

## SB Policy #5: SOCIAL SERVICE APPROPRIATION POLICY Town of Hartford

**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 Hartford Annual Meeting.

**APPLICABILITY:** This policy applies to appropriation requests from social services agencies and programs subject to the provisions of Title 24, Chapter 73 of Vermont Statutes Annotated. Such programs include, but are not limited to, transportation, nutrition, child care, medical care, and other rehabilitative services for 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 libraries or cemeteries within the Town; or the Bugbee Senior Center.

**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. Such petition must be signed by at least five percent of the voters of the town, numbered as of the date the petition is received, and filed with the Town Clerk not less than 47 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 Hartford

We, the undersigned legal voters of the Town of Hartford, 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 \$[insert amount of request] to [insert name of social service agency], for [insert brief description of the purpose of the proposed appropriation] in accordance with 24 V.S.A. § 2691?

Print Name

Address

Signature

**Pursuant to 17 V.S.A. § 2642(a)(3)(C), a petition must contain the petition language on every page on which signatures are collected and must contain the printed name, signature, and street address of each voter who signs the petition.**

No proposed article may contain any opinion or comment about the subject being voted upon. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not containing the required number of signatures shall be returned by the Town Clerk within 24 calendar hours from receipt stating in writing on the petition why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the Town Clerk not later than 48 hours after the petition was returned by the Clerk, or the filing deadline, whichever is later. However, supplementary petitions shall not be accepted if the original petition did not meet the filing deadline or did not contain the requisite number of signatures.

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 or less than the amount approved by the voters in the previous year. In such case, the agency should make its request to the Selectboard via the Town of Hartford Appropriation Request Form, to be obtained by the agency from the Town Manager's Office. The Form must be postmarked or hand-delivered to the Town Manager's Office no later than the November 15th preceding the day of Town Meeting. If the last day for filing letters with the Selectboard falls on a Saturday, Sunday, or legal holiday, then the deadline shall be extended to the next day which is not a Saturday, Sunday, or legal holiday. The Form shall identify the name and address of the agency, the amount requested for appropriation, a simple summary of receipts and expenditures and the signature and contact information of an authorized officer of the organization. Agencies that do not submit a Form to the Town Manager's Office before the November 15th deadline must submit a voter-backed petition in accordance with 17 V.S.A. § 2642.

All social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs for inclusion in the Town's Annual Report no later than January 1. Descriptions must be limited to 350 words and should describe the program or services provided to Town residents.

Approved social service appropriations of \$1,000 or more will be paid by the Town in equal installments on the last accounts payable runs in August and February. All others will be paid in full on the August accounts payable run.

Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the Selectboard of the Town of Hartford, Vermont, this 11<sup>th</sup> day of September, 2018, and is effective as of this date until amended or repealed.

[Signature]  
[Signature]  
[Signature]

[Signature]  
[Signature]

HARTFORD TOWN CLERK'S OFFICE  
This 12<sup>th</sup> day of September, 2018  
at noon AM PM  
Recorded in BK 29 Pg. 816-817  
[Signature] Town Clerk