

ARPA minutes 8/30/22 @1:00pm at Fire Station

Present for meeting:

Joe Simone, Charlie Melvin, Jack Kozec, Chief Alcaldinho & Chairperson Trisha McCarthy

Joe Simone passed out new large 3-ring binders for the Work-group members. He also printed out labels so everyone will have copies of documents received and/or discussed during our meetings.

Motion made by Melvin to reimburse Joe Simone \$48.00 for the binders he bought, second by Kozec and all in favor

Motion by McCarthy to make Joe Simone, Vice Chair of the ARPA Work-group, second by Kozec, all in favor

Fire Department Stipends were recommended and approved by the Board of Selectmen: The break down is as follows:

13 will be receiving \$2,485.71

5 will be receiving \$1,242.86

Any new hires after 6/30/22 will be eligible for a stipend in December.

**Recreation Needs:** The ARPA Work-group has spoken to the new Maintenance Man, advising him that ARPA funds can be used to repair the dug-out at Greenie Park. Any materials used, in addition to his labor, should have the notation "ARPA" and copies need to be given to the ARPA Work-group to approve and vote. We discussed the "woodchips needed for Greenie Park. It was decided to wait until the work on the parking lot is complete. The hope is to expand the parking lot about 20' into the tree line. We will talk to the Road Agent to see what steps we have to do at this time. ARPA money can be used for materials and labor for this job.

Recreation Work-group to share an inventory of their supplies. This way we can get prices now, for what may be need for next year's activities and events.

**Transfer Station: #1.** We have quotes for new generators. This is extremely important. For those of you that were around during the 2009 ice storm, once we lost power in the town and residents needed to get rid of spoiled food, without a generator to run the packers, we ended up with rodents and critters running wild at the transfer station. We received 4 quotes that we will share with BOS but they exceed our current PURCHASE POLICY GUIDELINES FOR ARPA FUNDS, which currently states over \$20,000. We must go out for bid. Again, in the interest of time, which turns into money, would the board increase the ceiling price in the purchase policy.

During the ARPA report to BOS, the amounts won't be stated because it is a public meeting, just in case the BOS wants to go out to bid. The Work-group would still like to talk to the firm the town uses for Electric work to have him look at the quotes to make sure we select what is appropriate to the Transfer Station needs. McCarthy will send to BOS all the quotes tonight so it can be discussed at their next meeting, and hopefully be able to vote on how BOS want to handle this.

**TRANSFER STATION #2:** ARPA Work-group has been researching what is needed to get running water and septic at the transfer station. We have spoken to well companies, septic companies and engineers that given input. The residents may wonder why we should do this. Picture this: You are an employee at the Transfer Station, you have no running water, no way to clean up after something is spilt or bursts on you and your clothes. You have to eat your food after dealing with trash and heaven help you if you need to use the restroom!! Need I say more. We have never been able to budget for a septic and running water, but now we can. While we can't violate medical privacy laws, but you should know that the conditions at the transfer station make it almost impossible to stay sanitized and Unfortunately, last year, one of our staff at the transfer station came down with covid at died. Awful situation. We will be presenting a price from an engineer for this potential upgrade.

**Security Needs:** ARPA Work-group discussed the invoice from Seacoast Security to install 4 door Keyscan access control panel and install keypads & electric lock on the electrical room door, bay/office door and bay/training room door, EMS door and the electrical room door. The state requires our Emergency Operating Center to be secure during an emergency and currently these doors have no locks on them which allows unlimited access to anyone that might be in the bay area. In the past this had been discussed, but we never had enough in the Budget to complete the job. This company is currently the company we have a contract with dated 4/13/21, so we contacted them to complete the job. Total amount including labor and materials is \$7,144.00. ARPA Group is looking for approval by the Board of Selectmen to hire Seacoast Security for this job using the American Recovery Plan Act funds, so it won't impact tax-payers because this a part of the Grant money we are approved for. Once approved the company requests 50% down and then 50% upon completion. The ARPA Work-group request the BOS Chairperson be given the authority to sign this document.

**Technology & Security:** We will be visiting a firm in Chelmsford on 9/7/22 to view security camera's for all town building exteriors as well as Greenie Park and the Town Beach. This will be covered by the ARPA funds. We have had few situations where camara's would have helped us.

**Printer to upgrade Technology:** The ARPA Work-group has reached out to multiple printing companies and looked for consumer reviews for "Large Format Printers, 36", that will scan, print, copy sizes for paper from 8x11 up to 36". This printer can be used by Town Staff and after speaking with Diane Morin, she said we can scan to the cloud, so if any committee (Planning, ZBA, Conservation, Recreating) would like to start scanning to cloud in-order to free

up space, this could be accomplished with this printer. ARPA Work-group has decided to recommend to the Board. Diane Morin said it could be housed in the Conservation/recreation room once we remove the old printer and the desk that is in there. The Company we recommend is Pro-Draft Inc, located in Haverhill, MA. The printer is called "HPDesignjet T830 Injet Large Format Printer-36" Print Width-color-printer, scanner, copier. Cost is \$7,250.00 minus an instant rebate of \$650.00 which brings total down to \$6,600.00. We also will recommend purchasing 4 ink cartridges (the larger size) at \$205.00 each. Motion by Simone to recommend to Board of Selectmen to purchase this printer. Second by Melvin and all in favor. I have the requisition and email with me, if you want to approve. Otherwise I will forward an invoice & the requisition for your review and vote for your next meeting.

**Portable Filters for Town Hall and Library:** after much research and consumer reports the ARPA Work-group would like to recommend to Selectmen to purchase 10 Molecule portable filters for Town Hall and Library. These filters will capture and destroy viruses unlike other filter systems that capture and redistribute into the air. We recommend 5 of the larger ones to handle our larger spaces and 5 for the smaller offices. We may end up needing more but this is a start. Company is called Molecule from San Francisco and the total cost is \$5,390.00 which includes shipping. Motion by Melvin to recommend this purchase and second by Kozec, to come from ARPA funds. I have requisition and invoice if you would like to approve now, otherwise I will forward this for your review and vote for your next meeting.

**EOC Report:**

Locality Equipment Purchase Program: The EOC and Fire Department wrote a grant through the Local Equipment Purchase Program. We have spoken of this in past selectmen meetings; however, we need to officially acknowledge that we have received the money totaling \$49,981.00 which has been deposited into the main operating account however, it is earmarked for the Stryker Stretcher. We just needed this reflected in our minutes that we have the money and exactly what it is for.

Respectfully Submitted:

Trisha McCarthy, Actin EMD