

**Meeting Notes**  
**Saturday, March 19, 2022**  
**9:30 AM**  
**Community Room, Rome Town Office**

Committee Attendance: Alice VanDerwerken, Richard LaBelle, Lincoln Nye, Joan Orr, Hillary Schultz, Trent Shute

Public Attendance: No members of the public were present.

The meeting was called to order at 9:35 AM by Chair Alice VanDerwerken.

The Budget Committee scheduled this meeting to review the last budget cycle, complete a wrap-up after town meeting, and to streamline a cooperative path forward. A variety of materials were provided to assist the committee in formalizing its role; these materials included the Maine Municipal Association Budget Committee InfoPack and other municipal Budget Committee roles/responsibilities.

The committee discussed how to improve the budget review process. Items included improved communication, stronger relationships, the need for a better-defined timeline, adding clarity to roles, and the necessity of robust data and supporting context. It was also suggested that having a list of documents in advance that would assist the Budget Committee in its review might be helpful. The committee discussed consensus building between the Select Board and the Committee, but that it shouldn't come to a point of interference. Unless there is a significant difference with the position and/or a major missing component, the Committee should consider solely reviewing the proposal. The Committee will also ask the Select Board for ideas as to how to improve the budget and budget review process for future consideration.

There was concern expressed about the Committee's submission to the annual report not being printed. The consensus is that it is important that this be included in future years.

What is the role of the Budget Committee in long-range capital planning? Is there one; if so, what is it? This is a concept that should be reviewed at a future meeting and might dovetail with the work of the Comprehensive Plan Committee.

Trent had compiled a draft of the Committee's Role and Responsibilities, with consideration given to materials that were available from MMA and other municipalities. It also considered

past practices, as observed by the Town. The Committee reviewed the draft and made suggested changes, which were agreed upon by consensus.

The Committee's consensus was that it would be appropriate to nominate liaisons to manage external relationships. The Chair shall be the primary liaison with the Select Board and Treasurer. Richard agreed to serve as the liaison between the Committee and the School Board representative, the County Commission, and the Comprehensive Plan Committee.

Throughout the course of the meeting, items came up that could be added or enhanced in order to improve the budget process. These include, but are not limited to:

- Requesting the Select Board include more detail on the meeting agenda, as it related to budget planning
- Seek to establish a submission deadline for non-profit organization requests for financial support
- Seek to establish a submission deadline for other budget components (i.e., departmental requests, etc.)
- Request financial statements on a monthly or quarterly basis; Committee may elect to meet quarterly to review. Electronic delivery preferred, given the length of the documents.

The next meeting is scheduled for Saturday, April 2, 9:30AM, Town Office.

Alice adjourned the meeting at 11:00 AM.