

SHEPHERDSTOWN GRANTS COMMITTEE

MINUTES – August 24, 2021, 5:30pm - Zoom

*CALL TO ORDER: 5:06pm - CPS, DWG and MTF

*APPROVAL OF MINUTES: 8/3/21 - CPS motion to approve, Second by MTF, Approved.

*VISITORS: None.

*OLD BUSINESS:

A. CARES Act / Community Block Grant funding grant applications:
No update.

B. Additional committee members:

Jenny Haynes has expressed an interest and should be copied on future emails.

C. Community input regarding needs - email, survey, social media, town committees and departments, community organizations, listening sessions:

Listening session held with SAIL on Aug. 5, 2021. CPS to provide notes from this session.

Listening session to be scheduled with Shepherdstown Museum / Historic Shepherdstown.

After all listening sessions are held, Committee to draft and circulate for approval an executive summary with identified needs for

stakeholders and specific process recommendations to be shared with Town Council and the public.

***NEW BUSINESS:**

D. Committee scope of work:

Committee discussed its scope of work for projects and grant opportunities. It was agreed that the Committee is only charged with applying for grants. Each project must have a project leader willing to partner with this Committee and handle all other aspects of the project. It has been frustrating not receiving any responses back from other committees or individuals regarding various projects. If this continues to occur, deadlines will be missed and projects cannot move forward.

As an example, the Committee has decided not to move forward with the T-Mobile grant regarding the development of a common space in Town as this project does not have a project manager at this time.

E. Next grant applications:

1. Tree inventory – DWG questioned who is to vet the proposals received for the tree inventory. She stated that Frank Welch, or the Tree Commission, as project leader(s) should do this.

It was discussed that all three (3) proposals meet the criteria for this Committee. CPS to reach out to both Frank and the Tree Commission and request that they select the vendor.

Upon such selection, the matter should be recommended to Town Council for final determination, with possible referral to Finance to approve the match.

***NEXT MEETING: TBD**

***ADJOURN: CPS motion, Second by MTF, Approved.**