

FAIRFIELD GRANT WRITER COMMITTEE MEETING MINUTES 9/17/2015

Meeting began at 1:15pm

In attendance: Melanie Riddle, Amanda Forbes, Sarah Montgomery

- Amanda gave an update on a grant that was found for a salt and sand shed, which is something that the town has been looking for. The town needs to prove that not having a shed is causing problems with the water quality in the river in order to be considered.
- The pond beautification grant was declined. It is an annual grant so we can apply for it again when it comes up.
- Grant projects that are in progress: sidewalk projects.
- Discussion about whether the grant committee needs to approve a member approaching Tim for help to apply for a grant. The group decided that as long as the grant meets one of our priorities and benefits one of the entities putting money into the fund, approval is not needed. If it is for something outside that scope, it should be discussed it as a group before an individual approaches Tim about it.
- Should we meet quarterly at 6:00pm instead of monthly at 1:00pm? The group discussed the benefits of meeting at 6:00pm rather than the current 1:00pm meeting time. All members agreed that this might draw more people to our meetings. It was decided that we would do quarterly meetings instead of monthly meetings and that we would change the time to 6:00pm. Between quarterly meetings, the committee members will communicate regularly via e-mail.
- We will officially hire Melanie Riddle to write grants for us starting November 1st. She will be hired as a town employee.
- Continued discussion from last meeting about subscription to grant databases. Melanie prefers The Foundation Directory - Essential plan for \$399/year. The group decided to purchase an annual subscription to this once Melanie starts as grant writer.
- Items to be addressed next meeting:
 1. We are looking for a new chair for the committee by the next meeting since Melanie will give up that role as she becomes our official grant writer.
 2. We need confirmation of who is going to commit to be on the committee. This will involve attending a quarterly meeting and communicating via e-mail with the other committee members.
 3. Members of the committee need to confirm what the rate of pay will be for our new hire – Melanie Riddle.

Next meeting will be Tuesday, November 3 at 6:00pm.

Meeting adjourned at 2:00pm