concord Historical Commission for a term to expire April 30, 2025; Steven Ledoux, of 89 Heaths Bridge Road, as the Minuteman Regional High School Representative for a term ending

		June 30, 2025; Mary-Wren Vanderwilden, of 158 Simon Willard Road, to the Library Committee for a term to expire April 30, 2025
15.	9:15pm	Select Board Liaison Reports
16.	9:20pm	Correspondence
17.	9:25pm	Public Comment
18.	9:35pm	Adjourn

*\*Times are approximate and subject to change*

<b>Current Board and Committee Vacancies</b>
Board of Health
Comprehensive Sustainability and Energy Committee
Concord 2025 Executive Committee
Concord Housing Development Corporation (CHDC)
Concord Local Cultural Council
Conservation Restriction Stewardship Committee
Council on Aging
Cultural Council
Economic Vitality Committee
Historic Districts Commission
Library Board
Natural Resources Commission
PEG Access Advisory Committee
Personnel Board
Planning Board
Public Ceremonies and Celebrations Committee
Tax Fairness Committee
Transportation Advisory Committee
Trustees of Donations
West Concord Advisory Committee
West Concord Junction Cultural District
White Pond Advisory Committee (WPAC)
Zoning Board of Appeals

**Town of Concord  
Select Board  
Minutes  
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Pursuant to a notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting in the Second Floor Meeting Room and via Zoom on June 13, 2022 at 5:30pm.

Present were Matthew Johnson; Chair, Terri Ackerman; Clerk; Henry Dane, Linda Escobedo, and Mary Hartman. Also present was Kerry Lafleur, Interim Town Manager.

**Call to Order**

Chair Johnson called the meeting to order at 5:30 p.m.

**Executive Session**

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to enter Executive Session in accordance with M.G.L. 30A, Section 21(a)(2), to conduct strategy sessions in preparation for negotiations with nonunion personnel (Town Manager), to return to regular session

**Roll Call Vote:**

Mr. Dane: Aye  
Ms. Escobedo: Aye  
Ms. Hartman: Aye  
Mr. Johnson: Aye  
Ms. Ackerman: Aye

**Consent Agenda**

- Town Accountant Warrant: June 9, 2022
- Minutes: June 6, 2022; Executive Session Meeting Minutes of May 16, 2022 (not to be released)
- Gift Acceptance:
  - \$1,000 from National Grid to the Concord Fire Department
- One Day Special Liquor License Applications
  - Verrill Farm/Sake Tasting to Benefit Nanae, 11 Wheeler Road, on June 15, 2022 from 6:00pm-8:00pm, Wine & Malt Beverages Only
  - Verrill Farm/Rotary Installation Dinner, 11 Wheeler Road, on June 16, 2022 from 6:00pm-8:00pm, Wine & Malt Beverages Only
  - Verrill Farm/Strawberry Cocktail Party, 11 Wheeler Road, on June 23, 2022 from 6:00pm-8:00pm, Wine & Malt Beverages Only
  - Verrill Farm/Company Outing, 11 Wheeler Road, on June 18, 2022 from 11:00am-2:00pm, Wine & Malt Beverages Only
  - Saltbox Farm/Wedding, 40 Westford Road, on July 9, 2022 from 4:30pm-9:30pm, Wine & Malt Beverages Only
  - Saltbox Farm/Farm Dinner, 40 Westford Road, on July 15, 2022 from 5:30pm-8:30pm, Wine & Malt Beverages Only
  - Saltbox Farm/Wedding, 40 Westford Road, on July 22, 2022 from 12:30pm-4:00pm, Wine & Malt Beverages Only

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Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to approve the consent agenda.

**Select Board Liaison Reports**

Ms. Ackerman reported on the PEG Access Advisory Committee, 2229 Main Street Oversight Committee, Personnel Study Task Force Committee, Housing Production Plan Forum, CSEC Electric Vehicle Charging Event, and the Sanborn School Civics Day presented by the League of Women Voters.

Ms. Hartman reported on the CPW Commission, Recreation Commission, Natural Resources Commission, and the White Pond Advisory Committee.

Ms. Escobedo reported on the Concord Commission on Disability, Zoning Board of Appeals, Concord Municipal Affordable Housing Trust, and the Housing Production Plan Forum.

Mr. Dane reported on the 250<sup>th</sup> Committee and the Public Ceremonies Committee.

Chair Johnson reported on the Finance Committee, Middle School Building Committee, School Committee, and the Diversity, Equity, Inclusion Commission.

**Committee Nominations**

Lois Suarez to the Pollinator Health Advisory Board and Kate Yoder to the Economic Vitality Committee.

Ms. Hartman withdrew the nomination of Kate Yoder to the Economic Vitality Committee, citing Ms. Yoder's membership on the West Concord Junction Cultural District Committee

**Committee Appointments**

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to appoint: Holly Cratsley, of 10 Edmonds Road, to the Concord 2025 Executive Committee for a term to expire December 31, 2026; Patricia Hopkins, of 65 Dalton Street, to the Concord 2025 Executive Committee for a term to expire December 31, 2026; Reappoint John Soden to the Bruce Freeman Rail Trail Advisory Committee for a term to expire May 31, 2023; Reappoint Nick Pappas to the Natural Resources Committee for a term to expire April 30, 2025; Reappoint Michael Capizzi to the Historical Commission for a term to expire May 31, 2025; Reappoint Alan Bogosian to the Historical Commission for a term to expire May 31, 2025; Reappoint Melissa Saalfield to the Historical Commission for a term to expire May 31, 2025.

Chair Johnson asked Mr. Dane for clarification regarding which roles were still open on the Concord 2025 Executive Committee and suggested adding the open roles to the Town website. Mr. Dane reminded the Board that the charge allowed for members to be moved within categories and encouraged residents to serve on a subcommittee.

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**Interim Town Manager's Report**

Ms. Lafleur reviewed the Interim Town Manager's report that was included as part of the Select Board's meeting packet. Ms. Lafleur explained that the new Executive Assistant to the Town Manager would be starting in her new role on June 15, and that she would be taking over the population of the Town Manager's Report and it was Ms. Lafleur's hope that the report would be even more comprehensive in the future.

**Chair's Report**

Chair Johnson reminded the Board of their declaration of Race Amity Day at a previous meeting and stated that he had attended an event at the Alcott Elementary School where he read the proclamation. He also noted that the School District's Director of Diversity, Equity, and Inclusion, Andrew K. Nyamekye gave a presentation, and encouraged the Board to explore holding an official Town event in the future to celebrate the Juneteenth holiday.

Chair Johnson also reported that the Board had concluded their discussions regarding the contract for the Town Manager position and would be presenting the contract to the Interim Town Manager for her consideration.

**Review Fiber Broadband Task Force Final Report**

Mark Howell, of 668 Annursnac Hill Road and Chair of the Fiber Broadband Completion Task Force, reviewed the presentation included as part of the Select Board's Meeting Packet with the Board. Mr. Howell noted that a copy of the Final Report was posted on the Town's website.

Mr. Howell explained that the Task Force sought to:

1. Study the unserved parcels and premises within Concord
2. Consider the possible cost for meeting those unserved citizens
3. Consider alternatives and approaches to fund expansion

Mr. Howell informed the Board that Concord had significant gaps in the areas serviced by Fiber Broadband and noted that certain types of properties were consistently omitted. Mr. Howell also stated that the finances of the Fiber Broadband service would need to be reviewed and carefully considered as the Town looked to increase fiber broadband service.

Mr. Howell reviewed the summary of recommendations included in the report with the Board and further explained how the Task Force conducted the research that informed their report.

The Board and Mr. Howell further discussed several items including the cost of the program, a loan highlighted in the report, how the service may be improved in the future, and some of the competitive advantages/disadvantages of the program.

Chair Johnson noted that the report was already having an impact, as Chief Information Officer (CIO) Jason Bulger had already begun to implement some of the recommendations included in the report.

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Nick Pappas, of 1743 Monument Street, stated that while Comcast had some advantages over the fiber broadband service offered by the Town, it was also very expensive when compared to the Town service.

Louise Berliner, of 179 Independence Road, stated her support of the Town's Fiber Broadband service. She added that the Town could see future revenues by expanding the service to surrounding towns.

Jason Bulger, the Town's CIO, thanked the Task Force for their work, and stated that his department was looking forward to implementing the recommendations made in the report.

Mr. Howell thanked the members of the Task Force, Mr. Bulger, the Concord Municipal Light Plant, and the Town Manager's Office for their support.

**Trolley/Shuttle Pilot Program Discussion & Vote**

Erin Stevens, Public Information and Communications Manager, Marcia Rasmussen, Director of Planning and Land Management, Elizabeth Hughes, Town Planner, and Beth Williams, Economic Vitality & Tourism Manager, reviewed the presentation included as part of the Select Board meeting packet with the Board. Ms. Stevens explained that following the Select Board meeting on May 23, 2022, the group tried to address some of the concerns raised by the Board. Ms. Stevens explained that a stop in West Concord had been added to the route and noted the support of several organizations including Town departments, Committee's, and local business groups.

The Board discussed the data to be collected, the potential for applying for a Federal Lands Access Program (FLAP) grant, and how the Pilot could affect future trolley or shuttle service. The Board and Town staff also discussed how a fee would be collected and the possibility of forgoing a fee for the Pilot program. The Board also discussed the use of ARPA funds, marketing, and the contract for the Pilot.

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to Move to reserve \$100,000 of the approximately \$5.654 Million to be granted to the Town of Concord under the ARPA State and Local Fiscal Recovery Funds for the purposes of the proposed Trolley/Shuttle Pilot program as detailed in the memo included in the board packet.

**Discuss & Vote to Renew the Cultural District Designation for Concord Center**

Ms. Rasmussen explained that she was seeking a letter from the Board which would state the Town's intention to renew the Cultural District Designation for Concord Center. The Board asked if there were any disadvantages to seeking the designation. Ms. Rasmussen explained that the Concord Center Cultural District Committee had not met in nearly two years, since the outset of the COVID-19 pandemic. Chair Johnson stated his belief that there was more art and culture in the Center than ever. Ms. Rasmussen stated that the initial proposal was brought forward by the Chamber of Commerce, and that the group stated that they may seek to expand the district in the future. The Board noted that the recently approved trolley Pilot and the upcoming 250<sup>th</sup>

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celebrations provided support for the renewal of the designation.

Upon a motion duly made and seconded, it was UNANIMOUSLY **VOTED:** to authorize the Chair to submit a letter on behalf of the Board to the Mass Cultural Council to seek the renewal of the Cultural District Designation for Concord Center.

**Fleet Electrification Update with Amanda Kohn, Sustainability Director**

Amanda Kohn, the Town's Sustainability Director, reviewed the presentation included as part of the Select Board meeting packet. She noted that the Town had recently completed the Fleet Electrification Roadmap and Charging Infrastructure Needs Assessment and noted that both reports were available on the Town's website. Ms. Kohn stated that both reports were driven by the Town's commitment to meet its carbon emissions reduction goals.

Ms. Kohn reviewed the Town's Sustainable Fleet Policy (APP #65), which was adopted by the Select Board in 2020. Ms. Kohn also reviewed the Town's current fleet, and reviewed vehicles which may be replaced with electric vehicles in the future. Ms. Kohn stated some vehicles could not be replaced as there was not an electric vehicle available with the features required of the fleet.

Ms. Kohn explained that the Town's fleet was currently made up of 227 vehicles and noted that 76 of those vehicles should be replaced with electric vehicles at the end of their useful lives. Ms. Kohn also reviewed the infrastructure and charging station needs that the Charging Infrastructure Needs Assessment highlighted. The Board and Ms. Kohn discussed grant opportunities to further the Town's fleet electrification and infrastructure needs.

Chair Johnson asked if the fleet electrification and infrastructure needs would be included as part of the Capital Plan in the future, which Ms. Lafleur confirmed.

Chair Johnson also asked if the school busses were precluded from the study because the School District was overseeing their own electrification efforts. Ms. Kohn confirmed that the schools were leading their own electrification efforts, but that there was a working group between the School District and the Town to offer the School District support.

Ms. Escobedo asked how different departments were affected by the need to replace internal combustion vehicles with electric vehicles as it related to their charging infrastructure needs. Ms. Escobedo also asked if there was a price premium ceiling when it came time to replace an internal combustion vehicle with an electric vehicle. Ms. Kohn stated that there was not a price premium ceiling but noted that the costs were often comparable. Ms. Kohn added that different departments worked with the Sustainability division to ensure that they have suitable charging infrastructure when new electric vehicles are purchased.

Ms. Hartman asked where the Town charged the current electric vehicles, and Ms. Kohn stated that the vehicles were charged at the Police/Fire Station.

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5G Policy Discussion**

Jason Bulger, the Town's Chief Information Officer, reviewed the comments the Town had received following the posting of the 5G Policy on the Town's website. Mr. Bulger explained that some of the comments submitted required decisions to be made and asked if the Board could provide some guidance. Mr. Bulger added that in March of 2022 the Board directed Mr. Bulger to draft a Small Cell Policy based on similar policies that existed in other communities to protect the Town regarding potential installations. Mr. Bulger stated that he had presented his draft to the Board in April of 2022 and the Board asked the public to submit comments regarding the policy for consideration. Mr. Bulger further noted that it was submitted to the Senior Management Team for their comments and reported that they added no additional comments.

Mr. Bulger and the Board reviewed the comments submitted by residents and Chair Johnson thanked residents for their detailed recommendations. Mr. Bulger reviewed the next steps regarding the policy and the Board asked that Mr. Bulger bring a final draft back to the Board for a vote at a future meeting.

**Correspondence**

Chair Johnson reviewed the correspondence in the meeting packet, and noted it related to the 5G policy which had been previously discussed.

**Public Comment**

Karlen Reed, of 83 Whits End, asked for more detail on the Landmark Recovery Unit on Main Street, which was referenced in the Interim Town Manager's Report. She also asked if the Police Department had any concerns about the project. Ms. Lafleur stated that Town staff had been extensively involved in the project since it began in 2019. Ms. Lafleur explained that the facility was a private rehabilitation facility specializing in the treatment of substance abuse. She stated the use was allowed under zoning, and that the Police and Fire Departments had commented on the project throughout the review process.

Tanya Gailus, of 62 Prescott Road, noted that Mr. Bulger had omitted a comment submitted by Gail Hire regarding tree removal when discussing the 5G Policy. Mr. Bulger stated that he would incorporate tree removal and tree trimming in the final draft of the Small Cell Policy.

Pamela Dritt, of 13 Concord Greene Unit 4, commented on the expenses related to the fleet electrification and stated her belief that society, as a whole, would realize savings related to health care costs by pursuing an electric fleet. She also stated that the American Lung Association recommended elimination of diesel school busses. She asked the Town and Board to consider the economic costs as well as the benefits to public health when considering fleet electrification.

**Public Hearing: Grant of Location Petition by National Grid to relay  
approximately 470 feet of 2- inch Coated Steel (1930) gas main with  
470 feet of 2-inch Plastic in Davis Court from Bedford Street to end at  
#47 Davis Court**

Chair Johnson stated that the Board would need to open each public hearing and continue them to

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July 11, 2022, at the request of National Grid.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to open the public hearing for a Grant of Location Petition by National Grid to relay approximately 470 feet of 2- inch Coated Steel (1930) gas main with 470 feet of 2- inch Plastic in Davis Court from Bedford Street to end at #47 Davis Court

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to continue the public hearing to July 11, 2022, at 6:40pm.

**Public Hearing: Grant of Location Petition by National Grid to relay approximately 250 feet of 4- inch Plastic main in Lowell Road with approximately 250-feet of 8-inch Plastic main from the existing 8-inch plastic main to house #925 Lowell Road.**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to open the public hearing for a Grant of Location Petition by National Grid to relay approximately 250 feet of 4- inch Plastic main in Lowell Road with approximately 250-feet of 8-inch Plastic main from the existing 8-inch plastic main to house #925 Lowell Road.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to continue the public hearing to July 11, 2022, at 6:50pm.

**Public Hearing: Grant of Location Petition by National Grid to extend its existing 2-inch plastic main in Simon Willard Road approximately 480 feet to serve an existing residence located at #398 Simon Willard Road.**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to open the public hearing for a Grant of Location Petition by National Grid to extend its existing 2-inch plastic main in Simon Willard Road approximately 480 feet to serve an existing residence located at #398 Simon Willard Road.

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to continue the public hearing to July 11, 2022, at 7:00pm.

**Public Hearing: Grant of Location Petition by National Grid to relay approximately 805 feet of 2- inch, coated steel (1930) and approximately 150 feet of 2-inch, plastic (2013) with approximately 955 feet of 2-inch, plastic in Crescent Rd from #42 Crescent Rd to the end of main at #138 Crescent Rd; and to relay approximately 735 feet of 2- inch, coated steel (1930) with approximately 735 feet of 2-inch, plastic in Hosmer Rd from Nashoba Rd to Crescent Rd; and to relay approximately 710 feet of 2-inch, coated steel (1930) with**

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**approximately 710 feet of 2-inch, plastic in Garland Rd from Crescent Rd to Nashoba Rd; and to relay approximately 465 feet of 2-inch, coated steel (1957) with approximately 465 feet of 2-inch, plastic in Wilson Rd from Nashoba Rd to end of main at #59 Wilson Rd; and to relay of approximately 860 feet of 2- inch, coated steel (1957) with approximately 860 feet of 2- inch, plastic in Nashoba Rd from Hosmer Rd to end of main at #321 Nashoba Rd; and to relay of approximately 480 feet of 2- inch, coated steel (1930) with approximately 480 feet of 2- inch, plastic in Nashoba Rd from Garland Rd to the existing 2- inch, coated steel at #144 Nashoba Rd**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to open the public hearing for a Grant of Location Petition by National Grid to relay approximately 805 feet of 2- inch, coated steel (1930) and approximately 150 feet of 2-inch, plastic (2013) with approximately 955 feet of 2-inch, plastic in Crescent Rd from #42 Crescent Rd to the end of main at #138 Crescent Rd; and to relay approximately 735 feet of 2-inch, coated steel (1930) with approximately 735 feet of 2-inch, plastic in Hosmer Rd from Nashoba Rd to Crescent Rd; and to relay approximately 710 feet of 2-inch, coated steel (1930) with approximately 710 feet of 2-inch, plastic in Garland Rd from Crescent Rd to Nashoba Rd; and to relay approximately 465 feet of 2-inch, coated steel (1957) with approximately 465 feet of 2-inch, plastic in Wilson Rd from Nashoba Rd to end of main at #59 Wilson Rd; and to relay of approximately 860 feet of 2- inch, coated steel (1957) with approximately 860 feet of 2- inch, plastic in Nashoba Rd from Hosmer Rd to end of main at #321 Nashoba Rd; and to relay of approximately 480 feet of 2- inch, coated steel (1930) with approximately 480 feet of 2- inch, plastic in Nashoba Rd from Garland Rd to the existing 2- inch, coated steel at #144 Nashoba Rd

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to continue the public hearing to July 11, 2022, at 7:10pm.

**Adjourn**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to adjourn.

**Meeting Materials:** <https://www.concordma.gov/DocumentCenter/View/36945/Select-Board-Meeting-Packet-June-13-2022>

**Minuteman Media Network Coverage:**

<https://www.youtube.com/watch?v=uGioKqQdZ5c&list=PL1TTzrWEKOOkHKXNLQprEz0f0ofHYKj8-&index=1>



**TOWN OF CONCORD**  
**Office of the Select Board**  
Town House  
P.O. Box 535  
Concord, Massachusetts 01742

TEL: 978-318-3001  
FAX: 978-318-3002

Margaret Carroll-Bergman  
Executive Director  
Thoreau Farm Trust, Inc.  
341 Virginia Road

June 21, 2022

Re: Select Board Letter of Support for the Two Revolutions Footpath

Dear Ms. Carroll-Bergman,

The Select Board of the Town of Concord reiterates its general support for the construction of the *Two Revolutions Footpath*, a new trail to be constructed between the Minute Man National Historic Park and the Thoreau Farm. Since we last wrote to you in June 2021, the trail's proponents have made significant progress in realizing the vision for this 0.8 mile connection between these two important Concord historic sites across a beautiful natural landscape.

The Two Revolutions Footpath aligns with the *Envision Concord* Long Range Plan goals of increasing physical and social connectivity, fostering better collaboration among cultural organizations and historical groups, and enhancing the connections and access to bike paths and walking trails between open spaces and the village centers.

Since it was first proposed over 10 years ago, members of the Thoreau Farm Trust have worked with Mass Audubon, the Town, and the National Historic Park to refine the trail's concept, determine its route, and estimate its cost. The Phase 2 Report (prepared by Bill Biezentanner, consultant to Mass Audubon in March 2021) captures the details of these efforts.

Volunteers from the Town's Trails Committee have cleared the initial stretch of the trail from Virginia Road, but many steps remain to achieve the trail's completion. The plan calls for a 270-foot long raised boardwalk across the Elm Brook wetlands. Significant public and private funding will be required to pay for its construction, and both the Natural Resources Commission and the MA WPA Corps of Engineers would need to approve the design. The MMNHP will also need to prioritize this project among many planned over the next few years. As a next step, the Town, the Thoreau Farm Trust, and the MMNHP should establish a General Agreement regarding the trail later this year, followed by a Philanthropic Support Agreement in 2023.

The Concord Select Board applauds the efforts of everyone who's brought the trail proposal this far, and we encourage the key stakeholders to collaborate in its realization. We look forward to walking this path between the two most prominent eras in Concord's history.

Sincerely,

Matthew Johnson, Chair  
Concord Select Board

Cc: Natural Resources Commission  
Kerry Lafleur, Interim Town Manager

## 2022-2023 Select Board Goals (with Proposed Timeframes)

### Vision & Values Statement (proposed)

To provide an exceptional place to live, work and visit, the Town of Concord strives to

- Deliver outstanding municipal services
- Protect and enhance its unique historic, cultural, and natural resources
- Support balanced and resilient economic vitality
- Minimize environmental impacts
- Govern collaboratively and transparently
- Promote the strength of diversity
- Offer opportunities for engagement and respect

### Process

The Concord Select Board annually affirms its values and guiding principles to align its goals and objectives for improving government as it interacts with the Town Manager, committees, task forces, citizens, and other units of government. In so doing, the Board aims to lead and establish strategic priorities, to provide support and guidance and encouragement where appropriate and to be collaborative, open, and inclusive at all times.

### Goals and Objectives

Specifically, the Board supports short- and long-term goals and objectives in the following categories:

- A. *Effective Governance, Board Organization, and Communication*** – *Improve responsiveness, accountability, and transparency. Maintain a high level of town services for Concord citizens. Promote dignity and respect for all individuals, and utilize best practices for the health and safety of all.*
1. **Q1 [Priority]** Identify and hire a permanent Town Manager, determine the form of the evaluation, and conduct that evaluation at the end the first year term.
  2. **Q1 [Priority]** Identify departmental goals and review progress with the Town Manager at the beginning and end of the fiscal year.
  3. **Q1 [Priority]** Evaluate recommendations of the Personnel Bylaw Study Task Force and propose the future charge of Personnel Board.
  4. **Q1** Implement the new town volunteer database and volunteer card recruitment process.
  5. **Q1** Work with the Town Manager and office staff to improve the process of preparation for Select Board meetings and timely publication of minutes.
  6. **Q2** Advise the Town Manager on opportunities to improve the Town website organization and access to the information it contains.
  7. **Q3** Provide input to the Town Manager’s evaluation of Town Counsel and Labor Counsel performance and approve future appointments.
  8. **Q3** Work to improve citizen communications by reviewing/implementing the citizen correspondence policy drafted in 2020.
  9. **Q4** review effectiveness of town volunteer database by the end of the 2022-2023 Select Board term.
  10. **Ongoing** Ensure that all volunteers are acknowledged for their willingness to serve.
  11. **Ongoing** Support and participate in the public review of all new Public Private Partnership Agreements.
  12. **Ongoing** Keep town boards and committees apprised of hybrid meeting best practices while supporting a continued virtual (Zoom) meeting option if authorized.

**B. Financial Stability** – *Promote fiscal responsibility, financial sustainability, town-school collaboration and integration.*

1. **Q1** Review the Town Manager’s annual plan for and use of ARPA and Federal infrastructure bill funds.
2. **Q2** Continue the capital planning process begun in 2021 by conducting a review of the capital and facilities needs of the Town and the Schools, to include timetables, cost estimates, environmental impact, debt forecasting and citizen tax burden.
3. **Q2** Review the long-term capital requirements and business plan for the Beede Center.
4. **Q3** Review the Town Manager’s strategies for risk and legal budget management.
5. **Ongoing** Review quarterly progress reports from the Middle School Building Committee.

**C. Diversity, Equity, Inclusion, and Belonging** – *Support economic, social, racial, and cultural diversity and inclusion. Generate more affordable housing and reduce barriers faced by lower income residents. Balance divergent individual, neighborhood, and town-wide interests.*

1. **Q1** Provide input to the housing production plan update to maximize the equity and diversity impacts of future affordable housing initiatives. Review and adopt the completed plan.
2. **Q2 [Priority]** Work with the DEI Commission to research and implement diversity, equity, and inclusion best practices in town governance. Listen to diverse voices in the community and assess which additional DEI actions the Select Board should take.
3. **Q2** Conduct the biannual Town-wide survey with a special focus on diversity, equity, and inclusion topics.
4. **Q3** Submit a 2023 ATM warrant appropriation article for affordable housing if the related special legislation or equivalent state-wide funding program has not been approved.
5. **Q3** Conduct diversity, equity, and inclusion training sessions for the Select Board.
6. **Q4 [Priority]** Evaluate whether to implement the residential exemption to reduce the real estate tax burden of less affluent homeowners.

**D. Historic and Cultural Heritage, Recreation, Agriculture and Natural Resources** – *Maintain Concord’s unique character.*

1. **Q2 [Priority]** Review 250<sup>th</sup> Anniversary Executive Committee’s proposed theme, scope, budget, and organizational structure of events celebrating the 250<sup>th</sup> anniversary of the American Revolution. Set interim goals and milestones, and receive their initial report and subsequent quarterly reports. Assist in recruiting and operationalizing 250<sup>th</sup> anniversary subcommittees.
2. **Q2** Implement recommendations to improve coexistence of pedestrian and cyclist users in Junction Park.
3. **Q3 [Priority]** Determine next steps relative to Estabrook Trail access based on the land court’s anticipated ruling.
4. **Q4** Review and adopt the Recreation and Open Space Strategic Plan.
5. **Ongoing** Monitor progress of both the recreational use and long-term protection of White Pond, the Gerow land, Warner Pond, and their ecosystems.

**E. Sustainable Infrastructure** – *Develop and maintain sufficient and reliable utilities, transportation, and communication infrastructure, while managing energy resources to reduce carbon emissions, and regenerate our natural environment to meet the Town’s climate objectives.*

1. **Q1** Review and **Q2** decide which of the recommendations of the Fiber Broadband Completion Committee report to adopt.
2. **Q2 [Priority]** Review the town’s wireless communications policies and provide a definitive plan for addressing the priority safety and access concerns of town center cellphone coverage.
3. **Q3 [Priority]** Sponsor a town-wide transportation study that supports economic, social equity and

recreational needs in line with Complete Streets principles.

4. **Q3** Review the Concord Municipal Light Plant's development plan for municipal solar generation.

**F. *Economic Vitality*** – *Protect the vitality of the town and businesses and reduce obstacles to their success.*

1. **Q1 [Priority]** Encourage the establishment and success of local businesses by taking concrete actions: deciding whether to hire an Economic Development Director, reorganizing departments to reduce bottlenecks, and/or streamlining regulatory requirements.
2. **Q2** Propose next steps for the 2229 Main Street site based upon the recommendations in the NMI-Starmet Reuse Planning Committee report and advice of Town Counsel.
3. **Q2** Evaluate the costs, revenues, and efficacy of using parking meters in business districts.

**G. *Regional and State Interests*** – *Advance Concord's interests in the region and the commonwealth*

1. **Q1** File home rule petition for ATM'22 Article 23 (ranked choice voting) and special legislation for ATM'22 Article 37 (local bag charge).
2. **Q2** Update regional dispatch center agreement.
3. **Q3** Annually invite state legislators to meet with the Select Board.
4. **Q4** Receive an annual update on Minuteman Regional Technical High School with a focus on OPEB liabilities and Concord's expected long-term enrollment, projected per-pupil and total long-term costs.
5. **Ongoing** Receive Town Manager's periodic report on actual additional revenues or resource benefits of the regional dispatch center, as well as direct Concord expenses.
6. **Ongoing** Continue to work with our State legislative representatives on:
  - a. Special legislation refiled 2021 for ATM'19 Articles 25 and 26 related to affordable housing
  - b. Home rule petition filed 2021 for ATM'20 Article 15: Senior Means-Tested Property Tax Exemption
  - c. Special legislation filed for ATM 21 Article 31 Fossil Fuel Infrastructure
7. **Ongoing** Meet with Concord's representative to statewide 250th Commission quarterly.

# EMPLOYMENT AGREEMENT

between

**Town of Concord, Massachusetts**

and

**Kerry A. Lafleur, Town Manager**

This Agreement (the “Agreement”) is made and entered into this 27<sup>th</sup> day of June, 2022, by and between the Town of Concord, Massachusetts, a municipal corporation (the “Town”), acting by and through its Select Board (the “Board”), and Kerry A. Lafleur, 31 Baniulis Road, Billerica, Massachusetts (“Ms. Lafleur”).

## 1. APPOINTMENT

In accordance with Chapter 280 of the Acts of 1952 of the Commonwealth of Massachusetts, as amended (the “Charter”), the Board hereby appoints Kerry A. Lafleur as Town Manager of the Town of Concord. Pursuant to Chapter 41, Section 108N of the General Laws, the Board hereby enters into this contract with Ms. Lafleur for her services as Town Manager.

## 2. DUTIES

A. Ms. Lafleur shall, as Town Manager of the Town of Concord, perform such functions and duties as are set forth in the Charter, the Massachusetts General Laws, and any other laws applicable to the position of Town Manager, and shall perform such other legally permissible and proper duties and functions as the Board shall from time-to-time assign.

B. As Town Manager, Ms. Lafleur shall supervise, direct and be responsible for the efficient administration of all functions under her authority as assigned by the Board and as provided by the Charter. Ms. Lafleur agrees to perform faithfully and dutifully the duties of the position of Town Manager.

C. Ms. Lafleur agrees to devote full time and attention to the business of the Town and will not engage in any other business during office hours, except with the prior approval of the Chair of the Board. It is recognized that the Town Manager must devote a great deal of time outside normal office hours to the business of the Town, and to that end Ms. Lafleur will be allowed to take, during normal office hours, reasonable time off for prolonged work hours as she shall deem appropriate.

D. Ms. Lafleur agrees to remain in the exclusive employ of the Town and not become employed by another employer while this Agreement is in effect, but may, with prior approval of the Board Chair, undertake activities designed to advance her professional reputation, even though she may be compensated therefor.

E. If Ms. Lafleur continues to serve as Town Manager after the expiration of this Agreement, and the parties have not agreed to a successor agreement, Ms. Lafleur shall continue to receive the salary she was most recently being paid under this Agreement with the same benefits she was receiving under this Agreement until such time as her salary and benefits shall be otherwise provided for by the Town or her employment is terminated. This sub-section shall survive the expiration of this Agreement.

**3. TERM OF AGREEMENT**

A. This Agreement shall be for a three (3) year period and shall take effect July 1, 2022, and remain in effect until June 30, 2025, subject to Section 3.

B. This Agreement may be renewed on the same terms and conditions as herein provided, or upon any amendment which the parties may mutually agree, for additional terms of three (3) years or less, unless the Board gives written notice to Ms. Lafleur of its intention not to renew this Agreement prior to 5:00 p.m. on December 31, 2024 (six months prior to the termination date provided herein). Ms. Lafleur shall notify the Town in writing of her intention to accept or reject such renewal within two (2) weeks of receipt of notice of same.

C. If the Board elects not to renew this Agreement, the Board agrees to provide Ms. Lafleur six (6) months' prior written notice of such non-renewal. In the event the Board fails to give six (6) months' notice of non-renewal prior to the expiration of this Agreement, the term of the Agreement shall be extended to permit the Board to provide Ms. Lafleur with six (6) months' notice of non-renewal. It is understood, however, that Ms. Lafleur shall remain subject to removal in accordance with Section 4 during any extension of this Agreement.

D. Nothing contained in this Agreement shall prevent, limit, or otherwise interfere with the right of Ms. Lafleur to resign at any time as Town Manager, subject only to the provisions set forth in Section 4D of this Agreement.

E. Nothing contained in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to remove Ms. Lafleur from the office of Town Manager at any time, subject only to the provisions set forth in Sections 4A and 4B of this Agreement.

**4. REMOVAL OF TOWN MANAGER AND SEVERANCE PAY**

A. The Board may remove Ms. Lafleur at any time and for any reason not contrary to law, in accordance with the vote required by Section 7 of the Town Charter and subject to Section 4C of this Agreement.

B. In addition to the provisions of Section 7 which provides a process the Board shall follow if it wishes to remove Ms. Lafleur, the Board may terminate this Agreement and remove Ms. Lafleur from serving as Town Manager for "just cause," so long as the Charter is followed. Just cause shall mean a failure to meet agreed-upon objectives in a satisfactory manner or time, after reasonable written notice and an opportunity to correct such failure; malfeasance, misfeasance, nonfeasance, or any cause that renders Ms. Lafleur's continued

appointment as Town Manager detrimental to the discipline or efficiency of her office, and without limiting the generality of the foregoing shall include:

- (i) Failure to perform adequately the duties and responsibilities attendant to her position as Town Manager;
- (ii) Failure to comply with and/or disregard express instructions of the Board, to the extent such instructions were not inconsistent with the Charter or other applicable law; and
- (iii) Failure to conduct herself in a professional manner as expressed in the Code of Ethics of the International City Management Association.
- (iv) The inability to perform the essential functions of the position of Town Manager on a full-time basis with or without reasonable accommodation.

C. In the event the Select Board votes to remove Ms. Lafleur from the Office of Town Manager pursuant to Section 4A, the Board agrees to pay Ms. Lafleur a lump sum cash severance payment equal to six (6) months' salary (less any applicable payroll deductions), and Ms. Lafleur will have been deemed to waive the preliminary written resolution and public hearing outlined in Section 7 of the Charter. Ms. Lafleur shall also execute a full release of claims in a form acceptable to the Board. The Board shall have no obligation to pay the severance sum provided in this Section if Ms. Lafleur is removed for just cause pursuant to Section 4B of this Agreement.

D. Ms. Lafleur may resign her position as Town Manager at any time prior to the expiration of this Agreement; provided, however, that she gives the Board ninety (90) days prior written notice, unless the parties agree otherwise. During the 90-day period, after notice, the Town Manager shall continue to perform the duties of Town Manager unless the Select Board directs otherwise. Such resignation shall not preclude the Board from providing the severance sum enumerated in Section 4C, or such other severance amount the Board may determine (less any applicable payroll deductions).

**5. DISABILITY**

If Ms. Lafleur is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity, or other failure of health, she shall be required to use all accrued paid leave prior to any unpaid leave. After four (4) weeks of successive or intermittent unpaid leave, consistent with applicable law, the Board shall have the right, then or at any time thereafter, to terminate this Agreement and Ms. Lafleur's employment based on her inability to perform the essential functions of the position of Town Manager in accordance with Section 4B (iv).

**6. COMPENSATION**

A. Beginning upon her appointment, the Town shall pay Ms. Lafleur, for her services rendered pursuant hereto, a weekly base salary of \$4,326.92 (\$225,000 divided by 52

weeks), paid on a biweekly basis. Ms. Lafleur's base salary shall not be subject to a salary range.

B. Ms. Lafleur shall be eligible to receive a cost of living adjustment (COLA) to her annual base salary in the second and third year of this Agreement in an amount not to exceed the annual cost of living adjustment (COLA) provided to other non-union employees. Such salary adjustments shall take effect on July 1 of each fiscal year.

C. Ms. Lafleur shall be eligible to receive a merit bonus in consideration of the prior year's performance evaluation, in accordance with the provisions of Section 11. For satisfactory performance, she will earn a bonus of 3.5% of base salary. She has the opportunity to earn an additional bonus of up to 1.5% of base salary if her performance is deemed to be above satisfactory. Said merit bonus shall not be added to the following year's base salary.

D. Ms. Lafleur shall not be entitled to overtime or compensatory time. The position of Town Manager is an exempt position under the Fair Labor Standards Act.

E. Ms. Lafleur's salary shall not be reduced except by written mutual agreement between the parties.

F. On or before September 1 of each year of the Agreement, the Town shall make a payment of \$5,000 to Ms. Lafleur's account in one of the deferred compensation plans offered by the Town and selected by Ms. Lafleur (the "Deferred Compensation Account"), provided Ms. Lafleur was actively employed as of the July 1 immediately preceding the payment date. Ms. Lafleur shall notify the Town's Chief Finance Officer in writing of the Deferred Compensation Account in which the payment is to be made. For the purposes of this Section, a Deferred Compensation Account shall be deemed to include a 457 and Retirement Health Savings Account under United States Treasury Regulation 301.7701-1(a)(3).

## **7. PAID LEAVE AND OTHER BENEFITS**

A. Ms. Lafleur shall accrue twenty-five (25) days of paid vacation leave during each year of service, accrued and payable under the same terms and conditions as other senior management employees of the Town. If Ms. Lafleur's accrued vacation balance reaches thirty (30) days, she shall not accrue additional vacation leave unless approved by the Board Chair. Where policies applicable to other senior management employees of the Town only allow accrual and use of vacation leave at the discretion of the Town Manager, such benefits shall be subject to approval of the Board Chair. When the use of more than ten (10) consecutive workdays of vacation is planned, Ms. Lafleur shall consult with the Board Chair.

B. Ms. Lafleur shall be entitled to such sick, personal, holiday, bereavement and other leave benefits available to, and under the same terms and conditions as, the Town's other senior management staff; provided, however, that where policies applicable to other senior management employees of the Town only extend benefits at the discretion of the Town Manager, such benefits shall be subject to the approval of the Board Chair.

C. Ms. Lafleur shall be eligible to participate in the Town's group health, dental, life and long-term disability insurance and other benefit programs under the same terms and conditions as other senior management employees of the Town.

D. The Town agrees not to reduce any benefit for Ms. Lafleur during the term of this agreement unless such reduction is applied to all other senior management staff of the Town.

**8. ALLOWANCES**

A. Because the use of her personal automobile will be required for the performance of her duties, the Town agrees to provide Ms. Lafleur a vehicle allowance of \$231.00 per biweekly pay period (\$6,000 annually).

B. Because the use of personal mobile devices, computers, data plans, and other technology will be required for the performance of her duties, the Town agrees to provide Ms. Lafleur a technology allowance of \$46.15 per biweekly pay period (\$1,200 annually).

**9. REIMBURSEMENTS**

A. The Town shall reimburse Ms. Lafleur for all reasonable business expenses incurred in connection with the performance of her official duties provided reasonable and customary supporting documentation is supplied in accordance with the standard procedures of the Town.

B. The Town agrees to reimburse Ms. Lafleur \$5,000 towards the cost of purchasing an electric or plug-in electric vehicle. Once purchased, Ms. Lafleur agrees to regularly use an electric or plug-in electric vehicle for commuting and travel required in the performance of her duties. Ms. Lafleur shall be granted access to plug-in her vehicle at Town-owned charging facilities, during regular business hours, as needed, at no cost to her. The parties agree this provision may be accomplished by reimbursing Ms. Lafleur for the cost of charging her vehicle. Ms. Lafleur shall be responsible for all other costs associated with ownership, maintenance, and use of her vehicle.

**10. PROFESSIONAL DEVELOPMENT, DUES, AND SUBSCRIPTIONS**

The Town agrees to pay up to \$3,500 each year of the Agreement for professional dues and subscriptions as well as travel and subsistence expenses of Ms. Lafleur for professional and official travel to meetings and events, adequate to maintain Ms. Lafleur's professional development and to pursue necessary official and other functions of the Town, including but not limited to the Annual Conference of the International City Management Association, and such other national, regional, state and local government organizations and committees of which Ms. Lafleur is a member. Costs exceeding \$3,500 may be approved by the Board upon Ms. Lafleur's request.

**11. ANNUAL PERFORMANCE REVIEW**

A. Unless otherwise agreed to in writing by the parties, the Board shall review and evaluate the performance of Ms. Lafleur at least once annually. Such review and evaluation shall be in accordance with specific criteria developed jointly by the Board and Ms. Lafleur. Such criteria may be expanded or reduced as the Board may from time to time determine, after discussion with Ms. Lafleur. The Board shall provide Ms. Lafleur with a written summary statement of the findings of the Board regarding the review/ evaluation criteria and an adequate opportunity to discuss the evaluation with the Board. In the event the Board fails to complete an annual evaluation of Ms. Lafleur's performance before June 30<sup>th</sup> each year, her performance will be deemed satisfactory, and she shall be entitled to the merit bonus the Board awards to her under Section 6C.

B. Annually, no later than July 15<sup>th</sup>, after the Annual Town Meeting, the Board and Ms. Lafleur shall define in writing such goals and performance objectives as they determined desirable for the proper operation of the Town.

**12. INDEMNIFICATION**

The Town shall indemnify, defend, and save harmless Ms. Lafleur for acts performed by her in good faith and within the scope of her employment with the Town, including reimbursement for any reasonable attorneys' fees and costs incurred by her in connection with such claims or suits involving Ms. Lafleur in her professional capacity as Town Manager for the Town, in accordance with and to the extent permitted by G. L. c. 258. Said indemnification shall include alleged civil rights violations. The indemnification shall continue to apply to Ms. Lafleur after she leaves employment of the Town. The Town shall not defend, save harmless or indemnify Ms. Lafleur for any criminal act or for any intentional violation of civil rights of any person or for any claims arising under this Agreement. This paragraph shall survive the termination of this Agreement or the repeal of G. L. c. 258, §13.

**13. SURETY BONDS**

A. The Board agrees to bear the full cost of any surety or other bonds required of Ms. Lafleur by reason of her appointment as Town Manager under State law, Town Charter or bylaw.

**14. GENERAL PROVISIONS**

A. No modification of this Agreement shall be valid unless it shall have been made in writing and executed by both parties. No other agreement, either oral or written, will be considered to exist or to bind the parties on matters covered by this Agreement.

B. This Agreement shall be construed and governed by the Laws of the Commonwealth of Massachusetts and by the Town Charter.

C. If any clause or provision of this Agreement is determined to be illegal or void, the remainder of the Agreement shall not be affected thereby.

D. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Ms. Lafleur.

E. Ms. Lafleur understands and agrees that all compensation and benefits provided under this Agreement are subject to appropriation from year to year by the Town, and Ms. Lafleur shall have no rights hereunder in the absence of such appropriation.

F. Notices pursuant to this Agreement shall be given in writing by first class mail, postage prepaid, to:

Town: Chair of the Select Board  
Town of Concord  
22 Monument Square  
Concord, MA 01742

Ms. Lafleur: to Ms. Lafleur's last known residential address on file with the Town's Human Resources Department

IN WITNESS WHEREOF, the Chair of the Board, on behalf of the Town, and Ms. Lafleur have signed and executed this Agreement, in two counterparts, one of which shall be retained by Ms. Lafleur, and one of which shall be retained by the Town Clerk.

EMPLOYEE

FOR THE TOWN

\_\_\_\_\_  
Kerry A. Lafleur, Town Manager

\_\_\_\_\_  
Matthew Johnson, Chair, Select Board



June 22, 2022

Select Board  
Town of Concord  
22 Monument Square, P.O. Box 535  
Concord, MA 01742

Re: Appropriation of Excess and Deficiency Funds

The Minuteman Regional Vocational Technical School District FY2021 Excess and Deficiency was certified in the amount of \$1,478,730.00 by the MA Department of Revenue on June 3, 2022. This certification remains valid through June 30, 2022. A decision to appropriate these funds for use may only be done so during the period in which it is certified.

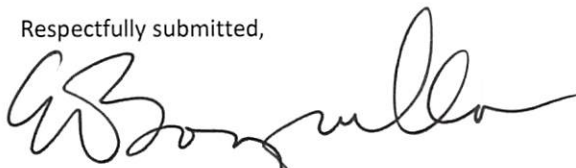
On June 22, 2022, the Minuteman Regional Vocational Technical School Committee voted unanimously to appropriate \$500,000.00 from certified excess and deficiency to be transferred to the Capital Stabilization Fund. This transfer will support Minuteman's expansion capacity plans, while keeping our promise to member towns to do so without any additional borrowings.

This action will result in an amendment (increase) to the FY2022 Minuteman Regional Vocational Technical School District's approved budget. Under CMR 41.05 (5), the Treasurer must submit the proposed amendment to the members of the regional district within seven (7) days of the School Committee vote for the local appropriating authority approval. **The Town of Concord is requested to respond with a statement of endorsement by the Select Board as soon as possible, but no later than the end of the business day on June 29, 2022.** An example is included of a statement that would suffice.

The Minuteman Regional Vocational Technical School Committee will not act on this appropriation unless it is positively endorsed by two-thirds of the member towns. This action will not change the assessment already established with the Town of Concord.

If you have any questions, please contact Nikki Andrade, Business Manager at [nandrade@minuteman.org](mailto:nandrade@minuteman.org) or 781-274-1033.

Respectfully submitted,



Edward A. Bouquillon, Ph.D.  
Superintendent-Director



Laurie Elliott  
Treasurer

cc: Minuteman Regional Vocational Technical School Committee  
Nikki Andrade, Business Manager  
Kerry Lafleur, Interim Town Manager



**TOWN OF CONCORD**  
**Office of the Select Board**  
Town House  
P.O. Box 535  
Concord, Massachusetts 01742

TEL: 978-318-3001  
FAX: 978-318-3002

June 27, 2022

To: Minuteman Regional Vocational Technical School Committee

From: Town of Concord Select Board

Re: Appropriation of Excess and Deficiency Funds

The Town of Concord Select Board positively endorses the Minuteman Regional Vocational Technical School Committee to appropriate \$500,000.00 from certified excess and deficiency to be transferred to the Capital Stabilization Fund. This transfer will support Minuteman's expansion capacity plans.

This action will result in an amendment (increase) to the FY2022 Minuteman Regional Vocational Technical School District's approved budget but will not change the assessment already established with the Town of Concord. The Minuteman Regional Vocational Technical School Committee will not act on this appropriation unless it is positively endorsed by two-thirds of the member towns.

Sincerely,

Town of Concord Select Board

cc: Minuteman Regional Vocational Technical School Committee  
Edward A Bouquillon, Superintendent  
Laurie Elliot, Treasurer  
Nikki Andrade, Business Manager

## CONCORD-CARLISLE REGIONAL HIGH SCHOOL CAPITAL PROJECTS

**ARTICLE 22.** To determine whether the Town will vote to approve \$853,665, or any other sum, of debt authorized by the Concord-Carlisle Regional School Committee for repair and repaving of the access road, including sidewalk repairs, drainage, and lighting, as determined by the School Committee; provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Mass. Gen. Laws c. 59, § 21C(k) to exempt the Town's allocable share of the amounts required for the payment of interest and principal on said borrowing, or take any other action relative thereto.


*This article provides Concord's share of the cost for paving the campus entrance road and improving external lighting on Concord-Carlisle Regional School District land. These costs will be assessed annually over a period of years consistent with the term of bonds to be issued by the District with debt service expected to commence in FY23.*

Question 1: Shall the Town of Concord be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay the Town's allocable share of the bond issued by the Concord-Carlisle Regional School District for improvements including the design and reconstruction of the High School access road?

Yes \_\_\_\_\_ No \_\_\_\_\_



## MEMORANDUM

**To:** Select Board   
**From:** Kerry A. Lafleur, Interim Town Manager  
**Date:** June 23, 2022  
**Subject:** FY22 & 23 ARPA Spending Priorities

The Town has been granted a total of \$5,654,719 in funding under the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Fund. To date, fifty- (50%) percent, or \$2,827,360 has been received. A final payment in the amount of \$2,827,259 is expected to be received as soon as July 2022.

The Select Board hosted a public forum in September 2021 to review ARPA spending guidelines. Under the Interim Final Rule, spending is allowed in the following categories:

- **Public Health:** Covid-19 mitigation efforts, medical expenses, behavioral health & certain public health & safety staff
- **Economic Impacts of the public health emergency:** efforts to mitigate economic harm to limited-income workers, households, small businesses, affected industries & public sector
- **Lost revenue:** to fund government services to the extent of revenue reductions
- **Premium pay for essential workers:** additional support for those who have faced the greatest health risks because of their service to the public
- **Water, sewer & broadband infrastructure:** investments to improve access

A second Select Board public forum was held in January 2022, at which time the ARPA program eligibility requirements were reviewed and public input was received on suggested

expenditures, resulting in the following initiatives being brought forward (in no particular order):

1. Affordable Housing
  - a. Assabet Bluff development (which funding has since been approved to be shared between the Town and a private consortium)
  - b. Concord Municipal Affordable Housing Trust
  - c. Other affordable housing projects, unspecified
2. Economic Development
  - a. Director of Business Development position
3. Human Services
  - a. Programs to address brain health and substance abuse
  - b. Restore service cuts
  - c. Additional services for senior citizens
  - d. Additional services for disabled persons
  - e. Additional services to address student behavioral health issues
  - f. Funding for cultural arts
4. Infrastructure
  - a. Assabet River Bridge
  - b. Parking lot improvements
  - c. Beede Roof
  - d. Pedestrian and bike improvements
  - e. Middle School
5. Lost Revenue
  - a. Parking Meter receipts
  - b. Stabilization Fund (this funding is explicitly prohibited by Treasury Dept. regulations)
6. Pandemic Premium/ Hazard Pay & Regular Wage Growth
  - a. To compensate municipal employees for essential work during the pandemic
  - b. Salary catch-up for non-union positions
  - c. Salary catch-up for certain positions
7. Transportation Initiatives
  - a. Bus service: Cross-Town Connect; micro-transit; first mile/ last mile
  - b. Transportation Planner, FT
  - c. Complete Streets design
8. Utility Expansion
  - o Broadband: expand service; provide access to low-income households
  - o Improve cell service
  - o Expand wastewater treatment capacity

In April 2022, the U. S. Department of Treasury issued a ruling that all Non-Entitlement Units (NEU's) (communities with a population of less than 50,000) could consider up to \$10,000,000 in ARPA grant funds as lost revenue and further, encouraged all NEU's to do so.

Subsequent to the second forum, the Select Board discussed prioritizing initiatives and determined that the best course of action was to consider spending these funds in the context of the annual budget and capital planning processes, allowing the opportunity for broad public participation. The Select Board's approach mirrors the implicit guidance provided by the Treasury Department on ARPA spending: solicit and incorporate public feedback on ARPA expenditures. As the program guidelines require that 100% of funds be committed by December 31, 2024 (FY25) and expended by December 31, 2026 (FY27), the Board generally agreed to consider the years FY22 – 26 as the spending horizon, since the first ARPA commitment was made in FY22. Further the Board agreed that due to the timing of the budget and capital planning process, that it would consider FY22 and FY23 proposals itself. Finally, the Board tentatively determined that up to 1/5<sup>th</sup> of the total grant would be considered each year. Based upon the April 2022 Final ARPA Rule and subsequent guidance from the Treasury Department, staff recommended that 100% of ARPA grant funds be considered "lost revenue."

#### **FY22 and FY23 Spending Priorities**

FY22 and 23 spending priorities are detailed in the attached chart. As of this date, a total of \$500,000 has been committed in FY22 and I intend to present a proposal for \$300,000 of ARPA funding to be combined with \$150,000 of FY22 General Fund remaining appropriation to address the Premium/ Hazard Pay Provisions allowed for under ARPA. This is being brought forward due to the generally positive response it received by the Board and public in attendance at the January forum. If approved, the total FY22 commitments would be \$800,000.

As of this date, a total of \$500,000 has been committed in FY23 for Affordable Housing. You have asked that I identify other spending priorities for FY23, which are shown below, totaling \$400,000. The recommendations are based upon the feedback received at the forums, in other meetings, and in speaking to various community groups and individuals. These are recommended spending levels, but specific proposals have yet to be developed. Specific proposals will be brought forward as they are formulated.

Assuming everything in the table below is approved, that leaves a balance of \$3,954,719, or about \$1.32M available each for FY24, 25, 26, which again would be considered as a part of the annual capital planning and budget process.

FY	Amount	Description	Committed
22	\$ 400,000.00	Lost Revenue/ Parking Meter Receipts: meters shut off during significant portion of pandemic resulting in loss of revenue; contractual and other fixed costs must be paid. 2021 Annual Town Meeting voted to approve.	yes
22	\$ 100,000.00	Trolley Demonstration Project: seasonal transportation generally targeted at tourists following a fixed route, 7-days per week. Collecting ridership data to support FLAP grant to create permanent service in time for 2025.	yes
<b>\$ 500,000.00</b>		<b>FY22 Committed Total</b>	
22	\$ 300,000.00	Premium/ Hazard Pay, as allowed under ARPA, combined with up to \$150,000 of local funds (FY22) for a total program expenditure of up to \$450,000.	no
<b>\$ 800,000.00</b>		<b>FY22 Committed &amp; Proposed Total</b>	
23	\$ 500,000.00	Affordable Housing: annual request from CMAHT; appropriated from Free Cash to be backfilled with ARPA	yes
<b>\$ 500,000.00</b>		<b>FY23 Committed Total</b>	
23	\$ 200,000.00	Transportation Initiatives: transportation study; improvements; grant matching funds; transportation planner (PT to FT). Will seek input from TAC before a formal proposal is brought forward. Fund now to leverage grant funds currently available.	no
23	\$ 125,000.00	Economic Development Initiatives: consultant or staff position. Will seek input from EVC, CBP, Chamber of Commerce before a formal proposal is brought forward. Fund now to leverage grant funds currently available.	no
23	\$ 30,000.00	Affordable Housing: In Spring 2023, based upon 2020 Census, Town is projected to be 8 - 20 units of affordable housing short of 10%, leaving it open to 40B development applications. Town needs to develop an inventory of all potential units to be added to SHI and develop a strategic plan to identify up to 20 units. This scope of work does not fall under current contract with RHSO. Will seek input from CMAHT, CHDC, RHSO & staff before a formal proposal is brought forward.	no
23	\$ 25,000.00	Cell Service: (up to) in the event that service study needs to be updated; fund any due diligence expenses related to specific sites.	
23	\$ 20,000.00	Cultural Arts: Town spends less in this area than neighbors and other peers; art relieves stress, fosters community; multi-generational linkages. Will seek input from various groups before bringing a proposal forward.	
<b>\$ 900,000.00</b>		<b>FY23 Committed &amp; Proposed Total</b>	



Town of Concord

## **DRAFT Concept: ARPA Premium/Hazard Pay Policy**

*(Last Revised on June 24, 2022)*

### **Purpose**

To provide a one-time lump sum payment to Town employees who assumed additional risk to personal health and safety to ensure the continuity of municipal operations while providing essential services as defined in the Interim Final Rule of the American Rescue Plan Act (“ARPA”).

### **Overview**

Federal ARPA Recovery Funds are available to help ensure that municipal employees performing essential work can receive premium pay for services performed during the COVID-19 pandemic. The Interim Final Rule defines essential work, as “work involving regular in-person interactions or regular physical handling of items that were also handled by others.”

The policy will outline the eligibility rules and payment amounts to be paid to eligible employees. The amount paid will vary depending on the employment status of any employee who worked for the Town of Concord during the COVID-19 public health emergency for the time period of March 15, 2020 to June 30, 2021. Payments will be made as soon as practicable following the adoption of this policy.

### **Funding Sources**

Up to a maximum of \$450,000 will be allocated to fund this program as follows:

- Up to \$300,000 in ARPA grant funds (representing approximately 5% of total award); and
- Up to \$150,000 in remaining FY22 General Fund and/ FY22 Enterprise Fund budgets.

### **Eligibility**

To be eligible for premium/hazard pay, an employee must meet the following criteria outlined in Sections A and B:

#### **A. Performed “essential work” involving:**

- Regular, in-person interactions with the public; or
- Regular physical handling of items that were handled by the public

**B. Employment Requirements:**

- active employee of the Town of Concord as of June 30, 2022;
- worked at least 120 hours between March 15, 2020 and June 30, 2021;
- did not receive unemployment benefits between March 15, 2020 and June 30, 2021; and
- are classified as “non-exempt” employees under the Fair Labor Standards Act (“FLSA”).

**C. Other Considerations:**

- Exempt Employees:** FLSA Exempt, or salaried employees, are generally excluded from eligibility, but may be considered for premium/hazard pay if a compelling case can be made, in writing, for the performance of substantial essential work. Eligibility is determined based on FY21 earnings:
  - Employees earning a base wage of less than \$88,100 (100% of Massachusetts annual average) are prioritized
  - Employees having total earnings up to \$132,150 (150% of average) may be considered as funding allows
  - Employees with total earnings in excess of \$132,150 are generally excluded
- Regular Status Part-Time Employees:** Regular status, part-time employees may be eligible to participate, but one-time payments to such employees will be prorated based on the average hours worked per week from March 15, 2020 to June 30, 2021.
- Limited Status Employees:** Limited Status, Part-Time, Temporary, Seasonal and Casual employees on the payroll for the Town of Concord must have worked a minimum of 120 hours from March 15, 2020 to June 30, 2021 to be eligible for premium/hazard pay.

## Exclusions

**Former Employees:** Eligibility for premium/hazard pay is limited to active employees of the Town of Concord who worked a minimum of 120 hours between the dates of March 15, 2020 and June 30, 2021, and who remain in the employ of the Town on June 30, 2022. Former employees (regardless of the dates of their public service during the COVID-19 public health emergency) are not eligible for retroactive premium/hazard pay.

**Other Compensation:** Any employee who has received other COVID-19 Pandemic related compensation (such as “Additional Duties Pay”) for performing duties in response to, or in relation to the public health emergency, is **not** eligible for this premium/hazard pay.

**Remote Work:** Any employee who worked remotely from their private residence, or other remote location, for more than 75% of their regular schedule is **not** eligible for premium/hazard pay.

## Procedures

Employee eligibility will be reviewed and verified to ensure that employment dates, minimum public service requirements, and annual compensation limits for the employee are fully compliant with ARPA regulations and this policy.

## Premium/Hazard Pay Amount

Each eligible employee who meets the policy and program standards, as well as the ARPA requirements, will be paid a one-time, lump sum, premium/hazard payment based on general occupational risk factors outlined among the following categories for the amounts listed below:

### Premium/Hazard Pay Categories & Amount of Payment

#### **Category One (1) – \$2,000**

\*Full-Time, Regular Status, Non-Exempt Uniformed First Responders

#### **Category Two (2) – \$750**

\*Full-Time, Regular Status, Non-Exempt employees who performed in-person, public service and essential work on a regular basis

#### **Category Three (3) – \$500\*\***

\*\*Full-Time, Regular Status, Non-Exempt employees who performed in-person, public service and essential work on a regular basis  
*(service performed in a lower-risk setting or office environment with minimal public interaction)*

#### **Category Four (4) – \$250\*\***

\*\*Full-Time, Limited Status, Non-Exempt employees who performed in-person, public service and essential work on a regular basis  
*(seasonal employees with regular public interaction)*

#### **Category Five (5) – \$100\*\***

Non-Exempt, Limited Status employees who performed in-person, public services and essential work on a regular basis  
*(Generally includes Limited Status employees with regular or intermittent public interaction)*

*\*Full-Time represents Regular Status eligible employees who work forty (40) hours per work week.*

*\*\*A pro rata payment will be paid for eligible Part-Time employees who performed in-person essential work and meet ARPA eligibility and income requirements.*

## **Tax Considerations**

In accordance with federal Internal Revenue Service regulations, premium/hazard pay is taxable income to the employee and must be added to the employee's compensation in the year in which it is awarded. Therefore, any one-time payment of premium/hazard pay under this program will be reported as taxable income for the 2022 calendar year.

**TOWN OF CONCORD  
TOWN MANAGER'S OFFICE**

**MEMORANDUM**

**DATE:** June 23, 2022

**TO:** Kerry A. Lafleur, Interim Town Manager

**FROM:** Christopher Carmody, Administrative Projects Manager

**SUBJECT:** ARPA Update #3 - Expenditures

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This memo represents a third update on ARPA funding.<sup>1</sup>

*Preliminary Discussion on Funding*

The Town Manager and Chief Financial Officer presented a slide deck to the Select Board on September 7, 2021 regarding a preliminary ARPA funding plan. A recording of that meeting can be found here: <https://youtu.be/19fEM0cO1r0?t=8133>, along with the meeting packet here, <https://concordma.gov/DocumentCenter/View/32156/September-7-SB-Packet>. The Select Board and Town Manager discussed possible items to fund with ARPA money.

*Discussion on Eligible Expenses*

A second update by the Town Manager's Office was provided to the Select Board on January 31, 2022 regarding eligibility requirements and a general overview. A recording of that meeting can be found here: <https://youtu.be/TeervOSLxLk?t=2198>, along with the meeting packet here, <https://concordma.gov/DocumentCenter/View/34529/January-31-2022-final-packet-v2>. This update revolved around the Treasury rules on eligible ARPA expenditures (and prohibited expenses).

*Actual Expenditures*

The US Treasury Department lists Concord as a "Tier 5" reporting entity; fewer than 250,000 residents and less than \$10 million in fiscal recovery funds. Tier 5 reporting is the least proscriptive reporting tier, presumably because of the relative size of the funding and the number of residents. The US Treasury website is not yet capable of reporting out how "non-entitlement units" (less than 50,000 residents) are using their ARPA dollars.

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<sup>1</sup> By way of background, the Town has been granted \$5,654,719 in federal funds through the ARPA Fiscal Recovery Fund. The Town has already received the first of two equal tranches. The Town expects to receive the second tranche any week now. The Town has filed its first ARPA report and will file its next annual report by its due date of April 30, 2023. The second annual report will detail all ARPA expenditures during the period May 1, 2022 through April 30, 2023.

We have started to see data aggregation conducted by various websites including the Brookings Institute’s “Local Government ARPA Investment Tracker.”<sup>2</sup> The Brookings Institute reports that 329 local governments have provided ARPA data, representing 4,569 projects and over \$25 billion in ARPA funds. From that national grouping, 47% of funds have been spent on “government operations,” 15% have been spent on “public health,” 15% have been spent on “infrastructure,” 11% have been spent on “economic vitality and workforce development,” and almost 12% have been spent on housing.

ARPA Fiscal Recovery Funds were determined, in Massachusetts, based upon population estimates. The standard calculation was \$299 per capita. Concord’s estimated 18,918 residents resulted in a \$5.6 million ARPA grant.

In terms of municipal comparisons, the size of the population (number of residents served by the local government) and the size of the municipal budget (in terms of depth and scale of government services) provide a reasonable basis of comparison between Massachusetts towns. Accordingly, the following towns serve as reasonable comparisons to Concord:

City/Town Name	Population (2019)	Municipal Operating Budget	Allocation Amount
Acton	23,662	\$105,797,363	\$ 7,072,733
Bedford	14,123	\$101,070,456	\$ 4,221,461
Concord	18,918	\$118,129,644	\$ 5,654,720
Hudson	19,864	\$90,763,754	\$ 5,937,485
Maynard	11,336	\$48,248,630	\$ 3,388,408
Sudbury	19,655	\$108,817,836	\$ 5,875,013
Wayland	13,835	\$88,510,878	\$ 4,135,376
Westborough	19,144	\$116,398,393	\$ 5,722,273
Westford	24,817	\$115,764,983	\$ 7,417,971
Arlington	45,531	\$180,791,784	\$ 35,247,893
Carlisle	5,252	\$31,452,779	\$ 1,569,858
Lincoln	7,052	\$42,713,094	\$ 2,107,891
Stow	7,234	\$32,173,288	\$ 2,162,292

All area towns worked extensively on ARPA funding project ideas during the period after the Interim Final rule was issued (in May 2021) and before the Final Rule was issued (in April 2022). All towns facilitated various means of community engagement. (Wayland and Maynard do not have much listed on their website about ARPA.) Sudbury went so far as to allow residents to submit an ARPA request and that “wish list” represents over \$100 million in project ideas.

After a review of area town’s consensus development trends, the progression of ARPA project funding ideas is the same: solicit community feedback, deliberate publicly on the need for each project, ensure town operational needs are being met. Concord’s ARPA funding should follow this same three-legged approach: (1) ensure operational needs are

<sup>2</sup> <https://www.brookings.edu/interactives/arpa-investment-tracker/>.

being met, (2) engage the community (or have committees do that on behalf of the Town) on project funding ideas, (3) research the feasibility of certain project ideas.

The Select Board has agreed in principle to two ARPA project ideas during the current fiscal year (which expires on June 30): (i) \$400,000 reserved to fund the parking meter revenue fund, which fund was decimated during the pandemic because of the parking meter shutoff, and (ii) the \$100,000 funding of a pilot local transportation "trolley" to facilitate economic development in town. The third idea presented to the Select Board for ARPA fund expenditures in the current fiscal year was hazard pay, or what the Treasury Department calls "premium pay." Premium pay is pay above one's salary to compensate certain staff for working with the public during the pandemic whereby they assumed additional risk of COVID transmission. In other municipal environments this is called hazard pay.

A survey of area towns shows that the current trend in ARPA funding is following the national trends: government operations, public health, infrastructure, economic vitality and workforce development, and housing. Only one town has provided hazard pay to date: Arlington has provided over \$1.5 million in hazard pay to over 312 employees.

At the time the Select Board heard a request for premium pay, presented by the Concord police union #260, the Select Board was receptive to this request. The Town is currently evaluating the feasibility of providing this "hazard pay" to town staff who provided selfless in-person service during the pandemic.

#	Category	Investment	Request	Approved Allocation		Approved for Reserve
				FY22	FY23	
P1, P46	Revenue Replacement	Replace revenue to deliver services in FY22 and FY23 (P1, P46)	\$600,000	\$400,000		reserve
P2	Revenue Replacement	Funding to support rehabilitation of the historic Asa Parlin House and surrounding grounds for reuse as community/ cultural center for programming and meeting space (P2)	\$1,000,000	\$400,000		
P5	Revenue Replacement	Funding to serve as match for grant applications to complete NARA accessibility improvements such as replacing the damaged boardwalk at NARA park with an ADA compliant and new ADA compliant walkways (P5)	\$400,000			reserve
P7	Revenue Replacement	Sustainability initiatives including an electric vehicle pilot program for public transportation vans and public safety vehicles, constructing solar arrays, and energy efficiency improvements to public facilities to advance efforts towards achieving net zero carbon emissions (P7)	\$200,000	\$100,000		
P9	Infrastructure	Construct a sewer main extension to the Acton Housing Authority site at 364 Main Street and provide opportunities to connect nearby commercial properties (P9)	\$1,500,000			reserve
P10	Infrastructure	Stormwater Management and Climate Change Readiness Measures (P10)	\$500,000	\$500,000		
P11	Infrastructure	Conduct a feasibility study and initial design for improving waste water infrastructure to support existing businesses and create new economic development opportunities in the Great Road commercial district (P11)	\$400,000	\$100,000		\$300,000
P44	Infrastructure	Support the design costs and partial construction costs for Acton Water District PFAS mitigation measures for the North Acton Water Treatment Plant (P44)	\$2,000,000	\$450,000		\$550,000
P14	Address Negative Economic Impacts	A new online permitting system to streamline the building, health, conservation and planning permits to improve services and transparency (P14)	\$150,000	\$150,000		
P15	Address Negative Economic Impacts	Gardner Field Improvements and related streetscape improvements in West Acton (P15)	\$400,000	\$400,000		
P16	Address Negative Economic Impacts	Design a community recreation amenity as part of a cohesive design for the Main Street property that will also have AHA Senior Housing and a Dog Park(P16)	\$45,000	\$45,000		
P17	Address Negative Economic Impacts	Forgivable loan programs to make it easier and more cost effective for residents and businesses to implement energy efficiency upgrades and reduce carbon emissions	\$100,000		\$30,000	reserve
P45	Address Negative Economic Impacts	Improvements to the Nagog Treatment Waste Water Treatment System (P45)	\$300,000		\$150,000	reserve
P20	Address Negative Economic Impacts	Update the existing Complete Street Plan to improve infrastructure for pedestrians, bicyclists, and motorists	\$35,000			reserve
P22	Support Public Health Response	Projects that will address air quality in public facilities by improve HVAC systems (P22)	\$500,000		\$500,000	
P25	Support Public Health Response	Covid Mitigation Measures for items not covered by FEMA or other programs (P25)	\$200,000	\$50,000		reserve
P30	Support Public Health Response	Create an outdoor meeting space next to Town Hall to facilitate outdoor customer service interactions and staff meetings (P30)	\$40,000			reserve
ABRSD	Equity Focused Services	Acton Boxborough Regional School District Requests	\$2,600,000	\$1,000,000	\$500,000	\$500,000
P32	Equity Focused Services	Rehabilitate and make energy efficiency improvements to affordable housing units (P32)	\$200,000	\$40,000	\$60,000	reserve
P35	Equity Focused Services	Emergency rental assistance program (P35)	\$300,000	\$50,000	\$100,000	reserve
P38	Equity Focused Services	Childcare subsidy programs (P38)	\$80,000		\$40,000	reserve
P41	Equity Focused Services	Pilot program to provide a universal access program that ensures equal access to public recreational facilities by providing specialized equipment, programs and techniques (P41)	\$25,000		\$25,000	
P43	Administration	Financial consulting and audit services to ensure compliance (P43)	\$25,000	\$20,000		
P99	Revenue Replacement	Transportation Programs	\$450,000			reserve
						Subtotal Reserve Items Above \$1,350,000
				<b>Total Allocated FY22</b>	<b>Total Allocated FY23</b>	<b>Total Funding Available for Reserved Items</b>
				<b>\$3,705,000</b>	<b>\$1,405,000</b>	<b>\$1,962,733</b>

**To:** Stephen Carluccio, Chair, Finance Committee  
**Cc:** Finance Committee and Select Board  
**From:** Sarah A. Stanton, Town Manager  
**Date:** June 3, 2021  
**Subject:** Federal COVID-19 Relief (ARPA, CARES Act, FEMA)

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**Summary**

Per your request, below please find information below regarding federal COVID-19 relief funds available to the Town of Bedford, including the recently passed American Rescue Plan Act (ARPA).

I am currently working with Town Department Heads, along with colleagues in the Bedford Public Schools, to reconcile Federal Emergency Management Agency (FEMA) and Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and reimbursements covering the past year plus. Completing this work will be a top priority of the incoming Finance Director when he begins his tenure on June 7. To date, all allocated CARES Act grant funding has been expended, which has supported COVID-19 reopening and recovery costs.

FEMA reimbursement eligibility was recently expanded to include 100% reimbursement for personal protective equipment (PPE), disinfecting services and supplies, community-wide COVID-19 testing, food insecurity initiatives, and emergency medical response (all of which were previously only funded at a 75% reimbursement). FEMA also expanded eligibility to include 75% reimbursement for specific school reopening costs (previously deemed by FEMA to be ineligible for funding). I can speak more about FEMA and CARES Act funding on Thursday if there are additional questions from Finance Committee members.

The Town of Bedford is anticipated to receive approximately \$4,000,000 in federal ARPA grant dollars. The money will be allocated by the federal government in three buckets: a \$1.6 million direct grant to Bedford by the end of FY21, a second \$1.6 million direct grant to Bedford by the end of FY22, and an additional \$800,000 in Middlesex County Federal ARPA Assessment dollars, anticipated to be received in mid FY22.

The ARPA grant is accepted on behalf of the Town by the Select Board and Town Manager, per the Massachusetts Department of Revenue. Once accepted, eligible ARPA expenses are managed by the Town Manager, in collaboration with the department heads, and the superintendent of schools.

ARPA grant funds do not require approval, appropriation, or authorization for spending by the Select Board, School Committee, Finance Committee, or Town Meeting. Like CARES Act funding, ARPA grant funds will be audited and reported to the Department of Revenue. The Select Board will receive updates on ARPA expenditures, and other COVID-19 reopening matters over the next few months.

The use of ARPA grant funds have specific expense parameters, per the Department of Revenue, which are summarized below. All ARPA grant funds must be spent by Dec. 31, 2024.

## American Rescue Plan Act

### What can ARPA grant funds be used for?

- **Response to the public health emergency.** COVID-19 reopening and recovery costs. The money can also be used for food insecurity initiatives, disproportionately impacted communities, and “Main Streets” revitalization.
- **Revenue replacement.** Intended for communities that suffered sizeable revenue loss because of the COVID-19 pandemic, thus creating significant budgetary challenges/layoffs. Bedford does not intend to use ARPA funds for revenue replacement.
- **Investments in water, sewer, and municipal broadband infrastructure.** Bedford does not have a Municipal Light Plant, or municipally owned broadband, and thus will use ARPA funds towards water/sewer infrastructure needs, as identified in the six-year capital improvement plan.

### Examples of what ARPA grant funds cannot be used for:

- Reducing taxes. Grant funds cannot be used to directly or indirectly, offset or delay a tax or tax increase.
- Replenishing and/or funding reserve accounts (e.g., stabilization, OPEB, debt).
- Funding Town/School non-COVID-19 related operating budget expenses.
- Funding debt payments/reducing debt costs.
- Non-water/sewer/broadband infrastructure projects (e.g., vehicles, buildings, field improvements).

## Anticipated Town of Bedford ARPA Grant Funded Expenses

### School reopening/recovery \*:

- Technology
- Continued Staffing Needs/Support
- COVID-19 Pool Testing
- PPE and Air filters

### Town reopening/recovery costs:

- Hybrid/remote board/committee meeting technology
- Community vaccination clinics (residents under 12 years of age/potential booster vaccines)
- PPE and Air filters

### Water/sewer infrastructure investments on Middlesex Turnpike:

- Upgrades to water and sewer infrastructure

*\*Factors not yet known as it relates to school reopening, include but are not limited to, guidance from the Department of Secondary and Elementary Education re: social distancing measures, as well as vaccination eligibility for students under 12 years of age.*

**OFFICE OF THE  
EXECUTIVE ASSISTANT**



**Town of Hudson  
78 Main Street  
Hudson, MA 01749  
Tel: 978-562-9963  
Fax: 978-568-9641**

[tgregory@townofhudson.org](mailto:tgregory@townofhudson.org)

To: Select Board  
From: Thomas Gregory  
Date: April 8, 2022  
Re: American Rescue Plan Act (ARPA) – Funding Recommendations  
CC: Department Heads  
Finance Committee

The American Rescue Plan Act (ARPA), signed into law on March 11, 2021, provides Massachusetts with approximately \$8.7B in Coronavirus State and Local Recovery Funds, and of that approximately \$5.3B to the state government and approximately \$3.4B directly to municipalities. The Town of Hudson's total allocation is \$5,937,485. Funds will be dispersed in two installments. The first installment was received in May 2021, and the second installment is expected in May 2022. Funds must be obligated by December 31, 2024 and spent by December 31, 2026. Periodic reporting to the U.S. Treasury is a program requirement and, a consultant, Capital Strategic Solutions has been hired to assist the Town in these reporting requirements. Administrative expenses, which include expenses related to reporting requirements, are an allowed use of ARPA funds.

Local governments have broad flexibility in deciding how best to use this funding to meet the needs of their communities. The Treasury has identified broad investment categories that funds can be used for, including supporting public health expenditures, addressing the negative economic impacts caused by the public health emergency, providing premium pay for essential workers, providing revenue loss due to the pandemic, and supporting investments in water, sewer and broadband infrastructure.

The Treasury's Final Rule, issued in January 2022 with an effective date of April 1, 2022, created a major change around the revenue loss category by creating an option for a "standard allowance" of up to \$10M. For small communities, like Hudson, this means that the Town's entire ARPA allocation may be used for "general government services."<sup>1</sup> This change provided municipalities with the flexibility to use ARPA funds for the broadest range of government services. Examples provided in the Final Rule include the construction of schools, road construction and improvements, infrastructure maintenance, public safety support including the acquisition of vehicles, and general government administration.

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<sup>1</sup> Towns may not, however, use ARPA funds to make deposits into a pension fund, pay debt service costs, replenish reserves, or pay settlements or judgments.

Throughout the summer and fall of 2021, I initiated strategic discussions with department heads to identify opportunities to begin to program an initial segment of the Town’s ARPA allocation. Over several meetings in the fall, the Board reviewed and approved the Phase 1 projects shown in the chart below:

ARPA – Phase 1	\$639,230	Public Health Services / COVID Response
	\$1,400,000	Culvert Replacement - Main and Houghton Streets
	\$1,000,000	Wastewater Treatment Plant Phase 2 Upgrades
	\$55,000	Stormwater Improvements - Green and Florence Streets
	\$25,000	Mental Health Programming / Council on Aging
	\$750,000	Fire Pumper
	\$61,100	Fire Command Vehicle
	\$3,930,330	Total – Phase 1

The Town of Hudson conducted public listening sessions regarding ARPA funding on the following dates: December 6, 2021, December 15, 2021, and March 14, 2022. Residents expressed a variety of comments related to public health and safety, green energy initiatives, improving efficiency and transparency for municipal operations, and providing resources to those most impacted by the pandemic. Additionally, during this time other municipal departments, including the school department, submitted proposals requesting the use of ARPA funds.

Throughout March and the beginning of April, a comprehensive review of potential Phase 2 ARPA projects was conducted to identify projects to bring forward for the Board’s review and approval. Assisting me in this effort was Amanda Dumas, Assistant Planner, and Kristina Johnson, Director of Planning and Community Development. The chart below shows the proposed Phase 2 projects:

ARPA – Phase 2	\$645,000	HVAC Upgrades - Mulready and Forest Ave
	\$278,975	e-Permitting Software Acquisition / Implementation
	\$308,158	Library Improvements
	\$150,000	Culvert Replacement - Chestnut and Main Streets
	\$325,000	Parks and Playground Improvements
	\$15,190	AEDs and First Responder Kits for Police
	\$284,832	unencumbered / administrative costs (consultant)
	\$2,007,155	Total – Phase 2

Detail on the proposed Phase 2 projects is provided below:

1. Proposed capital upgrades at Mulready School and Forest Avenue School include replacing decades-old univent ventilation systems to ensure clean air movement throughout the building for children and employees of these schools. Ventilation upgrades will also contribute to the overall efficiency of the buildings.  
**Estimated Cost: \$645,000**

2. With broad support across multiple departments, the proposal for the acquisition and implementation of e-Permitting software will allow the transition to a multi-department e-permitting platform, including the digitization of existing paper records. This project will support increased efficiency for Town operations relative to permitting and record keeping, with the environmental benefit of reduced paper waste. Enhanced citizen engagement with local government will be a direct benefit of this project.  
**Estimated Cost: \$278,975**
3. The Library proposes enhanced services and a technology improvement plan to support and improve current level of services and provide additional access to technology offerings to help meet the needs of the community and provide a significant benefit and resources to all residents. Access to in-house services and programming remains essential per the library's latest strategic planning survey.  
**Estimated Cost: \$308,158**
4. The culvert at Chestnut and Main Streets, estimated to be approximately 72 years old, has started deteriorating to the point where the Department of Public Works has closed the road at this location from Main Street to Brook Street. Tax levy funding would otherwise not be available until an appropriation could be made at the 2023 Annual Town Meeting.  
**Estimated Cost: \$150,000**
5. The Recreation Department proposes capital improvements to the Moulton Field Playground, as well as improvements to Wood Park and Apsley Park to promote the continued access to safe and equitable recreation spaces for all residents. These requests are supported by the Recreation Master Plan and align with the implementation strategies identified by the Park Commission.  
**Estimated Cost: \$325,000**
6. The Police Department requests additional automated external defibrillators (AEDs) and first responder kits to be provided to vehicles that currently do not have these life support resources.  
**Estimated Cost: \$15,190**

In addition to these proposed projects, I am recommending that a reserve of approximately 5% be retained in the event that there are change orders or other situations where cost increases are incurred. This reserve will also be the funding source to pay for consulting services associated with periodic reporting to the Treasury.

I would also request that the Board consider amending the \$1,400,000 culvert replacement project at Main and Houghton Streets (Phase 1) to \$1,345,000 so that an additional \$55,000 may be allocated to the culvert replacement project at Green and Florence Streets. I was recently advised that additional catch basin replacements will be required on this project. The proposed re-allocation will not adversely impact the culvert replacement project at Main and Houghton Streets.

I respectfully request the Board's approval of these funding recommendations and I am available to answer any questions.



**TOWN OF SUDBURY**  
*Office of the Town Manager*  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

Henry L. Hayes, Jr.  
Town Manager

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Sudbury, Massachusetts 01776  
Tel: (978) 639-3381  
Fax: 978-443-0756  
Email: [townmanager@sudbury.ma.us](mailto:townmanager@sudbury.ma.us)

January 13, 2022

Select Board  
Town of Sudbury  
Massachusetts

Dear Honorable Select Board Members:

Here is information I have received as an update related to 'time sensitive' items related to ARPA Fund requests.

**Fire Chief**

The purchase of a new ambulance stretcher, stair-chair and CPR machine should be considered a "time-sensitive" project for the use of ARPA funds. With current supply chain issues due to the pandemic, these items have considerable delivery delays. Dedicating funding now for the purchase of these three items, will allow us to place an order and hopefully take delivery by year-end. The purchase of this equipment will provide the Town with three fully-equipped ambulances.

**Health Director**

**1. Additional social work services**

- a. Residents are in crisis, traumatized and grieving various losses due to the pandemic.
- b. Lack of access to basic needs. Residents need support understanding and navigating the complex system of resources. The SW office is not currently able to meet the depth of the needs.
- c. Housing loss: Sudbury has one of the highest pending eviction rates among renter's right now.
- d. People of color, low-income residents, seniors and speakers of languages other than English have been hit hardest. This is an equity issue.
- e. It will take time to hire and onboard a social worker.

**2. Funding for gift cards to meet basic needs**

- a. Needs are immediate. People are unable to meet basic needs and cover base expenses.
- b. People of color, low-income residents, seniors and speakers of languages other than English have been hit hardest. This is an equity issue.

**3. Contracted mental health services**

- a. Waitlists for mental health services are up to 6 months or more
- b. Increase in substance use, domestic violence, suicide rates, anxiety and depression across all demographics
- c. This is an immediate safety need

**4. At home COVID tests for residents who cannot afford or access them**

- a. Daily requests for testing and lack of testing across the state
- b. Even when insurance will reimburse, residents must be able to locate and afford the costs up front, which many are unable to do.
- c. Testing is critical to decrease spread and to flatten the curve to ensure that our medical facilities aren't overtaxed and can meet COVID and other emergency needs

**Combined Facilities Director**

All Fairbank related items are time sensitive. Items need to be funded in order to be included in the bid package. Items can be included later as additional work during design and construction however to add at the later point increases cost and time to completion. Also, some items may not be able to be added due to logistics and construction schedule.

**DPW Director**

Two DPW projects would be time-sensitive: Town-wide drain improvements and Marlboro Road culvert project. Due to the timing for bidding these two projects out next month, these would be ready for construction ASAP. Town-wide drain improvements is on the TM warrant this year. Marlboro Road culvert was funded last year and ready for bidding. Due to the uncertainty in the construction market pricing and material availability, these funds would benefit both these critical infrastructure projects.

**Sudbury Public Schools Superintendent**

1. **SEL Supports:** In order to serve the needs of SPS students, additional positions were added in FY22 due to the impacts of COVID. These positions are 1.0 School Adjustment Counselor, .6 BCBA, and 1.0 Special Educator. \$210,000 per year (x2 years = \$420,000)
2. **Summer Programming:** Last summer the Town approved an academic program for SPS students that was highly successful. The impacts of the pandemic continue and providing entry points for students to get back on track are critical. Providing this opportunity over the next few years will allow for staff and families to plan and commit to the program. \$310,000 per year (x4 years = \$1,240,000).

**Lincoln-Sudbury Regional School District**

As the pandemic continues, a need for constant fresh air circulation throughout the building is a necessity. The continual use of the HVAC system will expedite wear and tear that requires updating parts and maintenance to ensure proper air quality for student and staff health safety. The LS requested project is time sensitive in order to maintain the highest level of air quality.

Here's the link to the online ARPA Compiled List:

<https://onedrive.live.com/View.aspx?resid=EEF118737567813D!1867&authkey=!ANqnD77KJ6Hml5g>

Sincerely,

Henry L. Hayes, Jr.  
Town Manager

<b>Town of Westford American Rescue Plan Act Funding June 15, 2022</b>			
	<b>Date of Appropriation</b>	<b>Total Appropriated</b>	<b>Balance Remaining</b>
<b>Beginning Balance</b>	8/31/2021		3,708,985.42
Paramedic and EMT continuing education and training costs for FY22-FY24	9/24/2021	(100,000.00)	
Recreation Enterprise Revenue Supplemental - Lost Revenue	9/24/2021	(456,708.00)	
<b>Subtotal</b>		<b>(556,708.00)</b>	
<b>Available Balance</b>	9/24/2021		<b>3,152,277.42</b>
Part-time help to host virtual meetings for Boards and Committees	12/14/2021	(7,500.00)	
Abbot Elementary School ADA Stage Accessibility	12/14/2021	(50,000.00)	
Additional 1.0 FTE district-wide nurse for contact tracing and floating substitute	12/14/2021	(44,000.00)	
De-escalation Training for Elementary Principal Aides	12/14/2021	(2,000.00)	
Blanchard Middle School Wastewater Treatment Plant Tank Rehabilitation	12/14/2021	(30,000.00)	
Contact Tracers	12/14/2021	(37,050.00)	
Additional Hours for Public Health Nurse - FY22	12/14/2021	(9,000.00)	
Rental, Mortgage and Utility Assistance	12/14/2021	(30,000.00)	
Assist with mental health co-payments and/or pay for sessions if health insurance will not cover the costs	12/14/2021	(3,000.00)	
Protection of Water Utility Network Assets	12/14/2021	(35,000.00)	
<b>Subtotal</b>		<b>(247,550.00)</b>	
<b>Total Appropriation / Available Balance</b>	12/14/2021	<b>(804,258.00)</b>	<b>2,904,727.42</b>
Community Wellness Coordinator (1.5 Years)	1/11/2022	(150,000.00)	
Mobile Mental Health / Wellness Clinician	1/11/2022	(45,000.00)	
COVID-Tests for Westford Residents	1/11/2022	-	*Rescinded at 2/8/22 Meeting
<b>Subtotal</b>		<b>(195,000.00)</b>	
<b>Total Appropriation / Available Balance</b>	1/11/2022	<b>(999,258.00)</b>	<b>2,709,727.42</b>

	Date of Appropriation	Total Appropriated	Balance Remaining
Construction of Fire Training Tower	1/25/2022	(237,000.00)	
<b>Subtotal</b>		<b>(237,000.00)</b>	
<b>Total Appropriation / Available Balance</b>	<b>1/25/2022</b>	<b>(1,236,258.00)</b>	<b>2,472,727.42</b>
WCAT - Government Meeting Coverage	2/8/2022	(1,215.00)	
WCAT - Government Meeting Coverage	2/8/2022	(1,215.00)	
WCAT - WA School Sports Coverage	2/8/2022	(7,500.00)	
WCAT Equipment Upgrades	2/8/2022	(16,805.00)	
WCAT Equipment Upgrades	2/8/2022	(4,900.00)	
Fifth Hour of Elementary Math Interventionists	2/8/2022	(50,000.00)	
Lexia Subscription	2/8/2022	(60,000.00)	
Panorama Subscription	2/8/2022	(18,000.00)	
Fire Department Staffing Request	2/8/2022	(554,643.00)	
Additional Hours for Public Health Nurse - FY23	2/8/2022	(18,000.00)	
William James Interface Mental Health Referral Service (Town pay for membership/partnership fee)	2/8/2022	(34,500.00)	
Library Staging Setups	2/8/2022	(3,200.00)	
East Boston Camps Revolving Fund - Lost Revenue Replacement	2/8/2022	(40,000.00)	
Fields Maintenance Revolving Fund - Lost Revenue Replacement	2/8/2022	(40,000.00)	
OPEB Trust Fund Contribution - Lost Revenue Replacement	2/8/2022	(267,000.00)	
<b>Subtotal</b>		<b>(1,116,978.00)</b>	
<b>Total Appropriation / Available Balance</b>	<b>2/8/2022</b>	<b>(2,353,236.00)</b>	<b>1,355,749.42</b>
Internet Access Program for Four Low Income Housing Communities	4/12/2022	(65,000.00)	
Electronic Vote Tabulators for Town Meeting	4/12/2022	(12,865.00)	
CMMS System (Facilities Ticketing System)	4/12/2022	(45,460.00)	
Bridge to Success Summer Intervention Program	4/12/2022	(26,300.00)	
<b>Subtotal</b>		<b>(149,625.00)</b>	
<b>Total Appropriation / Available Balance</b>	<b>4/12/2022</b>	<b>(2,502,861.00)</b>	<b>1,206,124.42</b>
Cameron Senior Center HVAC System	4/26/2022	(500,000.00)	
51 Main Street Sustainability and Energy Efficiency Proposal	4/26/2022	(92,000.00)	
Police Electric Vehicle	4/26/2022	(57,895.00)	
Town Employee Day Off - Fire Dept Funding	4/26/2022	(21,059.00)	
FY22 Substitute Daily Rate Increase	4/26/2022	(67,070.00)	
Safety Care Training	4/26/2022	(10,880.00)	
Design Plan for Nabmasset Walkway and Car Path	4/26/2022	(50,385.00)	

Providing Access to After-school Care and Summer Camp for Low-Income Families	4/26/2022	(30,000.00)	
<b>Subtotal</b>		<b>(829,289.00)</b>	
<b>Total Appropriation / Available Balance</b>	<b>4/26/2022</b>	<b>(3,332,150.00)</b>	<b>376,835.42</b>
Strategic Planning Retreat	6/14/2022	(6,280.00)	
Blanchard Middle School Wastewater Treatment Plant Tank Rehabilitation	6/14/2022	(177,500.00)	
Gasoline / Diesel Fuel Supplemental Appropriation (for all Town Fleet)	6/14/2022	(50,000.00)	
Police Purchasing Hybrid Vehicle Instead of Electric	6/14/2022	5,330.00	
<b>Subtotal</b>		<b>(228,450.00)</b>	
<b>Total Appropriation / Available Balance</b>	<b>6/14/2022</b>	<b>(3,560,600.00)</b>	<b>148,385.42</b>
Expected additional appropriation (June - August 2022)			3,708,985.42
<b>Revised Balance</b>			<b>4,085,820.84</b>

Approved Projects	APPROVED PROJECTS THAT MAY IMPACT FUTURE OPERATING BUDGETS					
	Total Approved	FY22	FY23	FY24	FY25	FY26
Community Wellness Coordinator	150,000.00		100,000.00	50,000.00		
Fire Department Staffing Request	554,643.00		193,112.00	150,462.00	104,293.00	106,776.00
Fifth Hour of Elementary Math Interventionists	50,000.00		50,000.00			
Lexia Subscription	60,000.00		60,000.00			
Panorama Subscription	18,000.00		18,000.00			
Additional Hours for Public Health Nurse	27,000.00	9,000.00	18,000.00			
William James Interface Mental Health Referral Service (Town pay for membership/partnership fee)	34,500.00		34,500.00			
CMMS System (Facilities Ticketing System)	87,065.00		45,460.00	27,193.00	14,412.00	
Paramedic and EMT Continuing Education and Training	100,000.00	33,333.00	33,333.00	33,334.00		
<b>Total Approved Requests</b>	<b>1,081,208.00</b>	<b>42,333.00</b>	<b>552,405.00</b>	<b>260,989.00</b>	<b>118,705.00</b>	<b>106,776.00</b>
<b>Projected Shortfall</b>				<b>(291,416.00)</b>	<b>(433,700.00)</b>	<b>(154,213.00)</b>
Projects Pending Decision	Total Requested	FY22	FY23	FY24	FY25	FY26
Sustainability Director (Funded by State Grant / Shared with Carlisle)	100,000.00			100,000.00		
Economic Development Director	48,000.00		48,000.00			
Substance Abuse / Tobacco Control Compliance Agent	99,000.00		33,000.00	33,000.00	33,000.00	
<b>Total Remaining Requests</b>	<b>247,000.00</b>	<b>-</b>	<b>81,000.00</b>	<b>133,000.00</b>	<b>33,000.00</b>	<b>-</b>
<b>Total Approved and Requested Projects</b>	<b>1,328,208.00</b>	<b>42,333.00</b>	<b>633,405.00</b>	<b>393,989.00</b>	<b>151,705.00</b>	<b>106,776.00</b>

Category	Fiscal Year 22 (7/1/21 - 6/30/22)	Fiscal Year 23 (7/1/22 - 6/30/23)	Fiscal Year 24 (7/1/23 - 6/30/24)	Fiscal Year 25 (7/1/24 - 12/31/24)	Total
Revenue Loss/General Fund	\$0	\$5,000,000		\$0	\$10,000,000
Public Health	\$212,274	\$324,295	\$266,000	\$115,500	\$920,069
Equity & Outreach (Inclusive of Translation Services)	\$100,000	\$105,000	\$108,000	\$80,000	\$393,000
Premium Pay For Town/School Essential Workers	\$4,059,562	\$0	\$0	\$0	\$4,059,562
Premium Pay for Private Sector Essential Workers	\$0				\$0
Behavioral Health Support	\$200,000	\$195,000	\$140,000	\$75,000	\$610,000
Low Income Broadband Support	\$0	\$0	\$0	\$0	\$0
Small Business/Non-Profit Assistance	\$750,000	\$750,000	\$0	\$0	\$1,500,000
Chamber of Commerce Support	\$120,000				\$120,000
Tenant Assistance	\$250,000	\$750,000	\$0	\$0	\$1,000,000
Providing Food Security					
FoodLink	\$250,000				
Arlington EATS	\$28,000	\$100,000	\$100,000		\$450,000
Food Security Reserve	\$328,000	\$99,500	\$105,000	\$0	\$232,500
Providing Food Security Total	\$750,000	\$750,000	\$255,000	\$0	\$832,500
HVAC Improvements	\$750,000	\$500,000	\$500,000	\$500,000	\$2,250,000
Investment in Parks & Open Spaces	\$1,100,000	\$1,100,000	\$1,050,000		\$3,250,000
Water/Sewer Spending	\$1,600,000	\$619,000	\$500,000	\$500,000	\$3,219,000
Affordable Housing					
Arlington Housing Authority Capital	\$1,005,000	\$1,500,000	\$0	\$0	\$2,505,000
Arlington Housing Authority Transportation	\$35,000				\$35,000
Arlington Housing Authority Resident Support Services	\$38,000	\$38,000	\$38,000	\$0	\$114,000
Affordable Housing Unit Production	\$500,000	\$1,250,000	\$1,250,000	\$0	\$3,000,000
Deepening Affordability of Units in Pipeline	\$0	\$0	\$0	\$0	\$0
Affordable Housing Total	\$1,578,000	\$2,788,000	\$1,288,000	\$0	\$5,654,000
Homelessness	\$300,000	\$200,000	\$69,564	\$0	\$569,564
Remote/Hybrid Meeting Infrastructure	\$300,000				\$300,000
Administration, Oversight & Communications	\$145,198	\$175,000	\$150,000	\$100,000	\$570,198
<b>Total</b>	<b>\$11,793,034</b>	<b>\$12,755,795</b>	<b>\$9,328,564</b>	<b>\$1,370,500</b>	<b>\$35,247,893</b>

Potential Total ARPA Funds \$35,247,893  
 Potential Balance \$0



**Town of Arlington  
Office of the Town Manager**

**Sanford M. Pooler  
Deputy Town Manager**

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Website: www.arlingtonma.gov**

**TO: Adam Chapdelaine, Town Manager**  
**FROM: Sandy Pooler, Deputy Town Manager/Finance Director**  
**DATE: April 14, 2022**  
**RE: Premium Pay to Date**

The following chart shows are actual premium pay and vaccination incentive payments to date.

<b>Union</b>	<b>Premium Pay Total</b>	<b>Average Per Employee</b>	<b>Emp. Total Vax</b>	<b>Vaccine Incentive</b>
AFSCME	\$630,389	\$4,812	134	\$67,000
Fire	\$392,500	\$5,607	51	\$25,500
Librarians	\$14,971	\$3,743	14	\$7,000
Non-Union	\$100,000	\$4,545	45	\$22,500
Patrol	\$208,500	\$5,487	44	\$22,000
Rank	\$94,000	\$5,529	In Patrol #	
SEIU	\$126,000	\$5,478	24	\$12,000
School*	\$1,789,202	TBD	1096	\$548,000
	\$3,355,562			\$704,000
			<b>Grand Total</b>	<b>\$4,059,562</b>

\*School Department figures require final verification and reconciliation.

We have spent \$1,566,360 on Town employees and estimate that we will spend an additional \$1.8 - \$1.9 million on School employee premium pay. The School Department is finalizing its premium pay and vaccination payment figures this week.

The average payment by union varies, mostly because some unions had more member who worked in person less than the full 12 months of our payment period.

In the two righthand columns, I show the vaccination payments by union. These are approximations, because our payments were made not by union, but in three tranches with no union designation. I inserted good faith approximations.

In total, we will have spent slightly more than our original \$4 million estimate on these payments.

## News

Search News

### Select Board Endorses Revised Arlington's ARPA Framework Framework is outline of how the Town plans to spend \$35M in federal funding.

**Post Date:** 05/04/2022 10:00 AM

Municipalities across the nation are the beneficiaries of a significant influx of federal funds via the American Rescue Plan Act (ARPA). ARPA is intended to address the negative health and economic impacts caused by the COVID-19 pandemic. Arlington expects to receive \$34.8 million in funds.

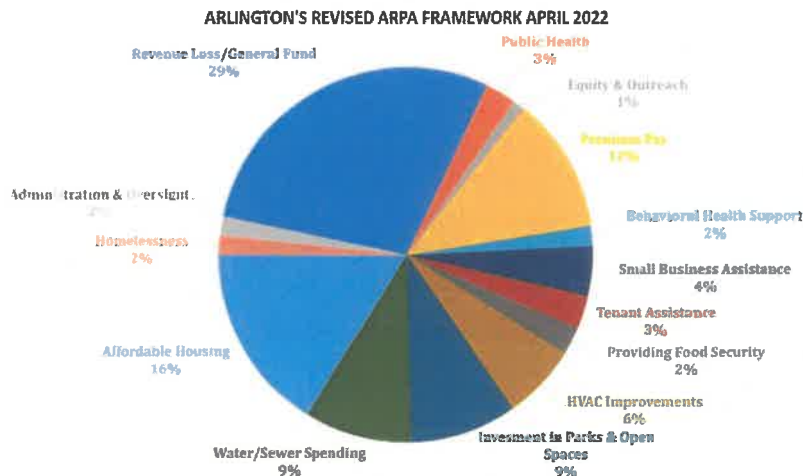
At its April 20, 2022 meeting Arlington's Select Board voted to endorse a Revised ARPA Framework. The revised framework allocates \$10 million to the revenue loss/general fund category, the maximum allowed under ARPA for Arlington.

"We are pleased that the Town could allocate these funds toward the general fund and provide some relief toward a future override," said Adam Chapdelaine, Arlington's Town Manager. "Although this revision affects previous allocations, we're pleased to still be able to allocate significant funds toward affordable housing, water/sewer upgrades, and investments in parks and open spaces among other priorities."

Projects and programs the Town is undertaking to offset the negative health and economic impacts caused by the COVID-19 pandemic include public health, economic recovery, and infrastructure improvements.

[Read the Revised ARPA Framework](#)

[Read the 04/20/2022 Select Board vote on the revised framework](#), which denotes revisions to allocations by category.



As the Town continues through the ARPA process, and the four-year period in which to spend this funding, it is important to understand that the ARPA Framework may continue to evolve as we learn more about eligible program areas and community needs.

To learn about ongoing ARPA funded programs, please visit the ARPA Program page at [arlingtonma.gov/arpa](http://arlingtonma.gov/arpa).

### Past Documents & Presentations

[April 20, 2022 – Revised ARPA Framework, draft vote, and other documents](#)

[Jan. 10, 2022 - Investments in Equity & Outreach Proposed Expenditure Plan](#)

[Jan. 10, 2022 - Revised Investments in Water and Sewer Infrastructure Proposed Expenditure Plan](#)

[Dec. 9, 2021 Select Board Endorses Parks & Playground Investment Plan](#)

[Oct. 25, 2021 Select Board Endorses ARPA framework and documents](#)

[Oct. 13, 2021 Updated ARPA Framework presented to Select Board](#)

[Sept. 20, 2021 Updated ARPA framework as presented to the Select Board \(00:00 - 1:36:55\)](#)

[Sept. 9, 2021 Virtual Town Forum](#)

[Sept. 9, 2021 ARPA Framework Spreadsheet featured in Sept. 9 presentation](#), adjusted to updated \$35.25 million total

[Arlington Eats Proposal](#)

[Food Link Proposal](#)

[Arlington Housing Authority Proposal - Capital Requests](#)

[Aug. 12, 2021 ARPA Framework Spreadsheet featured in Aug. 12 presentation](#)

[Aug. 12, 2021 video presentation of framework by Town Manager](#)

6/22/22, 4:27 PM

Select Board Endorses Revised Arlington's ARPA Framework | News | Town of Arlington

[Town Manager Memo](#)

[Memo from Public Works Director](#)

[Memo from Health & Human Services Director](#)

[Memo from Department of Planning & Community Development Director](#)

[American Rescue Plan Act \(ARPA\)](#)

[\*Return to full list >>\*](#)