

Fiscal Sustainability Committee – Committee Charter

Adopted by the Board of Selectmen – November 14, 2016

Standing Committee. The Fiscal Sustainability Committee is a standing committee created by and answerable to the Board of Selectmen.

Membership. The Committee shall be comprised of five voting members and two alternate members. A quorum for purposes of voting shall require a minimum of three members present and voting and decisions shall be by majority vote. Appointments shall be for three year terms, with terms of appointment staggered such that not more than three appointments expire in any given year.

Meetings. All meetings of the Committee shall be public meetings, which shall be conducted in conformance with the Maine Freedom of Access Law (Title 1, M.R.S.A. Ch 13) and Robert’s Rules of Order. A notice of the meeting, which may be simply the meeting agenda, shall be posted publicly in advance of each meeting.

Minutes. Minutes shall be taken at each meeting in accordance with Robert’s Rules of Order. Approved minutes shall be provided to the Town Clerk for archiving.

Mission. The mission of the Committee is to help the Board of Selectmen ensure the Town’s use of property taxes is sustainable in the long run. Efforts shall be focused on: evaluate trends of relevant factors over time, maintaining a 5-year look forward that synchronizes with the Town’s 5-year budget forecasts; perform comparisons with other communities to see what lessons can be learned; engage in direct public outreach to help inform the public about fiscal and budgetary information and about opportunities for participation; and engage in other research and analyses that will help inform Town policy-making to ensure sustainability.

Meetings with the Board of Selectmen. The Committee will meet with the Board of Selectmen periodically to present information and discuss policy matters as these relate to the mission of the committee and the needs of the Board of Selectmen.

Modification of Committee Charter. Any time after its formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve its mission. The Board of Selectmen may accept, modify, or reject proposed changes to the Committee Charter.