



## Agency Request Review Committee (ARRC)

Town of Hinesburg  
10632 Route 116 Hinesburg VT 05461  
802.482.2281 | hinesburg.org

---

### Meeting Minutes November 5, 2015

**Present:** Kate Dodge, Amanda Van Vranken, *Co-Chairs*, Susan Marino, *Secretary*, Kristin Miskavage, Kathleen Newton

#### 1. Call to Order

Committee members were called to order at 7:12 p.m.

#### 2. Additions/Deletions to Agenda

The Committee unanimously approved the November 2014 ARRC minutes.

#### 3. Welcome & Review Existing Business

**Mission and Committee Information** - Members reviewed the Agency Request Review Committee mission and information on the Hinesburg.org website. It was determined that the information is current and accurate; no changes needed.

**Goals of Meeting** - The goal of tonight's meeting is to review funding requests from agencies that have applied and make a recommendation to the Select Board on the allocation of these funds.

**Committee Recruitment** - The Committee strives to have seven active members and there are currently five. In addition, Co-Chairs Kate Dodge and Amanda Van Vranken decided not to renew their 3-year term at the end of 2015. This leaves four vacancies to recruit for.

Current members volunteered to ask the following Hinesburg residents to apply for the Committee vacancies: Jenny Prue, Patti Drew, Sandy Roberge, Rebecca Gurney, Karen Cornish, Allison Cleary, Sarah Donegan, and Yvonne Epstein.

#### 4. 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.

The Committee carefully reviewed and discussed all 14 applications and corresponding agency information, 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 v. advocacy service provided; percentage of administrative budget per agency; and circumstances such as projected need.

Most agency requests were level funded with last year's allocation amount, with no major fluctuation in number of Hinesburg residents served. Lund is a new applicant organization that has not been funded by the Town of Hinesburg previously; the Committee decided to fund half of Lund's request. Also, due to VCIL's application having a lack of and potentially inaccurate information, and serving only three Hinesburg residents, the Committee agreed to not fund this organization.

The Committee discussed the need for clarity on the agency application with regards to number of clients served. The proposed new questions include: "Number of Hinesburg residents directly served" and "Number of Hinesburg residents indirectly served or reached through advocacy, awareness, or support services". This distinction will allow the Committee to have a clearer understanding of each agency's impact on and support of Hinesburg residents.

## **5. Finalize and Vote on Recommendations**

A motion was made to approve the recommended grant allocation total of \$29,350 which was seconded and passed by the Committee.

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

- Recruitment of new Committee members and officers.
- Kristin Miskavage will update the agency application document and send to Renae Marshall for agency requests submitted in October 2016.
- Update the ARRC section of the Hinesburg.org website to list current Committee members and officers; update the next application deadline of October 16, 2016.
- By December 15, 2015 – Kate Dodge will submit the Committee report to the Select Board.
- By January 1, 2016 – Amanda will finalize and submit the Committee End of Year Report to the Select Board.
- January 2016, TBD – available members will attend the January Select Board meeting to represent the Committee and be available for questions.
- Any/all available Committee members will be in attendance at Town Meeting in March of 2016.

## **Adjourn**

The Committee adjourned at 8:37 p.m.