

Town of Littleton
Littleton, NH
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(603) 444-3996 Ext. 15

Date: August 15, 2019

Subject: **New Procedure/Deadline for Petitioned Warrant Articles/Requests for Funds - 2020**

It is that time of year when many social service organizations ask the Town for funding. This includes you and your organization. You provide very important services to our community. Some residents of Littleton make use of your services – use them and desperately need them. For this reason, I am writing to inform you of the process we ask you to use when you make your request for funds to the Town of Littleton. **Please Note!! The process includes the submission of a financial report application and still requires a petitioned warrant article as described below.**

The financial report application contains two parts. It is in the same format as the application that Grafton County requires to determine if the request and amount are approved to be added into their budget. A copy of the application is attached to this letter. The two part application should be submitted no later than October 1, 2019. Failure to provide a completed application by the deadline will result in the Board of Selectmen and Budget Committee's vote to not support the request for funding.

The process begins with a petitioned warrant after the financial application report has been completed and submitted. This petitioned warrant explains your request for funds. **At least twenty-five (25) of Littleton's registered voters** need to sign the petition. We also suggest you try to obtain more than twenty five signatures because too many times people who have signed were not registered voters. The petition needs to have each signatory's name (neatly and legibly printed), address and signature. Each page of the petition should have as the header the appropriate Warrant Article. You must present your petition, by mail or in person, during the budget process by **October 1st, 2019. RSA 39:3; 40:13, II-a (b)** requires that the Selectmen receive all petitioned Warrant Articles on or before **Tuesday, January 14, 2020**. Although **January 14th** is the deadline to submit the petitioned warrant article we highly recommended you submit it to the Town Office by **December 18, 2019**. However be aware the December 18th deadline will result in a not in support vote from the budget committee and the selectmen due to not having enough time to review the information.

At the **Deliberative Session**, a Littleton voter – likely one of the petitioners – needs to make the **Motion** bringing the Warrant Article to the floor. Another Littleton voter needs to **Second** the Motion. Then someone should completely, accurately and convincingly present the request, explaining to the voters' why they should support the request made. Please keep in mind the results from past Town Meetings:

Other Warrant Articles failed because no one from among the **at least twenty-five (25)** voters who signed the petition resulting in the Warrant Article spoke to the need for this money at the **Deliberative Session**. At past **Deliberative Sessions** I am told that the voters asked why no one was there to support some of the Warrant Articles. Those voters, and the Selectmen who serve them, asked that I make contact with the requesting organizations to explain the process in Littleton. If you have any questions please call or email me. Note: The Budget Form can be emailed to you in the excel format upon your request.

Best Regards,
Ceil Stubbings
Executive Secretary
603-444-3996 Ext. 1015

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