

Budget Committee Policy
Adopted August 21, 2006

The Committee shall consist of 9 members who shall be appointed by the municipal officers and who shall be registered voters of the Town. No employee of the Town may be a member. Members shall serve for terms of 3 years, except that they shall continue in office until their successors are appointed. (For transition purposes, the initial terms shall be staggered so that as nearly an equal number of terms shall expire annually.) Vacancies shall be filled within 30 days by appointment of the municipal officers for the unexpired term.

Officers; meetings; quorum; procedure: The Committee shall annually elect a Chairman and a Secretary from among its members. The Chairman shall call meetings as necessary or when so requested by a majority of members or the municipal officers. A quorum necessary to conduct business shall consist of at least a majority of members. The Chairman shall preside at all meetings. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

Powers and duties; authority; recommendations; official cooperation: The Committee shall have the following powers and duties:

1. To review and make recommendations on the annual operating budget as proposed by the municipal officers (town manager);
2. To review and make recommendations on annual capital expenditures as proposed by the municipal officers (town manager);
3. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the municipal officers (town manager);
4. To make such other recommendations on fiscal matters as it may from time to time deem advisable.

The Committee's authority shall be advisory only. Any recommendation on a matter requiring town meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the municipal officers or required by law. The municipal officers (town manager) shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its functions under this policy. It will be considered a forfeiture if a member misses three meetings in one budget season.