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By Town Clerk's Office at 9:17 am, Sep 22, 2023

TOWN OF BURLINGTON

Meeting Minutes

Email minutes to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: **Town of Burlington Scholarship Committee**

DATE: **June 14, 2023**

TIME: 6pm

PLACE: Grandview Farm, Marion Tavern First Floor

MEMBERS IN ATTENDANCE:

- Chair: Sheila Fitzpatrick
- Vice Chair: Kent Moffatt
- Secretary: Kendra Lamoretti
- Other: Debra Murphy and Christine Kim

Members Absent:

- Jane Lynch
-

1. Meeting called to order at 6:17pm
2. Citizens' Time: No one present
3. Review/Approval Meeting Minutes – signed off for the last two meetings
4. Committee Immediate review of 2 pending applications for full consideration
 - a. 2 applications submitted before the midnight deadline was sent to email but placed in junk file.
 - b. Committee did not discover the error until 1 hour before the scholarship award ceremony
 - c. If review of applications determines additional winners are due – then town will cover the cost of any loan of funds until we are able to repay
 - d. Process –
 - i. 5 evaluators scored each of the two applications.
 - ii. Averaged all evaluators scores
 - iii. Awards were given to scores ranging from 46-48 average
 - iv. Two missed applications received score of 42 but not over 43 by evaluators
 - e. No additional awards were necessary
5. Recap of this year's process
 - a. Concerns and Recommendations
 - i. Application
 1. General maintenance updates
 2. More time reviewing the scoring rubric before assigning evaluations
 3. Get a listing of each individual schools' sports, activities with descriptions to help evaluators.... collect one primary resource for each school and then give out to





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reviewers for those schools' students attended who submitted applications. Is this plausible given the number of schools we receive applications from?

ii. Process

1. No longer accept via school counselors' email – paper only

- a. Possible drop off at the town hall drop box – need logistics of when the deadline is and how frequently the lock box is checked. – sign to place on the drop box if we can empty at midnight. Need to determine who can answer this and who will reach out to this person
- b. Should the selectman be collecting and redacting instead of HS staff? This would be a major pain point if changed and would make more difficult for the students

6. Review procedures to prepare for next year

- a. Shared folder for TOBSF
 - i. Everyone in attendance should have access, although only one person needs access
 - ii. Accessing documents and communications
 1. Address has a ZIP file
 - iii. Need to review and organize
- b. Gmail account is scholarship@burlington.org
 - i. Currently Sheila has access
 - ii. Will need to update password and 2 step verification process.
- c. Facebook – currently Jane Lynch has access to it
 - i. Need to determine who will manage next year
- d. New members
 - i. Kate Asher
 - ii. Terese Weston
- e. Meeting Locations – reach out to Paula Macmahon to arrange meetings space.
- f. Agendas – submit no later than 48 hours before the scheduled meeting date and time.
 - i. Be cognizant of business days and hours when calculating
- g. Meeting minutes – submitted to Kirsten Medgely
 - i. Email address to post them
- h. OML – open meeting laws – we must follow these rules
- i. Ethics training is needed by each committee member and is good for 2 years
- j. Amy Warfield is a great resource if you need help next year.

7. Schedule Next meeting and plan Agenda

- a. Fall with new members and new positions
- b. Discussed possible positions with those who will be on committee next year

8. Meeting was adjourned at 7:51pm

