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TOWN OF BURLINGTON

Meeting Minutes

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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 Fund Committee

DATE: February 5, 2025

TIME: 6:45 p.m.

PLACE: Grand View Farm – Marion Tavern – First Floor

MEMBERS IN ATTENDANCE: Jane Lynch; Debra Murphy; Kathleen Asher; Terese Weston; and Kendra Lamoretti

ABSENT: Christine Kim

Minutes

1. Meeting called to order at 7:20 p.m. Quorum present.
2. Citizens' Time: **None**
3. Reviewed and approved Meeting Minutes for December 16, 2024, and January 15, 2025
4. Development Actions
 - a. Reviewed and voted unanimously to adopt revisions to the application and scoring rubric
 - i. Decided not to include in the application the consent to being photographed, but rather to include said consent to the award letters to recipients, for example, with instructions for opting out
 - b. Reviewed and voted unanimously to adopt a cover letter template for delivering/emailing application to high schools
 - c. Voted unanimously to return \$4000 in unclaimed 2018 awards back into the Fund for distribution to new recipients.
 - d. Jane will reach out to BHS to confirm their provision of unweighted GPA for BHS applicants
 - e. Joe Attubato sent the Committee the list of contacts for all high schools attended by Burlington seniors
 - f. Draft of the "Request for Scholarship Fund link to be added to the Burlington.org Website" was discussed; the Request is for the provision of a hyperlink on the Burlington.org town website to a webpage / other part of the website that provides general information about the scholarship,





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eligibility requirements, an embedded link to a copy of the TOBSF application document, and instruction for submission of completed applications. The Request is to be presented to the Select Board.

- i. Chair confirmed that the Select Board has established an email address for submission of applications via email.
5. Next meeting is March 5, 2025, at 6:45 pm at Grand View Farm.
6. Meeting adjourned at 8:30 p.m.

