



## Agency Request Review Committee (ARRC)

Town of Hinesburg  
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### Meeting Minutes – November 4, 2018

- Draft -

#### Present:

Kathleen Newton, *Chair*  
Susan Marino, *Secretary*  
Maureen Barnard  
Roberta Soll  
Michelle Stidsen

#### 1. Call to Order

Committee members were called to order at 6:05 p.m.

#### 2. Additions/Deletions to Agenda

The Committee welcomes two new members: Maureen Barnard and Roberta Soll.

#### 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 eleven (11) submitted 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 some minor increases for those who requested a funding increase based on more residents served. There was one late applicant this year: Chittenden Community Action (CCA). Following precedent, the committee decided not to consider FY19 funding for this agency. CCA was notified that they could ask a Hinesburg resident to speak for them at Town Meeting. Also of note, three previous

applicants did not submit applications for FY19: Committee On Temporary Shelter (COTS), Prevent Child Abuse Vermont, and Vermont Center for Independent Living (VCIL).

The Committee will also change the applicant name on file from "VNA" to "UVM Health Network Home Health & Hospice".

#### **4. Determine Committee Recommendations**

A motion was made to approve the recommended grant allocation total of \$27,550 which was seconded and passed by the Committee.

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

- By November 30, 2018 Sue Marino will compile our approved recommendations and submit them to the committee Chair for Select Board review.
- By December 15, 2018 Kathleen Newton will submit the Committee Letter for the Town Report.
- January 2019, date 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 2019.

#### **6. Adjourn**

The Committee adjourned at 7:14 pm.