Town of Reading
Meeting Posting with Agenda

Board - Committee - Commission - Council:

Reading Arpa Advisory Committee

Date: 2022-04-12 Time: 7:00 PM

Building: Reading Town Hall Location: Select Board Meeting Room

Address: 16 Lowell Street Agenda:

Purpose: Open Session

Meeting Called By: Chair Marianne Downing

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in-person at the Town Hall Select Board Meeting Room, and remotely via Zoom. It will also be streamed on RCTV.

Join Zoom Meeting
https://us06web.zoom.us/j/88990733749

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AGENDA (All start and stop times are approximate):

7:00-7:05	Call to Order
7:05-7:10	Public Comment
7:10-7:40	PRESENTATION/DISCUSSION: Reading Recreation to address RAAC re: REC category uses for ARPA funding, including any time sensitive uses
7:40-8:00	PRESENTATION/DISCUSSION - Reading Elder Services to address RAAC re: possible Elder Services uses for ARPA funding

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

8:00-8:45	CONTINUED GROUP WORKING LIST DISCUSSION - Go over master list of ARPA funding items and Draft set of classifications into buckets - to further sub classify and/or rank from 1 to 5 (1-lowest, 5-highest) based on: 1. Time sensitivity 2. Is plan for use specific (e.g., ready to go or start, or purchase/spend) or general 3. Cost - can we fund all or part 4. Is this one hit wonder/quick win/low hanging fruit that can get done completely and quickly with a portion of ARPA? 5. Does this spend save us money in future? 6. Priorities within buckets
8:45-9:15	CONTINUED SURVEY DISCUSSION: 1. Follow up costs from various providers, timing 2. Decide on survey questions and type of survey - decide how much of working list to include 3. Goal to have survey ready for release after 5/11 meeting.
9:15-9:20	Discuss future agenda items
9:20-9:25	Review/Approve minutes from 3/29/2022 meeting
9:25	Adjourn

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

Town of Reading MA – Reading ad-hoc Arpa Advisory Committee (RACC)

Memo

To: Reading Arpa Advisory Committee (RAAC)

From: Marianne McLaughlin-Downing, Chair

cc: Fidel Maltez, Reading Town Manager

Date: April 22, 2022

Re: Working list Ranking notes and presentation for April 12, 2022 RAAC Meeting

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Based on all the ideas that RAAC members submitted and discussed at the March 29, 2022 RAAC meeting, along with additional community suggestions received since that time, I have prepared a summary presentation for the packet listing every possible idea and, where possible, any known cost or suggested funding that was mentioned.

There are many items with no known or specified funding amounts, so this summary should be viewed as a very preliminary overview. After typing them all up, they seemed to fall into about eight general categories, which we may all decide to refine or combine. These categories are:

- Town and School Infrastructure, Capital and Water/Sewer
- Schools (operations related, not infrastructure/buildings)
- Nature/Conservation and Historical Preservation (this possibly could be considered a "community priority" or a town side non capital expense)
- Seniors and/or Senior Center (mix of services, possible design or feasibility studies, possible infrastructure – also could be "Community Priorities")
- Recreation Infrastructure (though technically part of town infrastructure, thought it was useful to categorize by itself because of multiple projects specific to this area – this will all be subject to change once Recreation has presented during the 4/12/2022 RAAC meeting, but I wanted a starting point for our ranking discussions)

- Misc. Community priorities and Private/ non-town requests – this category no doubt will grow. Note that after the 3/29/2022 meeting, the town received an ARPA request from the Reading/North Reading Chamber of Commerce, which is included in the packet. We can discuss this further during our meeting.
- Human Services/ Social – there are very few fixed amounts known for this category at present, other than several amounts proposed by RAAC members
- Misc. non Infrastructure town side – this includes items requested but not funded in FY23 budget, as well as town side asks or suggestions that are not primarily capital or infrastructure related

The presentation also includes strictly preliminary ideas for ranking all the ideas within these subcategories. We may not get to every ranking during this meeting, or we may end up skipping some for which not enough information is known. We may also as a group change or alter the draft criteria I have included in the presentation charts. These are simply a starting point to try and come up with a few preliminary top scoring items, from each of the subcategories. Because we as a group agreed that we would try to get a survey out after town meeting, if at all possible, it will be helpful to work towards narrowing down categories and top items in each category, for the survey.

April 1, 2022

16 Lowell Street, Reading, MA 01867
235 North Street, North Reading, MA 01864

Re: Request for Arpa Funding

Dear Mr. Maltez, Mr. Gilleberto, Rep. Brad Jones, Senator Lewis and Select Boards:

For more than 30 years the Reading-North Reading Chamber of Commerce has played a critical role in fostering a strong economic climate in the towns of Reading and North Reading and advancing "The Readings" as desirable places to work, live and visit. The Reading Chamber of Commerce was founded in 1989 and merged with the North Reading Business Association to form the Reading-North Reading Chamber of Commerce in January 2000. The Chamber provides members with referrals, networking, educational and promotional opportunities.

The mission of the Reading-North Reading Chamber of Commerce is to foster a thriving business community that facilitates connections between businesses, engagement between businesses and residents, and long-term economic growth in our community. We do this by:

- Promoting and supporting businesses through advocacy, marketing, and outreach
- Assisting businesses in their professional development by providing education, support, and resources
- Providing opportunities to make business and social connections and build relationships
- Create a collaborative environment among businesses, community, and government within the Readings
- Connect businesses with the local community via events and visibility

At the onset of the pandemic, the Chamber Board immediately agreed that it was important to support all Reading and North Reading businesses, not just Chamber members, during what was an extremely stressful time. We created a new landing page on our website with COVID resources and updated it regularly with local, state, and federal resources, hosted webinars and fielded daily questions about PPP, EIDL grants, working remotely, and orchestrated the bulk purchase of masks and distributed them to all local businesses. It is worth noting that we were able to offer this level of support with just 1 full time and one part time employee, as well as the efforts of our all-volunteer Board of Directors.

To further support all local businesses, we applied for and were granted a Mass Office of Travel and Tourism grant of $24,745 to create a new Shop Local program: "Shop the Readings". Through outreach, we were able to double our project budget through support from the North

Reading Economic Development Committee and local sponsors to create Shop the Readings. Shop the Readings is a website (www.shopthereadings.com), which features an inclusive business database of all local businesses (not just chamber members) with key features such as contactless pickup, ordering online, and special shopping hours for high-risk individuals. Instead of canceling our holiday tree lighting celebrations completely, we instead offered "Santa's Holiday Tour", a traveling parade that traveled 20+ miles through the neighborhoods of Reading and North Reading, to allow families to continue to kick off the holiday season with a community event that was safe, and child centered.

Since March 2020, the Chamber has lost 90 members, many due to business closures and economic hardship. Despite this change, we continue to focus on maintaining a level of service to all businesses and offer guidance and support. We have created new events and secured alternative sources of funding to sustain our initiatives. We have pivoted and offered new, outdoor events such as our Outdoor Drive-In Movie Night and our Santa's Holiday Tour parade when our traditional events were not advisable. Once COVID restrictions began to ease, we created a new event, Winterfest, which we recently held in March on Reading Common and was very well received and attended.

In the coming years we hope to continue to expand these efforts as well as to play a major role in the revitalization of our Main Street businesses by focusing resources in recruiting new business to Reading and North Reading and to help fill empty storefronts and restaurants. Neighboring towns will be planning to do the same, and we to strive to positively impact our communities by creating new jobs, increasing civic pride and community engagement. We plan to use a portion of the funding to stabilize our budget to pre-pandemic levels. Thank you for your consideration and support.

Sincerely,

Lisa Egan

Lisa Egan, Executive Director
On behalf of the Reading-North Reading Chamber of Commerce

Item	Description	Year One Request
Programming/Education	The Chamber will expand programming to offer more educational and networking opportunities to local businesses. Examples include: job programs including hiring and workforce retention, in-person and virtual seminars on	$10,000

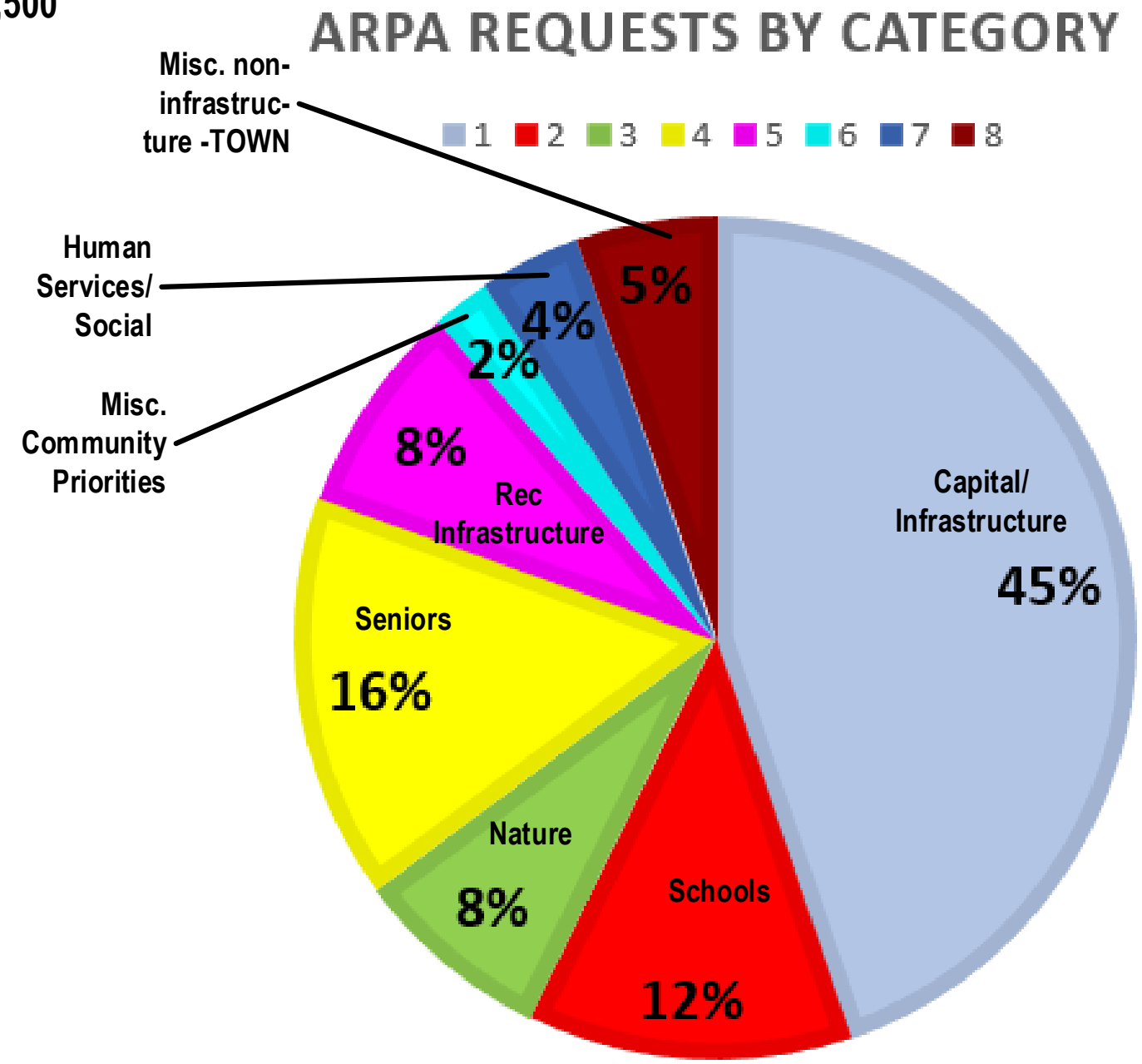
	marketing, digital analytics, use of social media, and insurance.	
Business Support	The Chamber will offer complimentary memberships to businesses, both brick and mortar and home-based, so we can continue to support those who need it most and not drop those businesses who cannot afford dues. Priority will be given to businesses with under 12 employees and those which are minority or woman owned, so that they may take advantage of programming to help recover from the negative impact of the pandemic. This is a year one request that the activities may extend into years two and three.	$25,000
Shop the Readings	Expand the website to include more local events, resources and add new businesses that have opened over the past 18 months. Create new marketing campaign to educate consumers on the importance and value of shopping locally as well as to provide one spot to allow residents and visitors to discover the many services available right in town.	$35,000
Professional 30-second Videos	Videos are the most important tool for social media and visibility for small businesses, but they are very expensive to create, and most businesses do not have the proper equipment or editing tools. We aim to hire a professional video company to create 50 videos for local	$20,000

	businesses over the course of 18 months, 25 of Reading Businesses and 25 for North Reading businesses. These would be complimentary for all local businesses, not just Chamber Members. Videos are key for social media and awareness. We will do a raffle to select the businesses if more than 50 sign up. This is a year one request with the expectation we will extend the expenditure into year two.	
Social Media	The Chamber recognizes the value of a regular social media engagement and seek to partner with a local agency to create and execute our social media on Facebook, LinkedIn and Instagram. This is a year one request with the expectation that we may be extend the expenditure into year two.	$15,000
Total		$105,000

RAAC MEETING 4-12-22

Summary of Arpa Funding Ideas and Requests as of 4/10/2022

Subtotal for all $15,385,500



Capital And Infrastructure List – non Rec

Requests/Suggestions received so far

DPW - Cemetary Garage	$1,000,000
RISE playground surface	$120,000
RMHS Field House bleachers and floor (1.5 mil - 4 mil -midpoint)	$2,000,000
Water tower and Walkers Brook Water Main work (MD recommends no more than 500k)	$2,000,000
Water main repair work	$1,000,000
Solar panels for RMHS and other properties	
Sidewalks/Trees 250k-500k pick midpoint	$375,000
Walkers Brook water projects	$400,000
Capital Subtotal	**$6,895,000**

Schools - Schools Request so far (not all have dollar figures as of 4/10/22)

Schools - IXL Software for Middle Schools	$32,000
Early literacy support for prof dev, curriculum materials	$450,000
Extending/Accelerating/Remediating student learning: vacation academies, summer programming (assume 10 weeks @30k/week), before/after school tutoring	$300,000
Innovative Pathways in RMHS	
Contracted supports and tier 1 curriculum to support student socio-emotional needs	
Professional learning to Enhance Adult practices	
Streamlining systems - new software for student information system, school schedues	$50,000
School pandemic issues - general (possibly inclusive of all other numbers)	$1,000,000
Schools - contract writing support for middle and high schools, to remediate significant lost learning in writing for gr. 6-12, 4 teaching fellows @20k each for at least one year	$80,000
Schools Subtotal (of known expenses)	$1,912,000

Nature/Conservation suggestions so far

Town Forest - improvements to increase usage and getting outside	
Town Forest - lot 5 parking entrance, complete tree removal and replanting ($100k-250k - pick midpoint	$150,000
Conservation - Bare Meadow study	**$7,800**
Conservation - Invasive management	$1,000
Conservation - Trail Management	$1,200
Historical - Photo/Map digitization	$7,500
Historical - Collections Mgmt Software	$1,000
Sustainability - town side?	$1,000,000
Nature - subtotal	$1,168,500

Seniors and/or Senior Center – so far

Senior Center - more services	$200,000
Add 1st floor bathroom to senior center	
Senior Center - contribution towards overall cost/design of new one, long term	$2,000,000
Senior Center feasability stutdy	$200,000
Seniors - Subtotal	**$2,400,000**

Recreation Infrastructure – noted so far

Birch Meadow Central Spine paths and Bathrooms (250k-750k per town - 1.5 M per MD, pick midpoint)	$750,000
Imagination Station parking lot (250k-750k - midpoint)	$500,000
Imagination Station Playground Replacement	
Sturges Park completion - tennis court and lights	
Zanni Land field space - build out and/or do study	
Community Dog park on town owned land	
Rec Infrastructure Subtotal (known)	**$1,250,000**

Misc. Community Priorities/Private Requests Part 1 – suggested by RAAC/Town

Electric Vehicle Pilot Program	$100,000
Farmers Market study	$100,000
Money back in the pockets of residents	
Support for Veterans Housing	
Small Business Assistance	
Reading Rotary - stipend for fall street faire - to cover cost of town staff, details	$30,000

Misc. Community Priorities Part 2 – Actual request from Reading/North Reading Chamber of Commerce ($105k total in 1st year)

Reading/North Reading Chamber of Commerce - grant for programming/education for local businesses	$10,000
Reading/North Reading Chamber of Commerce - complimentary memberships for businesses, priority to small business <= 12 employees (year 1)	$35,000
Reading/North Reading Chamber of Commerce:Shop the Readings - expand website, new marketing campaign	$35,000
Reading/North Reading Chamber of Commerce: Hire professional video company to create 20 sec videos for local businesses: 50 videos over 18 mos, 25 for Reading Businesses, 25 for North Reading	$20,000
Reading/North Reading chamber of commerce - 1 year social media request (with expectation for more in coming years) - partner with a local company to execute social media on FB, instagram, Linked In	$15,000
Misc Communities Subtotal	**$345,000**

Human Services/Social Suggestions

Back Pay for essential workers	
Rental assistance	
Employment Recognittion	
Mental Health/Domestic Violence awareness and assistance	
Nutritional Assistance/Food bank	
Affordable housing revamp and capability	$500,000
Food Pantry support	$100,000
Human Resources Subtotal (known)	**$600,000**

Misc. Non-Infrastructure Town Side

Water Reserves to stabilize water rates	$500,000
Eastern Gateway study based on not moving DPW	
Pandemic-unexpected reserve (already there?)	$250,000
Town side - fiber network	$15,000
Town Side - Office 365 License	$50,000
Misc non infrastructure town	**$815,000**

Considerations in Ranking

- Explain how the proposal
- To the extent possible, benefits populations and/or initiatives that were the original target under under ARPA and the implementing regulations;
- Relates to the short and/or long term goals of the town of Reading, Reading Public Schools, etc. (including citations to pertinent improvement plans and documents.
- Is a project that will be done with or without ARPA money or
- Cannot be done without ARPA money
- If applicable, is "shovel ready" or equivalent

Considerations in Ranking, cont'd

- Identify

  (a) groups and/or % of residents that would benefit from the proposal

  (b) general costs of implementing and sustaining the proposal in the initial year and ongoing years

  (c) individuals or departments responsible for implementing the proposal

  (d) any need to retain consultants, 3rd parties, or other professionals to assist with implementation;

  (e) ease of administration/implementation

  (f) challenges with implementation (including staffing challenges, supply chain challenges)

  (h) long-term budget savings or increases associated with the proposal

  (i) additional requirements such an initiative might entail (e.g., new programs projects that might trigger ADA requirements, public construction issues, etc.)

  (j) whether alternate sources (e.g., donation funds, "friends" funds, foundations, other grants, existing revolving accounts, etc.) exist to fund some or all of the proposal

Example Ranking Chart - Capital

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/Maybe = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Town and School Infra-structure / Capital/ Water / Sewer										
DPW - Cemetary Garage										
RISE playground surface										
RMHS Field House bleachers and floor (1.5 mil - 4 mil - midpoint)										
Water tower and Walkers Brook Water Main work (MD recommends no more than 500k)										
Water main repair work										
Solar panels for RMHS and other properties										
Sidewalks/Trees 250k-500k pick midpoint										
Walkers Brook water projects										
Capital Subtotal										

Example Ranking Chart - Schools

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/Maybe = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Schools										
Schools - IXL Software for Middle Schools										
Early literacy support for prof dev, curriculum materials										
Extending/Accelerating/Remediating student learning: vacation academies, summer programming (assume 10 weeks @30k/week), before/after school tutoring										
Innovative Pathways in RMHS										
Contracted supports and tier 1 curriculum to support student socio-emotional needs										
Professional learning to Enhance Adult practices										
Streamlining systems - new software for student information system, school schedues										
School pandemic issues - general (possibly inclusive of all other numbers)										
Schools - contract writing support for middle and high schools, to remediate significant lost learning in writing for gr. 6-12, 4 teaching fellows @20k each for at least one year										

Example Ranking Chart – Nature/Conservation

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/May be = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Town Forest - improvements to increase usage and getting outside										
Town Forest - lot 5 parking entrance, complete tree removal and replanting ($100k-250k - pick midpoint										
Conservation - Bare Meadow study										
Conservation - Invasive management										
Conservation - Trail Management										
Historical - Photo/Map digitization										
Historical - Collections Mgmt Software										
Sustainability - town side?										

Example ranking chart: Seniors/Senior Center

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/May be = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Seniors and/or Senior Center										
Senior Center - more services										
Add 1st floor bathroom to senior center										
Senior Center - contribution towards overall cost/design of new one, long term										
Senior Center feasability stutdy										

Example ranking chart: Rec Infrastructure

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/Maybe = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Birch Meadow Central Spine paths and Bathrooms (250k-750k per town - 1.5 M per MD, pick midpoint)										
Imagination Station parking lot (250k-750k - midpoint)										
Imagination Station Playground Replacement										
Sturges Park completion - tennis court and lights										
Zannin Land field space - build out and/or do study										
Community Dog park on town owned land										
Rec Infrastructure Subtotal (known)										

Misc. Community Priorities – non Chamber

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/May be = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Electric Vehicle Pilot Program										
Farmers Market study										
Money back in the pockets of residents										
Support for Veterans Housing										
Small Business Assistance										
Reading Rotary - stipend for fall street faire - to cover cost of town staff, details										

Misc. Community Priorities – Chamber

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/May be = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Reading/North Reading Chamber of Commerce - grant for programming/education for local businesses										
Reading/North Reading Chamber of Commerce - complimentary memberships for businesses, priority to small business <= 12 employees (year 1)										
Reading/North Reading Chamber of Commerce:Shop the Readings - expand website, new marketing campaign										
Reading/North Reading Chamber of Commerce: Hire professional video company to create 20 sec videos for local businesses: 50 videos over 18 mos, 25 for Reading Businesses, 25 for North Reading										
Reading/North Reading chamber of commerce - 1 year social media request (with expectation for more in coming years) - partner with a local company to execute social media on FB, instagram, Linked In										

Example ranking chart: human services/social

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/Maybe = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Back Pay for essential workers										
Rental assistance										
Employment Recognittion										
Mental Health/Domestic Violence awareness and assistance										
Nutritional Assistance/Food bank										
Affordable housing revamp and capability										
Food Pantry support										

Example Ranking Chart: town side non-infrastructure

Description/Recipient	Other Funding Available (e.g., grants)Y = 0, Unsure/May be = 5, No = 10	Shovel Ready/ Ready to Buy? Y = 10, Maybe/unsure = 5, No=0	Est % of residents who benefit, 100% = 10, 50% =5, etc.	Funding % of total need? 100% = 10, 50% = 5 etc	Sustainable when Arpa $ is gone? Y = 10, Maybe = 5, N = 0	Able to Execute within Arpa timing? Y=10, Maybe = 5, No = 0 etc	Recuring Costs after implement-ing? Low to No = 10, Yes = 0, Maybe = 5 etc	Group Defined criteria (e.g., does it save or make money?) 10 = highest, 0 = lowest_____ _____	Group Defined criteria 10 = highest, 0 = lowest_____ _____	Total Score (max = 100)
Misc. non Infrastruc-ture town side										
Water Reserves to stabilize water rates										
Eastern Gateway study based on not moving DPW										
Pandemic-unexpected reserve (already there?)										
Town side - fiber network										
Town Side - Office 365 License										

Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side
		Bucket/Spending Categories - Pick only 1 that predominates							
DPW - Cemetary Garage	$1,000,000	X							
RISE playground surface	$120,000	X							
RMHS Field House bleachers and floor (1.5 mil - 4 mil -midpoint)	$2,000,000	X							
Water tower and Walkers Brook Water Main work (MD recommends no more than 500k)	$2,000,000	X							
Water main repair work	$1,000,000	X							
Solar panels for RMHS and other properties		X							
Sidewalks/Trees 250k-500k pick midpoint	$375,000	X							
Walkers Brook water projects	$400,000	X							
Capital Subtotal	**$6,895,000**								

Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side
Schools - IXL Software for Middle Schools	$32,000		X						
Early literacy support for prof dev, curriculum materials	$450,000		X						
Extending/Accelerating/Remediating student learning: vacation academies, summer programming (assume 10 weeks @30k/week), before/after school tutoring	$300,000		X						
Innovative Pathways in RMHS			X						
Contracted supports and tier 1 curriculum to support student socio-emotional needs			X						
Professional learning to Enhance Adult practices			X						
Streamlining systems - new software for student information system, school schedues	$50,000		X						
School pandemic issues - general (possibly inclusive of all other numbers)	$1,000,000		X						
Schools - contract writing support for middle and high schools, to remediate significant lost learning in writing for gr. 6-12, 4 teaching fellows @20k each for at least one year	$80,000		X						
Schools Subtotal (of known expenses)	$1,912,000								

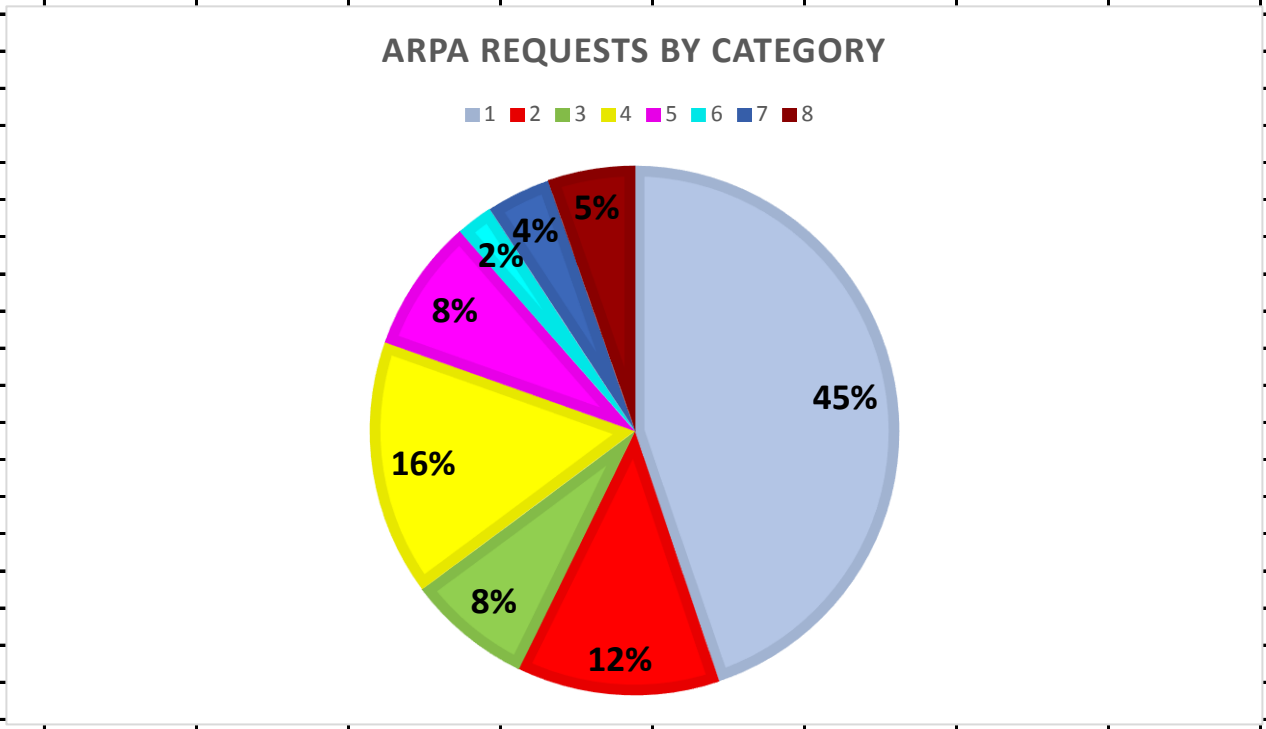
Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side
Town Forest - improvements to increase usage and getting outside				X					
Town Forest - lot 5 parking entrance, complete tree removal and replanting ($100k-250k - pick midpoint	$150,000			X					
Conservation - Bare Meadow study	**$7,800**			X					
Conservation - Invasive management	$1,000			X					
Conservation - Trail Management	$1,200			X					
Historical - Photo/Map digitization	$7,500			X					
Historical - Collections Mgmt Software	$1,000			X					
Sustainability - town side?	$1,000,000			X					
Nature - subtotal	$1,168,500								

Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side
Senior Center - more services	$200,000				X				
Add 1st floor bathroom to senior center					X				
Senior Center - contribution towards overall cost/design of new one, long term	$2,000,000				X				
Senior Center feasability stutdy	$200,000				X				
Seniors - Subtotal	**$2,400,000**								
Birch Meadow Central Spine paths and Bathrooms (250k-750k per town - 1.5 M per MD, pick midpoint)	$750,000					**X**			
Imagination Station parking lot (250k-750k - midpoint)	$500,000					**X**			
Imagination Station Playground Replacement						**X**			
Sturges Park completion - tennis court and lights						**X**			
Zannin Land field space - build out and/or do study						**X**			
Community Dog park on town owned land						**X**			
Rec Infrastructure Subtotal (known)	**$1,250,000**								

Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side
Electric Vehicle Pilot Program	$100,000						X		
Farmers Market study	$100,000						X		
Money back in the pockets of residents							X		
Support for Veterans Housing							X		
Small Business Assistance							X		
Reading Rotary - stipend for fall street faire - to cover cost of town staff, details	$30,000						X		
Reading/North Reading Chamber of Commerce - grant for programming/education for local businesses	$10,000						X		
Reading/North Reading Chamber of Commerce - complimentary memberships for businesses, priority to small business <= 12 employees (year 1)	$35,000						X		
Reading/North Reading Chamber of Commerce:Shop the Readings - expand website, new marketing campaign	$35,000						X		
Reading/North Reading Chamber of Commerce: Hire professional video company to create 20 sec videos for local businesses: 50 videos over 18 mos, 25 for Reading Businesses, 25 for North Reading	$20,000						X		
Reading/North Reading chamber of commerce - 1 year social media request (with expectation for more in coming years) - partner with a local company to execute social media on FB, instagram, Linked In	$15,000						X		
Misc Communities Subtotal	**$345,000**								

Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side
Back Pay for essential workers								X	
Rental assistance								X	
Employment Recognittion								X	
Mental Health/Domestic Violence awareness and assistance								X	
Nutritional Assistance/Food bank								X	
Affordable housing revamp and capability	$500,000							X	
Food Pantry support	$100,000							X	
Human Resources Subtotal (known)	**$600,000**								
Water Reserves to stabilize water rates	$500,000								X
Eastern Gateway study based on not moving DPW									X
Pandemic-unexpected reserve (already there?)	$250,000								X
Town side - fiber network	$15,000								X
Town Side - Office 365 License	$50,000								X
Misc non infrastructure town	**$815,000**								
Subtotal for all	**$15,385,500**	**$6,895,000**	**$1,912,000**	**$1,168,500**	**$2,400,000**	**$1,250,000**	**$345,000**	**$600,000**	**$815,000**
Totals bv % so far		45	12	8	16	8	2	4	5

Description/Recipient	Estimated Cost?	Town and School Infra-structure / Capital/ Water / Sewer	Schools	Nature/ Conser-vation / Preser-vation	Seniors and/or Senior Center	Rec - Infra-struc-ture	Misc. Commu-nity priorities and Private/ non-town	Human Services/ Social	Misc. non Infrastruc-ture town side



Town of Reading
Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Reading Arpa Advisory Committee

Date: 2022-03-29 Time: 7:00 PM

Building: Reading Community Television -RCTV Location:

Address: 557 Main Street Session: Open Session

Purpose: Open Meeting Version: Draft

Attendees: **Members - Present:**

Chair Marianne Downing, Vice Chair Mark Dockser, Shawn Brandt (remote), Geoffrey Coram, Andrew Grimes, Chris Haley, Joe McDonagh, Tom Wise

Members - Not Present:

Others Present:

Town Manager Fidel Maltez, Town Accountant Sharon Angstrom (remote), School Superintendent Tom Milaschewski, School Director of Finance Sue Bottan, Assistant Town Manager Jean Delios (remote);
Finance Committee members: Chair Ed Ross (remote), Jackie McCarthy (remote);
School Committee members: Erin Gaffen (remote), Sarah McLaughlin (remote);
Public: Emily Sisson (remote), Nancy Tawadros (remote)

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person at RCTV studios and remotely via Zoom.

Chair Marianne Downing called the meeting to order at 7:01 pm.

Public Comment:
There was no comment from the public.

WATER SEWER PRESENTATION/DISCUSSION: Town Manager Fidel Maltez to address RAAC re: Water/Sewer category of uses for ARPA funding:
Town Manager Fidel Maltez shared the three top priorities according to his conversations in the community: water and sewer rates, school priorities, and athletics and recreation. He stated that tonight he will focus on water and sewer "bucket" of ARPA funds.

Upon reaching a quorum, Finance Committee Chair Ed Ross called the Finance Committee to order at 7:08 pm.

Mr. Maltez reviewed the history for funding the Auburn Street Water Tower. Bids came in $2.5 million over the budgeted amount. Additional funding was sought at a Special Town Meeting in October 2021, with $500,000 from water reserves, and $2 million authorized to bond. Town Meeting approved with the added clauses that the Select Board and Town Manager apply for grants to help subsidize the cost or cover a portion with ARPA funds.

Mr. Maltez presented a second option for the water bucket to help alleviate water and sewer rates. Previous Town Manager Bob LeLacheur recommended subsidizing the FY23 Water Enterprise budget with $750,000 from water reserves to bring water rates to $12.45 per cubic foot. Mr. Maltez further proposed to lower water rates using $2 million of ARPA funds, $1 million in each FY23 and FY24, to bring the rate to $10.45 per cubic foot.

Other projects such as Walkers Brook Drive and Emerson Street repairs are not attractive for grants, as they are reactive repairs. Grants are typically to improve an area, not repair it. The Town is still paying $600,000 per year until FY28 for the initial buy-in fee for MWRA. Paying additional funds toward that can be helpful, and having wiggle room in the water rate will enable the Town to have that conversation.

Mr. Maltez noted that while reviewing other MWRA communities, only a handful have one rate for all rate payers. Most communities have adopted a tiered rate structure with higher rates for higher consumption. A funding request for a water rate study is included in this year's Annual Town Meeting warrant. Mark Dockser noted that other communities joining MWRA are receiving better deals, and suggested contacting MWRA to see if anything can be done to improve Reading's rates.

Upon reaching a quorum, School Committee Chair Tom Wise called the School Committee to order at 7:33 pm.

RPS PRESENTATION/DISCUSSION: RPS Superintendent Dr. Tom Milaschewski to address RAAC re: RPS category uses for ARPA funding, including uses for varying allocations, time-sensitive needs, etc.:

School Superintendent Tom Milaschewski thanked the Committee and Select Board for including the Schools in the ARPA conversation. He presented the three priorities to address issues amplified by the pandemic. Priority #1 is improving academic outcomes by focusing on early literacy, extending and accelerating student learning, and secondary offerings. Priority #2 is to support students social and emotional needs. Priority #3 focuses on enhancing adult practices through professional learning and streamlining systems.

For priority #1, the district received a $200,000 grant from DESE, which must be used by the end of June, to purchase a high-quality early literacy curriculum for three grade levels, that is aligned to current research and best practices. ARPA funds could help support professional development and teacher materials to effectively roll out the curriculum. To accelerate student learning, the district is trying to invest more in summer programs to close learning gaps. Secondary offerings are being explored with the High School community to create more innovative pathways and offer more hands-on opportunities for students.

For priority #2 to support social and emotional needs, the schools are considering additional contract support. The needs are not yet fully known, but needs are anticipated to continue.

For priority #3 investment is needed in teachers and instructional practice. The current student information system does not meet current needs and needs to be streamlined.

Ms. Downing asked when the schools need to know whether ARPA funds will be used to support the early literacy curriculum. Dr. Milaschewski stated that May would be the perfect time frame to have the decision, so they know whether they can move forward with the program. The amount needed will be determined in another two or three weeks, once the administration gets feedback from teachers on what they will need. Dr. Milaschewski plans to return at the May 11th RAAC meeting with further information.

WORKING LIST DISCUSSION: Discuss and develop rough master list of items and/or item categories that might be suitable for potential ARPA funding and group into related categories as applicable (cost, time sensitivity (if applicable) of items to be clarified at later meeting):

Ms. Downing shared ideas that were suggested to her by residents such as a cemetery garage, funding a community activity like the Fall Street Faire, writing needs in the high school, IXL in the middle school, teaching fellows to assist with tutoring, and other discreet unfunded community priorities previously presented to the Select Board.

In addition to the water tower and vacation academy, Mr. Coram stated that he would like to see progress on Imagination Station and the Birch Meadow master plan.

On a motion by Mr. Coram, and seconded by Ms. Downing, the Finance Committee voted 4-0-0 to adjourn at 8:10 pm after Ms. McCarthy left the meeting.
Roll call vote: Geoffrey Coram-Yes, Marianne Downing-Yes, Joe McDonagh-Yes, Ed Ross-Yes.

Mr. Grimes noted that he would like to see pay for essential workers.

Mr. Wise echoed progress on Birch Meadow, and the school initiatives presented by Dr. Milaschewski. He added other projects for consideration including: resurfacing the tennis and basketball courts at Sturges Park, developing the Zanni land into athletic field space, adding more outdoor dining, and development of the RMLD building.

Mr. Dockser presented his own bucket suggestions: a pandemic impact bucket to address issues exposed in the Schools, the senior community, and for people with modest means; a community space bucket for projects such as Birch Meadow, a senior/multigenerational center, a farmers market, and development of the Eastern Gateway; a community smaller projects bucket for small wins like arts, music, and green space; a bigger community projects bucket for bigger projects already discussed; an infrastructure bucket to address ways to replenish water reserves, and add sidewalks, trees, and shady areas; a capital bucket for the water tank, electric vehicles for the Town, and other capital projects that are on the horizon, but not yet on the capital plan such as the bleachers and field house floor; and a community development bucket to address affordable housing. He also suggested leaving a modest amount in reserves for any other unexpected pandemic related issues.

Mr. Haley suggested allocating $2 million for the water tower. He also suggested adding solar panels to the high school to offset the cost of full day kindergarten, but pivoted to the priorities presented by Dr. Milaschewski. Other priorities proposed by Mr. Haley include: Imagination Station, a dog park, a first-floor bathroom at the senior center, or relocating/supplementing existing senior center programs at other locations, back pay for essential workers, and some portion to address the mental health crisis.

Mr. McDonagh agreed with Imagination Station, and suggested addressing substance abuse, making Reading bike friendly, developing the lot adjacent to Town Forest for better accessibility, and other improvements for the Town Forest.

Mr. Brandt agreed with Birch Meadow and the dog park idea, and noted that Dr. Milaschewski had his proxy on the schools' needs.

Town Accountant Sharon Angstrom presented priorities that she identified with Assessor Victor Santaniello including: reaching out to people of modest means who struggled financially as a result of the pandemic, employee recognition, small business assistance, help for domestic abuse, substance abuse, and mental health, and help for people who fall into the income range to qualify for free and reduced lunch.

CRITERIA DISCUSSION: Discuss and develop evaluation criteria and/or ranking standards, for RAAC to use in evaluating and prioritizing ARPA spending recommendations:
The Committee discussed various criteria for considering how to present deliverables to the Select Board including: need, impact, and reach in the community; time sensitivity; urgency; savings provided; doable within the ARPA spending time frame; one-time or time-limited expenses; and provided improvement to residents' quality of life.

Mr. McDonagh and Ms. Downing volunteered to prepare a matrix that lists the priorities along with the criteria for discussion at the next meeting.

SURVEY DISCUSSION: Review potential community survey questions from RAAC members, example surveys from other communities, discuss survey format and timing:

The Committee discussed the substance and size of the proposed survey. Members agreed that the survey could be brief, but could incorporate a ranking or rating of a list of projects which could help provide guidance for spending.

In comparing similar surveys from other communities, including Wakefield, Melrose, and Sudbury, the Committee was impressed by the substance of Sudbury's survey, which was conducted by a vendor called Flash Vote. Mr. Dockser submitted an inquiry into pricing for the service and will report back at the next meeting. A specific question from Sudbury's survey: "How would you allocate $100 across this sample list of projects?" was of particular interest to the Committee.

Discuss future agenda items:

Mr. Maltez stated that the Recreation Division will be presenting their status with Birch Meadow and touch upon Imagination Station at the next meeting.

Ms. Downing asked members to take the list of items discussed and try to collate them into buckets for the next meeting.

The survey, plan to roll it out, and platform to use (Survey Monkey, Flash Vote, Google Docs) will also be discussed at the next meeting on April 12th.

Review/Approve minutes from 3/23/2022 meeting:

On a motion by Mr. Wise, and seconded by Mr. Dockser, the Reading ARPA Advisory Committee voted 8-0-0 to approve the meeting minutes of March 23, 2022 as written.
Roll call vote: Shawn Brandt-Yes, Geoffrey Coram-Yes, Andrew Grimes-Yes, Tom Wise-Yes, Mark Dockser-Yes, Chris Haley-Yes, Joe McDonagh-Yes, Marianne Downing-Yes.

On a motion by Mr. Wise, and seconded by Mr. Brandt, the School Committee voted 4-0-0 to adjourn at 9:37 pm.
Roll call vote: Erin Gaffen-Yes, Sarah McLaughlin-Yes, Shawn Brandt-Yes, Tom Wise-Yes.

On a motion by Mr. Grimes, and seconded by Mr. Wise, the Reading ARPA Advisory Committee voted 8-0-0 to adjourn at 9:37 pm.
Roll call vote: Shawn Brandt-Yes, Joe McDonagh-Yes, Chris Haley-Yes, Mark Dockser-Yes, Tom Wise-Yes, Andrew Grimes-Yes, Geoffrey Coram-Yes, Marianne Downing-Yes.