

AGENDA

MUNICIPAL BUDGET COMMITTEE

Wednesday, March 25, 2026

6:00 PM Kennett Middle School Professional Development Center

1. Call to Order
2. Pledge of Allegiance
3. Review and approval of minutes
4. Bylaw Review
5. Public Comment
6. Old Business
7. New Business
8. Adjourn

Agenda Subject to Change

Budget Committee Rules and Procedures (modified January 2021)

1. NAME

The name shall be "Town of Conway, NH Municipal Budget Committee." Hereafter, the term "Budget Committee" shall be used to simplify the text.

OFFICERS

- a. A chairman shall be elected annually by a majority vote of the Board at the first scheduled meeting after the Annual Town Meeting. The chairman shall preside over all meetings and hearings, **appoint such committees as directed by the board and shall affix his/her signature in the name of the board.**
- b. A vice-chairman shall be elected annually by a majority vote of the Board at the first scheduled meeting after the Annual Town Meeting. The vice-chairman shall preside in the absence of the chairman and shall have the full **authority** of the chairman on matters that come before the board during the absence of the chairman.
- c. All officers shall serve for one (1) year and shall be eligible for reappointment.

2. MEMBERS

- a. Members must be registered voters in the Town of Conway and are expected to attend each meeting of the Board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the chairman as soon as possible. Members shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.
- b. There shall be seventeen members on this committee: twelve members to be elected (the "Elected Member"), one member appointed from Center Conway Fire Precinct, East Conway Fire Precinct, Redstone Fire District, one representative of the Board of Selectmen and one representative of the School Board (the "Appointed Member").

3. MEETINGS

- a. Regular meetings will be held as necessary at a place to be announced. Meetings shall begin at 6:30 pm.
- b. Town staff shall provide technical assistance as well as maintain a record of all meetings, transactions, and decisions of the Board.

- c. Quorum. A quorum for all meetings of the Board shall be half the Budget Committee members plus one (1).
- d. Virtual meetings are permitted and shall be so noticed in advance.
- e. Order of Business. The order of business for regular meetings shall be as follows:
 - i. Call to order by the chairman
 - ii. Pledge of Allegiance
 - iii. Minutes of previous meeting
 - iv. Budget reviews/discussions
 - v. Old business
 - vi. New business
 - vii. Public Comment
 - viii. Adjournment

4. RECORDS

- a. The records of the Budget Committee shall be kept by town administrators and made available for public inspection at the Town Offices.
- b. **Preliminary meeting minutes will be made available five (5) days after the conclusion of the meeting.**
- c. Official meetings minutes will be made available once voted on and approved by the Budget Committee.

5. JOINT MEETINGS AND HEARINGS

- a. A joint meeting and public hearing shall be held annually with the Board of Selectmen to review and discuss funding request by non-profit agencies.
- b. In compliance with RSA 32:16, II, the Budget Committee Shall confer with the governing body or bodies and with other officers department heads, and other officials, **“relative to estimated costs, revenues anticipated, and services performed to the extent deemed necessary by the Budget Committee. It shall be the duty of all such officers and other persons to furnish such pertinent information to the Budget Committee.”**
- c. In compliance with RSA 32:16, III, the Budget Committee shall conduct public hearings as required under RSA 32:5, I.
- d. In compliance with RSA 32:16, IV, the Budget Committee shall forward copies of the final budgets to the clerks, as required by RSA 32:5, VI, and in addition shall deliver two copies of such budgets and recommendations upon special warrant articles to the respective governing bodies at least 20 days

before the date set for the annual or special meeting, to be posted with the warrant.

6. AMENDMENTS These rules of procedure may be amended by a majority vote of the members of the Budget Committee, provided that such amendment is read at two successive meetings immediately preceding the meeting at which the vote is to be taken.

7. Ethics Policy and Its Application.

- a. Prior to any vote, each Budget Committee member should consider whether a potential conflict of interest of the Town Ethics Policy exists (See Appendix A). If the member believes a conflict of interest may exist, the member should disclose such facts to the Chairman.
- b. Whenever a Budget Committee member discloses there is a potential conflict of interest of the Ethics Policy, the chairman shall review the facts and rule whether the member shall vote in this instance. The chairman's ruling shall be binding unless overruled by a vote of the majority of the Budget Committee.
- c. Any member of the Budget Committee seeking to disqualify another member from participating in a decision on the basis of a potential violation of the Ethics Policy must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known. The party seeking to disqualify the member shall state, with specificity, the basis for disqualification. Should such challenge be made prior to the hearing or vote, the chairman shall review the facts and rule whether the member shall vote in this instance. The chairman's ruling shall be binding unless overruled by a vote of the majority of the Budget Committee.
- d. The chairman shall have sole authority to postpone any matter or vote if and when a potential for a violation of the Ethics Policy exists in order for the Town Attorney to review the matter and render an opinion to the Budget Committee whether the member's participation would violate the Town's Ethics Policy.
- e. After receiving the Town Attorney's opinion that a violation of the Ethics Policy exists, the chairman shall rule that the Budget Committee member shall not vote in the matter subject to the opinion. The Budget Committee, by a two-thirds vote, may override the chairman's ruling and the member shall be permitted to vote in the matter before the Budget Committee.

8. Conflict of Interest

- a. Budget Committee members shall not vote on any matter in which there is a conflict of interest.
- b. Conflict of Interest is defined as (a) the potential for a financial or material gain to a Budget Committee member or a member of his (her) immediate family, (b) the circumstances of a public office holder whose personal interest might benefit from his or her official actions or influence.
- c. Immediate family is defined as the member's spouse, parents, siblings, children, or in-laws.

9. Dissents and Protests

Any Budget Committee member shall have the right to express dissent from or protest against any decision of the Budget Committee and have the reason therefor entered in the minutes.

10. Rules of Order

To the extent these rules and orders are not comprehensive all questions of order shall be resolved by reference to Robert's Rules of Order. The chairman shall rule on all matters raised by this rule.

11. Suspension of Rules

A motion to suspend these rules shall be in order at any time except during discussion. A motion to suspend shall require a two-thirds vote of those present and voting.

12. Unexcused Absences

Any Budget Committee Member who has three (3) unexcused absences in a 12 month period measured from the first meeting after the public election, the "Budget Committee Year," will be sent a certified/registered letter requesting their resignation.

13. Vacancies

In compliance with RSA 32:15, VII, vacancies shall be filled by appointment by the Budget Committee.

- a. An open position for an Elected Member shall first be offered to the individual who received the next highest number of votes from the last

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municipal election. In the event that the candidate list is exhausted, or the remaining candidates received less than (10) votes in the election, a notice of open position shall be advertised locally and be posted on the town's website.

Persons appointed to fill vacancies shall serve until the next municipal election.

14. Public Health Policies and Meetings

The Budget Committee shall follow all health and safety guidelines relating to its meetings as set by the Town of Conway Selectmen. Please refer to Appendix B.

APPENDIX A

POLICY: ETHICAL CONDUCT

The ethical Town official and employee accept the responsibility that his or her mission is that of servant and steward to the public.

Accordingly, it shall be the policy of the Town of Conway that public officials shall:

- Properly administer the affairs of Town government
- Promote decisions that only benefit the public interest.
- Actively promote public confidence in government.
- Keep safe all funds and other properties of the Town.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the Town.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility. Inject the prestige of the office into everyday dealings with the public employees and associates. Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the Town.
- Faithfully comply with all laws and regulations applicable to the Town and impartially apply them to everyone.

Officials shall not:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence other officials to act in his or her own benefit.
- Accept anything of value from any source that is offered to influence his or her action as a public official.

APPENDIX B

**MARSHALL GYM PUBLIC MEETING
POLICIES**

- The Right-to-Know Law RSA Chapter 91-A PART I, ARTICLE 8 OF THE NH Constitution: Government ... should be open,
- SECTION 1 OF RSA 91-A: The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people
- Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes.
- The meeting shall be posted in at least two public places.
- A quorum shall be present either physically or remotely.
- The public will be provided physical access until such time as the Chairman declares that social distancing has become impossible and will limit attendance.
- Masks will be required in all hallways and areas where social distancing of six feet is not possible.
- Masks may be removed once an attendee is seated and socially distanced.
- In regards to Select Board Meetings, the public will be able to watch the meeting live on the Town's face book page.
- In regards to Select Board Meetings, the public will also be provided access to the meeting via Zoom and be able to make public comment if the Chair allows.
- The meeting shall be adjourned if the public is unable to access the meeting.
- All votes taken during meetings shall be done by Roll Call vote.
- If Board members are in remote attendance, they must state whether there is anyone in the room with them as required under the Right-to-Know law.