

**TOWN OF EAST MONTPELIER
SELECTBOARD**

**RESOLUTION ESTABLISHING THE
EAST MONTPELIER GRANTS COMMITTEE**

Adopted at a duly warned open meeting of the
East Montpelier Selectboard on March 2, 2026

WHEREAS the Town of East Montpelier recognizes the significant benefit of pursuing grant funding to advance community priorities and supplement town resources for the public good; and

WHEREAS the Selectboard wishes to establish a standing committee to coordinate grant identification, evaluation, application, and administration activities on behalf of the Town; and

WHEREAS the Town Administrator serves as the Town's chief administrative officer and, in that capacity, bears responsibility for overseeing the execution of grant agreements and the submission of grant applications on behalf of the Town; and

WHEREAS the Selectboard finds that a dedicated Grants Committee will improve the Town's capacity to identify, pursue, and administer grant opportunities in a timely and organized manner, in coordination with the Planning Commission, other town committees, and the Selectboard; and

WHEREAS the establishment of a non-statutory advisory committee under the authority of the Selectboard does not require formal statutory authorization and may be accomplished by resolution adopted at an open meeting by a quorum of the Selectboard;

NOW, THEREFORE, BE IT RESOLVED by the Selectboard of the Town of East Montpelier, Vermont, as follows:

1.. NAME. There is hereby established a permanent standing committee of the Selectboard to be known as the East Montpelier Grants Committee (the "Committee").

2.. CHARGE AND PURPOSE. The Committee's primary function is to identify grant opportunities that serve the needs and priorities of East Montpelier, evaluate and determine which grants the Town should pursue, and develop and maintain a grant application schedule for the grant working group. The Committee shall solicit and incorporate input from other town committees, the Planning Commission, and the Selectboard to inform its determination of town priorities and grant selection. Grant priorities shall be determined collaboratively through this input process and are not fixed by this resolution. In addition to its selection and scheduling functions, the Committee is authorized to assist with grant-related work as needed. This may include, but is not limited to: drafting or contributing to grant applications and narratives; collecting required documentation and paperwork; maintaining grant requirements checklists;

assisting with interim and quarterly progress reports; and supporting other administrative tasks associated with active grants. This grant support role is intended to provide practical assistance to the Town Administrator and staff and shall be carried out under the direction of the Town Administrator.

3.. AUTHORITY. The Committee shall have authority to approve and submit grant applications on behalf of the Town, subject to the oversight of the Selectboard. Prior to submission of any grant application, the Committee shall inform the Selectboard of the grant opportunity and proposed application. The Selectboard retains authority to direct the Committee not to proceed with any particular application. Consistent with the Town Administrator's existing administrative responsibilities, no grant application shall be submitted without the Town Administrator's sign-off.

4.. MEMBERSHIP. The Committee shall consist of three (3) resident members appointed by the Selectboard, plus the Town Administrator serving as an ex officio voting member. All appointed members must be primary residents of East Montpelier. The Selectboard may adjust the number of appointed members by subsequent vote as needs require.

5.. TOWN ADMINISTRATOR — EX OFFICIO ROLE. The Town Administrator shall serve as a voting member of the Committee ex officio by virtue of their office. In the event of a tie vote among the Committee, the Town Administrator shall cast the deciding vote. The Town Administrator shall also serve as the Committee's primary liaison to the Selectboard, reporting on Committee activities at such intervals as the Selectboard may request.

6.. TERMS. Appointed resident members shall serve three (3)-year terms and may be reappointed. A member may be removed by majority vote of the Selectboard. Vacancies shall be filled by appointment of the Selectboard for the remainder of the unexpired term. The Town Administrator's ex officio membership shall continue for the duration of their tenure as Town Administrator.

7.. PERMANENT STATUS. The Committee is established as a permanent standing committee. It may be dissolved or modified by subsequent resolution of the Selectboard.

8.. MEETINGS AND RECORDS. The Committee shall conduct its business in accordance with Vermont's Open Meeting Law (1 V.S.A. § 310 et seq.) and shall maintain minutes of its meetings, which shall be filed with the Town Clerk.

This Resolution was duly moved, seconded, and adopted by the East Montpelier Selectboard at its regular open meeting on March 2, 2026.

Vote: _____ In Favor _____ Opposed _____ Abstained

Signatures of the East Montpelier Selectboard:

Selectboard Chair

Selectboard Member

Selectboard Member

Selectboard Member

Selectboard Member

Attested by Town Clerk: _____

Date: _____