

<b>TOWN OF WOODBURY VERMONT</b>	
<b>SOCIAL SERVICE APPROPRIATION POLICY</b>	<b>ISSUE DATE: <u>JANUARY 23, 2017</u></b>
<b>ISSUED BY: SELECT BOARD</b>	<b>REVISION NUMBER: INITIAL POLICY</b>

**A. PURPOSE:**

The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Woodbury annual Town Meeting. This policy applies to appropriation requests from social service agencies and programs subject to the provisions of Title 24, Chapter 73 of the Vermont Statutes Annotated.

**B. APPLICABILITY:**

The policy does not apply to Town membership in organizations such as the Vermont League of Cities and Towns, the Central Vermont Regional Planning Commission, or the Central Vermont Solid Waste Management District.

- **PROCEDURE**

Those social service organizations 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 VSA § 2642. Such a petition must be signed by at least five percent (5%) of the Woodbury registered voters and filed with the Town Clerk by the 15<sup>th</sup> of December next preceding a Town meeting to be included in that Town meeting ballot. Refer to Appendix 1 for a copy of the petition.

- Petitions submitted prior to the deadline but not containing the required number of signatures will be returned by the Town Clerk within 48 hours from receipt stating in writing why the petition cannot be accepted.
- Any petition returned to the petitioners may be amended to correct the stated deficiencies and refiled with the Town Clerk not later than 48 hours after the petition was returned by the Town Clerk or filing deadline, whichever is later.
- Supplementary petitions will 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 organizations that have had an appropriation request approved at the most recent annual Town meeting are not required to submit a petition for an article if the amount requested is the same or less that approved by the Woodbury voters at the most recent annual Town meeting. These requesting social service agencies should submit its request to the Select Board by the 15<sup>th</sup> of December next preceding a Town meeting to be included in that Town meeting ballot. The request letter must identify the name of the agency, contact person for the agency, the amount requested for the appropriation. Agencies that do not submit a letter to the Select

Board before the December 15 deadline must submit a voter backed petition for the appropriation in accordance with 24 VSA § 2642.

C. REQUEST LETTER CONTENT

- All social service agencies requesting appropriations under this policy are required to submit a description of the agency's program for inclusion in the Woodbury Annual Report. Descriptions are limited to one page and should describe the program or services provided to Woodbury's residents.
- Social service agency representatives are encouraged to attend the annual Town meeting or ask to be part of a Select Board meeting to explain the appropriation request and to answer any questions.

PAYMENT SCHEDULE

- The Town of Woodbury will pay the voter approved social service appropriations by no later than November 30.

E. Approval:

- The Woodbury, Vermont Social Service Appropriation policy is hereby adopted by the Selectboard this 23<sup>rd</sup> day of January 2017 and is effective as of this date until amended or repealed.

Michael Gray \_\_\_\_\_/S/ \_\_\_\_\_ Select Board Chair

Guy Rouelle \_\_\_\_\_/S/ \_\_\_\_\_ Select Board Member

Thomas Lindsay \_\_\_\_\_/S/ \_\_\_\_\_ Select Board Member

