

**BUDGET COMMITTEE  
ORDINANCE**

**FOR THE**

**TOWN OF WINDSOR, MAINE**

**JUNE 20, 2007**

Revised: June 10, 2015

# Budget Committee Ordinance

## **Section 1. Establishment.**

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

## **Section 2. Composition; election; qualifications; terms; vacancies.**

- A. The Budget Committee shall consist of nine elected active members and two elected alternate members. The alternates shall sit as active members in the event of a vacancy.
- B. The Board of Selectmen shall designate the Town Manager to attend all Budget Committee meetings as their representative, except if attendance would conflict with other duties of the Town Manager. The Selectmen may designate an alternate (i.e. one of their members) to attend Budget Committee meetings in the event the Town Manager is unavailable.
- C. Budget Committee members shall be elected by the registered voters of the Town at the Annual Town Meeting.
- D. All Budget Committee members shall be registered voters of the Town. A Town official or employee may be a member of the Budget Committee, provided that any such member must abstain from voting in the areas of the member's position as a Town official or employee during the budget process.
- E. Except as set forth in Section 5 below, members shall serve for staggered terms of three years, except that they shall continue in office until their successors are elected.
- F. If a member of the Budget Committee fails to attend three consecutive meetings, the Budget Committee may declare that member's seat vacant.
- G. A vacancy on the Budget Committee shall not impair the rights of the remaining members to exercise all of the powers of the Committee. Any vacancy notwithstanding, so long as a quorum of the existing Committee members is present at a meeting, the Committee may conduct official business by majority vote.

## **Section 3. Officers; meetings; quorum; procedure.**

The Committee shall annually elect a Chair and a Vice-Chair from among its members. The Chair shall appoint a secretary. The Chair shall call meetings as necessary or when so requested by a majority of either the members or the municipal officers. A quorum necessary to conduct business shall consist of at least a majority of members. The Chair shall preside at all meetings. In the event the Chair is unable to attend the meeting, the Vice-Chair shall preside. In the event that neither the Chair nor the Vice-Chair is able to attend a meeting, the Secretary shall call the meeting to order and hold an election for Chair pro-tem. The Secretary shall maintain a record of all proceedings, including attendance, and all correspondence of the Committee. A copy of this attendance and correspondence will be given to the Town Manager for record keeping. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. §§401-410. The Committee may adopt rules of procedure not inconsistent with this Ordinance.

## Budget Committee Ordinance

### **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 Board of Selectmen and the School Board;
- 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; and
- 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 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 Ordinance.

### **Section 5. Provisos.**

This Ordinance shall become effective immediately upon adoption and shall apply to the Budget Committee that currently exists on an informal basis and consists of twelve members, except that Section 2(A) regarding the number of members on the Committee shall not become effective until the conclusion of the 2008 Annual Town Meeting. At the 2008 Annual Town Meeting the voters shall elect nine members and two alternates to serve on the Budget Committee, and the terms of the twelve existing Budget Committee members shall terminate. The twelve existing members shall be eligible for election to the new, nine-member Committee.

At the first meeting of the Budget Committee following the 2008 Annual Town Meeting, the members shall discuss and vote upon their term lengths to achieve a staggering of terms for re-election purposes. The term lengths shall be staggered as follows: three members shall serve for three years, three members shall serve for two years, and three members shall serve for one year. The two alternate members shall serve for three years. In the event that Committee members are unable to reach agreement regarding term lengths, a neutral method of selection, such as drawing straws or pulling names from a hat, shall be used in a fashion to determine term lengths for each member.

**ARTICLE 36.** To see if the Town will vote to authorize the Selectmen, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Board of Selectmen for winter maintenance as deemed necessary by the Road Commissioner.

SELECTMEN RECOMMENDS (5-0-0)

*Moved, and seconded to accept as written. By voice vote, motion carried.*

**ARTICLE 37.** To see if the Town will vote to authorize the Selectmen, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Board of Selectmen for Roadside Mowing as deemed necessary by the Road Commissioner.

SELECTMEN RECOMMENDS (5-0-0)

*Moved, and seconded to accept as written. By voice vote, motion carried.*

**ARTICLE 38.** To see if the Town will vote to authorize the Selectmen, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Board of Selectmen for Cemetery Maintenance.

SELECTMEN RECOMMENDS (5-0-0)

*Moved, and seconded to accept as written. By voice vote, motion carried.*

**ARTICLE 39.** Shall an Ordinance entitled "Budget Committee" as revised and dated June 10, 2015, be enacted?

SELECTMEN RECOMMENDS (5-0-0)

BUDGET COMMITTEE RECOMMENDS (7-0-0)

*Moved, and seconded to accept as written. By voice vote, motion carried.*

*The meeting was moved and seconded to be adjourned at 8:27p.m.*

**Angela T. Hinds**  
Town Clerk



# TOWN OF WINDSOR

Office of Selectmen, Assessors, Town Manager, Town Clerk,  
Tax Collector, and Treasurer

Phone: 445-2998  
Fax: 445-3762

PO Box 179  
Windsor, ME 04363

## MUNICIPAL OFFICERS' CERTIFICATION OF OFFICIAL TEXT OF A PROPOSED ORDINANCE [30-A M.R.S.A. §3002(2)]

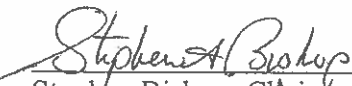
To the Town Clerk of the Town of Windsor:

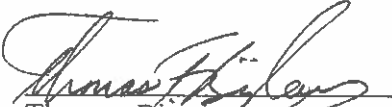
We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "Budget Committee Ordinance," which is to be presented to the voters for their consideration on June 16, 2007.

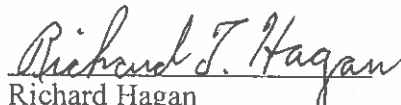
Pursuant to 30-A M.R.S.A. Section 3002(2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the voters, and you will ensure that copies are available at the town meeting/polling places on the day of the vote.

Dated: May 1, 2007.

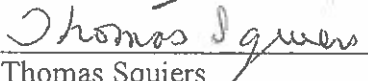
### WINDSOR BOARD OF SELECTMEN

  
Stephen Bishop, Chair

  
Thomas Birmingham

  
Richard Hagan

  
F. Gerard Nault

  
Thomas Squiers

