



Date: December 13, 2021
To: Mayor and Town Council
From: Sean O’Keefe, Town Administrator
Re: Discussion and Approval: ARPA NEU Staff Payment

Objective:

To provide a one-time payment to staff from federal funds (ARPA NEU) allowed for such purpose.

Summary:

Inasmuch as all Town staff have helped in their respective departments during the COVID-19 public health emergency and have continued to engage with the public with regular, in-person interactions and physical handling of items that were also handled by others without the social distancing protection of telework, the Town would provide a one-time payment from these eligible earmarked funds. The amounts would be determined by employment status, distinguishing between department heads, full-time, part-time, and seasonal employees, and not to exceed an aggregate total of \$20,000 for all employees.

Possible Motions:

The Town Council has the following options:

1. The Town Council motions to approve
OR
2. The Town Council motions to approve with the following conditions
OR
3. Motion to Deny

Fiscal Impact:

There is a one-time fiscal impact to the Town of \$20,000.
There is no recurring fiscal impact to the Town.

Staff Recommendation:

Motion to approve the one-time staff payment before the end of the calendar year.