

TOWN GRANTS COMMITTEE MINUTES (DRAFT)

Tuesday, May 5, 2026, 6:15 pm

Town Hall, 104 North King Street

1. **Call to Order:** Emily called the meeting to order at 6:20 pm.
Members Present: James Gatz (JG), Emily Samide (ES), Mary Fortuna (MF)
Members Absent: Carrie Blessing (CB), Shannon Thomas (ST)
Staff Present: Gino Sisco (GS) – Town Administrator, Hunter Wetzel (HW) - Intern
Guests: None
2. **Public Comment:** None
3. **Approval of Minutes:** Committee reviewed April 7, 2026, meeting minutes.
Discussion included:
 - A. Discussion included comments regarding the level of detail included in meeting minutes and the importance of documenting decisions, conclusions, and committee direction for future reference and continuity as committee membership changes over time.
 - B. Committee members agreed the minutes were clear, organized, and contained an appropriate amount of information.
 - C. Motion to approve the minutes by JG, Seconded by MF, unanimously approved.
4. **Ongoing Business:**
 - A. **Review Grant Tracker spreadsheet:**
Committee reviewed the grant tracker spreadsheet and discussed upcoming grant opportunities and long-term grant planning efforts. **Discussion included:**
 - i. Hazardous Materials Emergency Planning Grant opportunities
 - ii. FEMA Building Resilient Infrastructure and Communities (BRIC) grant opportunities
 - iii. Norfolk Southern grant opportunities, including Safety First grants and nonprofit partnership opportunities
 - iv. Potential use of grants for traffic studies, Market Square planning, and community improvement projects
 - v. Development of reusable grant narratives and attachments for future applications
 - vi. Administrative and staffing capacity needed to manage grant awards and reporting requirements
 - vii. Long-term strategy for prioritization and administration of grants
 - B. **Discussion of Draft Documents:**
 - i. **Intake Form:** Committee reviewed the draft grant intake form.
Discussion included:

1. Renaming the “community” intake form to “external” intake form to avoid confusion with Town community grants
 2. Adding references or hyperlinks to the Comprehensive Plan
 3. Removing information requests that may be difficult for applicants to estimate, including percentage of beneficiaries within town limits
 4. Clarifying cost share and total project cost fields to avoid duplication
 5. Possibility of combining intake and evaluation forms into a single packet
- ii. **Grant SOP:** Committee discussed the draft Grant SOP and evaluation procedures.
 1. Discussion included the importance of incorporating administrative capacity and reporting considerations into grant evaluation and approval decisions.
 2. Committee members noted the SOP would help guide prioritization and determine whether the Town has sufficient resources to administer grant-funded projects before applications are submitted.
 - iii. **Updated confirmed Town Funded Projects List:** Committee discussed maintaining updated records of active and proposed grant-funded projects as part of broader grant coordination and strategic planning efforts.
5. **New Business:**
- A. **Strategic Grants Plan:** Committee discussed development of a long-term strategic grants plan focused on building reusable materials, narratives, attachments, and project data over time to support future applications. Discussion included the expectation that the first year of implementation would primarily focus on organizational and planning efforts before pursuing larger volumes of grant opportunities.
 - B. **Memo for SS4A opportunity – RFP for public:** Committee discussed the Safe Streets and Roads for All (SS4A) opportunity and reviewed a draft memo related to the program. **Discussion included:**
 - i. Possibility of pursuing a planning grant to develop a safety action plan and traffic study
 - ii. Potential consultant support through Lexipol or other grant-writing services
 - iii. Use of previous AARP grant concepts and materials to support the application
 - iv. Coordination with Region 9 and technical advisors
 - v. Submission requirements through Grants.gov and SAM.gov

- vi. Estimated consultant costs for narrative-only versus full-service grant preparation
- vii. Potential future use of application materials for additional grant opportunities
- viii. Committee members agreed the application process itself would provide valuable planning and project development benefits even if funding is not ultimately awarded.

6. **General Committee Discussion:** Committee discussed coordination with Town Council regarding future grant applications and approval processes. Members also discussed timelines, project management responsibilities, and future collaboration opportunities related to grant administration and implementation.

7. **Adjourn:** The meeting adjourned at 7:43 pm.

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