

Town of Lincoln ARPA ADVISORY COMMITTEE

Approved 5/22/23 by Selectboard

1. **NAME:** This body shall be known as the American Rescue Program Act (ARPA) Advisory Committee.
2. **PURPOSE:** The purpose of the Committee shall be to determine appropriate uses of the ARPA funds allocated to Lincoln (currently \$371,054). The Committee shall recommend to the Selectboard projects and dollar amounts the Committee determines to merit the use of ARPA funding. The Selectboard will make the final decision on the use of ARPA funds.
3. **DURATION:** The ARPA Committee shall exist upon formation by the Lincoln Selectboard, in a duly warned meeting, until December 31, 2023, or until all funds have been obligated, whichever comes first. The Selectboard, in consultation with the committee, may extend the existence of the Committee and expand its duties and functions.
4. **DUTIES AND FUNCTIONS:** The duties and functions of the ARPA Committee shall include, but not be limited to:
 - a. Develop a plan for completing the Committee's work with a timeline and milestones for deliverables.
 - b. Review written proposals already submitted to the Selectboard and additional proposals received by July 1, 2023.
 - c. Determine if the requesting organizations have the financial and management skills, and capacity to manage the proposed project(s).
 - d. Confirm the organizations requesting funds have a practical plan to sustain the projects for a reasonable number of years with minimal impact on the town's operating budget.
 - e. Ensure proposals comply with eligible ARPA uses.
 - f. Score proposals based on criteria to be defined by the Committee.
 - g. Explore opportunities to leverage additional state and federal grant programs for submitted proposals. The Committee, with prior approval of the Selectboard, may use ARPA funds to hire a grant writer to fulfill this function.
 - h. Document and present to the Selectboard the projects the Committee determines merit the use of ARPA funds.
5. **MEMBERS and OFFICERS:**
 - a. The Selectboard shall appoint no more than seven (7) and no less than five (5) members plus an ex officio non-voting member.
 - b. All members of the Committee shall be registered voters in Lincoln.
 - c. The Committee shall elect a Chair, Vice Chair, and Clerk and define their roles and duties.
6. **MEETINGS:**
 - a. The ARPA Committee is a Town of Lincoln committee and shall comply with Open Meeting Law (OML). The Committee shall be responsible for selecting a knowledgeable Committee member or other individuals to educate new Committee members on OML and ensure that all requirements of this law are observed as it relates to the ARPA Committee.
 - b. The ARPA Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time each month.
 - c. The Selectboard approves the use of electronic participation when appropriate.
 - d. The Committee may hire a non-committee member to take minutes of the meeting using ARPA funds with prior approval of the Selectboard. With prior approval by the Selectboard, the Committee may ask for administrative assistance from a town employee (e.g. Assistant to the Selectboard).