

Human Services Advisory Board Minutes

November 8, 2017

2:00 PM

Present: Carrol Ketchum, Paul Vallee, Sandy Farrell, Kelly Hill

Kelly explained the basic process to Sandy and Paul and showed Sandy the letter mailed to previous year applicants. Carrol discussed the lack of involvement last year and how the process was difficult because on he and Paul Feeney reviewed and made the recommendations to the Selectboard.

The Selectboard wants more discussion going forward on how people are able to appeal if they are not given the amount requested.

Kelly will be calling and mailing reminder letters out the Monday after Thanksgiving and will add a line to the reminder letter requesting a person from each organization be present at Town Meeting.

Once the budget for appropriations is submitted Kelly will give the members the "cap" number.

HSAB will need to meet prior to December 18<sup>th</sup> Selectboard Meeting to review all applications and submit their numbers to the board. Kelly will not make copies for each member will simply give the binder to Paul for members to review. Will save a lot of paper.

When Kelly and Therese do the Town Report they will add a new line to the Appropriations section that states the amount the organization requested to compare to what they actually receive.

Paul will communicate when next meeting shall be and will work around Paul Feeney's work schedule.

Kelly will complete minutes and email them to Stan Capron and Paul Feeney to keep them up to date.

Kelly will continue to communicate with Paul on requests and any other things that may need to be shared with HSAB group.

Respectfully Submitted

Kelly L. Hill