

Minutes

Montpelier Community Fund Board

39 Main St., Montpelier, VT 05602 & Zoom

January 8, 2026

9:00 AM

Meeting Participants: Dan Groberg, Elizabeth Malone, Avram Pratt, Heather Graves (acting finance director), City Councilor Sheridan, Shaina Kasper

1) Call to order 9:10 am

1. Heather Graves, Councilor Sheridan, Dan, Elizabeth, Avram, Shaina

2) Welcome any new members

3) Discussion of next steps and timeline:

1. Review the city budget decision

1. Jim reminded the city council last night that they would bring the request and that they will go on their own and get petitions, and bring them to the next meeting

2. 3% increase is just off of the FY26 budget is \$138,174.50

2. Set deadlines and calendar for the year

1. **Evelyn** to update and make live form to collect applications and website update with attached updated materials and with website landing page updates therein, warn upcoming meetings

2. Wednesday, Feb 18 - applications go live with press release

1. **Dan** to send to the Central Vermont professionals email group

2. **Elizabeth** to start posting on Front Porch Forum

3. **Evelyn** to send press release

4. Thursday, March 5 - Information session on zoom 1-2 pm (to be warned)

5. Wednesday, April 15 - applications close

6. **Dan** to divvy up applications for review for primary and secondary readers and make a spreadsheet

7. Thursday, May 7, 12-2 - grant review meeting with in-person meeting at the City Manager's Conference Room
 8. **Dan** and **Shaina** to check the Montpelier Community Fund email, ongoing
3. Review and finalize application materials updates for 2026 (attached)
 - 4) Approve minutes from last meeting
 1. Elizabeth moved; Dan second; unanimously approved
 2. All Other Business
 - 5) Adjourn 9:46 am

Meetings to be warned:

- **Thursday, March 5, 2026** - Information session on Zoom 1-2 pm
 1. Call to order
 2. Welcome and Introductions
 3. Review MCF FY27 application by MCF members
 4. Q&A and public comment
 5. Adjourn
- **Thursday, May 7, 2026, 12-2 pm** - grant review meeting in-person meeting at the City Manager's Conference Room
 6. Call to order
 7. Welcome any new members
 8. Executive session review of applications
 9. Approve minutes from Jan 8 meeting and March 5 information session
 10. AOB
 11. Process discussion and plan for next year
 12. Adjourn