

Meeting Summary  
**ECA Grant Workgroup, 3/14/23**

**Attendees:**

John Pfeffer  
Ray Vaughan  
Shannon Seneca  
Paul Bembia  
Lee Gordon  
Bryan Bower  
Nancy Raca, facilitator

The group convened via Zoom to discuss next steps on issuing an RFP for the recent ECA grant. John Pfeffer presented the RFP as drafted so far. The group agreed to continue review of the draft RFP by email.

The group also discussed administrative issues related to the nature and protocols of this group. The group clarified that this group is a CTF workgroup, although the Town of Ashford is the signatory on the grant. The group also discussed how meetings of the group should be announced in accordance with CTF ground rules and agreed that meetings of this group should be open to the public. Nancy Raca agreed to draft protocols for future announcements.