

SHEPHERDSTOWN SPECIAL GRANTS COMMITTEE MEETING MINUTES (DRAFT)

June 4, 2026 - 6:15 p.m.

Town Hall - 104 North King Street

1. **Call to Order** The meeting was called to order at approximately 6:30 p.m.
2. **Attendance**
 - a. **Members Present** James Gatz (J Gatz), Emily Samide (E Samide), Mary Fortuna (M Fortuna)
 - b. **Staff Present** Karl Musser, Hunter Wetzel
3. **Public Comment**
 - a. None
4. **Approval of Minutes**
 - a. The May minutes were approved with one correction: Shannon should be listed as absent.
 - b. A Motion was made by J Gatz and seconded by M Fortuna, approved as amended.
5. **Ongoing Business**
 - a. Review Grant Tracker spreadsheet/Upcoming grants
 - i. The committee reviewed upcoming grant opportunities and discussed aligning applications with Town priorities, deadlines, and administrative capacity.
 - ii. The Safe Streets for All grant was reported as submitted. Submitted materials should be added to the SharePoint/submitted grants folder.
 - b. Discussion of draft documents
 - i. Intake form was moved to the next meeting.
 - c. Updated confirmed current Town Funded Projects List - Mayor to provide
 - i. The updated project list was not yet available.
 - ii. The mayor will ask Town Council to identify four priority projects for grant planning.
 - d. Update on Grant SOQ applications
 - i. James reported that grant writer/administrator applications are being received.
6. **New Business**
 - a. Rail Safety Grant [New Business Item]
 - i. The committee discussed the Norfolk Southern Safety First grant as a possible hazmat/rail emergency preparedness application.
 - ii. Mary will confirm eligible costs and circulate draft materials before the July meeting.

7. General Committee Discussion

- a. The committee discussed how grant ideas should move through stakeholder committees and Town Council and discussed posting grant updates or awarded grants on the Town website/newsletter.
- b. Action Items
 - i. Add action-item review to future agendas before adjournment, when possible.
 - ii. Add SS4A submitted application materials to SharePoint.
 - iii. Review the intake form at the next meeting.
 - iv. Bring the current Town-funded project list back and ask Town Council to identify four priorities.
 - v. M Fortuna to review Norfolk Southern Safety First eligibility/costs and circulate draft materials.
 - vi. Follow up with Michael about website/newsletter grant updates.

- 8. Adjourn** M Fortuna motioned to adjourn the meeting at 7:30p.m J Gatz seconded and the meeting was adjourned.