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**TOWN OF RANDOLPH  
ARPA FUNDING COMMITTEE  
JUNE 2, 2022  
DRAFT MINUTES**

***\*NOTE: THIS MEETING WAS HYBRID***

***\*\*This draft is intended for open meeting law compliance only, and will be revised to include additional details.***

Members Present: Perry Armstrong, chair; Ramsey Papp; Mary Richter; Maria Puglisi; Michael Abadi; Jeff Grout.

Staff Present: Trevor M. Lashua, Town Manager

Public/other Present: Eric Sakai.

Perry called the meeting to order at 5:35 p.m.

There was no public comment.

*Mary moved to approve the agenda. Jeff seconded. The motion passed 6-0.*

*Mary moved to approve the minutes. Ramsey seconded. The motion passed 6-0.*

Perry spoke about his need to step back from the chair's role, in order to better balance work and other commitments. He will stay connected, and is available. He recommended that Jeff help as a co-chair. Mary also volunteered to help with organizational and other tasks.

*Michael moved to appoint Jeff as co-chair. Mary seconded. The motion passed 6-0.*

Mary reviewed the work of the sub-committee on communications, outreach, and the community event. The committee reviewed the two draft documents prepared.

Maria spoke of staying connected to the purposes of ARPA funds. Perry suggested using the R3 meetings as a model of sorts for the community meeting. There was discussion about a survey and/or similar feedback collection efforts.

The community meeting could also be one of at least two, with the first used to provide background and context.

Michael spoke about a two-part meeting structure, where the first intake would be broad and the second intake more refined and including greater detail. There was discussion about specificity in the documents versus a broad-mix, along with formatting. There was a task identified – create a timeline for the community meeting, with a timeline for each phase or piece.

***DRAFT***

46 There was general discussion about staff capacity, or the current lack thereof, and the potential  
47 ways to create or improve the ARPA-related web presence. The example used a few times was  
48 the Town of Westford.

49  
50 The group discussed next meeting dates, landing on 6/16 at 5:30 p.m.

51  
52 The next meeting the committee would identify or create working groups, while also seeing  
53 members assigned to each. Tasks to prioritize include the timeline, evaluation criteria, and  
54 outreach and community planning. The general timeline was to use to the summer to prepare,  
55 host the community meeting(s) in the fall, and wrap up towards the end of CY22. This timeline  
56 would also dovetail nicely with the municipal budget process.

57  
58 *Maria moved to adjourn at 6:49 p.m. Mary seconded. The motion passed 6-0.*