

**Town of Whitingham**  
**Social Service Appropriation Policy**  
Amended April 6, 2022

**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 Whitingham Annual Town 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, childcare, 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 town membership organizations such as the Vermont League of Cities and Towns, the Windham Regional Planning Commission, Deerfield Valley Rescue, (or any district or alliance the Town might become part of).

**(NEW 2022) FUNDING REQUEST PROCEDURE:** All social service agencies that have a first-time appropriation request or change of dollar amount 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 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 Whitingham**

We, the undersigned legal voters of the Town of Whitingham, 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 raise and 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 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. A contact name and phone number is recommended on each page of the petition.

**REPEAT FUNDING REQUEST PROCEDURE:** If a Social Service Agency has received funding in the immediate prior year and are requesting level funding, no petition is required, but the agency **MUST** submit a written request to the Selectboard by December 15<sup>th</sup>.

**ANNUAL REPORT:** All social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs for inclusion in the Annual Town Report to the Selectboard Office by December 15<sup>th</sup>. Descriptions must be limited to one page and should describe the program or services provided to Town residents. Reports must be submitted, in digital format (not PDF) to the Selectboard Office. If a report is not submitted the funding request will not be included on the annual town Warrant.

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 not be paid by the Town until after November 1<sup>st</sup>. Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the Selectboard of the Town of Whitingham, Vermont, this 6<sup>th</sup> day of April, 2022 and is effective as of this date until amended or repealed.

Scott M. Reed, Chair

James Weber, Vice Chair

Greg Brown

Craig Hammer

Chris Walling



The image shows four handwritten signatures in black ink, each written over a horizontal line. The signatures are: 1. Scott M. Reed, 2. James Weber, 3. Greg Brown, and 4. Chris Walling. The signatures are written in a cursive style.