



TOWN OF BALDWIN, MAINE

OFFICE OF THE SELECTMEN

534 PEQUAWKET TRAIL, WEST BALDWIN, ME 04091



Town of Baldwin, Maine

Finance/Budget Advisory Committee Charter

Purpose: Establish the composition and responsibilities of the Baldwin's Finance/Budget Advisory Committee. Utilize and develop the expertise of voters to develop and implement a comprehensive financial and budgetary discipline for Baldwin. Develop a cadre of town citizens with in-depth knowledge of town finances, policies, and procedures. Increase participation and transparency in Baldwin's financial management. The committee's task is to first help develop policies and procedures, then advise and assist the Board of Selectmen in implementing them.

Members: The Finance Committee members shall be appointed by the Board of Selectmen. The Committee shall be comprised of three to five members chosen from voting age residents of Baldwin. Appointments are for one year but can be renewed annually at the discretion of the Board of Selectmen. At its first meeting, the Committee shall select its chair, recorder, etc as it sees fit.

Meetings: The Committee shall meet at least once per month. The meeting dates shall be established at the Committee's first meeting. The Committee chair shall call additional meetings as the chair deems necessary, as voted by a majority of the Committee's members. The Committee shall give public notice of its meetings in accordance with Maine's Freedom of Access Act (FOAA) and rules. A majority of the members appointed to the Committee shall constitute a quorum.

A majority of concurring votes shall be necessary to constitute an action on any matter. Meeting minutes shall be taken and made available for posting on the town website.

Responsibilities: The committee is advisory in nature and its purpose is to assist and advise the Board of Selectmen. The Finance/Budget Advisory Committee scope includes but is not limited to following tasks and functions:

1. Assist the Board of Selectmen in developing a complete set of financial/budgeting policies, practices, procedures, and ordinances across all aspects of town government.
2. Advise and assist development of, and ongoing participation in long-range financial planning for all aspects of town government.
3. Assist the Board of Selectmen in developing, collecting and reviewing periodic financial reports to assist in budget development and town management.
4. Annually review existing ordinances and policies, procedures and recommend amendments or new ordinances and policies related to town finance and budgets,
5. Advise and assist the Board of Selectmen in preparing the annual town budget.

The Finance Committee may adopt rules of procedure, consistent with this policy, to enable it to perform its functions.