

TOWN OF LEICESTER
ARPA GRANT REVIEW COMMITTEE MEETING MINUTES
MARCH 9, 2023 - LEICESTER PUBLIC LIBRARY

CALL TO ORDER/OPENING

Paul Fontaine called the meeting to order at 4:33 PM.

Paul Fontaine, Cheryl Cooney, Linda Colby, Regan Fortune, Paul McCarthy, Maureen Whitney, and Rosemary Wolanski were in attendance.

Also in attendance were Chris Vitale and Megan Bouchard

APPROVE MINUTES

A motion was made by Rose Wolanski to approve the minutes from the 03/01/23 meeting; the motion was seconded by Paul McCarthy; the motion carried 7 to 0 without additional discussion.

GRANT DISCUSSION

Paul Fontaine turned the grant discussion over to committee members who had worked on them during the week prior to the meeting.

1. Grant Description

Rose Wolanski reviewed the grant description and asked for feedback from the committee and Chris Vitale. Rose Wolanski and Linda Colby agreed to update the grant description with the committee's feedback. The committee agreed to review the final draft of the grant description at the March 16 meeting and vote to approve it.

2. Grant Application

Rose Wolanski reviewed the grant application and asked for feedback from the committee members and Chris Vitale. Rose Wolanski and Linda Colby agreed to update the grant application with the committee's feedback. The committee agreed to review the final draft of the grant application at the March 16 meeting and vote to approve it.

3. Evaluation Criteria

Due to time constraints, the committee was not able to have a robust discussion of the evaluation grid. Regan Fortune volunteered to align the evaluation grid with the grant description and the grant application, enter the information into an Excel spreadsheet, and present it to the committee at the next meeting. Regan also provided a rate ranking method for the evaluation grid that the committee will review prior to the next meeting.

4. Financial Information

Linda Colby suggested that the committee members review the Greater Worcester Community Foundation's budget template to see if it can be used as part of Leicester's grant program. She agreed to email the budget template to committee members and Chris Vitale to review prior to the next meeting.

5. Project Timetable and Responsibilities

Chris Vitale indicated that the committee needs two timetables: one that applies to the activities the applicants must complete in order to participate in the grant program; and the other that applies to the committee's work. The committee agreed that the project plan timetable needs to be finalized and project responsibilities assigned.

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RULES DISCUSSION

1. Prevailing Wage

Chris Vitale provided the committee with information on prevailing wage rules, but due to time constraints, the committee did not discuss the topic. It will be raised at a later meeting.

2. Reporting to the Federal Government

Due to time constraints, the committee did not discuss this topic. It will be raised at a later meeting.

COMMUNICATION DISCUSSION

1. Public Forums

Public forum dates were not scheduled. However, Paul Fontaine asked Paul McCarthy to start thinking about how to explain the grant process to the public when the time comes.

2. Website and Online Application

Linda Colby and Chris Vitale will meet to get the ARPA website online and discuss how to set up an online grant application on the town's platform.

3. LCAC

Chery Cooney approached LCAC about doing a program on the ARPA Community Grant Program. She will set the date with LCAC as soon as the grant program is better defined.

4. Facebook

Linda Colby will start posting items on the Town Hall and other town Facebook pages.

COMMITTEE COMMENTS AND SUGGESTIONS

Paul Fontaine asked the committee to provide comments and suggestions.

Linda Colby reminded the group that all committee correspondence should flow through the committee's email address, arpagrantscommittee@gmail.com.

Regan Fortune provided the group with an agreement template that will be used by applicants if they receive ARPA funds. The committee agreed to review the template prior to the next meeting.

Paul Fontaine agreed to send a conflict of interest form to members of the committee for review prior to the next meeting.

Paul Fontaine spent some time with the Administrator from the Town of Charlton to compare and contrast Charlton's grant process with Leicester's. Leicester is behind Charlton's timeline but is on target with regard to activities outlined in the project plan. Leicester will put more emphasis on following up with grantees upon completion of ARPA fund spending.

PUBLIC COMMENTS AND SUGGESTIONS

Chris Vitale informed the committee that the town hired a new grant writer, and he invited her to attend the next ARPA grant review meeting on March 16.

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NEXT MEETING

The next meeting of the ARPA Grant Review Committee is scheduled for Thursday, March 16 at 4:30 at the Leicester Public Library, 1136 Main Street, Leicester, MA 01524.

ADJOURNMENT

A motion was made by Regan Fortune to adjourn the meeting at 6:35 PM; the motion was seconded by Paul McCarthy; the motion carried 7 to 0.