

required pursuant to the apportionment of costs formula, and shall have such duties as are prescribed for Road Commissioner by the Joint Board of Selectmen under the supervision of the Town Manager.

#### **SECTION IV.**

##### **JOINT BUDGET APPROVAL AND ADOPTION PROCESS**

###### **PART 1. AUTHORITY OF THE JOINT BOARD OF SELECTMEN TO GRANT FINAL JOINT BUDGET EXPENSES (APPROPRIATIONS) APPROVAL**

By adoption of this Interlocal Agreement, the Towns of Mapleton, Castle Hill and Chapman herewith grant authority to the Joint Board of Selectmen to finally approve all Joint Budget Expenses (Appropriations) for the following fiscal year, based on Section IV, Subsection Part 2 and to authorize any overdrafts in the Joint Highway Budget to be taken from surplus of each Town based on the Joint Highway Agreement Expense sharing formula.

###### **PART 2. ADOPTION PROCESS**

###### **2.1 PREPARING THE COMBINED BUDGET.**

The Town Manager for the three Towns will prepare a Combined Budget including both jointly shared expenses (and recommended appropriations) as well as individual town expenses (and recommended appropriations) and recommend approval.

## 2.2 PREPARING THE INDIVIDUAL TOWN BUDGETS.

From this combined budget, the Manager will prepare each Town's Budget and review them with each Town's Board of Selectmen making any corrections, additions, or deletions, involving those items relative to the individual Town's specific projects or expenses.

## 2.3 COMBINED BUDGET RECOMMENDATIONS - INITIAL APPROVAL.

Based on the above, the Manager will make any corrections or changes to the individual Town Budgets and appropriate adjustments to the combined budget. The combined budget will then be reviewed by the Joint Board of Selectmen prior to January 31 in order to make any adjustments or changes to joint expenses (and recommend appropriations) that the Joint Board of Selectmen deem necessary.

2.4 Each of the 13 Joint Board members shall have a weighted vote based on that member's pro-rata share of his or her Town's share of 50% of the General and Administrative cost sharing percent and 50% of the Highway cost sharing percent determined as follows:

Cost Sharing	General and Administrative Expense Ratio	Joint Highway Cost Sharing Expense Ratio	Total Rounded	Divided By	Each Board's 50% Share
Mapleton	67.6	50.8	118.4	2	59.2
Castle Hill	15.6	21.7	37.3	2	18.7
Chapman	16.8	27.5	44.3	2	22.1

Based on each Town Board's 50% of the combined cost sharing percentages of General and Administrative Expenses and the Joint Highway Department cost sharing percentages, each Board Member would have the following voting units.

	Number of Board Members	Each Board's 50% Share of G & A and Highway	Each Member's Weighted Vote
Mapleton	5	59.2	11.84
Castle Hill	5	18.7	3.74
Chapman	3	22.1	7.37

A majority of the total members of each individual Town's Board of Selectmen shall be present for a quorum for all decisions voted on by the Joint Board of Selectmen. For example, a minimum quorum requirement shall be as follows:

	Selectmen Needed	Each Weighted Vote	Total
Mapleton	3	11.84	35.52
Castle Hill	3	3.74	11.22
Chapman	2	7.37	14.74

In order to approve or defeat a motion, the total voting units to approve or defeat must not be less than 1 unit greater than the total voting units of the party with the most voting units. For example, if a vote to approve or defeat a motion was voted by Board members as follows, the vote would meet the minimum requirements and be a biding vote.

	Board Members Present	Board Members Voting	Board Members Abstaining or Voting Contrary	Board Member voting with Majority	Majority's Voting Units
Mapleton	3	11.84	2	1	11.84
Castle Hill	3	3.74	0	3	11.22
Chapman	2	7.37	0	2	14.74
Majority's total Voting Units					37.8

2.5 The Joint Board of Selectmen shall meet with the Joint Advisory Budget Committee, as hereinafter described, to review the Joint Budget portions of the Combined Budget, said meeting to take place prior to February 15.

2.6 The Joint Advisory Budget Committee.

The Joint Advisory Budget Committee will be made up of the following membership based on each Town's total weighted votes with each 10 voting units equalling 1 voting member with rounding to be determined by the Joint Board of Selectmen

Mapleton	6
Castle Hill	2
Chapman	2

Each member shall have one vote. Any vote to recommend a change in Joint Budget Expense to the Joint Board of Selectmen shall require a minimum of 6 votes to recommend the change. The Committee shall serve ONLY in an advisory capacity to the Joint Board of Selectmen.

Individuals may be chosen to serve on the Joint Advisory Budget Committee for a term consistent with their individual Town Budget Committee term.

Members are selected by each Town's Budget Committee from among its membership or by a majority vote of said membership. No member of the Joint Board of Selectmen may serve on the advisory budget

committee. A Chairman of the Joint Budget Advisory Committee shall be elected for each meeting by the advisory committee members, and said Advisory Budget Committee shall speak and act only through its Chairman.

2.7 JOINT MEETING OF THE ADVISORY BUDGET COMMITTEE AND THE JOINT BOARD OF SELECTMEN.

Joint Advisory Budget Committee Meetings shall be called by the Chairman of the Joint Board of Selectmen.

2.8 CONSIDERING CHANGES TO THE JOINT BUDGET EXPENSES RECOMMENDED BY THE JOINT ADVISORY BUDGET COMMITTEE.

The Joint Board of Selectmen shall discuss the recommended changes with members of The Joint Advisory Budget Committee before voting to accept or reject said recommendations.

2.9 After all changes, if any, have been approved by the Joint Board of Selectmen, the Joint Board of Selectmen shall take a final vote to adopt the Joint Budget Expense (appropriations) not later than February 15.

**PART 3. ADMINISTRATION**

The Town Manager shall execute and manage all the

policies and decisions made by the Joint Board of Selectmen, affecting Joint Town operations. The Joint Board of Selectmen shall meet at the discretion of the Chairman or by agreement of a majority of Board members.

## **SECTION V.**

### **REMEDIES**

#### **PART 1. BREACH.**

A party shall be deemed to be in breach of this Interlocal Agreement if it fails to appropriate or make timely payment of its share of any costs, or if it fails to perform or comply with any of the provisions or conditions of this Agreement. The non-breaching member or members of the Joint Board of Selectmen shall give such a party written notice of the specific acts or omissions which constitute breach. A party so notified shall have thirty (30) days to remedy said breach. If the party fails to remedy said breach within the Notice Period or if it waives the Notice Period, the party or non-breaching member or members of the Joint Board of Selectmen shall have the power to submit the question of breach to the arbitration procedure established in Part 2 hereinbelow.