

Shepherdstown Grant Committee
Minutes - August 3, 2021 - 5:30p.m. at Town Hall

Call to Order
5:40 pm

Approval of Minutes from July 19

Changes:

Mary to work on FCC and Matt to work on Fire House
Meeting is taking place 8/3 not 8/2

DW motion to approve with changes
MJ second

No visitors present
No visitors in Zoom

Old Business

- A. Community Block: Catholic Charities and Shepherdstown Shares, CS will contact WV Governor's office to inquire about status, since decision rests with them
- B. Additional committee members: CS will include Jenny Haynes on future emails about meetings, as she expressed interest in attending
- C. Community Input regarding needs:
 - 1. group agreed to switch to Zoom call for upcoming SAIL listening session. It was agreed that committee would give SAIL info on what our criteria/process are for working on grant applications, as well as a copy of the "Project Information Sheet" so they are aware of the kinds of information needed.
 - 2. Historic Shepherdstown has an upcoming benefit event on September 5, CS will reach out to schedule a listening session for after that date.

New Business

- 1. Tree Inventory:
 - a. DWG spoke to Davey Trees who did the last Shepherdstown tree inventory, and they are preparing a new proposal for tree inventory and management recommendations/software, recommendations for vacant sites (species) by 8/20; the grant application is straightforward so should

be able to file by 9/15; then town council will need to sign off on the application including Davey's proposal; if timing doesn't work out for the 9/15/21 TC meeting, we could schedule a special meeting; DWG will check in with forestry to see if turning the proposal in after 9/15 would be acceptable.

- b. We will need to put together a budget, can include in-kind including time. We need to know where the match is coming from;
 - c. tree commission has been copied on this project, has not received a response other than informal agreement with the project;
 - d. CS will follow up with Tree Commission before next council meeting and will keep them in the loop;
 - e. CS will look into regulatory requirements for bidding procedures
2. FireHouse Subs: MJ is lead on this, advised:
 - a. Need exact cost, not estimate
 - b. Can glean info from other grants
 - c. Opens back up on October 5, helpd to get it in sooner because it closes after 600 submissions and award at end of quarter
 - d. Will try to have it ready for TC to review at September Meeting or if not second Tuesday of October; can schedule special meeting if necessary
 3. Fire Fighter's Charitable Foundation: MTF will review this but plan is to submit at same time as FireHouse Subs application
 4. MTF is researching the quarterly funding opportunity from TMobile called the Hometown Grant. This is to fund communal spaces in small rural towns. One option would be the project proposed to Parks and Rec to erect a park bandstand. MTF will create a brief regarding the funding opportunity for presentation to the TC and also prepare a proposal for the bandstand for the committee to review.
 5. Committee reviewed the Lemony Snicket grant which is not a fit for our committee; it was agreed that this would be forwarded to a community partner

Cs adjourn 6:37

MTF second