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Lianne Bedard
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Town Clerk

BUDGET COMMITTEE ORDINANCE

SECTION 1. Establishment.

Pursuant to 30-A M.R.S.A. Section 3001, a Budget Committee is hereby established for the Town of Hartford, Maine.

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

The Committee shall consist of five (5) members to be elected annually at Town Meeting. . The elected members shall:

1. be registered voters of the Town of Hartford,
2. not hold another other elected position for the Town of Hartford
3. not be a paid employee
4. not be a contractor having an active contract with the Town in excess of \$3,000.

Members of the Committee shall not be eligible for a contract or contracts with the Town exceeding \$3,000 in total within the fiscal year subsequent to a budget recommendation to which he/she was a party. Members shall serve for a term of one (1) year. Any vacancies on the committee in the elected term shall be filled within thirty (30) days by appointment of the municipal officers for the unexpired term.

A member or alternate who fails to attend three consecutive regular meetings of the committee shall be deemed to have submitted his or her resignation, and the chair shall so inform the Board of Selectmen. The Selectmen may appoint a replacement, or decline to accept the resignation.

SECTION 3. 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. The Committee may adopt rules of procedure not inconsistent with this ordinance.

To avoid real or perceived conflicts of interest (30-A M.R.S.A. Section 2605), members, especially those who have done or likely will do contract work for the Town, should be vigilant to avoid voting on parts of the budget for which they presently receive remuneration or for which they could do so in the subsequent year when the budget under consideration will be implemented. A motion suggesting a question of conflict of interest may be introduced by any member, and does not require a second in order to be debated. Any question of whether a member should be disqualified from voting on a particular matter shall be decided by a majority vote of the voting members present, excepting the member who is being challenged.

SECTION 4. Powers and duties; authority; recommendations; official cooperation.

The Committee shall have the following powers and duties:

- A. To review and make recommendations on the annual operating budget as proposed by the municipal officers;
- B. To review and make recommendations on annual capital expenditures as proposed by the municipal officers;
- C. To review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the municipal officers;
- D. 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 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 ordinance.

Adopted at the May 22, 2004 Annual Town Meeting

Amended at the June 12, 2008 Annual Town Meeting

Amended at the June 11, 2009 Annual Town Meeting