

TOWN OF FAIRFIELD
GRANT WRITER COMMITTEE
APPROVED MEETING MINUTES
November 30, 2009

Attendees:

Julie Wolcott
Amanda Forbes
Jason Booth
Greg Chirstie
Denise Smith
Nancy Shaw
Kristen Hughes

Location:

Fairfield Town Offices

The following narrative is a written record of those items discussed.

Meeting convened, roll call, and changes to agenda. Agenda Approved.

Minutes Approved from November 2, 2009.

Grant Writer Report: Introduction of New Grant Writer

Denise thanks the town for the opportunity to serve as the TGW. She began by reading the approved Town Plan and creating a packet outlining Fairfield Grant History, Potential Grants Identified in Town Plan, and Potential Contacts (both those seeking funding and providing funding). Denise determined that most funding needs are for projects rather than staffing. Current Grants were updated as below.

Current Grant Updates

- VCRD Community Visit: Letter of interest submitted, selection as a site visit in late 2010 will help to designate a communitiy focus
- Farmers Market: No Award, NOFA has startup grants, FCC is interested in beginning a Winter Farmers Market
- Community Kitchen: The FCC Community Kitchen would inhabit the doctors' office to create a commercial Community Kitchen. The Kitchen would process food locally, process USDA extras from the Food Shelf, provide a local food center to help support schools, provide food education classes and a farmer-food connection. Denise has located a grant that would provide general support for one year. Will follow up with Nancy Shaw at the FCC.

Grants Submitted & Outstanding

- Fire Station: Denise will follow up with the grant to see where things stand. Selection by September 2010?
- Park and Ride: Work still to be completed includes painting lines and installation of doors and windows. Funding completed.
- Sidewalk Feasibility: Based on feasibilty results, we can apply for an enhancement from VTrans. Selection in early 2010?
- Municipal Sewer: Greg is to create a community sewer committee (begining Jan 2010?), Rural Development may have additional money for sewer work
- Village Designation Application: Previously started application, however, the application needs to be completed. Julie to check with Melissa, Amanda to check under Historic District files, Denise to begin working on Village Designation

Discussion of Town Projects List

The Project List is currently being updated. Denise provided suggestions for Town Project List, many are based on the approved Town Plan. The suggestions include:

- Vocational Training options
- Town Truck - anything...
- Developing Village Centers - Creating a Historic District?
- Tax Map Money is available through Regional Planning
- Complete a Catalog of History of Fairfield (one was started but has since stalled, Contact Carl Gleason)
- School Generator - NIMS compliance?
- Elevator Shaft at Common School - ADA
- Fairfield Arts - Three part plan (exhibits, workshops and lectures, and HayDay ArtFest)
- Library Building
- Vacation and Summer Camp Funding
- Teen Programs at the FCC
- Fairfield Pond Clean Up (contact Sally Calliopy if Fairfield Pond Association) - millfoil cleanup and beach cleanup
- Black Creek - River/Watershed Unit collaboration with FCS (Andrew Evans), MRBA contact Brian Jerose, Hydrowater Grant in EF?
- Fairfield Swamp/Trails - Rail Trail, Trail across from school, around Fairfield Pond, ancient roads trail? Gill Newbury Rail Trail contact
- Recreation/Multi Use Trail - ADA to Town Park, Youth Works?, See PineHillPark.org and Underhill Park for examples
- Black Creek Restoration/Improvement - MRBA educational funding
- Ball Fields - rough condition and not enough, potential landowners to donate?
- Gym & Stage for FCS
- Energy Efficiency Grants - Transportation (town entities have requested help with transportation for Food Shelf, Seniors, Summer Camp, after school programming, vacation camp, day care field trips) and Efficiency for Public Bldgs

Discussion of Grant Writer Job Description and Contract

Grant Writer description to be revised. Contract renewal to come with 2010 budget approval. Julie will contact school, Kristen to contact Rec Committee, Library to see if other town entities would be interested in supporting the TGW position.

Other Business

- A letter of resignation is requested from Rick Haag. The Committee thanks him for his services. Fairfield Community Center representation was discussed. Nancy Shaw will bring it back to her board for suggestions.
- Nancy Shaw, Executive Director of the FCC, was present to update committee on FCC plans.
- Denise will work will work to create a Grant System. The system will include a tracking of submission dates, receiving dates, funding sources, contact information, etc. This would be a shared system - perhaps GoogleDocs would work?

Meeting Adjourned, Next Meeting Scheduled January 4th at 7pm at the Fairfield Town Offices.

The above narrative is a record of those items discussed at this meeting. Any discrepancies, errors, omissions shall be brought to the attention of the preparer. Approved minutes will be distributed publically after January 4th.

Respectfully Submitted,

Kristen Hughes