

Budget Committee Ordinance

Town of Vassalboro, Maine

Adopted: November X, XXXX

Revised:

Town of Vassalboro, Maine – Budget Committee Ordinance

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Town of Vassalboro, Maine – Budget Committee Ordinance

Town of Vassalboro Select Board, Budget Committee Ordinance Approval

The Budget Committee Ordinance Town of Vassalboro, Maine was approved November XX, XXXX by Secret Ballot.

The Town of Vassalboro Select Board adopts the plan _____, 2026.

Select Board Signatures:

Member

Selectboard Member

Selectboard

Municipal Clerk Signature & Certification

Town Clerk or Designee

Date

Adopted – November XX, 2026 and Revised _____

Town of Vassalboro, Maine – Budget Committee Ordinance

Section I: Preamble

A. Authority

The regulations contained in this Budget Committee Ordinance are enacted under the Home Rule Authority granted by the State of Maine (30-A M.R.S.A. as 3001) and as adopted by the Town of Vassalboro on November XX, 2026.

The Committee’s authority shall be advisory only. Any recommendation on the 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 Select Board or required by law. The Select Board and 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.

B. Title

This Ordinance shall be known and cited as the “Budget Committee Ordinance, Town of Vassalboro, Maine.

C. Purpose

This Ordinance shall be known and cited as the Budget Committee Ordinance, Town of Vassalboro. This Ordinance is established to formalize the use of a budget committee.

D. Administrative Body

The provisions of this ordinance shall be administered by the Select Board.

E. Rules of Construction

Captions and headings within this Ordinance are intended to form a part of the Ordinance and to be utilized in determination of the meaning and applicability of the sections they identify.

F. Conflict with other Ordinance(s)

This Ordinance is intended to be used in combination with the other ordinances adopted by the Town of Vassalboro. In circumstances where the provisions of two or more ordinances are similar or conflicting, the town shall enforce the provisions which are more restrictive.

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other ordinance, regulation or statute, the provisions imposing the greater restriction shall control.

G. Severability

In the event of an authoritative finding that a provision of this Ordinance is invalid, the validity of the remaining provisions shall not be affected.

H. Repeal of Prior Ordinance

The prior Budget Committee Ordinance of the Town of Vassalboro, together with all amendments currently in force, is hereby repealed and replaced, as of the effective date of this ordinance.

I. Effective Date

This ordinance shall take effect and be in force from the date of its adoption.

Adopted – November XX, 2026 and Revised _____

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SECTION 2.0 THE BUDGET COMMITTEE:

Appointment, Qualifications, Terms and Vacancies

2.1 Composition,

The Committee shall consist of no less than (7) nor more than (9) members who shall be registered Vassalboro voters. Budget Committee nominees shall be voted on at the ATM/Referendum vote.

2.2 Election

Terms will begin for (re)elected members the first selectboard meeting after the ATM/Referendum vote.

- On even years the BC will seek a minimum of four members
- On odd years the BC will seek at least five members to serve.
- No official or employee of the Town may be a member.
- Members shall serve for a term of two (2) years, except that they shall continue in the office until their successors are appointed and sworn in.
- Elected budget committee members will be expected to read, understand, and follow the applicable components of the Town of Vassalboro Personnel Handbook.

2.3 Vacancies

- A) When there is a permanent vacancy that reduces the total board membership below the minimum of 7. The selectboard shall appoint a person to complete the unexpired term. Such selection shall be made within 45 days.
- B) A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a voting resident of the Town.

- C) When a vacancy occurs, the Chair of the Budget Committee shall immediately inform the Select Board.

3.0 ORGANIZATIONAL

3.1 Officers

The committee shall annually elect a Chair and co-Chair from among its members. The Chair will be the point of contact for the select board or town officials

The Budget committee will be activated for the following reasons;

- 1) To discuss and make recommendations for the annual town budget
- 2) To discuss and make recommendations for warrants presented ahead of an off-cycle referendum vote and requested by the selectboard.
- 3) To offer recommendations for special elections when applicable and requested by the select board

The Town will provide an email (Budgetcommitte@vassalboro.net) for the Chair. It is expected all communication will be directed through the chair using the approved email address.

3.2 Minimum requirements for post-election

Each member must complete training for elected officials under Maine's Freedom of Access Law before beginning duties. After completing the training, budget committee members are required to make a written or electronic record attesting the training has been completed and submit it to the Town Manager.

3.3 Meetings

All meetings shall be open to the public and every attempt to record and live stream the meeting. Budget Committee meetings will be conducted under the purview of the Town of Vassalboro remote public participation policy.

All records of its votes and recordings shall be deemed public and may be inspected as provided for Title 1 M.R.S. Section 402.

Before the start of budget process the Budget Committee Chair shall coordinate with the Select Board and establish a mutually agreed preliminary schedule for the upcoming budget year.

The Chair may schedule special meetings within 24-hour notice for the members, but best practice would allow 5 business days' for public notice.

Unless a publicly announced off-sight meeting has been deemed necessary, BC Meetings will be held for public consumption at the Town of Vassalboro Conference room.

A quorum shall be necessary to conduct official business.

The Town Manager or the Town Manager appointed designee shall maintain a record of all proceedings including 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 that are consistent with the meaning and intent of this ordinance.

3.4 VOTING:

Each Budget Committee member's vote shall be individually recorded and stored for the public record.

RESPONSIBILITIES

Section V: Powers and Duties, Authority, Recommendations, and Official Cooperation

The Committee shall have the following powers and duties:

- a. Review and make recommendations on the annual operating budget as proposed by the Select Board/**School Board considered for action taken at the ATM/Referendum vote.**
- b. Review and make recommendations on annual capital expenditure as proposed by the Select Board/**School Board considered for action taken at the ATM/Referendum vote.**
- c. Review and make recommendations on supplemental appropriations/expenditures and other budgetary actions whenever proposed by the Select Board.
- d. Make such other recommendations on fiscal matters as the Committee and/or the Select Board may deem advisable.
- e. The Committee's authority shall be advisory only. Any recommendations on any matter requiring the Town Meeting action shall be printed with the article on the warrant (or on a ballot if permissible) along with such other recommendations as shall be included by the Select Board or as required by law.
- f. The Select Board and other appointed or elected municipal officers shall work with the Committee and shall provide the Committee with such information, proposals, records and data as may be necessary for the Committee to carry out its duties under this ordinance. The Town Manager and Select Board shall attend Committee meetings as necessary to answer questions and otherwise assist the Committee. Any questions or request for information should be directed to the Town Manager through the budget committee member chair.

Section VI: Enforcement and Appeals

The Board of Select Persons are responsible for enforcement of this ordinance.

Adopted – November XX, 2026 and Revised _____

Town of Vassalboro, Maine – Budget Committee Ordinance

Addendum A – Budget Committee Ordinance Revision History

Date	Authorized By	Section	Change Description

Adopted – November 4, 2025 and Revised _____