

Town of North Hero
PO Box 38
North Hero, Vermont 05474

APPROPRIATION REQUEST POLICY

1. **Appropriation Requests** - All appropriation requests, new or previously approved, to be considered for inclusion in the Official Town Warning or Annual Budget must be submitted to the Selectboard no later than the second regularly scheduled Selectboard meeting in October.¹ This Selectboard meeting is customarily held on the third Monday of each month at 7:00 PM at the Town Offices.
2. **Appropriation Guidelines** – For all new or increased requests a written decision from the Selectboard, including the votes for and against, as to whether the request will be included in the Official Town Warning or Annual Budget will be issued before the next regularly scheduled Selectboard meeting. If rejected the submitting institution, agency, board, commission, or individual may attend the next meeting to request a reconsideration of the request by the Selectboard. This meeting is customarily held on the 3rd Monday of November. All requests for increases, to previously approved appropriations of less than \$2,000, will be approved, rejected, or amended by the Selectboard for inclusion in the Annual Budget.
3. **Approved Appropriations < \$2,000** - If an institution, agency, board, commission, or individual has had an article requesting money approved by the legal voters of the Town of North Hero that institution, agency, board, commission, or individual will be included in the Annual Budget without the need for an Article provided the request is for less than \$2,000.
4. **Appropriations > \$2,000** - All requests of \$2,000 or more must go before the legal voters of the Town of North Hero each year as an Article.

¹ This policy applies solely to requests for appropriations from agencies made by a simple written request for inclusion on the warning, which is within the Selectboard's discretion. It does not apply to articles supported by petitions signed by five percent of the electorate. In those cases, the deadline for submission of a petition to include articles on the warning is 45 days prior to the annual town meeting. See 17 V.S.A. § 2642(a).

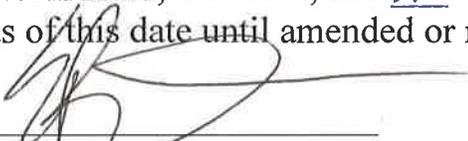
5. **Notification of Voter Approved Appropriations** - Within one month of the Annual Town Meeting, traditionally held on the first Tuesday of March, the Selectboard will notify, in writing, the institution, agency, board, commission, or individual of the results of the vote. All voter approved appropriations must be requested in writing between September 1 and December 31 of that year. Appropriations of \$5,000 or more will be paid on a quarterly basis. All appropriation payments are subject to the availability of funds.

6. **Exceptions to Quarterly Payments** - requests from:
 - Grand Isle Rescue
 - North Hero Volunteer Fire Department
 - Grand Isle Sheriff's Department
 - Grand Isle Mutual Aid Association
 Payment schedules with these agencies will be negotiated with the Selectboard and the Town Treasurer.

7. **Exceptions to Policy** - This policy does not apply to municipal entities such as Water Operations, Emergency Management or North Station Renovation funds which will be included in the Annual Budget unless an increase is requested. Any increase is subject to voter approval.

8. **Sunset Clause** – Voter rejected requests and when an institution, agency, board, commission, or individual ceases to request money from the Town of North Hero, and then after one or more years again requests money, they will be considered new requests.

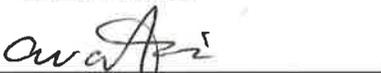
The foregoing policy is hereby adopted by the Selectboard of the Town of North Hero, Vermont, this 21st day of July, 2014, and is effective as of this date until amended or repealed.



 Evan Potvin



 Robert Rousseau, Chair



 Andre Quintin

N/A

 James V. Martin, Jr.



 Eileen Mitchell