

**Sunset Advisory Commission  
Board and Commission Review**

**Agricultural Fairs and Field Days Capital Program Advisory Committee**

1. In general, how often does the board and commission meet? Provide specific information on how often the board or commission has met in the past two fiscal years. Provide information on where agendas and minutes of meetings can be found.
  - a. The Agricultural Fair and Field Days Capital Program Advisory Committee meets once per year, typically in February or March, and meetings are very brief. In 2018, no agenda was created and there are no meeting minutes.
  
2. Provide the names of members of the board or commission, their term length and expiration, their appointing authority, and the amount of any per diem they receive.
  - a. Two members appointed by the Secretary of VAAF:
    - i. Lauren Masseria  
Alissa Matthews / Laura Ginsburg
  - b. One member appointed by the Commissioner of FPR:
    - i. Sam Lincoln
  - c. Two members appointed by the Vermont Fair and Field Day Assc:
    - i. Bob Allen, President of Fair and Field Day Association  
Alan Howe, Tunbridge Fair
  - d. One member appointed by VDTM:
    - i. Steve Cook / Hilary DelRoss
  - e. One member of the Vermont Senate:
    - i. Senator Dick Mazza
  - f. One member of the Vermont House of Representatives:
    - i. Rep. Carolyn Partridge
  - Board members do not receive any per diem.
  
3. Provide an overview of the board or commission's purpose.
  - a. The Advisory Committee approves funding for the fairs and field days who have applied for grants to fund capital improvements and premiums. The Advisory Committee reviews capital grant applications and makes funding recommendations to qualifying applicants.
  
4. Is that purpose still needed? What would happen if the board or commission no longer fulfilled that purpose?
  - a. The purpose of the Advisory Committee is to make final recommendations of fair and field days capital grant funding allocations. This role is typically fulfilled during one meeting annually, combined with some written communication from AAFM staff. If the Advisory Committee no longer met, AAFM would still be able

to internally distribute capital grant monies to qualifying applicants.

5. How well is the board or commission performing in executing that purpose? What evidence can you provide to substantiate that performance?
  - a. In meeting once per year to review capital grant applications and approve funding allocations, the Advisory Committee is meeting its obligation. All funds are allocated annually, and applicants are able to complete proposed scopes of work within the given time frame (2 years) and have the possibility of an extension if necessary.
6. If the purpose is still needed, can State government be more effective and efficient if the purpose was executed in a different manner?
  - a. AAFM believes that the Advisory Committee is an effective and efficient body that closely meets the needs and demands of the authorizing legislation. At this time, no changes in execution are suggested or supported.
7. If the purpose is still needed, do any of your board or commission's functions overlap or duplicate those of another State board or commission or federal or State agency? If so, is your board or commission still the best entity to fulfill the purpose?
  - a. No, the Agricultural Fair and Field Days Capital Program Advisory Committee's functions and efforts are not duplicated. This Advisory Committee remains the best entity to continue its work and purpose.
8. Does the board or commission's enabling law continue to correctly reflect the purpose and activities of the board or commission?
  - a. Yes.
9. Provide a list of the board and commission's last fiscal year expenditures including staffing costs. How are these funded?
  - a. This Advisory Committee does not have any expenditures.
10. Is the board or commission required by law to prepare any reports or studies for the Legislature, the Governor, or any State agency or officer? If so, have those reports or studies been produced? Does the board or commission have ongoing reporting obligations?
  - a. No, there are no required reports or studies for this Advisory Committee to complete.