

TOWN OF SOUTHAMPTON - FY22-23 AMERICAN RESCUE PLAN DECISION TRACKER

	APPLICANT	PROPOSAL NUMBER/NAME	AMOUNT REQUESTED	FY22	FY23	FY24	SELECT BOARD REVIEW DATE	DECISION	COMMITTED	DISCUSSION
1	CATEGORY	PUBLIC HEALTH								
1.3	Board of Health	#01 COVID Contact Tracing Jan-Jun 2022	\$ 9,000.00	\$ 9,000.00	\$ -	\$ -	12/21/2021	Approved	\$ 9,000.00	already approved at Dec. SB meeting
1.1	Board of Health	#02 Southampton COVID Vaccine Clinics	\$ 732.00	\$ 732.00	\$ -	\$ -	12/21/21 & 1/18/22	Approved	\$ 732.00	already approved with BOH presentations at Dec/Jan SB meetings
1.2	Board of Health	#03 Purchase of Test Kits	\$ 26,448.00	\$ 26,448.00	\$ -	\$ -	1/04/22 & 1/18/22	Approved	\$ 26,448.00	already approved at Dec/Jan SB meetings
1.9	Board of Health	#04 Extended COVID Staff Hours FY 22	\$ 2,466.07	\$ -	\$ -	\$ -		N/A	\$ -	to be covered through shift in BOH FY 22 funds, not through ARPA
1.7	First Congregational Church	#05 Driveway Asphalt Removal & Repair	\$ 22,500.00	\$ 22,500.00		\$ -	5/18/2022	Approved	\$ 22,500.00	IT related issues came up high on ARPA Survey so would rather prioritize those first. Church is a non-dept so look at others first even though the Cupboard provides a free pantry service to residents and we have MOUs about using Church as a cooling center. Church also rents out facility to various town groups so trying to be supportive of the community. Time-sensitive given contractor availability. Decided to not necessarily follow the list in order but to pick out to higher priority ones. Need good justification for anything not town dept per se. Submitted 5 quotes-gave us the cheapest. Came back around to discuss this after others on the list reviewed. This is 300 ft X 20 ft driveway with 6,000 square feet of asphalt removal and replacement. Passed 4-1-0. Nay vote not against it but would rather see what else comes in by June 1st.
1.7	OTH Working Group	#15 Carpentry & Painting Repair Old Town Hall	\$ 100,000.00		\$ 100,000.00	\$ -	5/18/2022 10/10/2023	Approved	\$ 123,000.00	Prelim scope of work here. Cost of lifts to be able to do the work contributes to costs. Intent to keep it a sound building and not allow other deterioration. Not eligible for CPC funds, not finding any historical preservation grants. Time/contractor availability sensitive. Envelope study done so seems like we should support next steps. AMENDED: When completing the work on the old town hall this past month, discovered that the flat rubber membrane roof over the police station area is leaking and potentially damaging the new soffit repair work, water stains visible inside building. Task couldn't fit within allowable 20% contract change order amount. Area is above the the dispatch, training area. server, booking area, sally bay. Roof needs replacement.
1.9	Board of Health	#22 Extended COVID Staff Hours FY23	\$ 4,751.24	\$ -	\$ 4,751.24	\$ -	6/21/2022 9/27/2022	Approved	\$ 4,751.24	Original '23 budget 'wish list' request moved to ARPA for 3 extra hours/wk. for FY 23. Will get application for next meeting. Application received and discussed 6/21. Discussed 6 month option and reviewing data at that time to confirm need for the extra hours. Question as to when hours would be worked-M-Th or on Fri and any implications thereof. Decided 1/4 could be released and within 90 days BOH to report to us on major activities needing to be done related to COVID-what is actually being done/frequency/extra hours worked that justifies these additional hours. With that information, we would vote whether to release the remainder. At Sept. meeting BOH presented their quarterly report listing various activities undertaken during the period. After discussion, decided by a 4-1 vote to approve another 90 day amount from this total amount.
1.9	Board of Health	#22A Extended COVID Staff Hours FY24	\$ 4,749.68			\$ 4,749.68	4/25/2023	Take No Action		Vote to take no action and Dept should not anticipate this being funded for FY 24 and should plan accordingly. Justification for extra hours in the application is not solid and some are routine duties pre-COVID. COVID emergency ending, and this request bypasses the usual personnel policy committee for a position change. Still \$1476 remaining to cover the rest of the FY from original request that was approved. We did not accommodate this request in the FY 24 Budget.
1.12	Board of Health	#36 Contract Inspection Services	\$ 20,000.00		\$ 20,000.00		11/22/2022	Approved	\$ 30,000.00	Lengthy discussion with BOH Chair: need contractual inspection services while looking for replacement for health agent. Calculated estimated # hours/inspections/month. Home sales driving this--higher # of inspections than previous years. Ideas about adjusting perc fee, Title V-- explore this in budget cycle, could it be a revolving fund in future? Won't address short-term needs-fees were adjusted July '22 after looking at other towns. Consider adding admin fee to services. Restaurant inspections done before NF resigned (done 2X /yr). If internal source in BOH can do ie: ServSafe--they should, would favor temp rather than contract employees. BOH should explore being part of Foothills District-shared employees. Currently collaborative with Northampton but inspection services not yet on board. BOH has spoken to other towns how they cover this. Aim to give BOH some time to investigate options going forward. Motion made to approve \$20,000 for sole purpose of this contractor and only used because of his soil license/qualifications. Could assist on occasion for other inspections but there exists a separate avenue for restaurants--others have qualifications to do. Motion includes an additional \$10,000 encumbered but not able to be used until other items we have discussed have been dealt with --ie: adjusting fee schedule. Concerted effort needed to get temp employee not a contractor. Motion amended to include inspection bill of \$1940 already paid from BOH general fund to be re-classified as part of the \$20,000. Vote 4-1. This motion to use ARPA funds would cancel request for Article 6. of the STM warrant that would transfer \$7,000 from expense acct.
1.12	Board of Health	#36A Contract Inspection Services	\$ 30,000.00			\$ 15,000.00	3/7/2023 4/25/2023	Not Approved		Also requested in annual budget. \$10,000 had been encumbered from ARPA per the Nov. 22 decision so that will be allocated to the FY 24 request. Additionally, \$6195 had been included in the FY 24 BOH budget expense line for this purpose. The two actions provide half of the requested funds to get through approx. 6 months time. Vote to table this request-to be reviewed in future. Award letter to notify BOH of previously encumbered funds plus allocation in budget.
		PUBLIC HEALTH SUBTOTAL	\$ 220,646.99	\$ 58,680.00	\$ 124,751.24	\$ 19,749.68			\$ 216,431.24	

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2	CATEGORY	NEGATIVE ECONOMIC IMPACTS								
2.9	MCCU Inc DBA Mikel Coffee	#08 Negative Economic Impact	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	6/21/2022	Approved	\$ 25,000.00	Joy Piper recused as application is from Mikel Coffee. Discussed 5/18. Was PPE funding received by this business? Come back around after other priorities. Discussed again at 6/21/22 meeting after business owner explained his need more fully. Clarified that the company had received an SBA loan. Discussed how funds would be released given the various activities proposed. Would be tracked via the quarterly report from the applicant. For 'internal' town expenditures, money is approved as invoiced. For this case, as an outside entity, SB authorizes the full amount and empowers the TA to release the funds as quotes for estimated costs are presented.
2.9	Security and Fire Integration LLC	#26 Shop and Stock	\$ 35,000.00				8/30/2022 9/27/2022 10/25/2022	Not Approved	0	In error, applicant checked premium pay along with negative economic impact. These are reimbursement requests only as a non-town department, so invoices would need to be presented for payment. Gave a range of \$\$ wanted. TA has reached out asking for more specificity as to what equipment/costs. No response yet. Application should apply to COVID related only--cannot rely on ARPA for the fire recovery issue at the business. Quotes need to be presented. Hold until more info is provided from applicant. As of September meeting no further word from the applicant. As of the October meeting, the SB moved to deny this request as the applicant has still not responded to our questions and is/has apparently moved out of town--that would make them ineligible. If they are still in town and want to re-apply they can do so.
2.9	Bashista Orchards	#29 Negative Economic Impact	\$ 25,000.00		\$ 25,000.00	\$ -	8/30/2022	Approved	\$ 25,000.00	Request to pay labor for the fruit harvest. Wage scale for ag workers has increased but price of fruit has not kept pace. Increased cost of labor/materials. Impacted by closure of East St. bridge as well. If they want to use for wages could present payroll estimates...OR possibly easier to compare lost revenue for the first six months of last year and this year. Time sensitive request. Approved but keeping the standard we have established for businesses, and prior to releasing funds, owner should provide additional backup data as to actual impact for loss of revenue or payroll comparison. Further written info provided 9/19 and 10/17 .
2.9	Good Eats to Go	#30 Negative Economic Impact	\$ 24,495.00		\$ 24,495.00	\$ -	10/11/2022 10/25/2022	Approved	\$ 24,495.00	Further in-person discussion with business owner on Oct. 11. Gave overview of business startup that began Nov. 2020 as well as developments since then. Have made adjustments along the way, currently single operator. Took small business class and developed a growth plan. Drive-thru food business with potential to expand, needs refrigerated sandwich prep station, website/advertising. SB requested more info about financial impact during COVID emergency that makes an argument for these funds. At the 10/25/22 meeting the applicant provided the requested info. Quotes for equipment have been provided along with budget breakdown. Motion to approve funds divided into 2 parts--\$10,000 for loss of revenue and the remainder for the other items; hire the employee and/or buy the equipment etc.
2.9	Southampton Historical Society	#34 Negative Economic Impact	\$ 12,425.00		\$12,425.00 \$ 356		11/22/2022 6/20/23	Approved	\$ 12,781.00	Repair basement Clark-Chapman house, stairs/landing and 5 lolly columns, purchase a de-humidifier. Pres.SHS presented request-thorough list of revenue loss. Presented case for loss of revenue with COVID impacting membership and usual public events/fundraisers. Could qualify for CPC funding but missed deadline to request in time for STM. Contractor available to do this work in January rather than wait for next town meeting and risk rising costs. Altho this is logical for CPC, this does present a safety/structural issue. Motion approved - to be paid out as invoices received and turned in to TA. Additional funds of \$356 approved to pay the final bill that completes project.
2.9	Canal Bowling Lanes	#40 Bowling Lanes Sign	\$ 20,000.00		\$ 20,000.00		3/7/2023 4/25/2023 6/20/2023 10/24/2023	Withdrawn	0	Application came in late for the March meeting, hold until end month mtg. April discussion--note that this is similar to other non-governmental bodies, we have turned one down, namely the one moving out of town. This long-term family business has been for sale but intent is to have it continue as a bowling/entertainment center. Respect the Trustees goal as this is a proven activity center for youth/families alike but there is no guarantee a new owner would keep to that plan--future is uncertain, sign would be an enhancement since it was gone before Trustees took over. Discussion of tax value of keeping a local business going--we have no control over that. Have presented to us the effects of COVID and economic loss incurred. Could we put a condition on the funds? Couldn't insurance cover sign or did they get a PPP loan during COVID? Not ready to vote on this business in transition. Contact owner vis questions raised. 6/20 mtg--still hold maybe review when some reflows come back in --more favorable than doing this outright. October meeting--application withdrawn in favor of other priorities submitted by applicant (#49).
2.9	Canal Bowling Lanes	#42 Bowling Lanes Website Design	\$ 3,600.00		\$ 3,600.00		4/25/2023	Approved	\$ 3,600.00	Vote 4 in favor, 1 abstention
2.9	Quilt Shop	#44 Rent, Utilities, Inventory	\$ 10,000.00			\$ 10,000.00	6/20/2023 11/21/2023	Not Approved	0	On HOLD resulting from June meeting discussion, need more justification as to time period and how COVID impacted the business. Per Nov. 21 meeting, additional requests for information (Aug. letter) still not provided. Voted to take it off the list.

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2	CATEGORY	NEGATIVE ECONOMIC IMPACTS								
2.9	Canal Bowling Lanes	#49 Septic System				\$22,902.00	10/24/2023	Approved	\$ 22,902.00	Trustee appeared, grand-daughter of Canal Lanes builder. Came in \$1502 under budget on project #42. Signage request #40 no longer a priority-withdrawing request. For Sale sign gone, trying to keep in family. Title IX inspections done, bar septic passed, bowling alley one did not. Per Heritage Survey estimates, costs for wetlands permitting and septic work will exceed this request but would help close the gap. Bowling alley open some during COVID but normal revenue went down more than half but there were still ongoing sunk cost expenses and estimated revenue loss of 280K. Wasn't eligible for PPE loan or other grants. Want to use balance of website savings plus this new amount towards this project. In keeping with equity of how we've dealt with other non-govt groups and SB internal limit of 25K for them, applicant chose this as highest need between the 2 separate businesses with same ownership. (\$1502 unused from website will be returned). Question about up front payment or receipts as you go--resulted in rescinded motion approving \$22,902. Vote 3-1-1 absent. New Motion made for that amount to be taken as revenue loss for septic replacement and for receipts to be submitted to the town accountant. Passed unanimously.
2.9	LMK Tin Can Alley	#50 Capital Projects, HVAC/Roofing				\$25,000.00	10/24/2023	Not Approved	0	Bar associated with Canal Lanes closed for about 18 months. Provided revenue -2 good yrs before COVID. Some \$38K in revenue loss. Built in late 70s, AC died this summer so installed heat pump and would like funds to be used for reimbursement of \$12,655 plus remainder towards replacing roof on bar portion. Receipts provided.
		NEGATIVE ECONOMIC IMPACT SUBTOTAL	\$ 145,520.00	\$ -	\$ 98,095.00	\$ -			\$ 113,778.00	

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3	CATEGORY	SERVICES TO DISPROPORTIONATELY IMPACTED COMMUNITIES								
3.4	Norris Elementary School (1)	#09 1.0 FTE Board Certified Behavior Analyst	FY23 \$38,570 - FY24 \$33,024	\$ -	\$ 38,570.00	\$ 33,024.00	5/18/2022	Approved	\$ 71,594.00	All positions below contribute to the neuro-diversity program, this an 18 mo. period given the fiscal year/ARPA timing. \$33K for first year not included as is currently paid by contract that was not renewed for behavioral analyst. In FY 25 program would have reduced cost of program outflow about \$417K with out of district placement and transport, keep more kids at Norris, become self-sustaining. Professional development discussion (Joy Piper recused and left room) this training is for all staff including para-professionals, specific to rolling out this program. Approve costs of FY 23 and reserve/encumber up to that amount for the first six months of FY 24 so we could review if any savings to apply after year one, but allow Superintendent to move forward now.
3.4	Norris Elementary School	#09A Board Certified Behavior Analyst	FY 24 \$35,384-FY 25 \$36,077			\$ 35,384.00		Approved	\$ 35,384.00	
3.4	Norris Elementary School (2)	#10 1.0 FTE Special Education Teacher	FY23 \$77,330 - FY24 \$33,024	\$ -	\$ 77,330.00	\$ 33,024.00	5/18/2022	Approved	\$ 110,354.00	
3.4	Norris Elementary School	#10A Special Education Teacher	FY 24 \$34,333-FY 25 \$35,720			\$ 34,333.00		Approved	\$ 34,333.00	
3.4	Norris Elementary School (3)	#11 1.0 FTE Special Education Paraprofessional	FY23 \$30,165 - FY24 \$15,080	\$ -	\$ 30,165.00	\$ 15,080.00	5/18/2022	Approved	\$ 45,245.00	
3.4	Norris Elementary School	#11A Special Education Paraprofessional	FY 23 \$12,380-FY 25 \$13,057			\$ 12,380.00		Approved	\$ 12,380.00	
3.3	Norris Elementary School (4)	#12 Professional Development	FY23 \$22,223.60	\$ -	\$ 22,223.60	\$ -	5/18/2022	Approved	\$ 22,223.60	
3.4	Norris Elementary School	#38 same three above positions combined	FY 24 \$ 82,097 and FY 25 \$84,854 = \$166,952				3/7/2023	Approved FY 24 only		request is to cover the remainder of FY 24 school year as had been misunderstood in earlier application plus the beginning of FY 25. Decision: FY 25 is set aside for further consideration down the road. CATEGORIZED AS AMENDMENTS TO #9, #10, #11
		SERVICES TO DISPROPORTIONATELY IMPACTED COMMUNITIES SUBTOTAL	\$ 249,416.60	\$ -	\$ 168,288.60	\$ 163,225.00			\$ 331,513.60	
4	CATEGORY	PREMIUM PAY								
4.1	Essential Town Employees	#06 "Premium Pay" (2/15 presentation)	\$ 271,749.31	\$ 267,562.54	\$ -	\$ -	5/18/2022 and 6/21/2022	Approved	\$ 271,442.20	Presented as \$2/hr. for police/fire/EMS and \$1.25 for all others (March 2020-June 2021). Public safety workers capped at \$5,000 depending on hours worked, \$3,000 cap for others. List of all personnel and amounts. Adjustment-2 employees of highway dept have left employment and should not be included--deduct \$5,740.63. Need to be employed as of date ARPA application VOTED. Teachers time counted as time in building not remote time. Proposition that dept heads cap at \$3,000 if not fire/police, rather than hourly amounts. Dept heads more responsibility, and should get the \$3,000 even if under per hour. Those not salaried would be at hourly amount. Note- this addresses Norris teachers, not anything with HRHS teachers dealing with S'ton kids. Dept subtotals page of application, should be no effect on retirement, \$2500 of workers comp already paid-Medicare needs to stay. (\$2500 to remove). Library voted by SB to be considered as part of Hero's Act. Noting that 2 employees making more than 150%. Need to advise STA that this is the amount offered. Approved \$268,670.55. CORRECTION: At 6/21 meeting, error noted in that one of the highway employees mentioned above was still in employment status as the time of the May vote, amount of premium pay recalculated and approved per column J. Medicare included.
4.1	Fire Department	#07 Loss of Time Off due to COVID	\$ 9,764.71	\$ 9,764.71			5/18/2022	Approved	\$ 9,906.30	Fire Chief request per clause in his contract that SB would look for possibilities to compensate for COVID 19 time worked if funds became available. 118 hrs. of unused leave as of June 30, 2020 @ \$41.68. An another 112 hrs. as of June 30, 2021 @ \$43.27. Viewed as a contractual obligation. Medicare included.
		PREMIUM PAY SUBTOTAL	\$ 281,514.02	\$ 277,327.25	\$ -	\$ -			\$ 281,348.50	

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5	CATEGORY	INFRASTRUCTURE								
5.15	Water Department	#14 College Hwy Water Main Improvements	\$ 1,800,000.00	\$ -	\$ 180,000.00	\$ -	5/18/2022 and 8/30/2022	Approved	\$ 180,000.00	Presented 3 stages of work for project--the first leg alone = \$300K. Propose 10% of total, possibly split over FY 23 and FY 24 so we don't frontload and run out of funds in FY 23. May revisit. Water Comm also providing \$265K. themselves. August 30 meeting discussion: Have some grant money left that helped move water main on Rte 10 Manhan Bridge--grant didn't pay entire cost. Commission asking if they can use these funds for the remainder of project rather than drawing from one of their other accounts. If we shift this are we double taxing the rate payers? Request the WC come and talk to us about various issues and provide clarity on the possible revised use of ARPA funds. Would like to know if they propose capital or bond funds as that has an impact on the rate-payers.
5.2	Administration	#18 Hampton Ponds Sewer Plan Update	\$ 12,800.00	\$ 12,800.00	\$ -	\$ -	3/1/2022	Approved	\$ 12,800.00	Approved after Tighe Bond presentation to SB.
5.2	Open Space Comm	#24 Community Pollinator Garden	\$ 1,000.00		\$ 1,000.00		6/21/2022	Approved	\$ 1,000.00	Will tie in with the town's monarch pledge as a demonstration/education initiative. Not a project eligible for CPC and amount has been scaled down significantly to the current amount. Focus area is the Watershed protection parcel on Lower Pomeroy Meadow Rd.
5.2	Park Commission	#27 Tennis Courts Surface Repair	\$ 38,000.00		\$ 25,000.00		8/30/2022 10/25/2022 10/10/2023	Approved	\$ 26,810.00	Cost estimate based on quote from VT vendor about a year ago when pickleball courts were being built. An additional \$6,000 is guess-timated inflation adjustment. Both courts need work, would cut out/repair the crack areas and resurface/paint. Other source of funding could be capital committee. Tentative approval but need an updated quote first rather than just guessing the actual cost now--move forward if less. Anything above, they'd need to come back. If in the actual procurement process, the cost ends up being higher, Parks would need to figure out how to fund balance. Work likely not to be done until spring so no urgency to wait and get an updated cost proposal. At the October meeting, a new cost estimate was provided by a vendor in VT to repair/resurface tennis and basketball courts as well as repaint lines --inclusive of the pickleball lines on the tennis courts (@\$900) The amount was considerably less, \$21,611. The difference could be that quote was provided directly rather than going through a contractor. Likely to be done in early summer 2023. If we sign contract now--prices will hold. <u>Motion to use up to \$25,000</u> and for TA to sign the contract. AMENDED: October 2023 meeting: when quoting the court resurfacing the practice area around the basketball court had not been included--estimated now at \$2200 but quote came in less. Additional \$1810 needed..work has just been completed.
5.15	Water Department	#33 College Hwy Water Main			\$ 159,000.00		10/25/2022	Approved	\$ 159,000.00	Part of the overall 3-phase plan to replace 6" watermain on Rte. 10 from Fomer to Pomeroy Meadow with a 12" watermain. We had earlier approved a 10% of overall cost. Meeting with Water Dept on various issues provided clarity on their request. \$604,000 is Phase 1 total-ARPA has provided 180k and they have 265k of their own. This is a separate application from project #14. Proposition is for the balance of \$159k. Helping with this phase will allow them to go out for bonding and grant money for the remainder of the entire project. This would be the last request from ARPA. Lengthy discussion about Water Dept--why not outsourcing to buy more---what is the limitation on the water capacity. This funding would allow them to bid out phase one before end year and get work started in the spring. Vote: 3 approved, 1 opposed, 1 absent. (Note -request approved before we started Amending project requests, otherwise this could have been #14 A)
		INFRASTRUCTURE SUBTOTAL	\$ 1,851,800.00	\$ 12,800.00	\$ 365,000.00	\$ -			\$ 379,610.00	

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6	CATEGORY	REVENUE REPLACEMENT								
6.1	Administration	#20 Employee ID Credentialing System	\$ 3,279.00	\$ -	\$ 3,279.00	\$ -	5/18/2022	Approved	\$ 3,279.00	Town seal, photo for town employees. 45-60 day timeframe. No software support needed.
6.1	Administration	#19 VoIP Phone System for Town Hall	\$ 2,022.00	\$ -	\$ 2,022.00	\$ -	5/18/2022	Approved	\$ 2,022.00	Purchase of the phones themselves - system ordered per funds in the FY 22 budget - going thru configuration now.
6.1	Administration	#21 Town Website Redevelopment	\$ 15,125.00	\$ -	\$ 15,125.00	\$ -	5/18/2022	Approved	\$ 15,125.00	Engage vendor (choice of 2) one has higher upfront conversion but lower yearly support cost, the other the opposite. Intent is for Dept heads to manage/update their own page, more user friendly, searchable, more logical organization, easier to find items. Would be compatible with our current town calendar system. Both companies would be similar total cost but one would require higher yearly costs. About 5-6 months to get it done.
6.1	Conservation Commission	#25 Part-time Conservation Agent (2 years)	\$ 38,400.00	\$ -	\$ 19,500.00	\$ 19,500.00	5/18/2022 and 6/21/2022 and 7/19/22	Approved	\$ 39,000.00	Grant money so if wage position-FICA, workers comp need to be added. Currently estimated at 14 hrs./wk. could it be consultant, request had been for budget not ARPA. Agree with 2 yrs. \$\$ but up to ConCom to determine how to fill position. Prioritize so someone can be hired soon. Cap at this 2 yr. amount subject to adjustment if this is to be a part-time position rather than consultant after further discussion with ConCom. Encumbered \$38,400. Application received and discussed at 6/21 meeting. ConCom requests this to be a position with 2 year period being a 'bridge' allowing time to find funds in the annual budget after that. An additional \$300/year to their request to cover FICA. Discussion about spending ARPA money per fiscal 24-that it needed to be by that deadline. This should be reduced to 18 months? Approved full amount but have ConCom clarify if this is for 18 or 24 months (re: # hours/week) **Motion amended to approve \$29,250. (19,500 + 9750 encumbered for FY 24 until clarified). Corrected at 7/19 SB meeting -- ARPA rules allow for the funds to be allocated by end calendar 24 not fiscal year. Re-voted full amount of \$39,000 as this originated as a two year request. (3 aye, 1 nay, 1 absent)
6.1	Conservation Commission	#25A Part-time Conservation Agent (increased hours)	\$ 5,405.92			\$ 5,405.92	4/6/2023	Approved	\$ 5,405.92	During ConCom's presentation to the Select Board, it was moved and approved to increase hours.
6.1	Planning Board	#23 Zoning Bylaw Consultant	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	5/18/2022 and 6/21/2022	Approved	\$ 15,000.00	Original '23 budget request moved to ARPA. One-time, consultant subject to a 1099. Get application for next meeting to document decision. Application received and approved at 6/21/22 meeting.
6.1	Planning Board	#35 Ecode re: Zoning Bylaw Updates	\$ 3,000.00		\$ 3,000.00		11/22/2022 and 3/7/2023	Approved	\$ 3,000.00	E360 has worked with general bylaws and zoning bylaws to incorporate cost into the contract and is almost ready to preset a draft manuscript. The zoning request is not clear-thought this work had been done with consultant and planning board. Bylaws should be accepted by January to be incorporated and existng bylaws would be place-holders. Invoice mentioned 3 zoning bylaws to be revised. TA to check on this and clarify. 3/7/23 after presentation by Planning Bd chair, application reconsidered. Appeared that some miscommunication occurred with Ecode360 and the number of bylaws/amount of edits required or which version was most current. <u>Rounded up amt on invoice by extra \$38.</u>
6.1	Board of Assessors	#46 Salary Part-Time Principal Assessor	\$ 7,000.00			\$ 7,000.00	6/27/2023	Approved	\$ 7,000.00	Due to an administrative error in budgeting for the Board of Assessors, funds needed to cover initial FY '24 salary - approximately 4 months worth--\$1750.mo. Should carry them to October when we might have a special town meeting to provide additional funding. Reserve Fund a second possible source if needed. Application to come for documentation purposes. Received.
		REVENUE REPLACEMENT SUBTOTAL	\$ 89,231.92	\$ -	\$ 57,926.00	\$ 31,905.92			\$ 89,831.92	

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				FY22	FY23	FY24				
7	CATEGORY	ADMINISTRATIVE								
7.2	Select Board	#13 ARPA Survey Technical Support	\$ 300.00	\$ 300.00			4/15/2022	Approved	\$ 300.00	Already approved
7.1	Ad Hoc Grant Committee	#16 MVP Grant Match	\$ 35,355.00	\$ -	\$ 35,355.00		5/18/2022	Approved	\$ 35,355.00	Equals 25% grant match as required--encumbers funds subject to grant being awarded. (estimate July notification) August discussion: MVP grant not approved but have now applied for similar Asset Mgt Grant. So a match will be needed--suggestion is to check exact figure and use this for that grant match. Come back for swap-out approval once \$ amount confirmed. NOTE: Match for the Stormwater Asset Mgt Grant is \$35,000 and will be used only if grant is awarded, should know Feb 2023.
7.1	Ad Hoc Grant Committee	#16A Clean Water Fund Grant Match	\$ 104,645.00		\$ 104,645.00		3/7/2023	Approved	\$ 104,645.00	<u>Amending # 16 as the full total of the Grant needs to be appropriated and \$84,000 would be reimbursed from the State. Should grant be received, any reimbursed funds from grant would return to ARPA fund and if available by end Dec. 24 it could be allocated to a new ARPA request at that time.</u> Amend by increasing award to bring total amount to \$140,000. (note Tracker/Application \$200 math error--should read \$104,645).
7.1	Town Administrator	#43 DOER-Green Communiites	\$ 4,470.00		\$ 4,470.00		4/25/2023	Approved	\$ 4,470.00	Supplemental funds needed over the amount of Green Communities grant received to cover four Energy Reduction projects at town facilities.
7.1	Town Adminrator	#17 Classification Compensation Plan Update	\$ 32,000.00	\$ -	\$ 2,000.00		5/18/2022 and 8/30/2022	Approved Modified per note	\$ 2,000.00	Follow up to the DLTA grant vis shared HR services. Aiming for a pilot program with a hired consultant. Service for multiple towns as needed might be funded via Community Compact that we'd have to purchase as needed. FT called Collins Center to see what it would cost to engage someone 2 days/wk. to review wage scales to market, policies, job classifications. To address an immediate need we have. We are bigger than the other towns and have specific needs--no other towns have PPPB-usually done by Treasurer or Town Admin. Collins Center could help ID a consultant. We need a structure in place and this study would give us the groundwork to build upon. DLTA would not do these tasks. Would want product back a month before next budget cycle. Town Admin will be the lead. Per 1/17/23 notice from TA we have just received a Community Compact Grant for this purpose -thus need to re-deploy these funds. 01/31/23 discussion and decision to return \$30,000 to the fund and leave \$2,000 for this project just in case funds are needed to supplement the grant. Any new positions are estimated at \$500/position to classify.
7.1	Park Commission	#32 Conant Park Master Plan	\$ 8,000.00		\$ 8,000.00		10/25/2022	Approved	\$ 8,000.00	Park Comm could approach CPC for this funding. They are asking ARPA funds however as they intend to request CPC for playground equipment and would like to get the Master Plan in place first so there is a stronger argument before that.
7.1	Public Safety Building Committee	#28 Feasibility Study-Public Safety Complex	\$ 75,000.00		\$ 75,000.00		8/30/2022	Approved	\$ 75,000.00	Funding for feasibility study to be conducted by an engineering/architecture firm. This would be a maximum amount and through the RFQ process, negotiations could result in a lesser amount. Comparable to Sr Center study of \$60,000. Not been able to find grant monies, bond bills take time. Very limited funding sources. Would like this to be on a parallel path time-wise. Approved provided that the RFQ is approved by the Board. NOTE: \$50,000 EARMARK FOR THIS IN ECON DEV BILL. May still need to AMEND ARPA depending on RFQ amount.
7.1	Public Safety Building Committee	#28A Feasibility Study-Public Safety Complex	\$ 50,000.00		\$ 50,000.00		8/29/2023 11/21/2023	Approved	\$ 50,000.00	Amendment presented for UP TO an additional \$50,000. The 3rd revision of the RFQ noted that fee would be negotiated. So this funding allows for higher than original anticipated amount so there are no further delays. Legislative funds are earmarked specifically for the purpose of the study and should be used first. <u>Any remaining ARPA funds not needed to contract a successful bidder for the study will return to ARPA fund to be reprogrammed.</u> 8/29/23 UPDATE: contract for Study totals \$159,061 with \$8,000 for possible additional options. Also advised this month that Sen. Velis secured additional \$35,000 in this year's State budget. Total available therefore, \$85K State funds, and up to \$125K ARPA=\$210K UPDATE: 11/21/23- Using State funds first an allowing for unforeseen contract needs,will seek agreement from PSBC to propose a reduction in funds needed from ARPA.
7.1	Administration	#31 Financial Software Upgrade	\$ 128,749.00				8/30/2022 6/30/2023 10/10/2023	Approved	\$ 96,789.00	as of 11/22/22 still not ready to vote on this-have quotes from Springbrook/Softrite and Vadar but need to discuss/visit another town to verify experience using the software. Would include assessor office if they want. Would have on-going cost as with any software. VADAR does not have an HR module so would have to use another software for that. Six months conversion time. Goal is to get something in place by July 1 new Fiscal Year. As of June '23 meeting reference checks for 3 companies, Softrite/Springbrook, VADAR and QDS, were in process and SB requested a matrix be completed by Town Administrator, Accountant and Treasurer/Collector for easier comparison of features and purchase/annual support costs. SB wanted to be sure of several key points before making a decision that would impact the town. Oct. 23 decision to go with VADAR for July 2024 start...and Harpers for payroll,' live' January 2024.
7.1	Administration	#41A Cost overage-townwide/photocopier	\$ 4,500.00		\$ 4,500.00		4/25/2023	Approved	\$ (4,500.00)	Note:transfer approved by ATM May 9, 2023. Charges reversed by Accountant on June 1 and funds (\$4500) have returned to ARPA uncommitted balance.

TOWN OF SOUTHAMPTON - FY22-23 AMERICAN RESCUE PLAN DECISION TRACKER

	APPLICANT	PROPOSAL NUMBER/NAME	AMOUNT REQUESTED	FY22	FY23	FY24	SELECT BOARD REVIEW DATE	DECISION	COMMITTED	DISCUSSION
7	CATEGORY	ADMINISTRATIVE								
7.1	Administration	#41B Cost overage-EMS	\$ 10,500.00		\$ 10,500.00		4/25/2023	Approved	\$ (10,500.00)	Note:transfer approved by ATM May 9, 2023. Charges reversed by Accountant on July 27 and funds (\$10.500) have returned to ARPA uncommitted balance.
7.1	Fire Department	#37 UTV Trailer Shortfall	\$ 1,894.61		\$ 1,894.61		1/17/2023	Approved	\$ 1,894.61	This is the remaining amount combined with Fire Burn Permit revenue needed to cover purchase cost of an enclosed trailer with canopy lights for the dept UTV.
7.1	Highway Department	#45 MS Stormwater Enterprise Fund	\$ 55,000.00		\$ 55,000.00		6/20/2023	Approved	\$ 55,000.00	Request to fund a feasibility study to establish a Stormwater Enterprise Fund. We've been spending about \$30K/yr to keep our permit in good standing. This would allow us to build up a fund to replace related things to maintain this requirement, ie: a new street sweeper, catch basin vacuum. The study would result in a bylaw and options to establish a fee. Residential vs. Commercial property assessment perhaps. Can't rely on our limited taxes to support this--was never intended-mandated by State but communities can't cover the associated costs.
7.1	Select Board	#47 Town Administrator Search	\$ 7,000.00		\$ 7,000.00		8/29/2023	Approved	\$ 7,000.00	Invited 3 executive search firms to submit a proposal. Selected Community Paradigm Associates (CPA) to carry out the advertising, recruiting, initial interviews of short-listed candidates using an outside professional panel. Final interviews will be done by SB. Had included \$5,500 in '24 budget but cost proposal is \$12,500. Moved to have Chair negotiate with CPA up to \$13,000 and take the balance needed from ARPA.
7.1	Library	#48 Portico Cleaning, Painting			\$ 5,287.00		10/10/2023	Approved	\$ 5,287.00	Area hasn't been painted in 27 years. Work quoted using prevailing wage by same contractor who completed the work on the old Town Hall. Using best business practices other quotes are not needed. \$250 for bee extermination included.
	Select Board	#51 Federal Audit ARPA FY 22			\$ 5,000.00		10/24/2023	Approved	\$ 5,000.00	Informed that because we have reached at least \$750,000 in federal grants for FY 22, that we are subject to a federal audit. ARPA Expensed funds for FY'22 were selected for audit and these funds will pay for that.
		ADMINISTRATIVE SUBTOTAL	\$ 510,413.61	\$ 300.00	\$ 296,364.61				\$ 435,740.61	
								Approved	\$ 1,848,253.87	
								Committed	\$ -	
								SubTotal	\$ 1,848,253.87	
								NEW		
								Balance	\$ 3,699.87	
								REFLOW	\$5,238.11	** Funds not needed for Project #15: OTH
								Pending		
								Available	\$1,538.24	
								TOTAL ARPA	\$ 1,844,554.00	