



Agency Request Review Committee

Town Of Hinesburg

10632 Route 116 Hinesburg VT 05461

802.482.2281 | hinesburg.org

Mission

The mission of the Hinesburg Agency Request Review Committee is to review and evaluate funding requests and make funding recommendations to the Select Board during the annual budgeting process.

Statement of Purpose

Each year, the Town of Hinesburg receives numerous requests for funding from agencies that provide programs for prevention, intervention, advocacy, and direct services to the residents of our community. The intent of the Agency Request Review Committee is to ensure that our taxpayer dollars will benefit the greatest number of residents possible, with priority given to agencies that provide food, shelter, health and emergency services, and with additional consideration given to Hinesburg-based agencies.

The reports received from agencies, and their annual requests, indicate that while we are achieving our goal of assisting our community members who are in need, that need is still with us and likely to increase.

Committee and Organization

The Committee shall consist of up to seven (7) Hinesburg residents appointed by the Select Board for terms of three years. To avoid any actual or perceived conflict of interest, committee members who concurrently serve as a director, board member, or employee of any agency requesting funding shall disclose that affiliation to both the Committee and the Select Board.

Each year the Committee shall elect officers by majority vote of those present. The chairperson or co-chairs shall be responsible for establishing an agenda, running meetings, and appointing officers. The secretary shall be responsible for documenting meetings in the form of public minutes.

In order to maintain membership in good standing, members are expected to regularly attend Committee meetings.

Time, date, and location of meetings will be publicly available in the municipality, and meetings are open to the public in accordance with the terms of the open meeting law.

Support

The Committee shall report directly to the Select Board, and shall present a report annually to the Select Board no later than the end of December. Minutes of all meetings shall be regarded as public documents and will be shared with the Select Board and town staff and made available to the public.

- Adopted by Select Board August 17, 2009
- Revised November 13, 2012