



Agency Request Review Committee (ARRC)

Town of Hinesburg
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Meeting Minutes – November 6, 2016

Present: Kathleen Newton, Kristin Miskavage, *Co-Chairs*, Susan Marino, *Secretary*

1. Call to Order

Committee members were called to order at 7:06 p.m.

2. Additions/Deletions to Agenda

None.

3. Review Agency 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 thirteen (13) 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 only some minor fluctuation in number of Hinesburg residents served. All but one applicant was funded in the prior year; VCIL did not receive funding last year. Also, due to VCIL's application indicating that they served no Hinesburg residents, the Committee agreed to not fund this organization.

The Committee decided to lower grant recommendation amounts, compared to this year's request, for four of the thirteen agencies: Chittenden Community Action, Hinesburg Rides, LUND, and Red Cross. This was decided mainly due to a decrease in the number of residents served.

4. Determine Committee Recommendations

A motion was made to approve the recommended grant allocation total of \$27,850 which was seconded and passed by the Committee.

5. Committee Reporting and Future Action Steps

- Recruitment of new Committee members.
- January 1, 2017 Kristin Miskavage will compile our approved recommendations and submit them for Select Board review.
- By December 16, 2016 Kathleen Newton will submit the Committee Letter for the Town Report.
- January 2017, 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 2017.

6. Adjourn

The Committee adjourned at 8:29 p.m.