

## **SOCIAL SERVICE AGENCY APPROPRIATION POLICY**

### Town of Guilford

**PURPOSE:** Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service programs and agencies that provide services to town residents. 24 V.S.A. § 2691. The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Town of Guilford annual meeting.

**APPLICABILITY:** This policy applies to appropriation requests from social services agencies and programs subject to the provisions of Chapter 73, Title 24 of Vermont Statutes Annotated. Such programs include but are not limited to transportation, nutrition, medical, day care, and other rehabilitative services persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance.

This policy does not apply to municipal membership organizations such as the Vermont League of Cities and Towns, the Windham Regional Planning Commission, or the Windham Solid Waste Management District nor does it apply to the Guilford Volunteer Fire Department or the Guilford Free Library.

**PROCEDURE:** Those social service agencies that have not had an appropriation request approved at the most recent annual town meeting, or that are requesting a larger appropriation than that approved at the most recent annual town meeting, must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642(a) and must do so for a period of three (3) consecutive years to then be included with just a letter of request. Such petitions must be signed by at least five percent of the voters of the town and filed with the municipal clerk not less than 40 days before the day of the annual meeting. Petitions should be in substantially the following form:

#### **Petition of Legal Voters of the Town of Guilford**

We, the undersigned legal voters of the Town of Guilford, hereby petition the selectboard to add the following article to the warning for the annual town meeting to be held on [date]:

Shall the Town appropriate [amount of request] to [name of social service agency], for [brief description of the purpose of the proposed appropriation] in accordance with 24 V.S.A. § 2691?

Print Name

Address

Signature

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No proposed article may contain any opinion or comment. The selectboard reserves the right to reject, amend, or edit any petitioned article that does not meet the requirements of 17 V.S.A. § 2642(a) and 24 V.S.A. § 2691. Petitions submitted after the deadline will not be honored.

Those social service agencies that have had an appropriation request approved at the three (3) consecutive most recent annual town meeting are not required to submit a petition for an article requesting an appropriation, if the amount requested is the same or less than the amount approved by the voters in the previous year. In such case, the agency should make its request by letter to the selectboard no later than 60 days before the day of the meeting. The letter should identify the name of the agency, the amount requested for appropriation, and a person to contact for more information. Agencies that do not meet the 60-day deadline must submit a petition for an article requesting an appropriation in accordance with the above paragraph. The selectboard reserves the right to adjust the amount of any requests that have not been previously sought through the petition process.

Social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs for inclusion in the town report. Descriptions must be limited to 500 words and should describe the program or services provided to town residents. Agency representatives are encouraged to attend town meeting to explain the appropriation request to the voters and answer their questions.

Approved social service appropriations will be paid by the town on the 4<sup>th</sup> Monday of October each year. Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the selectboard of the Town of Guilford, Vermont, this 23<sup>rd</sup> day of December, 2013, and is effective as of this date until amended or repealed.

Paul [Signature]  
Chair

[Signature]

[Signature]

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