

Minutes
Shepherdstown Grant Committee
11.17.21
6pm
By Zoom

Called to order 6:01 pm

Visitor: Jenny Haynes (will now join the committee as member)

Present: D.W. Gregory, C. Stroech, M. Fortuna

Minutes from 10.28.21 Meeting

- C. Stroech moved to approve after correction to one typo (not substantive).
- **M. Fortuna seconded, will revise** and forward to C. Stroech

Old Business

- Cares Act
 - MOU drafted, signed, is with State for approval
- Community Input
 - **C. Stroech will refine memo** on “State of the Committee” and distribute for to this committee for comments/approval
 - Goal is to have it before the Town Council in January

New Business

- M. Fortuna will put grant research on hold pending requests for funding from community groups and project managers
- Tree Inventory Grant
 - **C. Stroech will request** email from L. Robertson following the Tree Commission meeting tomorrow to designate the vendor for the Tree Inventory
 - **Tree Commission will forward** all updated/revised information and estimates to this committee.
 - **D.W. Gregory will create** draft of application
 - Deadline to get the application on the Town Council agenda is 11.24.21
 - Deadline to get the application in the packet is 12.1.21
- Tree Inventory Grant
 - Matt Jividen is heading this up

New Members

- Amy Jividen has applied to participate and partner with Matt on committee duties. **C. Stroeck will check to make sure that participation of married couples is not prohibited on the same committee.**

Community Input

- It was agreed to adjourn community listening sessions for the time being. Discussion was held about the possibility of holding a more general Information Session in the next year, including a presentation of the committee, it's goals and procedures, a brief overview of grant seeking, and a question session. **Mary will draft a power point presentation for future review.**

New Grant Activity

- Tree Inventory Grant Application
 - Vendor will be picked by Tree Commission with guidance from F. Welch within two weeks
 - Application will be presented to Town Council at December Meeting or before by special meeting.
 - Committee will meet prior to Town Council meeting to discuss and approve application, after review period prior to Committee Meeting.
- Portable AED Grant Applications
 - Firehouse Subs and Firefighter's Charitable Association are two grants for portable AED devices. The Firehouse subs grant window opens and closes quickly when enough submissions have been received.
 - **Matt will create a brief for the town council about these opportunities so that the Town Council can vote** to approve a standing submission, whenever the opportunities open up and until the funds are awarded.
 - Mary provided language for this brief about the Firefighter's Charitable Foundation, and will use the brief, once created and approved, to apply to that organization.
 - **12/6/21 this brief will be due for inclusion in Town Council Packet for review at the 12/14/21 Town Council Meeting.**

C. Stroeck motioned to adjourn

M. Fortuna seconded

Meeting adjourned at 6:50pm