

ARPA Committee

June 1, 2022

DRAFT

Board Members:

Craig Moody, Chair
Patti Sindorf, Vice Chair
Scott Ferguson
Tracy Donovan-Laviolette

Absent:

Bonnie Gagnon (Arrived Late???)

Representatives:

Roxanne Tufts-Keegan, BOS
Brian Taylor, MFD
Jim Keegan, HWY

Meeting called to order at 6:31 pm by Craig Moody.
Pledge

Old Business:

Approval of minutes from the May 4, 2022 meeting. Tracy Donovan-Laviolette motioned to approve minutes as written, Scott Ferguson seconded motion. Minutes approved 4-0-0

Roxanne Keegan advised minutes from previous meetings have been uploaded to Town website including May 2022 draft minutes.

New Business:

James Keegan advised the committee he and the Highway Director Dan Phillips conducted an inspection of the parking lot located at the town offices and measured the area for estimating cost to repair or replace. James Keegan advised the parking lot is only base coat asphalt, the parking lot had never been top coated. He advised if a top coat was applied to the current base coat it would extend the life span of the asphalt currently in place. He advised a minimum of 10 years, the estimated tonnage of asphalt is 100 tons.

Discussion was had between James Keegan and the committee and he explained the process of figuring out tonnage needed and also advised of current rates of asphalt and the possible unknown increase due to the cost of petroleum. James Keegan also advised if top coat asphalt was not applied in the relative future the base coat would deteriorate rapidly.

James Keegan also discussed the future paving plans and advised with further ARPA funds they would consider paving other roadways in town and discussion was had about the town roads to include Lakeshore Drive, Woodland Road receiving a shim overlay, along with some other roadways as well.

James Keegan also discussed the current state of the bathroom located within the Highway Department. Discussion was had on renovating the bathroom or atleast upgrading fixtures.

Roxanne Tufts-Keegan advised from the Town Office she would like to see some form of drop box to allow for after hours payments and documents to be left at the town offices. Discussion was had on this include how the box would be located and security concerns of the box was going to contain anything with personal information or monetary value.

Also brought up was the current flooring in the Town Offices and replacement of the carpet and flooring. Discussion was had if non-service animals were still being allowed in the building, Roxanne Tufts-Keegan advised animals were still being allowed in the building.

Roxanne Tufts-Keegan discussed the need for repairs to the heat/air conditioning duct work in the town offices. She briefed the committee on a recent issue which resulted in the A/C unit freezing up. She advised while having this repaired other issues were noted with the duct work including the intake and insulation by the company completing the repair and this could be a costly repair they may be able to be covered by ARPA funds.

There were no representatives from the police department present. Roxanne Tufts-Keegan advised an email was sent after the May 2022 meeting to all Town department heads requesting any thoughts or needs of each department for distribution of ARPA funds. She advised she received no response and sent a follow up email and still received no response from the Fire Chief or Police Chief.

Brian Taylor who is a representative of the Fire Department advised he had not received anything specifically from the Fire Chief and indicated he was aware of the committee's request for any future expenditures the Fire Department may need that could be covered under the ARPA funds.

He advised the department could use forestry gear to include helmets, gloves, shirts, some tools. Brief discussion was had regarding air packs and the GOEFFER funds are covering those purchases along with a compressor. Discussion was had about GOEFFER payment and how it works along with GOEFFER only covering 90% of purchase. It was discussed to look into if ARPA funds could be used to cover the 10% purchase cost not covered by GOEFFER.

Chairman Craig Moody questioned if other towns had compressors and if it would be cost effective to share costs with other communities and have a central location for filling air packs.

James Keegan spoke in favor of the GOEFFER funds being used for the Fire Department.

Chairman Craig Moody discussed purchasing a communications system such as TV or information panel/smart board for the meeting chambers to assist with presentations and other information being given out to the towns people. Discussion was had in regards to this and the benefit for conducting trainings and many other uses for such as system within the town.

Roxanne Tufts-Keegan discussed a camera system to live stream town meetings and relaying information out to the community. She expressed the board of selectmen have been working on this and advised Christine Maynard has taken on this task as selectwoman. Roxanne Tufts-Keegan advised it is a work in progress, but they have been tasked with more important matters since being elected.

Tracy Donovan-Laviolette discussed the importance of a recording system for town board meetings. Discussion was had about recordings and the lack of detail in minutes which could be rectified with a recording system. Roxanne Tufts-Keegan briefed the committee on the legal requirements as it pertains to the recordings/documenting of board minutes.

Chairman Craig Moody discussed body cameras for the Police Department and would this something which could be purchased with ARPA funds. Discussion was had on body cameras and the pros and cons of purchasing such items.

Discussion was had on the current state of town policies and procedures, and job descriptions. It was discussed if MRI could be brought in to assist with this due to the current policies procedures being out dates or lack of.

The committee had a discussion on future goals of the committee and starting to work on getting pricing and narrowing down the recommended uses of the ARPA funds. This will be discussed further at the next meeting.

Scott Ferguson motioned to ajourn the meeting at 7:23 P.M., Bonnie seconded the motion.

Meeting adjourned at 7:23 P.M.

using the ARPA funds. This will help with deciding the best way to use the funds. It will be up to each department to submit their ideas, if they do not then they may lose out on having the funds used for something needed.

It was asked when will we be approved on the ARPA funds already spent? Roxanne Tufts-Keegan stated they had to be submitted by April 30th but wasn't sure how long approval would take.

Scott Ferguson motioned to adjourn at 7:22 pm, Tracy Donovan-Laviolette seconded. All in favor. (5-0-0)

Respectfully Submitted,

Bonnie Gagnon