

## **Moultonborough Advisory Budget Committee**

### **Charge & Composition**

#### **Authority & Purpose:**

The Moultonborough Advisory Budget Committee operates under the authority of and appointment by the Select Board and School Board, as per recommendation of the Budget Committee Study Group Report issued on September 27, 2007. The Advisory Budget Committee is designed to provide the community with an additional review of the Town and School District budgets. The Advisory Budget Committee will follow all requirements in RSA 91:A (Right-to-Know).

#### **Membership:**

- Membership will consist of six (6) individuals: one School Board member, one Select Board member, one Board of Library Trustees member and three members appointed at-large. There shall be one (1) alternate member from the community at large. The alternate member shall be seated to participate in any matter where a permanent member has excused himself over a matter in which he has a conflict or in the case of an absence. The minutes shall reflect any alternate member seated to act in the stead of a permanent member and the reason therefore. A seated alternate member shall have all the rights and voting privileges of a permanent member.
- All at-large members and alternate members will be appointed by a combined majority vote of the Select Board and School Board members in joint session.
- The terms of the at-large members shall be three years, ending on March 31<sup>st</sup> of the year and staggered so as to each expire in a separate year. The term of the alternate member shall also be three years and expire on March 31<sup>st</sup>. The terms of the ex-officio members shall expire annually upon the date of the Town Election.
- No Selectman, Library Trustee, member of the School Board, or employee thereof shall serve as a member-at-large. Every member at-large shall be domiciled in the town and shall cease to hold office immediately upon ceasing to be so domiciled.
- One of the members-at-large shall be elected by the Advisory Budget Committee as chair. The committee may elect other officers as it sees fit.

#### **Orientation:**

- Upon appointment, the committee will meet respectively with the town administrator, superintendent of schools and a representative of the Public Library to:

- a) Develop an understanding of the processes, procedures and time lines used by the Town, School District and Library Trustees to develop their annual budgets.
  - b) Review the current year budgets to gain an understanding of the budget expenditures and revenues, as well as budget subdivisions and line items.
- The Committee will meet no less than quarterly with the town administrator, superintendent of schools, and a representative of the Public Library to review monthly/quarterly financial reports.

**Duties of the Committee:**

- The at-large committee members will be invited to attend and observe all public School Board, Select Board and Library Trustees budget development committee meetings, work sessions, and similar such meetings. This allows committee members to develop an understanding of budget recommendations/decisions being made by each body.
- Review all budget proposals made by the town administrator, Select Board and/or Select Board Committees, and make recommendations directly to the full Select Board.
- Review all budget proposals made by the superintendent of schools, School Board and/or School Board Committees, and make recommendations directly to the full School Board.
- As per RSA 273-A, the Governing Bodies (i.e. School Board and Select Board ) negotiate the terms of Collective Bargaining Agreements (CBAs) for their respective entities. CBAs will be provided to the Advisory Budget Committee no later than ten (10) days after finalization by the Collective Bargaining parties for review and comment. The ABC will complete its review and related comments on all Collective Bargaining Agreements (CBA) within 30 days of receipt of the respective agreements.
- Four weeks in advance of their respective Budget Hearings, the Select Board and School Board will finalize the budget to be presented at their respective budget hearings.
- Two weeks prior to the Town and School District Budget Hearings, the committee will make recommendations regarding said budgets in writing to the Select Board and School Board. Said recommendations shall include a rationale for any recommendations that differ from the proposed budgets to be presented during the budget hearings.
- After the School Board and Select Board approve a budget to be voted on during the annual meetings, the Advisory Budget Committee will review said budgets and make

recommendations to the public to be presented during the School District and Town Budget Annual Meetings.

- The Committee will make a recommendation regarding each warrant article appearing on the Town and School District warrants.
- The Committee may also make recommendations regarding financial procedures, budgeting processes, proposed studies, operation and maintenance contracts, service contracts, shared services, and other Town, School District and Public Library fiscal matters.


**Reporting to the School District/Town:**


- The Committee shall have the right to produce their own report for Town and/or School District Meeting.
- The positions of the Select Board or School Board, and the Advisory Budget Committee, will both appear following each warrant article on both the Town and School District warrants.
- The Select Board and the School Board will present the proposed budget during their respective Annual Meetings.

**Evaluation:**

- Within 45 days after Town Meetings, the Advisory Budget Committee will review the past year's budget cycle process and make any recommendations they may have regarding the process and suggested revisions to the Advisory Budget Committee Charge and Composition, and participate in any work group convened by the Select Board, School Board and Library Trustees to modify, extend or reformat this Charge and Composition.

Now, therefore, do we affix our hands upon this revised and restated statement of Charge & Composition upon a majority vote of our respective boards this 9th day of September, 2014.

  
Jonathan W. Tolman, Chairperson  
Moultonborough Select Board

  
Kathy Garry, Chairperson  
Moultonborough SAU School Board