



Town of Belchertown  
**SCHOLARSHIP COMMITTEE**  
School Central Office  
14 Maple Street  
Belchertown, MA 01007  
Tel: 413-323-0425

Final Minutes of November 15, 2017

Members Present: Erica Rose, Donna Robbins, Karol Coffin, Lorraine Alves, Lisa Aiken and Donna Lusignan. Minutes by Clerk Lisa Aiken

5:56 p.m. – Chairman D. Lusignan opened the meeting.

Minutes: October 18, 2017: L. Alves made a motion to approve the minutes of October 18, 2017 as amended. D. Lusignan seconded. Minutes approved 4:0:2 (2 absent at prior meeting).

Scholarship Fund Account Balance-Update: The current balance is now \$3602.16. The fund has received \$203.00 since last month.

Belchertown Scholarship Committee Website D. Lusignan updated the Scholarship Committee website with the new committee members, meeting minutes and donation information.

Committee Members Participation, Understanding and/or Appearance of Conflict of Interest –Reminder D. Lusignan reviewed ethics language and Open Meeting Law regulations so that all members present are aware of their participation guidelines while serving on the Scholarship Committee.

Discussion Items:

- IT/Web Address Portal: The committee questioned whether applications could be identified with an ID # rather than the applicant's name when they are uploaded. D. Lusignan inquired with the town's IT Dept. who stated it would require extra internal programming that may prove difficult. K. Coffin will check with the school IT as well. (\* NOTE: After discussion of the actual scholarship contents later this meeting, members agreed that an ID # number for identification purposes will not be necessary.) D. Lusignan reminded all committee members present that they could likely be reviewing applicants of familiarity and to seek ethics reporting for full disclosure.
- The committee is seeking to review 2018 applications digitally; avoiding the need for paper copies. However, the committee will decide where paper applications may be obtained; possible locations include the Pathfinder Office(s), Town Clerks Office, School Guidance Office(s) and School Superintendents' Office for those who are unable to access the website via computer or other means.
- The committee discussed the website in detail and further inquired as to who or what entity questions should be directed to; specifically if an applicant is not submitting FAFSA documentation. Committee members noted that anyone seeking financial aid to attend secondary education will need to complete an online FAFSA regardless of financial need, as it is a college requirement.

- Tax Bill Inserts /Website Link D. Lusignan spoke with the Treasurer Collector to see if the scholarship website link can be added onto the quarterly tax bill. She received confirmation that it could be added and will pursue this option. The Treasurer Collector will see if the vendor can set up a link. In addition, the question arose as to whether or not residents paying their tax bill online could also contribute to the scholarship fund. D. Lusignan confirmed the response was favorable and once the website has been upgraded donations can be made online as well.
- Additionally, the committee was in favor of having another insert placed into the next quarterly tax bill cycle in order to boost the account for awards that will be given out in May, 2018. D. Lusignan will contact the Treasurer Collector seeking approval to have an insert mailed with the next billing cycle.

6:40 p.m. L Alves left the meeting.

Action Items:

Devise checklist for Scholarship Applications: Although not present at this meeting M. Knapp forwarded his input addressing this matter stating his approval to have the scholarship application remain in its current format, with exceptions. He additionally supplied examples of scholarship application information from other municipalities and how they addressed certain issues of concern (i.e. FAFSA). The committee edited the scholarship application and made several line item changes. The newly formatted application will also be utilized as a checklist for both applicants and committee members. D. Lusignan will re-format the application showing the committees' changes and for further discussion at the next scheduled meeting slated for December 20, 2017.

8:05 p.m. D. Lusignan made a motion to adjourn the meeting, D. Robbins seconded, All were in favor;  
(5:0:0)