



**MINUTES OF THE MEETING**  
Tuesday, September 17, 2019  
8:30 a.m.  
88 Court St., Middletown, CT

MCA Subcommittee: MCA Matching Funds Grants - Review  
Present: Charlotte McCoid, Joyce Kirkpatrick, Pamela Steele,  
Cassandra Day and Kisha Michael, Staff

1. Call to Order: The meeting was called to order at 8:36 AM
2. Public Session: Public Session opened and closed, No public present
3. Review of current guidelines: Those present reviewed and discussed the proposed MCA Matching Funds Grant guidelines, comparing them to current guidelines that have been added to over the years.
4. Recommendations for revisions of guidelines: Recommendations were made for revisions to the first half of the guidelines. The remaining half will be discussed at the next meeting.
5. Any further business: None
6. The meeting adjourned at 10:00 AM.

Respectfully submitted,  
Joyce Kirkpatrick, Secretary pro tem

Next Meeting: 9/19/2019  
88 Court Street

cc: Town Clerk