



The Office of
Town Administrator
April C. Steward

TOWN OF BOYLSTON
221 MAIN STREET
BOYLSTON, MA 01505

*Town Administrator's Report
April 20, 2021*

- 1. *Municipal Vulnerability Preparedness:*** The Town Planner and I met with CMRPC to discuss pursuing a grant for the town to become an MVP Community. This process assesses the town's vulnerability to and prepares the town for climate change impacts and to build community resilience. Unlike the Master Plan and the Housing Production Plan, this process is not a public process, but rather an internal core team will need to be developed. We are not looking to begin this process until after the beginning of next year. There will be more information coming as we begin to wrap up the HPP and other projects.
- 2. *American Rescue Plan:*** More information on the ARPA has been coming out from the Federal Government. Boylston falls under the category of "Non-entitlement units of local government" because we are not a metropolitan city. Therefore, the Treasury will pay funds to the state of Massachusetts and the state will distribute the funds to the town. The Treasury Department stated that program guidance for the Coronavirus State and Local Fiscal Recovery Fund will be released in the coming weeks.
- 3. *VoIP:*** I met with our IT Provider last week to discuss switching from our current phone system to a VoIP system. This system would allow us to forward our calls to any device and would allow us to access our voicemails remotely. This update is covered under the CARES Act funding we have received to complete our ability to work remotely and still provide excellent service to our community.
- 4. *Regional Vaccination Clinic:*** Last week was the first week that the Regional Clinic in Westborough opened their doors. With very short notice, we were able to vaccinate 1,501 individuals. Without the pooling of resources and the contributions from multiple communities, this would not have been able to happen. The clinic has received another allotment of 1,500 doses and will continue to vaccinate whoever has made an appointment. The clinic is also working on a standby call list system. More information on the site, how to register for an appointment, and the last minute appointment link can be found at <https://www.town.northborough.ma.us/covid-19-coronavirus-information/pages/metrowest-westborough-regional-vaccination-site>. Yesterday the state moved into Phase III of their vaccination plan and now anyone age 16 and over can sign up to receive a vaccination. This clinic only has Moderna Vaccines now and can only vaccinate people who are 18+.

Submitted,

April C. Steward

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Town Administrator



Treasury lays out steps local governments need to take to prepare for ARPA grants

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Based on an announcement from the U.S. Department of the Treasury, the National League of Cities today provided an update about actions local governments need to take in order to receive their grants from the American Rescue Plan Act.

On [its website, the Treasury Department](#) late on April 15 laid out the steps that metropolitan cities and non-entitlement units of local government need to take to receive their grants from the American Rescue Plan Act. It is recommended that these steps be taken as soon as possible to ensure cities and towns receive their funds in a timely fashion.

Metropolitan cities

Metropolitan cities should:

1. Ensure the entity has a valid DUNS number. A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. The federal government uses the DUNS number to track how federal money is allocated.

A DUNS number is required prior to registering with the SAM database, which is outlined below. Registering for a DUNS number is free of charge.

To obtain a valid DUNS number, visit fedgov.dnb.com/webform or call 866-705-5711 to begin the registration process.

2. Ensure the entity has an active SAM registration. SAM is the official government-wide database to register with in order to do business with the U.S. government. All federal financial assistance recipients must register on SAM.gov and renew their SAM registration annually to maintain an active status to be eligible to receive federal financial assistance. There is no charge to register or maintain an entity's SAM registration.

Entities that do not have an active SAM registration should visit SAM.gov to begin the entity registration or renewal process. Note that SAM registration can take up to three weeks; a delay in registering in SAM could impact timely payment of funds.

• [Download an overview for SAM registration from the Treasury.](#) (PDF)

3. Gather the entity's payment information, including:

- Entity Identification Number (EIN), name, and contact information
- Name and title of an authorized representative of the entity
- Financial institution information (e.g., routing and account number, financial institution name and contact information)

Non-entitlement communities

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government.

"Non-entitlement units of local government" are defined in 42 U.S.C. 5302(a)(5) that are not metropolitan cities. For these non-entitlement units of local government, the Treasury will allocate and pay funds to state governments, and the state will distribute funds to non-entitlement units of local government in proportion to population.

Non-entitlement units must have a valid DUNS number to meet reporting requirements under the program. Entities without a valid DUNS number should visit fedgov.dnb.com/webform or call 866-705-5711 to begin the registration process.

Further guidance

The Treasury Department stated that program guidance for the Coronavirus State and Local Fiscal Recovery Fund will be released in the coming weeks.

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MetroWest-Westborough Regional Vaccination Site

The MetroWest-Westborough Regional Vaccination Site at the DoubleTree Hotel (5400 Computer Drive, Westborough) is a collaborative effort by the towns of Ashland, Boylston, Holliston, Hopkinton, Northborough, Southborough and Westborough. The site is supported with Fire and Health Department staff and resources from collaborating communities as well as volunteers from local Medical Reserve Corps (MRC) and Community Emergency Response Team (CERT) members.

LOCATION: The site is conveniently located at the DoubleTree Hotel at 5400 Computer Drive, Westborough, off of Route 9 and near the intersection of Interstate 495. The vaccination site is located on the main floor of the hotel and is handicap accessible. When you arrive, the vaccine site entrance is clearly marked and there is ample, free parking.

APPOINTMENTS REQUIRED:

- The majority of the appointments (75%) are filled directly through the State's Preregistration System. Please register at <https://vaccinesignup.mass.gov/#/>. The State will contact you when there are appointments available for you and provide you with a link to use to select and book your appointment.

The preregistration system is only for scheduling first doses. If you are looking to book your second dose, please contact the location of your first dose. If you are unable to book your second dose at your first dose location, please learn more about [securing a second dose at a mass vaccination site](#).

- The remainder of appointments (25%) are filled directly through private links for the collaborating communities. If you live or work in the towns of Ashland, Boylston, Holliston, Hopkinton, Northborough, Southborough and Westborough, contact your respective Health Department to learn more about how to signup via their private link.

LAST MINUTE APPOINTMENTS: In order to prevent wastage of vaccine, last minute vaccine appointments will be posted at the below link between 12:30pm and 2:00pm on scheduled clinic days which are currently Wednesday, Thursday and Friday. You must register for an appointment using the below link. The site will NOT accept walk-ins. You must be able to arrive at the scheduled appointment time as the clinic stops taking patients after 2pm. Please take the earliest time slot possible. Anyone who lives or works in Massachusetts and is aged 18 or older is eligible.

<https://home.color.com/vaccine/register/northborough?calendar=de4e6ec5-ca23-4234-b6ee-8049cc8ad60c> If you try to register and there are no appointments available, openings were filled.

[Click here](#) to signup for email notifications and to be added to the standby call list for last minute appointments.

OTHER DETAILS:

- This site is currently administering Moderna COVID-19 Vaccine. At this time, the State of Massachusetts suspended the use of the Johnson & Johnson COVID-19 Vaccine.
- Please arrive on time and do not enter the building earlier than 10 minutes before your scheduled appointment time.
- Have your photo ID ready. Please wear short-sleeves and wear a mask at all times.
- You cannot receive the COVID-19 vaccine if you received another vaccine in the last 14 days.

Source URL: <https://www.town.northborough.ma.us/covid-19-coronavirus-information/pages/metrowest-westborough-regional-vaccination-site>