

Town of Hinesburg Agency Request Review Committee

Mission and Organization

Purpose and Mission

Each year, the Town of Hinesburg receives numerous requests for funding from social service agencies that serve the residents of our community. It is necessary to review, evaluate and prioritize agency requests in order to maximize the value residents receive from the tax dollars appropriated. The total amount of funds requested by agencies is typically greater than what the Selectboard feels can reasonably be supported by tax dollars. The mission of the Hinesburg Agency Request Review Committee is to establish a process for reviewing and evaluating funding requests, and then utilize the process to create a funding recommendation to present to the Selectboard during the annual budgeting process. The Selectboard will consider the committee's recommendation in preparing a budget to present to voters.

Composition and Organization

The Committee shall consist of up to seven (7) Hinesburg residents, appointed by the Selectboard for terms of three years. Initial appointments will be staggered (three members appointed for three-year terms, two members appointed for two-year terms and two appointed for one-year terms). To avoid a potential conflict of interest or perceived conflict of interest, committee members who concurrently serve as a director or board member of any agency requesting funding shall disclose the affiliation to both the committee and the Selectboard.

At its organizational meeting, and annually thereafter, the Committee shall elect (by majority vote of those present) a chairperson, a vice-chairperson and a secretary. The chairperson shall be responsible for establishing and posting an agenda and running the meetings, the vice-chairperson shall be responsible for running the meetings if the chairperson is absent and the secretary shall be responsible for documenting the meetings in the form of public minutes. Time, date and location of the meetings will be publicly posted in the municipality, and meetings are open to the public in accordance with the terms of the open meeting law. The Committee will establish a meeting schedule which is adequate to address the workload, and meets the needs and schedules of the committee members. Regular monthly meetings are suggested. In order to maintain membership in good standing, members are expected to regularly attend Committee meetings. The Committee shall present a report annually to the Selectboard not later than the end of December.

Support

The Committee shall report directly to the Selectboard. The Town Administrator shall provide input upon request and limited ongoing support, as time allows. Minutes of all meetings shall be treated as public documents and will be shared with the Selectboard, town staff and will be made available to the public.

Adopted by Selectboard August 17, 2009