

Draft
Shepherdstown Grants Committee Meeting Minutes
Tuesday, April 7, 2026
6:15 P.M.
Town Hall
104 N. King Street

1. Call to order: 6:15 p.m.

Committee Members Attending: James Gatz, Mary Fortuna, Emily Samide, Shannon Thomas
Staff Present: Karl Musser , Hunter Wetzel

2. Approval of Minutes:

Motion by Mary to approve March 2026 meeting minutes.

Seconded by James.

Motion passed unanimously.

3. Ongoing Business:

a. Review Grant Tracker spreadsheet

1. Mary presented updated grant tracker organized by projects and deadlines.
2. Discussion on prioritizing based on deadlines and town priorities.

b. Submission of Congressionally Directed Spending (CDS) grant applications

1. Applications submitted to Rep. Moore and Senators Capito and Manchin.
2. Not selected under Rep. Moore; awaiting Senate decisions.
3. Discussion on improving supporting data for future submissions.
4. Discussion on use of third-party lobbyist; committee agreed not to pursue.

c. Organization and use of SharePoint

1. Ongoing issues with file organization and access.
 2. Committee will follow up with IT for support and training.
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4. New Business:

a. Best practices:

- i. Staff taking notes

1. Staff will take minutes when available.

ii. Public comment

1. Public comment will remain comment only; no discussion during meetings.

iii. Staff roles

1. Town staff support committees but do not report to them.
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b. Review Town Budgeted projects

1. Reviewed capital project list.
 2. Discussion on prioritizing projects for grant focus.
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c. Review Mary's grant documents

i. Mary's memo

1. Introduced standardized process for grant evaluation.

ii. Grant Committee SOP

1. Draft presented; members to review and provide feedback.

iii. Evaluation sheet

1. Proposed tracking tool; suggestion to combine with intake form.

iv. Project intake form

1. Recommended simplifying requirements.
2. Key items: description, cost, timeline, grant details.

v. Engagement policy

1. Determined public engagement is responsibility of Town Council.

vi. Implementation and capacity

1. Committee will delay intake process until capacity allows.
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5. General Committee Discussion:

1. Focus on projects aligned with capital plan and comprehensive plan that have been approved by the town council.
 2. Need for stronger supporting data for grant applications.
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6. Public Comment:

None.

7. Motion to adjourn: 7:44 p.m.

Motion by Mary to adjourn.

Seconded by James.

Motion passed unanimously.