

TOWN OF ELMORE, VT
Select Board Meeting

Meeting Minutes – prepared by G. Schwartz
Status: Approved

Meeting Date: September 29, 2026

Start Time: 6:04 pm

Adjourn 7:29 pm

Selectboard Members Present:

- Glenn Schwartz (Chair)
- Sharon Fortune (Clerk)
- Trevor Braun

Meeting Attendees: See attached attendance sheets

- ❖ **Call To Order:** Glenn Schwartz
- ❖ **Conflict of Interest review for agenda item**
 - None

1. Develop a policy for Town Appropriations

a) Appropriations Research and Recommendations

- **Some concerns from Elmore residents:**
 - The appropriations discussions take up a considerable amount of time each year at our town meeting.
 - The funds requested by the social services agencies are increased from the floor and increase the overall tax burden.
 - Agencies that did not send letters of request are sometimes added to the appropriations vote.
 - There is no town policy to guide the appropriations and no guardrails to contain spending.

b) VLCT Model Social Services Appropriations Policy (Copy Attached)

- **Summary:**
 - Under Vermont law, voters of a town may appropriate money for the support of social service programs and agencies that provide services to town residents. (24V.S.A. 2691/2692)
 - Articles may be placed on the town meeting warning by vote of the selectboard.
 - A social service agency may submit a petition signed by 5% of the voters to the town clerk by the 47th day before the date of the town's annual meeting.

TOWN OF ELMORE, VT

Select Board Meeting

- Late or incorrect petitions do not have to be honored
- Because of the proliferation of social services agency requests, selectboards may find it helpful to adopt a policy to manage them.
- Require that all new (less than two consecutive years) social service agency requests be submitted by petition.
- Allow social service agencies that had an appropriation approved at the last two consecutive annual meetings to be included on the warning without a new petition, if the requested appropriation is the same or less than the amount previously approved by the voters.
- The town will require social service agencies to describe their programs for inclusion in the town's annual report. In addition, the policy will require social service agencies to provide some form of financial disclosure as a condition for receiving an appropriation.
- The policy can include a payment schedule and the statement "Payment is subject to availability of funds."

c) Title 24: Municipal and County Government

- **Chapter 073: Social Services for town residents (Cite as: 24 V.S.A. § 2691)**
 - **§ 2691. Aid to social services for town residents**

- At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, elders, children, persons with disabilities, persons with a substance use disorder, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds. (Added 1973, No. 177 (Adj. Sess.), § 2; amended 2005, No. 174 (Adj. Sess.), § 56; 2013, No. 96 (Adj. Sess.), § 152.)

TOWN OF ELMORE, VT

Select Board Meeting

- **(Cite as: 24 V.S.A. § 2692) § 2692. Contract with service provider**
 - The legislative body of a municipality making an appropriation, as provided in section 2691 of this title, may make a contract with public or private agencies or persons concerning the provision of those certain social services. (Added 1973, No. 177 (Adj. Sess.), § 2.)

d) Policy Definition (VLCT):

- A policy is a course of action guiding principle, procedure, or strategy that is adopted by a municipal public body (e.g. selectboard). Policies are executive in nature and are oriented inwards to guide internal decision-making processes. A policy is designed to influence and determine decisions in the course of conducting certain municipal affairs.
- Policies should establish clear-cut orderly and systematic methods for handling certain administrative duties and internal town operations.

e) Action Required

- G. Schwartz to incorporate all discussions into the VLCT Model Social Services Appropriations Policy. This draft policy will be reviewed at the next Selectboard Meeting.

Minutes Respectfully Created and Submitted by:

Glenn Schwartz

10/2/26