

TOWN OF POMFRET, VERMONT

SOCIAL SERVICES ORGANIZATION APPROPRIATION POLICY

**ADOPTED OCTOBER 4, 2017
BY THE
POMFRET SELECTBOARD**

SOCIAL SERVICE ORGANIZATION APPROPRIATION POLICY
Town of Pomfret, Vermont
5218 Pomfret Rd.
Pomfret, Vermont 05053

Enacted by the Pomfret Selectboard on October 4, 2017

1. PURPOSE

1.1. Under Vermont law, a town may appropriate such sums of money as deemed necessary to support social service organizations that provide programs and services to town residents (24 V.S.A. § 2691). The purpose of this policy is to establish procedures for managing social service organization appropriations that may be voted upon at the Town of Pomfret's Annual Town Meeting.

2. APPLICABILITY

2.1. This policy applies to appropriation requests from social service organizations subject to the provisions of Chapter 73, Title 24 of Vermont Statutes Annotated. Such organizational programs include, but are not limited to transportation, nutrition, medical, day 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 municipal membership organizations such as the Vermont League of Cities and Towns, the Two Rivers Ottauquechee Regional Commission, or the Greater Upper Valley Solid Waste Management District. Unless otherwise determined by the Selectboard, any other organization not listed above and requesting an appropriation shall be considered the equivalent of a social service organization and shall adhere to the procedures below. These other organizations include, but are not limited to the library (22 V.S.A. § 142) and the cemetery commission (18 V.S.A. § 5361), including appropriation requests for Memorial Day and other observances of historical events (24 V.S.A. § 3907).

3. PROCEDURES

3.1. The Town Clerk and Selectboard shall review any request for appropriations or petitions for appropriations to determine that they meet the requirements of applicable Vermont law(s).

3.2. Any organization requesting an appropriation for the next fiscal year that is the same or less than the appropriation for the current fiscal year shall submit a request to the Selectboard Assistant on a form provided by the Selectboard on or before the Friday preceding the last Monday in October. The organization will not be required to submit a voter-backed petition if the organization has successfully petitioned and obtained voter approval for five consecutive years.

The Selectboard shall add the funding request to the list of appropriations as a single and separately warned article.

- 3.3. Any organization requesting an increase in appropriation, an appropriation to cover a capital expenditure not being made out of an existing reserve fund, or a new appropriation shall submit a petition signed by the statutory minimum of 5 percent of registered Pomfret voters not less than 45 days before Town Meeting. Additionally, the organization shall submit information to the Selectboard Assistant on a form provided by the Selectboard. The Selectboard may reject, amend, or edit any petitioned article that does not meet the requirements of 17 V.S.A. § 2642(a) and 24 V.S.A. § 2691. Petitions submitted after the statutory deadline will be rejected.
- 3.4. Any new organization requesting funds must provide their prior year's publicly available Federal tax documents, such as the Federal 990 (Return of Organization Exempt from Income Tax Documentation) and a statement detailing the organization's benefit to the residents of Pomfret.
- 3.5. Each year, all organizations will be required to provide the Selectboard with the organization's Federal 990 and the organization's annual report, which will be used to provide voters with information for the Annual Town Report. The organization's annual report shall include, but is not limited to providing an overview of the importance of the Town's funding to the organization, the impact the organization has on the community, and the number of Pomfret residents served in prior years and benefits to be received by the community.
- 3.6. At the Selectboard's discretion, a requesting organization may be required to attend a budget hearing at a time and place determined by the Selectboard.
- 3.7. Depending on the size and/or the nature of the appropriation request, the Selectboard may condition the organization's receipt of an appropriation on entering into a contract with the Town of Pomfret (24 V.S.A. § 2692; *Addison County Community Action Group v. City of Vergennes*, 152 Vt. 161 (1989)).

4. FORM OF WARNED ARTICLE

- 4.1. The following is the general form of an article to appropriate monies for social service organizations. It includes information on the character and purpose of the requesting organization to provide voters with information needed to make a reasonable judgment on whether they support an appropriation for the organization and a finding that the appropriation would benefit Pomfret residents.

“Shall the voters of the Town of Pomfret appropriate [amount requested] to [name of organization] to be used to [describe character and purpose of use of funds], such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with (Applicable Statute Number)?”

5. PAYMENT OF APPROPRIATIONS

- 5.1. After an appropriation has been approved at Town Meeting, the organization may invoice the Town of Pomfret for quarters ending: September, December,

March and June. Each invoice submission must include a log summarizing the work or programs completed and where requested by the Selectboard receipts for the purchase of goods and services. Agencies will be reimbursed up to the amount appropriated after Selectboard approval. For appropriations of less than \$2,500, the organization may request full and immediate payment after the start of the new fiscal year. The Selectboard may authorize immediate payment upon advice of the Treasurer and after the Treasurer has received sufficient tax payments.

- 5.2. The library and cemetery will submit payment requests to the Treasurer as expenses are incurred. Payment of library and cemetery bills will be incorporated into the regular Accounts Payable process.

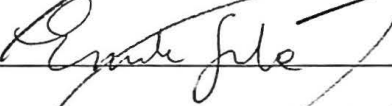
ADOPTED this 4th day of October, 2017.

SIGNATURES of SELECTBOARD:

Frank Perron, Vice-Chair:



Emily Grube, Member:



John Peters, Jr., Member:



Michael Reese, Member:



Scott Woodward, Member:

