# TOWN OF MARLBORO

## COMMISSION AND COMMITTEE BUDGET & EXPENDITURE POLICY

### Purpose

The purpose of this policy is to establish clear guidelines for Town commissions and committees regarding annual budget requests, expenditures, outside services, and legal expenses.

### 1. Annual Budget Requests

All Town commissions and committees are expected to submit an annual budget request to the Treasurer by the established budget deadline.

A commission or committee that does not submit a budget request will be allotted **$500.00** for the upcoming fiscal year. Any expenditure beyond this amount must be requested from and approved by the Select Board before the expense is incurred.

### 2. Outside Assistance and Administrative Duties

Commissions and committees are expected to make reasonable use of their own members when completing routine administrative duties.

Hiring individuals who are not members of the commission or committee to perform routine duties, including preparing meeting minutes, administrative work, or other tasks that could reasonably be completed by commission or committee members, is discouraged.

Commissions and committees are encouraged to utilize appropriate artificial intelligence tools to assist with routine administrative work such as drafting meeting minutes. The commission or committee remains responsible for reviewing the work and approving the final minutes for accuracy.

Any commission or committee wishing to hire an outside individual or service must submit the proposed expense to the **Select Board for prior approval**. The Select Board will consider whether the expense is necessary, whether the work can reasonably be completed by commission or committee members, and whether sufficient funds are available.

### 3. Town Attorney / Legal Expenses

Due to increasing legal expenses, commissions and committees **must obtain prior approval from the Select Board before contacting the Town Attorney regarding a commission or committee matter when the Town may incur a legal expense.**

The commission or committee chair shall submit the request to the Select Board, including the reason for contacting the Town Attorney and, when possible, an estimate or description of the anticipated expense.

The Select Board will determine whether the legal expense is authorized and whether it will be paid from the commission or committee's existing budget or another Town account.

Commissions and committees should not independently authorize legal expenses on behalf of the Town without prior Select Board approval.

## 4. Responsibility for Expenditures

Commissions and committees are responsible for monitoring their budgets and ensuring that expenditures remain within the amounts approved by the Town.

**No commission or committee may commit the Town to an expenditure outside of its approved budget without prior authorization from the Select Board.**

## 5. Budget Questions

If a commission or committee has any questions regarding its available budget, proposed expenditures, or whether an expense is allowable within its budget, the commission or committee should **contact the Town Treasurer before committing to the expense.**

The Treasurer can assist with questions regarding budget balances, account coding, and whether an expenditure should be brought to the Select Board for approval.

## 6. Effective Date

This policy shall apply to all Town commissions and committees beginning with the **[Fiscal Year/Date]** budget process and shall remain in effect until amended or rescinded by the Select Board.

Approved: Marlboro Select Board

11/12/2026

Molly Welch – Chair

Jeff Skramstad – Vice Chair

Kate Kirkword – Member