

## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Chaz Sexton-Diranian, *Vice Chairman*  
Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administer

POLICY #: 02-2023  
REPLACE POLICY #: N/A

### ARPA FUNDS EXPENDITURE POLICY

**Purpose:** To define the process for expending designated ARPA funds, i.e., those funds with a defined ARPA Project Number.

The Select Board shall:

- 1) Notify the entity (department/organization) by email using the ARPA Project Notification Form of the Project number associated with an ARPA project for which funds have been allocated by the Select Board and the general expected use of the funds
- 2) The entity (department/organization) shall provide to the Select Board within thirty (30) days from notification and for each fiscal year during which funds shall be expended, an expected project expenditure outline. The expected project expenditure outline shall include:
  - a) the expected date/timeline,
  - b) the vendor(s) and amounts, and
  - c) a description of the product(s) for which the funds shall be used
- 3) Once the expected project outline has been approved by the Select Board:
  - a) the Select Board will notify the Town Accountant of the expected expenditure of funds for the ARPA project.
  - b) the entity (department/organization) will provide the Town Accountant with the invoice for the approved project when the expenditure(s) has been made.
  - c) the Town Accountant shall place the invoice for drawdown of ARPA funds for the designated project on the warrant for the BOS to sign.

**Approved Date:**

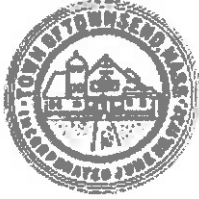
  
Veronica Kell, *Chairman*

  
Chaz Sexton-Diranian, *Vice-Chairman*

  
Theresa Morse, *Clerk*

First Reading: 06/21/2022  
Second Reading: 07/05/2022  
Adopted: 07/05/2022





OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Chaz Sexton-Diranian, *Vice Chairman*  
Theresa A. Morse, *Clerk*

---

R. Eric Slagle, Town Administrator

POLICY #: 02-2023  
REPLACE POLICY #: N/A  
ATTACHMENT 1

**ARPA PROJECT NOTIFICATION FORM**

**Department:** \_\_\_\_\_

**Assigned ARPA Project #:** \_\_\_\_\_

**Amount of ARPA Funds allocated:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description of Project and Use of Funds:**

