

MINUTES
Wed, November 9, 2022
Select Board Meeting – 12:30PM
Town Hall Community Room 1st Floor & Virtual
27 Sturbridge Rd.
Holland, MA 01521

Select Board Members in attendance: Clelland Johnson, James Whalen, Ernie Fancy
Others in attendance: Stacy Stout, Town Administrator, Malcolm Harper, Brian Johnson, Laurie Bartkus,
Sharon Ashleigh

Meeting called to order by Chair at 12:30pm

1. 319 Grant Match Funding

- a. The grant total is \$256,871; total match for the grant is 171,248; \$75,000 of the match for subcontracting was voted on at the May 2022 ATM.
- b. There is some confusion in the way the current Project Scope budget reflects the intended additional match amounts
- c. We need to have all documentation, funding and requirements and tracking in order. We need to know where the match funds are coming from, what is available, tracking the use of the grant and tracking all funds related to the grant. The Highway department is responsible for submitting a quarterly report which reflects the actual numbers and what they entail, including salary, wages, equipment usage and materials.
- d. There is flexibility in amending the Project Scope budget allocations to reflect what the budget actually needs to be as long as the total minimum match is met by the end of the project. Malcolm and Brian will work together to make any needed updates.
- e. Laurie will set up a grant account. The existing invoices will be paid from the highway paving account for Old County Road and the rest of the grant invoices against the grant account.

Chair Closed Meeting - Meeting Adjourned at 12:48pm

Respectfully submitted by Jennifer Gumlaw