

TOWN OF FAIRFIELD
GRANT WRITER COMMITTEE
APPROVED MEETING MINUTES
January 4th, 2010

Attendees:

Julie
Jason
Nancy
Amanda
Denise
Kristen

Location:

Fairfield Town Office

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

Meeting convened at 7pm, Agenda approved.

Review of Minutes, Minutes approved with revisions

Grant Writer Report

- Completed two applications for EECBG. The FCC energy efficiency application and an application for a feasibility study for town transportation. We did not receive the energy efficiency funding (too many applications) & are waiting on to hear about the transportation application. Denise will follow up on the transportation application and find out when the formal application is due.
- Began work on the recreation trails grant. The Vt Recreation Trails Program offers up to \$20K to construct or enhance trails of trail linkages. The application would be used for the trail around the playground and a connecting trail to the parking lot making the Town Park accessible to all.
- Met with Nancy Shaw at the FCC to discuss goals and funding opportunities.
- Researched the Vermont Humanities Center Grant for traveling art exhibits.
- Reviewed NIMS Compliant Generator grant application. Amanda and Julie both gave Denise files from previous applications.
- Began putting together a grant tracking spreadsheet. A draft was presented – changes include adding applicant name/group, received amount, and date of next funding cycle

Grant Writer Committee Member Update

- Rick Haag submitted letter of resignation.
- Community Center Director Nancy Shaw is interested in joining the committee. The FCC supports her; the Grant Committee supports her as well. Amanda will ask Selectboard for their support.

- Will keep Recreation Committee aware of Grant Committee work. The Grant Committee looks to have Rec Com representation when they are ready.

Grant Updates

- VCRD: Fairfield has been chosen as a site for a Community Visit. The visit and associated meetings will begin towards late summer of 2010
- EECBG: Denise will follow up on Transportation Application and look for formal application dates
- Turrell Grant awarded to Fairfield Community Center totaled about \$5000 for programming. The FCC is discuss how to use the funds to support programming and how to seek additional funds. Nancy will contact Joanna Jerose regarding previous summer camp grant applications and forward information to Denise.

Outstanding Grant Applications

- Fire Station: No news
- Sidewalk Feasibility: No news
- Sewer Feasibility: Julie will represent the Grant Committee to support Greg in moving forward. Rural Development (USDA) has money to use towards sewer work – deadlines are later this year. A sewer committee must be formed ahead of time.
- Community Kitchen: On hold due to required sewer updates in village; FCC is also focusing on re-organization; Julie mentioned that Mimmo previously used the Venture Center. Nancy will contact him to inquire about what his plans are now that the Venter Center is closing.
- Park and Ride: Portico done and paid for! Line Painting and Signage will occur in spring

New Business

- Recreation Trails Program: Grant Committee will submit a grant application to include trail enhancement and a trail linkage. This trail surrounds the Town Park and is currently used by students, FCS staff, and community members of all ages while their children play on the playground. A trailhead will also be established and the trail will be named. The grant is a reimbursement grant...funds must be paid ahead of time. Application Points are gained for connections to other trails (sidewalks?), community support, strong maintenance plans, increasing accessibility, and potential varied and extensive use. The grant is an 80/20 grant, in which 20% can be in kind or volunteers. The Playground Committee will be contacted for a commitment to help maintain the trail and track volunteer/in-kind hours. The Rec Com will also be contacted to commit to helping maintain the trail. Julie will call VYCC to inquire about volunteers. The committee feels trail can begin work towards a larger trail system, eventually enhancing existing trails and constructing linkages throughout Fairfield and East Fairfield. Amanda will look for maps and applications from 88/89 for previous trail work (perhaps Vermont Community Foundation?). The Town of Fairfield will be asked to act as a financial agent fronting money (to be reimbursed) and donating Denise & Amanda's time. The following organizations will be asked for a letter of support: School Board

(Julie), Library (Kristen), Community Center (Nancy), Town (Amanda), and the Rec Com (Rick). Grant due by 4:30 pm on Friday, January 15th

- Art in Fairfield: Kristen to draft letter of intent outlining the Traveling Art Exhibits from the Vermont Folklife Center. The Selectboard has agreed to hosting four exhibits in the downstairs of the Town Clerk over the next year. Amanda will review letter and sign also.
- Emergency Generator: Submit online grant to VT Emergency Management with price quote. Denise will talk with Sean Coleman (NWRP) regarding tabletop discussion about lack of a generator. Amanda to provide EOP, we are NIMS compliant Grant due Jan 29th
- Denise to look for Village Designation Application information. Gerry provided photos used for previous grant application work for village designation. Grant Committee will review VT Housing and Community Affairs (<http://www.dhca.state.vt.us/>) Village Designation. Please review <http://www.historicvermont.org/programs/designatedvillagecenters.htm> for further information
- Denise will contact Sally Callopy regarding availability of Aquatic Nuisance Control Grant funding
- Jason to write a Grant Committee Report for the Town Report. Due to Amanda by January 15th

Town Project List

- Denise and Kristen are working to consolidate and revise list. It will be presented at the next Grant Committee meeting. The Town Project List will then be presented to the Selectboard for approval. In conjunction with the Town Plan, the Approved Town Project List will serve as a guiding document for grant research and application for the Committee. Grant Applications that fall within these documents will be considered applicable; applications specific to a town entity (ie School District, Community Center, Fire Departments, Town of Fairfield, etc.) and needing matching funds will need to be approved by that entity's board. If there is a deadline to meet, the committee members will use their collective judgement concerning whether to apply.

Grant Writer Job Description and Funding

- The Library and Selectboard will financially support the Town Grant Writer position. Julie will follow up with the school. Community Center will also discuss if they can financially support the position or perhaps use the Grant Writer Position as part of their fund seeking process (ie Denise for capital, FCC for programming or Denise to hand off potential grants, etc).
- Changes to Grant Writer Description include high speed internet access and implemetation of spreadsheet grant tracking system
- Grant Committee and Denise reviewed the contract. 2010 Contract signed & submitted by Denise

Next Meeting Date

February 1st, 2010 at 7pm

Meeting Convened 9:25pm

