

# SOCIAL SERVICE AGENCY APPROPRIATION POLICY

## Town of Royalton



**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 Royalton 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 transportation, nutrition, medical, child care, and other rehabilitative services persons with low incomes, senior citizens, children, disabled persons, and drug and alcohol abusers.

**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),(3),(A). Such petition must be signed by at least five percent of the voters of the town and filed with the municipal clerk by not less than 47 days before the day of annual town meeting. The petition should be in substantially the following form:

### Petition of Legal Voters of the Town of Royalton

We, the undersigned legal voters of the Town of Royalton, 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. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not otherwise conforming to the requirements of 17 V.S.A. § 2642(a),(3),(A) and 24 V.S.A. § 2691 shall be returned by the Town Clerk within 24 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. Amended petitions shall not be accepted if petitions with signatures of different persons were not filed by the filing deadline.

Royalton, VT  
 Town Clerk's Office  
 Received for record  
 January 24, A.D. 2018  
 At 8 o'clock 00 minutes A.M.  
 and Recorded in Book 2018 Page 5-6  
 Attest: Stefan Hill Asst. Town Clerk

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 by letter to the Selectboard no later than November 1<sup>st</sup>. If November 1<sup>st</sup> falls on a Saturday or Sunday then such request must be postmarked prior to that date. 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 November 1<sup>st</sup> 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 for inclusion in the town report. Descriptions must be limited to 200 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 by the second week of November.


Payment is subject to the availability of funds and will not be made until after annual property tax collection.

The foregoing policy is hereby adopted by the Selectboard of the Town of Royalton, Vermont, this 23 day of January 2018, and is effective as of this date until amended or repealed.

Royalton Selectboard

  
Chair Larry Trotter

Vice-Chair Peggy Ainsworth

  
Clerk Sandy Conrad

  
Gidget Lyman

  
Tim Dreisbach