

TOWN OF WALDOBORO  
BUDGET COMMITTEE  
POLICY

Section 1. Purpose.

The purpose of this policy is to establish standard procedures for the Budget committee to review town meeting articles which call for an appropriation or expenditure of money as proposed by the municipal officers. It also establishes guidelines for procedural issues.

Section 2. Composition; election (appointment); qualifications; terms; vacancies.

The Committee shall consist of 9 members who shall be elected at the town meeting and who shall be registered voters of the Town. No municipal officer or full time employee of the Town may be a member. Members shall serve for terms of 3 year(s), except that they shall continue office until their successors are elected (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.

Section 3. Offices; meetings; quorum; procedure.

The Committee shall annually elected a Chairman and a Secretary from among its members at the first duly called meeting each year following the annual town meeting. 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. For voting purposes, a majority vote of all members shall be required. Failure to achieve or maintain a quorum shall constitute an informal meeting and no formal actions or votes shall be taken. The Chairman shall preside at all meetings. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee. A copy of all minutes shall be provided to the town manager, and municipal officers and all committee members. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. sections 401-410. The Committee may adopt rules of procedure not inconsistent with this policy.

Section 4. Powers and duties. The committee shall have the following powers and duties:

- A. To review all Town Meeting articles which call for an appropriation or expenditure of money as proposed by municipal officers. They may concur with such estimates or in case of failure of concurrence may submit to the Town Meeting its own recommendation for expenditure. If the Budget Committee, by majority vote of members present, recommends a budget item amount that does not concur with the amount proposed by the Municipal Officers, then such line item shall be the subject of a reconciliation discussion between the Municipal Officers and Budget Committee. The goal of the reconciliation discussion shall be to establish a line item amount acceptable to both the Municipal Officers and the Budget Committee. The reconciliation discussion

does not however, require either the Municipal Officers or the Budget Committee to modify the respective original approved amounts for the line item. If after the reconciliation discussion the final amount is different from the amount recommended by the municipal officers, the Budget committee shall record their reason(s) in their official minutes as kept by the Secretary.

- B. 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 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.

Adopted Date: January 24, 2012

Board of Selectmen:  
Town of Waldoboro, Maine

\_\_\_\_\_  
Steve Cartwright, Vice-chair

\_\_\_\_\_  
Rebecca B. Maxwell

\_\_\_\_\_  
Theodore M. Wooster

Attest,

\_\_\_\_\_  
John A. Spear  
Town Manager

\_\_\_\_\_  
Craig E. Cooley