

Meeting Minutes

American Rescue Plan Submission Review Committee Meeting Friday, March 18, 2022 | 2:00 PM Remote Participation

[Watch recording here](#)

Meeting Materials Included:

[Committee ARPA Selection Criteria Tool](#)

[Staff ARPA Selection Criteria Tool](#)

[ARPA Summary Sheet](#)

[First Round of ARPA Proposals](#)

[ARPA Proposal Attachments](#)

Committee Members Present:

Miriam Aschkenasy (Co-Chair), John VanScoyoc (Co-Chair), Arthur Conquest, Brian Kane

Committee Members Absent:

Jennifer Raitt

Staff Present:

Melissa Goff, Tyler Belisle-Toler

Introduction:

- Reviewed the scoring process:
 - Both Staff (Melissa and Tyler) and Committee (All Committee Members) ARPA Selection Criteria Tool are scored out of 100 points.
 - Melissa, Tyler, John, and Miriam will make a score cut off to pass on the proposals for further review and discussion.
 - The committee will discuss the highest scoring proposals to prepare the first slate of recommended proposals.
 - The committee will hold a public hearing on Monday, April 11th from 7 to 9 PM and use the feedback from public input to revise the slate of proposals.

Announcements:

The deadline for proposal submissions took place at the end of the day this meeting was held. The proposals considered for the first round will be shared after the deadline ([First Round of ARPA Proposals](#) and [ARPA Proposal Attachments](#)).

Discussion:

- Co-chair Aschkenasy laid out other funding parameters to keep in mind when reviewing proposals.
 - Partial funding of a proposal is possible. A decision can be made to fund:
 - A feasibility study or design portion of a proposal.
 - A smaller overall dollar amount.
 - Fewer years (i.e. 2 instead of 4).
 - Correspondence with applicants regarding their proposals should be done via email with the ARPAReview@brooklinema.gov copied.
 - Well-thought-out proposals with budgets should weigh heavier if the context is appropriate.
 - Special consideration should be made for proposals that add to the operating budget of the town after the grant period (especially costs associated with hiring personnel) to keep this to a minimum or avoid it altogether if possible.
 - Co-chair VanScoyoc will compile Select Board input and share it with the group by Friday, April 1st.
- Co-chair Aschkenasy laid out an overview of the committee's calendar:
 - Friday, March 18th – Proposals Assigned
 - Friday, March 25th – Proposal Discussion
 - From 2:00 PM to 3:30 PM to have additional time for proposal discussion
 - Friday, April 1st – Proposal Discussion
 - From 2:00 PM to 3:30 PM to have additional time for proposal discussion
 - Friday, April 8th – Draft Slate of Recommended Proposals
 - Monday, April 11th – Public Hearing
 - Friday, April 15th – Revise draft based on public input.
 - This is Good Friday and Passover Eve, but the committee and staff agreed to meet.
 - Tuesday, April 18th – Select Board Votes on the slate of projects.
- Scoring assignments were made for the committee members to review proposals. The committee expects to have scores completed by Friday, March 25th to have a discussion on specific proposals at the next meeting. Committee member assignments can be viewed on the [ARPA Summary Sheet](#).
- Proposals
- There were no public comments or questions on the process.

No Votes Taken During this Meeting