



TOWN OF RANDOLPH, VERMONT

Special Appropriation Policy

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. The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Town of Randolph annual meeting.

Definition: As outlined in 24 V.S.A. §2691, the definition of social service programs is as follows: "Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, child 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."

Procedure: Those social service/non-profit 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 meeting will be required to submit a petition signed by 5% of the registered voters of Randolph by close of business on the 40th calendar day before the date of the Town Meeting (17 V.S.A. §2642). The petition should be in substantially the following form:

Petition of Legal Voters of the Town of Randolph

Shall the town voters authorize the expenditure of \$ (amount of request) to be raised by taxes in support of (name of social service/non-profit agency)?

Print Name

Address

Signature

No proposed article may contain any opinion or comment. The Selectboard reserves the right to reject, amend, or edit any petition 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.

Each petition must be accompanied by a cover letter that includes information pertaining to the program or services the organization has provided or will provide for the townspeople of Randolph. Representatives of the organization are encouraged to attend the public informational meeting just prior to Town Meeting to explain the appropriation request to the voters and answer their questions.

The town clerk shall notify the submitting organization whether the submitted petition has passed or failed the requirement of securing the signatures of 5% of the registered voters.

Those social service/non-profit agencies that had an appropriation request approved at the previous year's annual town meeting are not required to submit a petition of an article requesting an appropriation, if the amount requested is the same amount approved by the voters in one consecutive year. In such case, the agency should make its request in writing to the Town Manager/Selectboard no less than 60-days before the annual meeting. The letter should identify the name of the organization, the amount requested for appropriation and a person to contact for more information. Agencies/organizations that do not meet the 60-day deadline must submit a petition for an article requesting an appropriation in accordance with this policy.

If an agency/organization fails to obtain signatures from 5% of the voters, the organization may still submit a written request to the Selectboard to place the requested special appropriation on the Town Meeting Warning to be voted upon by Australian Ballot. However, the Selectboard is not required to grant the request. The Selectboard may, on its own motion, include in the warning for Town meeting appropriations for non-profit social service agencies that serve the town.

Agencies/Organizations that have received Town funds are required to submit a report by the end of December to be included in the Town Report. This report must be no more than ½ page long and should include information pertaining to the services the organization provided for the Town and how the appropriation was spent in the previous year. Detailed format procedures will be provided by letter to the requestors. Agency representatives are encouraged to attend the town annual meeting/public information hearing to explain the appropriation to the voters and answer their questions.

Invoices for appropriations shall be submitted in writing to the Town office. The deadline for submitting invoices as established in 24 V.S.A §2692 is no later than December 1st of the requesting year.

Adopted by the Legislative Body on the 27th day of August, 2013.

LEGISLATIVE BODY

/s/Dennis Brown
Dennis Brown

Trini Brassard

/s/Larry Richburg
Larry Richburg

/s/ Marjorie Ryerson
Marjorie Ryerson

/s/Tom Schersten
Tom Schersten