

Human Services Review Committee  
October 15, 2019 5pm  
Hanna Cosman Meeting Room, Municipal Center  
Minutes and Q&A

1. Quorum Check

Ann Fielder  
Kip Tewksbury  
John Kennedy  
David Miner

Minutes from previous meeting were reviewed. Moved and seconded. Passed unanimously.

2. Introduction Information Meeting with applicants 12 agencies were represented

Everyone present introduced themselves and signed registration list.

3. About the application process.

- a. deadline is November 4 at 12:00. Do not miss the deadline.
- b. Ann acknowledged that the application has not changed from the previous year. David noted that if the applicant has submitted a request before that they could cut and paste from the previous if the information has not changed. If there is a change, it is helpful if those changes are highlighted.
- c. Provide relationships with other agencies.
- d. The question was asked about the budget – it was noted that we do not have a strict budget but that we use past experience as a guide. The Committee submits its recommendations to the RTM for approval.
- e. Ann reviewed the minutes from the past year.
- f. Funding – be clear on what is being requested. Please do not inflate your request. The funds may be used for general fund. It was stressed that they are intended for meeting the needs of Brattleboro residents. It should be noted in the application how the request will be used to meet this objective.
- g. Can the app be mailed? The deadline must be met.

Q. How to measure question #6 versus question #9? Units of support versus how the organization measures its level of support. The level of support does not define by itself the level of success of your program.

Q. Is the budget provided adequate? It was felt at last year's Town Meeting that the budget allocated was not sufficient enough. It was noted that Brattleboro gives to more agencies than other towns. But it was expressed that perhaps the Town should provide more. Kip discussed the Town Meeting review. He noted the agencies that applied separate from the Human Resource Committee as they had missed the deadline. John noted the discussion about the passage of increased sales tax gave the RTM the sense of additional funds that could be allocated. The discussion at the meeting was not to look at this the same way next year.

It was noted that the agencies applied received full funding while those that went through the Committee review may have been reduced. It was noted that there are agencies that provide over-

lapping services. It is important that the agency identify the segments of residents that they service so that the Committee understands who is being served.

Q. Should the agency note any changes in their budget and funding sources? This is asked for on the application.

Q. Because the anonymity of individuals is maintained it is difficult to come up with specific numbers. How address? It is important that a reasonable estimate be provided.

Q. Do we fund less than the amount requested? In some cases, yes. It is not an all or nothing scenario.

**NOTE: PLEASE SUBMIT 7 COPIES OF YOUR APPLICATION.**

6PM Meeting adjourned.