



## Agency Request Review Committee

Town Of Hinesburg  
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### Meeting Minutes November 2, 2014

#### Present

Kate Dodge (Co-Chair), Amanda Van Vranken (Co-Chair), Susan Marino (Secretary), Kristin Miskavage, Kathleen Newton, Kate Schubart

#### Call to Order

Committee members were called to order at 7:10 p.m.

#### Additions/Deletions to Agenda

We approved the December 2013 ARRC minutes, discussed needed website changes, and reviewed the expectations of the revised Vermont open meeting law which took effect July 1, 2014.

The Committee is grateful that Kristin Miskavage accepted the invitation to renew her 3-year term which ends 12/31/14. We extended a warm farewell to Kate Schubart, who has submitted her resignation upon the end of her term, on 12/31/14, after six years of dedicated service on the Agency Request Review Committee.

#### Welcome and Review Agenda

We reviewed the history of the Committee, which was created in 2009. As the volume, complexity, and dollar amount of requests increased, the Select Board, which previously reviewed all agency requests, determined that these requests warranted the focused attention and scrutiny of a committee.

We reviewed the goals of the committee:

- Maintain and update the ARRC web page on the town website
- Annual review of mission statement and description of work
- Roster of members and their terms of service
- Meeting minutes (Secretary)
- Announcements of vacancies
- Procedure for application for grants
- Forms for grant applicants
- Schedule of application, notification of awards, and disbursement
- Annual report (Co-Chairs)
- Review and edit request forms

- Review requests and make recommendations to Select Board
- Report allocation of funds to Select Board and to the community

### **Funding Requests**

Annual grant awards made since 2009 have been in the \$28,000 to \$32,000 range; or \$6-\$7 per taxpayer. The Committee's approach is to try for level funding, with consideration of both clients served and taxpayers.

We reviewed 13 applications, with priority of awards given to agencies who serve the greatest number of Hinesburg residents. We prioritized funding to IRS-designated 501(c)(3) agencies that served vulnerable populations in Hinesburg. We considered the level of service to Hinesburg residents; thoroughness and timeliness of applications; history of services provided; direct v. indirect service provided; percentage of administrative budget per agency; and circumstances such as projected need, and decreased food security in a region still feeling the effects of an economic recession.

### **Finalize and Vote on Recommendations**

The Committee discussed each of the 13 individual requests and decided on a total recommended grant amount of \$28,650. A motion was made to reduce the recommended award for two applicants, was seconded and passed by the Committee. This decision was made after discussion, and by studying mission statements and determining which agencies did more direct service versus advocacy work. While the ARRC fully recognizes the importance of advocacy and education in assisting those in need, the Committee felt it was an appropriate way to be sensitive to the needs of tax-payers while still addressing the critical needs of Vermonters.

### **Committee Reporting and Future Action Steps**

- Update the ARRC section of the Hinesburg.org website to list current Committee members and officers; update the next application deadline of October 16, 2015
- By December 15, 2014 – Kate Dodge will submit the Committee report to the Select Board
- By January 1, 2015 – Amanda will finalize and submit the Committee End of Year Report to the Select Board
- January 2015, TBD – available members will attend the January Select Board meeting to represent the Committee and be available for questions
- November 8, 2015 – next ARRC meeting

### **Adjourn**

The Committee adjourned at 8:40 p.m.

Respectfully submitted,  
Susan Marino  
Secretary