

**TOWN OF READFIELD, MAINE
BUDGET COMMITTEE**

**MISSION STATEMENT, PROCEDURES,
AND RESPONSIBILITIES
Approved February 27, 2014**

MISSION STATEMENT

To annually perform an independent review of the Town of Readfield's proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Select Board and Readfield voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

**COMMITTEE MEMBER APPOINTMENT, RESIDENCY REQUIREMENT,
COMMITTEE SIZE, QUORUM, ELECTION OF CHAIR, AND PUBLIC PROCESS**

1. Members of the Readfield Budget Committee (hereafter "the Committee") shall be appointed by the Select Board, from a pool of candidates who have completed and submitted applications for the position, to terms of three years duration, with the intent to provide staggered terms to retain institutional memory.
2. Members of the Committee shall be residents of the Town of Readfield, and candidates shall be advanced in an effort to maintain diverse perspectives on the Committee.
3. The Committee shall consist of five members. Three members shall constitute a voting quorum.
4. The members of the Committee shall elect their Chair and Vice Chair annually from among their membership.
5. Committee members shall serve in a volunteer capacity, and shall not receive stipends.
6. All Committee meetings shall be open to the public; public attendance is welcome.

RESPONSIBILITIES OF BUDGET COMMITTEE CHAIR

1. Serve as liaison between the Committee and the Select Board, the Town Manager, and other Town employees.
2. Call meetings of the Committee and draft their agendas.
3. Preside at meetings of the Committee.
4. Present updates on the Committee's work at Select Board meetings, as necessary.
5. Draft and submit updates on the Committee's work for inclusion in the *Readfield Messenger* newsletter.
6. Draft and submit the Committee's report for inclusion in the Town's Annual Report.
7. Respond to any questions regarding the Committee's recommendations on specific Warrant Articles at the Annual Town Meeting and other public meetings (in practice, the Chair invites fellow Committee members to participate in the delivery of these responses).
8. Recruit new candidates for the Committee and help orient them to their responsibilities.
9. In the absence of the Chair, the Vice Chair shall assume these duties.

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RESPONSIBILITIES OF ALL BUDGET COMMITTEE MEMBERS

1. Review any background materials distributed prior to Committee meetings.
2. Attend and actively participate in Committee meetings held weekly during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year that typically occupies the months of February and March, to:
 - a) Review with the Town Manager and Finance Officer spreadsheets (produced by the Finance Officer) bearing all proposed Town operating expenses and projected revenue, comparing each line item to actual data from the last three years and budgeted and year-to-date figures for the current fiscal year, discussing items as necessary and suggesting changes as deemed advisable.
 - b) Meet with Town department heads and representatives of Town boards, commissions, and committees, and other entities with operating expenses included in the Town's budget, for brief presentations to the Committee regarding changes to budgets from the previous year, and ask questions as necessary (all entities will not necessarily be invited).
 - c) Vote on recommendations regarding Town Meeting Warrant budget articles.
3. Review capital expenses on or proposed to be added to the Town's Capital Improvements Plan (CIP) for the upcoming fiscal year. Periodically review actual against anticipated capital expenses.
4. Attend the Annual Town Meeting and respond to questions regarding the Committee's recommendations on specific Warrant Articles, as necessary.
5. Recruit new candidates for the Committee and help orient them to their responsibilities.