

TOWN OF CHELSEA, VERMONT
SOCIAL SERVICE APPROPRIATION PETITION POLICY

AS AMENDED APRIL 7, 2026

This Social Service Appropriation Petition Policy amends and supersedes the Social Service Appropriation Policy adopted by the Selectboard of the Town of Chelsea on October 17, 2017.

Only Programs or Organizations that meet the definition of a “social service program” as defined in 24 V.S.A. § 2691 qualify to petition the Town of Chelsea for appropriations under this policy.

All appropriation requests must include (1) a complete petition, (2) proof of not-for-profit status, and (3) a report for inclusion in the Town’s Annual Report, as follows:

All appropriation requests must be submitted to the Town Clerk no later than the posted close of business on November 30th (“the deadline”) each year. The Town Clerk’s office is located in the Town Hall at 296 Vermont Route 110, Chelsea, VT, 05038.

Pursuant to 17 V.S.A. § 2642(a)(3)(A), all petitions must be signed by at least 5% of the registered voters [. . .].

Pursuant to 17 V.S.A. § 2462 (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.

All petitions must state the dollar amount requested and an explanation of the intended use for the requested funds.

Petitions submitted after the deadline will not be honored or considered. Petitions submitted prior to the deadline but not containing the required number of signatures will be returned by the Town Clerk within 24 hours of receipt by the Town Clerk, during posted office hours, along with a written explanation of the deficiency. Any petition returned to the petitioners may be amended within 48 hours of being returned to the Petitioner to correct any stated deficiencies and refiled with the Town Clerk. No amended petition received after the deadline will be accepted or considered.

Upon review of a timely and complete appropriation request by the Selectboard, the Selectboard may require submission of a supplementary request to provide additional information regarding the use of appropriated funds. Supplementary requests will not be accepted after the deadline if the original petition did not meet the filing deadline or did not bear the required number of signatures.

All social service agencies requesting appropriations under this policy must submit a report for inclusion in the Town’s Annual Report. Reports shall be no longer than one (1) page and include a description of the program or organization, the services it provides or intends to provide to Chelsea residents, and an explanation of the intended use of the appropriated funds for the benefit of Chelsea residents. If the program or organization received an appropriation in the previous year,


the report must include an explanation, description, or accounting of how the prior appropriation was used.

A complete application is subject to the discretion of the Selectboard and is not guaranteed inclusion in the Selectboards' General Social Service Appropriation Article on the annual Town Meeting Warning.


Program representatives may be required by the Selectboard to attend a scheduled meeting in December to discuss their submission and are always encouraged to attend Town Meeting to explain the appropriation request to the voters and answer their questions.

Approved social service appropriations will be paid after November 30th of each year and are subject to the availability of funds as determined by the Selectboard.


The foregoing policy is hereby adopted by the Selectboard of the Town of Chelsea, Vermont, this 7th day of April, 2026, and is effective as of this date until amended or repealed.



Gregg Herrin, Chair



Curtis Chase, Vice-Chair



Paul Libby



Carrie Caouette-De Lallo



Charles Peel