



Town of Northborough

Scholarship Advisory Committee

63 Main Street
Northborough, MA 01532

Meeting Minutes

April 11, 2005 7:30 – 9:00 at Town Hall

Present: Margie Hurwitz, Joyce Isen, Laurie Klein, Greg Young

Guests: June Hubbard-Ward, Melody Cunningham

Housekeeping:

Minutes of the 3/17/05 meeting were approved.

Membership:

The state requires our committee to have at least four members. Greg will invite the new Superintendent of Schools to be on the committee or to appoint someone in his place. Although Bob Melican does not attend the meetings, Greg meets with him periodically and Bob receives copies of the minutes. Melody Cunningham has applied and is waiting to be interviewed by the Selectmen.

Fundraising:

Big businesses: We have not received any donations from the corporations visited by Joyce and Laurie. June suggested asking the developer Avalon Bay for support; Greg will talk this over with Kathy Joubert.

Thank you letters to check-off donors: Margie is keeping up with this on a quarterly basis. People expressed appreciation for their thank you letters and decals.

Mailing to town businesses: Joyce and Laurie will tackle this early in May. Joyce will get an updated file of town businesses from John Sabatini at Town Hall.

Tax bill inserts: June gave us her schedule. The next opportunity for an insert is with the June 15 mailing. Deadline for submitting copy (1/3 page long) is June 1. Laurie and Joyce will draft this.

E-payments are coming: This is a new mechanism for paying taxes. Unfortunately, only the exact amount due can be paid. This system does not allow for the check-off donations. We are hoping not too many people will be using this system at the start, and expressed our interest to June that donations be permitted in the future.

Dollars for Scholars update: Greg received a letter from D for S advising us that we must zero out our account of funds collected under their 501(C)-3 auspices. We currently have \$4096.76 in the check-off fund and \$699.02 in the gift fund, so we are looking to spend down about \$4000

this spring. (It's possible that the \$617 raised since our severance date of 12/31/04 is exempt from this, so maybe we have only \$3400 to spend down.) One possible way to do this is to give out four \$1000 awards instead of six \$500 awards, but we want to review the applications before making a firm decision on this.

2005 Application Process and Timeline:

√April 4	Deadline for applications (give an extra margin for homeschoolers who got the application notice late)
√April 11	Next meeting. Greg will have packets for us to review.
Last week in April	On April 28, we will meet informally to discuss the applications and make decisions. Note: Town Meeting starts April 25.
May 2 – 5	We will send letters to the winners.
May 16	Awards will be presented at the Board of Selectmen meeting; Greg will also update the Selectmen on our progress this year.
May 19	Awards night at Algonquin. Someone there will read the names of Algonquin winners but there will not be a formal presentation by us.

Applications status: Publicity appeared in all local papers except the Telegram & Gazette. Our announcement was on Channels 11 and 13 on cable TV. The application was available at the Selectmen's office and at the town library. It was also downloadable from the town's website.

We received 10 applications, down from 27 last year, with most of them being picked up at the library rather than at Algonquin. One was from St. John's. Of the ten, four were incomplete. Greg will contact schools and students to get the missing pieces of information. Greg will talk with a guidance counselor at Algonquin to try to understand why the response was so poor this year. We are wondering if the award amount is too small or if the application is too complicated, although we streamlined it this year.

Applications (with identifying information blacked out) were distributed to the committee for review.

Next Meeting:

Informal work meeting: Thursday, April 28, 7:30 p.m. at location TBD.

Respectfully submitted,
Joyce Isen, Secretary



Distribution:
Scholarship Committee members (4)
Bob D'Amico, Board of Selectmen liaison
File copy for Town Clerk
June Hubbard-Ward
Bob Melican