

Attendees – Ann Fielder, Sue Graff, John Kennedy, Kip Tewksbury, David Miner

Meeting called to order at 1:01 PM

Ann said that Julie has resigned from the committee because of conflicts.

John moved that the minutes from November 13 be accepted. Kip seconded. Motion passed.

Ann opened for discussion the Rubric put together by Sue. Sue recommended it as a tool to read and score the applications. One question Sue had was whether the sheet would be created for each application by only the person responsible for reviewing the application or completed as a committee. The questions in the Rubric relate to the application. The Rubric is broken down by the amount of service provided to Brattleboro residents (how well to they reach the town's population); the quality of service provided (how well do they define the service they provide) ; and, whether residents are better off for the services provided (how effective their program is).

Part of the proposal was to establish a budget and to consider establishing a cap for an individual request. Kip noted that he examined the individual budgets to determine the amount of request and the percent of their budget that they are requesting. Ann pointed out that services that some organizations provide are more costly so it may be hard to measure meaningfully. Sue felt that it would be difficult and unfair to make it a simple mathematical equation.

Ann suggested that everyone review the applications using the new Rubric format. Dave suggested that we forgo next week's meeting and meet again on December 3d to allow each member to review the application and complete a Rubric for each. Dave will send copies of the agreed upon Rubric along with an abbreviated form to each member.

John suggested that going forward, each application be presented by a committee member as is currently done, but that there is discussion regarding the Rubric rating for each. To this point, each member will have to read the application and rate each one. John suggested that we then have further discussion on the organizations that have a discrepancy. Sue suggested that we tabulate the scores to see what the level of consensus was. Further the grant award would be based on the scoring. The first pass would allocate funding based on the score. At this point, further adjustment may be necessary dependent on whether the planned total grant allotment was over or under the committee's budgeted amount. Motion was made to accept amended form by John. Seconded by Kip. Passed unanimously.

Discussion was held regarding Sue's proposed Policies and Procedures. Two changes were made to the document. "Organizations may apply every year" was added to the first bullet point and "Organizations may apply every year if they meet eligibility requirements" was deleted. Also, the next to last bullet point was accepted: The Committee will recommend an overall amount to fund to the Town Meeting based on the grant review process; this amount may be based on an amount not to exceed 1% of the prior year's town budget. Motion was made to accept the Policies and Procedures as amended by Kip. Seconded by John. Passed unanimously.

Ann suggested that we adjourn and use the time to review each application and create a Rubric score for each. Dave will send out a spreadsheet for each committee member to complete and then send to Dave by December 2nd who will tabulate for our next meeting.

Motion was made to adjourn the meeting at 2:40 by Sue. Seconded by John. Passed unanimously.

Our next meeting will be December 3rd.