

AMENDED POLICY

Town of Cabot Social Service Appropriation Policy

- I. **PURPOSE:** Under Vermont law, the Town of Cabot may appropriate such sums of money as it deems necessary for the support of social service programs and agencies that provide service to Cabot 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 Cabot annual meeting.

- II. **APPLICABILITY:** This policy applies to appropriation requests from social service 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 town membership organizations such as the Vermont League of Cities and Towns, the Central Vermont Regional Planning Commission, or the NEK Solid Waste Management District.

- III. **APPLICATION PROCEDURE FOR CABOT SOCIAL SERVICES AGENCIES:** Those Cabot social service agencies that have not had an appropriation request 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 and filed with the Town Clerk by November 1st, before the day of the annual meeting. The petition should be in the following form:

PETITION OF LEGAL VOTERS OF THE TOWN OF CABOT

We, the undersigned legal voters of the Town of Cabot, hereby petition the Selectboard to add the following article to the warning for the annual Town meeting to be held on Tuesday, March __,

Shall the Town appropriate \$ _____ for _____ as described _____ in accordance with 24 V.S.A. § 2691?

Name of Agency	Address	Signature

Pursuant to 17 V.S.A. § 2642(2)(3)(C), a petition must contain the petitions 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. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline not containing the required number of signatures shall be returned by the Town Clerk within 24 hours from receipt explaining why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the Cabot Town Clerk not later than 48 hours after the petition was returned by the Clerk, or the filing deadline, whichever is later. 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.

In addition to the Petition, Cabot social service agencies must also submit the TOWN OF CABOT APPROPRIATIONS REQUEST (attached) to the Cabot Town Clerk not later than November 1st of the year funds are being requested.

- IV. **EXCEPTION FOR CABOT SOCIAL SERVICE AGENCIES:** Those Cabot social service agencies that have had an appropriation request approved at the most recent annual Cabot Town Meeting are not required to submit a petition for an article requesting an appropriation, but are required to submit a TOWN OF CABOT APPROPRIATIONS REQUEST to the Cabot Town Clerk not later than November 1st of the year funds are being requested.
- V. **APPLICATION FOR NON-CABOT SOCIAL SERVICES AGENCIES PROVIDING SERVICES TO CABOT RESIDENTS.** Social service agencies not physically located in Cabot but providing social services to Cabot residents must submit a request to the Cabot Selectboard when requesting funding to support their activities. The applicant must submit the APPROPRIATIONS REQUEST FORM (attached) in person to the Cabot Selectboard at one of the regularly scheduled meetings not later than November 1st before town meeting. The requesting agency must also provide documentation substantiating that it is authorized to provide these types of services in the State of Vermont.
- VI. **REPORTING REQUIREMENTS:** Social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs for inclusion in the Cabot Town Report. Descriptions must be limited to one paragraph and should describe the program or services provided to Cabot Town residents. Agency representatives are encouraged to attend the Cabot Town Meeting and the Cabot Public Information hearing to explain the appropriation request to the voters and answer their questions.
- VII. **PAYMENT:** Approved social service appropriations will be paid by the Town of Cabot in December of the year the request has been approved by the Town of Cabot. Payment is subject to the availability of funds for the Town of Cabot.

VIII. **AMENDED POLICY ADOPTION:** The foregoing policy is hereby adopted by the Selectboard of the Town of Cabot, Vermont, this 20th day of September, 2016, and is effective as of this date until amended or repealed.

APPROVED BY CABOT SELECTBOARD MEMBERS ON SEPTEMBER 20, 2016.

For Cabot

Ed Wang

Bernie Spattell

Michael J. Hoyer
