

**TOWN OF LEICESTER
ARPA GRANT REVIEW COMMITTEE MEETING MINUTES
DECEMBER 7, 2023 4:30 PM
LEICESTER POLICE DEPARTMENT**

RECEIVED
2023 DEC -4 PM 3:47
TOWN CLERK'S OFFICE
LEICESTER, MASS.

1. CALL TO ORDER/OPENING
2. APPROVE 11/16/23 MINUTES
3. ADMINISTRATION OF GRANTS
 - a. Assignment of Liaisons
 - b. Sign-off Form
 - c. Reassign \$2,073 to a different Grantee
 - d. Follow Up Regularly with Grantees
 - e. Collect Final Reports and Receipts
 - f. Send all ARPA Grant Program files to Town Hall
4. COMMUNICATION
5. COMMITTEE COMMENTS AND SUGGESTIONS
6. PUBLIC COMMENTS AND SUGGESTIONS
7. NEXT MEETING
8. ADJOURN