SOCIAL SERVICE AGENCY APPROPRIATION POLICY
Town of Underhill

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 Underhill 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 Chittenden County Regional Planning Commission, or the Chittenden Solid Waste Management District.

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 by more than $250 than that approved at the most recent annual town meeting, must submit a request by letter to the selectboard no later than 120 days before the day of the meeting. The letter should identify the name of the agency, the amount requested for appropriation, a brief description of the purpose of the proposed appropriation, and a person to contact for more information. The social service agency will then be notified by the selectboard if a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642(a) is required. Agencies that do not meet the 120-day deadline must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642(a).

Such petition 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. The petition should be in substantially the following form:

Petition of Legal Voters of the Town of Underhill

We, the undersigned legal voters of the Town of Underhill, hereby petition the selectboard to add the following article to the warning for the annual town meeting to be held on Tuesday, March __, 20__: 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

_____

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 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, less or no more than $250 more 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 120 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 the120-day deadline must submit a petition for an article requesting an appropriation in accordance with the above paragraph.

Social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs. Descriptions must be limited to 300 words and should describe the program or services provided to town residents. Agency representatives that have not had an appropriation request approved at the most recent annual town meeting, or that are requesting a larger appropriation by more than $250 than that approved at the most recent annual town meeting 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 quarterly.
Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the selectboard of the Town of Underhill, Vermont, this ___ day of January 2013, and is effective as of this date until amended or repealed.

Chair