

1 **2017 Municipal Budget Process 2016 – Town of Lincoln**
2 **Budget Committee Meeting Minutes – October 4, 2016**
3

4 Budget Committee Members Present: Cindy Rineer, Marty Nastasia, Mike Simons, Herb
5 Gardner, Cindy Lloyd, Patricia McTeague, Selectperson Jayne Ludwig

6 Excused: Deanna Huot, Lutz Wallem, Dennis Ducharme, Susan Chenard, Larry Sweeney,
7 Beverly Hall

8 **Call to Order:** Mike Simons called the meeting to order at 5:35 pm.

9 The minutes from 9/8/16 were reviewed. There was one spelling correction.

10
11 Motion: To approve the 9/8/16 minutes as amended.

12 Motion: Herb Gardner Second: Marty Nastasia Motion carries unanimously with two
13 abstentions (not in attendance at meeting)
14

15 Mike went over the proposed agenda to discuss determining and documenting the procedures the
16 Budget Committee will follow in exercising their responsibilities and duties. Based on questions
17 from last year, the initial discussion would focus on:

- 18 • Calling the question
- 19 • Nominations/ Appointments to fill vacancies outside the election cycle
- 20 • Public participation
21

22 **Calling the Question**

23 There was a great deal of discussion on “calling the question”, a mechanism used to close
24 excessive and/ or unproductive debate and move to vote on a motion. Because there is risk that
25 the group might fail to consider some relevant information or that some members might not have
26 had a fair chance to have all their views heard, it is very important that the group consent to
27 closing the debate and that it not be done on the demand of a single member. The group decision
28 to close the debate can be done through the motion process and needs to be seconded and voted
29 on. Robert’s Rules of Order requires two thirds of the votes cast for adoption. However, we are
30 not bound to Robert’s Rules and as such we can have our own rules that call for some other
31 voting requirement. Everyone was in in agreement that we should define this process for our
32 committee. The discussion was focused to whether a simple or super majority (2/3 vote) should
33 be required to close the debate.
34

35 Motion: To require a simple majority of committee members present to close debate based on a
36 request to call the question.

37 Motion: Cindy Lloyd Second: Patricia McTeague Motion carries with one opposed.
38

39 **Nominations/ Appointments to fill vacancies outside the election cycle**

40 There was a discussion of Nominations/ Appointments to fill committee vacancies outside the
41 election cycle. Currently, and last year, in response to posting (advertising) an opening,
42 applicants were required to submit a letter of interest to Town Hall, directed to the Budget
43 Committee Chairman. Nominations/ Appointments were to be considered based on the order of
44 receipt of those letters. Because of some confusion last year, it was decided to clarify this process
45 going forward.

46
47 There was some discussion of nomination vs appointment. Everyone who submits a letter of
48 interest is in fact a nominee, nominating themselves (perhaps someone else?) for appointment.
49 With the letter requirement, there is no option to nominate from the floor. Therefore, when the
50 Committee votes, we are voting to appoint based on information received in the letters and/ or
51 from the floor assuming the interested parties are present at the meeting. The order of the receipt
52 of the letters becomes inconsequential as long as it is received within the dates defined in the
53 posting. All letters/ nominees meeting that requirement should be considered for appointment.

54
55 Based on this, the following process was agreed to by those present, to be reviewed and voted on
56 at the next meeting.

- 57 • Post the open Budget Committee position(s) to be filled by appointment with a request
58 for interested applicants.
 - 59 ○ Letter of interest required including reasons and relevant experience to be sent or
60 delivered to Town Hall, Attention Budget Committee Chairman.
 - 61 ○ Letter must be received by the deadline stated in the posted request for applicants.
- 62 • The Budget Committee Chairman presents the letters of interest (nominees) to the
63 Committee. (Can be done prior to the meeting?) The nominees can provide additional
64 information to the Committee from the floor prior to voting. This is done alphabetically.
- 65 • To determine the appointee(s), a ballot, nominees in alphabetical order, is created.
- 66 • Each member of the Committee votes their choice. The number of votes each member
67 has is determined by the number of openings available, i.e., two openings=two votes.
- 68 • Appointee(s) is determined and sworn in.

69
70 The goal was fairness and transparency in determining the best appointee(s)/ new member(s).
71
72

Public participation

A discussion about public participation was initiated to be reviewed and voted on at the next meeting.

The members present at this meeting agreed on the following:

- The Department Heads should be present when their budgets are presented
- Public participation should be allowed after each presentation. This supports in time discussion and allows the Department Head to leave when finished.
- The Department Head is a resource for Butch. Butch is the focal point for any discussion/questions. All questions should be directed to Butch after being recognized by the Budget Committee Chairman. This will assure that order is maintained and possibly allow the Chairman to filter inappropriate questions.

Because this position differs somewhat from our last meeting, we will continue discussion at the November 17 meeting.

At 7:35 pm:

Motion: Adjourn and continue the meeting to November 17, 2016

Motion: Cindy Lloyd Second: Cindy Rineer Motion carries unanimously



Chairman Mike Simons

1/5/17

Date