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By Linda Amerighi at 9:08 am, Oct 12, 2021

Sharon ARPA Advisory Committee
October 8, 2021 Special Meeting Minutes
Draft until approved at the next regular meeting

A special meeting of the Sharon ARPA Advisory Committee was held on Zoom at 4PM.

Present

Meghan Flanagan

Barbara Prindle

Gretchen Hachmeister

Carol Flaton

Tom Casey

Tom Bartram

Jill Drew

1. Call to order at 4 pm.
2. Approval of the proposed agenda for the 10/8/21 meeting.
3. **Review of revised Resident Survey.** Gretchen Hachmeister suggested the 1-5 ranking system was confusing and proposed using words rather than numbers to indicate categories of responses. Other members agreed and Meghan Flanagan shared her screen and revised the ranking questions according to that suggestion. The revised Resident Survey was approved for presenting to the Board of Selectmen at its 10/12/21 meeting.
4. **Review of revised Application for Covid Recovery Funds.** Members agreed the narrative question format worked well, rather than having boxes to check off. Gretchen Hachmeister asked whether the application form should list the documents applicants would need to present as part of the process, and after discussion the members determined that it would be more efficient to not list the documents that might be needed on the application form; rather, committee members who reach out to applicants to schedule an interview should, at that time, be prepared to tell the applicant what documentation is needed. The revised Application for Covid Recovery Funds was approved for presenting to the Board of Selectmen at its 10/12/21 meeting.
5. **Review of revised info card to be mailed to all Sharon households.** After discussion about the limitations on the number of people who could participate in-person at a community meeting scheduled for Dec. 1 at 6:30PM at Town Hall, the revised info card was approved for presenting to the Board of Selectmen at its 10/12/21 meeting.
6. **Review of urgent funding application submitted by the Sharon Fire Dept. Ambulance Squad.** Jill Drew explained that, after receiving the application, she interviewed the chief and then researched how much of the funding request would be allowed under the Treasury's interim rules. Jill found that two items that the organization did not include in the \$13,590 total in its written application would actually qualify under the plain meaning of the rule. Jill cited the specific language of the Treasury rules, including page and section numbers as support. The Committee therefore agreed to add the two additional items to the application as originally filed, (1) \$5,000 for the expense of installing a special UV system in the new ambulance which kills bacteria and disinfects all interior surfaces of the ambulance's patient compartment and (2) \$520.52 for the cost of PPE purchased since March 3, 2021, to bring the total request to \$19,110.52. The Committee voted to recommend the BOS approve this request at its 10/12/21 meeting. Committee Co-Chair Tom Bartram recused himself because he is a member of the Sharon Fire Department's

board of directors. As part of the discussion, the Committee noted that the Sharon Fire Department Ambulance Squad application would serve as a test of the ARPA review and approval process. There was discussion of whether the Board of Selectmen should agree to limit allocation of urgently needed funding to between 5-10% of total funds until receiving the results of the Resident Survey and participating in the Dec. 1 Community Meeting. The Committee agreed to suggest that idea to the BOS at its 10/12/21 meeting.

7. As part of its discussion of the Sharon Fire Department Ambulance Squad application review, the Committee discussed ways to get the word out about the ARPA funding process. Ideas included purchasing an advertisement in the Lakeville Journal and writing a press release to distribute to local media after the Oct. 12 BOS meeting. The press release would alert the community to ARPA Advisory Committee outreach efforts, including the website, the survey, the availability of application forms and the community meeting. Members agreed that Jill Drew should draft a press release that could be sent after the 10/12/21 BOS meeting.
8. The meeting was adjourned at 4:34 pm.

Respectfully submitted,
Jill Drew