

## ARPA Project Definition

**Motioned as project (voted unanimously at 12-6-2021 BOS meeting)**

### Goals:

1. Respond to the negative effects of Covid-19 in the community.
2. Prepare the community for its future infrastructure needs.

## Funds Available:

**\$994,979 NEU funds + \$1,846,429 County Allocation = \$2,841,408**

Approximately, \$2,800,000 (\$1.4 mil available FY22; \$1.4 mil added FY23 with use designated by Dec 2024 and expended by Dec 2026).

**Outline:**

**Category 1 - Public Safety and Covid-19:**

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- Contact Tracing (BOH)
- Mental Health support - (BOS, Rec, Police)
- Human Services employee
- Community Outreach position(COA)
- Covid cleaner position
- Election Support
- ARPA Reporting/Accounting support

## Project and Cost Estimates

**Category 1 - total cost over life of funding: \$ 1,383,300**

## Project :

- Provide municipal employee **human resources** support **(\$560,000)**
- Provide **wellness programming** for Public Safety and the Community including for opioid addiction **(\$470,000)**
- Fund **additional cleaning** needed in Town Hall (and other Municipal Buildings) **(\$75,000)**
- Provide funding and coordination for **Contact Tracing**. **(\$100,000)**
- Fund initial **online permitting software** in order for municipal employees to work with less face-to-face interaction and from home as needed. **(\$60,000)**
- **ARPA reporting support (\$100,000)**
- **Election support (\$18,300)**

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**Human Resources Support:** Cost - \$560,000 (558,566) for personnel over 5 years (HR Manager and Community Services Coordinator)

**ARPA-01 (\$280,000):**

**Human Resources Manager-** part-time (30 hour) benefited, non-union (pre-pandemic position with goal to make this a permanent position incorporated into budget for FY25)

Motioned as project Not yet hired as of 04/12/2022.

**ARPA-02 (renamed to Community Services Coordinator) (\$280,000):**

Community Wellness Coordinator (Covid)- Full-Time (40 hr), benefited, non-union position funded through Dec 2026 with \$10,000 per year from the COA budget and the remaining amount from ARPA funds

Note that benefits for this position are already budgeted in the general budget per the Outreach Coordinator position that is not hired.

Motioned as project with tbd discussion regarding combining this with COA Outreach Coordinator to make this a full-time position. If full-time, the position will be benefited through already budgeted town funds and salary will be combined with funds budgeted at lower grade (C). Hired 4/11/2022.

**ARPA-03 Wellness Programming (\$470,000):**

**Wellness Programming:** Cost - \$470,000 over 5 years

Motioned as a project. Noted that \$48000 will be available through state settlement funds targeted specifically to opioid crisis.

Public Safety request - Police and Fire

Recreation Department request

Opioid Addiction (fund transfer to a non-profit)

ARPA Funds allocated:

(rounded to \$150,000/program x 3 programs = \$450,000

Education and Training at COA: Program to begin when Community Services Coordinator is hired.

See request breakdown from COA.

ARPA Funds allocated:

\$9600 x 2 (renewed every 3 years) = \$19,200 (rounded to \$20,000)

**Project ID not assigned. (FEMA funded until 7/1/2022):**

**Additional Cleaning:** Cost - \$75,000 over 5 years.

Motioned as a project,

“Covid cleaning” in Town Hall

ARPA Funds allocated:

Grand Total: \$75,000

**ARPA-15 (renamed to Other Covid-related expenses) (\$100,000):**

**Contact Tracing:** Cost - \$100,000 over 5 years (check if ARPA bill just voted in MA State legislature does fund Contact Tracing. If so, this set aside is not needed)

Contact tracing set aside for Nashoba Board of Health to do contact tracing if state does not do it (set aside but not used under CARES Act)

ARPA Funds allocated:

\$20K/year based on request.

State funds for Contact tracing. Use for mailings, etc, as needed.

**ARPA-04 Online Permitting Tools & Equipment (\$60,000):**

**Online Permitting Software:** Cost - **\$60,000** one-time payment (Initial cost then supported in budget through fees).

Motioned as a project.

SW chosen is free. User fee will be implemented for \$10 permit cost. Funds will be used for kiosks in Building and LandUse and iPads; also for a printer in the Building Dept.

**ARPA-05 ARPA Reporting (\$100,000):**

**ARPA Reporting Support:** Cost - **\$100,000** over the life of the funding  
To provide reporting support for the town. Contracted to Capital Strategic Solutions currently for \$10,000 and continuing as needed.

Already voted.

These funds will also cover any hours needed in accounting office to support ARPA accounting and reporting.

**ARPA-13 Election Expenses (\$18,300)**

**Election Support:** Cost - **\$18,300**

**Poll pads** - for touchless checkin at the polls and at town meetings. - **\$6300**

Quote available

**Clickers** - for use at town meeting to vote in order to eliminate the need for counters circulating among the attendees - **\$12,000**

The Town is investigating the use of electronic vote counters such as the solution from Meridia.

In addition to greatly expediting the voting process at our Town Meetings, there are some covid related advantages.

1. Allows vote counting in multiple rooms which aids voter separation. I.e. more social distancing and not having to crowd everyone in on meeting hall
2. Quicker voting, i.e. shorter meeting times and less exposure of the tellers who have to count hand or paper ballot votes.
3. Less shouting (at least during the voice votes) thus less 'germs' in the air.

In the past this type of solution has been eligible for CARES Act funds.

Can we use ARPA funds for the \$9775 purchase and approx. \$2,000 of one-time technical support

**Category 2 - Community Support:**

- Affordable Housing
- Meals at COA
- Mortgage/Rental support
- Eviction support
- Outdoor spaces (field behind Town Hall; Harbor sidewalk/bike lane)
- TEO support

**Project and Cost Estimates**

**Category 2 - total cost over life of funding: \$417,250**

**Project :**

- **Affordable Housing** (transfer funds to Affordable Housing Trust). **(\$100,000)**
- Provide **additional meals** through COA **(\$145,250)**
- **Mortgage/Rental/Eviction** support **(\$60,000)**
- **Harbor sidewalk/bike trail** (transfer of funds to Squannacook Greenways) **(\$50,000)**
- **Field behind Town Hall** for outdoor recreation and community outdoor event space. **(\$50,000)**
- **TEO support** **(\$12,000)**

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**ARPA-06 (Affordable Housing Trust) (\$100,000)**

**Affordable Housing:** Cost - **\$100,000** one time set aside

Motioned to be a project. Transfer funds to Trust?

Funds for use by the Affordable Housing Trust to

- complete the transfer of the six designated and voted town properties to the Trust
- Plan for the use of 1 or more of these properties for the development of affordable housing.

**ARPA-16 (Meals for Seniors) (\$134,250)-FEMA funded until 7/1/2022**

**Additional Meals:** Cost - **\$145,250** over five years

Motioned to be a project and to begin around Feb 1. See Karin Moore, COA Director's, [breakdown](#). Amount adjusted -\$11,000 on 3/1/2022 for the industrial refrigerator/freezer. See request breakdown from COA.

**No Project assigned. Covered via Mass HAF**

**Mortgage/Rental/Eviction support:** Cost - **\$60,000** one time set aside

Hold on defining this project until Outreach Coordinator position is defined,

Funds managed by the Community Wellness Coordinator for Mortgage and Rental assistance as managed by the Affordable Housing Trust during CaresAct funding, with eviction support added.

**No Project assigned.**

**BOH Needles & Syringe Disposal:** Cost - ????? one time set aside

Hold on voting and defining this project until it is understood from BOH what the request actually is.

**ARPA-07 Harbor Sidewalk/Bike Trail (\$50,000/\$15,000)**

**Harbor Sidewalk:** Cost - **\$50,000** one time transfer

Motioned to be a project. Non-profit transfer. See email with plan from Squannacook  
Funds transferred to Squannacook Greenways to support the new sidewalks at the Harbor  
traffic lights up to the Harbor Church.

*The Town applied for a Shared Streets and Spaces grant and should know by May 1, 2022. If  
the Town receives the grant for the sidewalk at the Harbor, we may still need \$15000 for  
engineering as this is not included in the grant.*

**No Project assigned. Look for other grants for this project.**

**Field behind Town Hall:** Cost - **\$50,000** one time set aside (Shared Streets & Spaces, too?)

Hold on defining this project until LandUse Coordinator and Grant Administrator are hired.

To create a community space for a Farmer's Market and other outdoor events.

To create parking with a handicapped accessible walkway from Jefts St to the field.

See Shared Streets and Spaces rejected application

**ARPA-08 Townsend Ecumenical Outreach Walk-in Fridge (\$12,000)**

**TEO support:** Cost - **\$12,000** one time set aside

Motioned to be project. This is a non-profit transfer to Townsend Ecumenical Outreach.

Funds to support the purchase and installation of a walk-in refrigerator at the TEO building.

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**Category 3 - Decreased Revenue:**  
Comcast Build-out at Vinton Pond

### **Project and Cost Estimates**

**Category 3 - total cost over life of funding: \$ 95,000**

#### **Project:**

***ARPA-14 Vinton Pond Comcast Build-out (\$95,000)***

***Unpaid Comcast bill for Vinton Pond build-out (bill is for about \$95,000)***

***This has been paid out - January 2022.***

Townsend shows Decreased Revenue of \$296,180 as of 1/5/2022 recalculation.  
We will need to vote to use this Category to pay the Comcast Bill. [Vote was made in January 2022.](#)

**Category 4 - Infrastructure - Water, Sewer, Broadband:**

- Comcast Build-out at Vinton Pond
- Greenville Rd Bridge
- Water Dept asks
- Broadband extension throughout town

**Project and Cost Estimates**

**Category 4** - total cost over life of funding: \$ 945,858 (amount remaining)  
with **\$502,000** committed  
and \$443,858 uncommitted

**Project :**

- **Broadband extension** in Town Hall and perhaps Town Common **(\$100,000)**
- **Water Treatment Plant** pre-planning and engineering **(\$130,000)**
- **Generators for wells** **(\$220,000)**
- **Greenville Rd Bridge**
- **Stormwater Management** (MS4 permit support) **(\$52,000)**

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**ARPA-09 Broadband/Wifi Town Hall, Great Hall & Town Common (\$100,000)**

**Broadband extension:** Cost - **\$100,000** one time set aside

Motioned to be a project.

Funds to wire Town Hall/Great Hall completely and to move TCAM to Room 1.

Funds to provide wi-fi access for the community at the Town Common

**ARPA-10 Water Treatment Plant Engineering (\$130,000)**

**Water Treatment Plant:** Cost - **\$130,000** one time set aside

Motioned to be a project.

Fund pre-planning (studies/engineering) needed to build the required Water Treatment Plan.

**ARPA-11 Generators at Cross St and Main St Water Wells (\$220,000)**

**Generators at Cross St and Main St wells:** Cost - **\$220,000**

Voted at the BOS meeting on 1-4-2022.

**ARPA-18 Greenville Rd Bridge Improvements (\$300,000)**

**Greenville Rd Bridge:** Cost - \$600,000 one time set aside changed to #300,000

Hold off until we see what the Federal infrastructure bill holds.

This project must support future water needs to be fundable with ARPA funds.

**ARPA-12 Stormwater Management (\$52,000)**

**Stormwater Management:** Cost - **\$52,000** one time set aside

Motioned as a project.

For groundwater recharge and public water supply health.

Public education: \$350 annually x 5 years = \$1750

Catch basin cleaning and street sweeping: \$10,000 annually x 5 years = \$50,000.

**ARPA-17 Equipment for Meals for Seniors/Industrial Refrigerator (\$11,000)**

Voted on 3/1/2022 as a project.

Request from the COA. Since the meals project is being funded through FEMA until 7/1/2022, this amount was subtracted from ARPA-16, the Meals for Seniors project.

**ARPA-19(?) Emergency Services fund for Fire EMS/Police (\$300,000)**

Voted on 4/5/2022 as a project. \$300,000 was taken from ARPA 18, Greenville Rd Bridge project.

The purpose of this project is to fund equipment, training, and personnel for the Police, Fire, and EMS department.

**NOTE: Before committing further funds for water and roads that support water, the town needs to determine any allocation we are eligible under the Federal Infrastructure bill. Also, for water, the MVP grant program is being supplemented by the State ARPA funding bill, and we should consider applying through this program for water infrastructure designated in the Town's MVP Plan.**