# 2020 Annual Town Meeting
# Special Appropriation Policy
# Town of Springfield

**PURPOSE:** The purpose of this policy is to establish procedures for managing appropriation requests for organizations and social service agencies that are not defined by 24 V.S.A. § 2691 that will be voted upon at the Town of Springfield Annual Meeting. Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service programs and agencies, defined by 24 V.S.A. §2691, that provide services and those agencies are managed by a separate policy.

**APPLICABILITY:** This policy applies to appropriation requests from organizations and social service agencies that are not defined by 24 V.S.A. § 2691. This policy does not apply to town membership organizations such as the Vermont League of Cities and Towns or the Southern Windsor Regional Planning Commission.

**PROCEDURE:** Those organizations and 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 Town of Springfield Charter, Article Two II(B)3(c) and 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 Springfield**

We, the undersigned legal voters of the Town of Springfield, 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 appropriate the sum of [*insert written numeric amount of request*] to [*insert name of organization or social service agency*], for [*insert brief description of the purpose of the proposed appropriation*]?

| 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.

Those organizations and social service agencies that have had an appropriation request approved by the voters at three consecutive annual town meetings are exempt from filing future petitions for an appropriation provided that the organization or social service agency furnishes a written request to the Selectboard for funding in an amount equal to or less than the amount approved by the voters in the third year. In such case, in the fourth year and in subsequent years thereafter, the warning/ballot language from the voter approved third year will be carried forward on to the current year's warning and ballot exactly how it appeared in the third year. Additionally, in such case, the organization or agency must make its written request by letter to the Selectboard postmarked no later than 90 days before the day of town meeting (December 4, 2019). If the last day for filing letters with the Selectboard falls on a Saturday, Sunday, or legal holiday, then the deadline shall be extended to the next day which is not a Saturday, Sunday, or legal holiday. The letter should identify the name of the agency, the amount requested for appropriation (which shall be equivalent to the third year's voter approved appropriation, or less), and a person to contact for more information. Organizations and agencies that do not meet the 90 day deadline must submit a petition for an article requesting an appropriation in accordance with Town of Springfield Charter, Article Two II(B)3(c) and 17 V.S.A. § 2642. Should an organization or social service agency wish to increase their funding or should their request fail to be approved by a majority of the voters each year after the third year, then in such case the organization or social service agency must engage in the three year petition process as stated in this paragraph prior to regaining exemption status.

All organizations and social service agencies requesting appropriations under this policy are required upon request to submit a description of the agency's programs for inclusion in the town report. Descriptions must be limited to one page and should describe the program or services provided to town residents. Organization and agency representatives are encouraged to attend the public informational meeting held on the Monday night preceding the Town Meeting (held on the first Tuesday each March) to explain the appropriation request to the voters and answer their questions. Such organization or agency must, upon request, also make available their organizations most recent 990.

Approved organization and social service appropriations will be paid by the Town after July 1st following the Town Meeting in which the appropriation was approved and after a letter is received by the Town requesting such funds, containing payable information and address information. Payment is subject to the availability of funds.

The foregoing policy is hereby adopted for the 2020 Annual Town Meeting by the Selectboard of the Town of Springfield, Vermont, this 23rd day of September, 2019. If adopted, this Policy is effective for the 2020 Annual Town Meeting only and will be reconsidered each September prior to that year's Annual Town Meeting.

Kristi C. Morris, Chairman

Walter E. Martone

Peter E. MacGillivray

Michael E. Martin

George T. McNaughton