

TOWN OF BERWICK

DISBURSEMENT WARRANT ORDINANCE

Section 1. Purpose

The purpose of the ordinance is to provide an emergency alternative to the statutory procedure for the approval of warrants authorizing the Town Treasurer to disburse public funds.

Section 2. Authority

This ordinance is enacted pursuant to Title 30-A of the Maine Revised Statutes Annotated, Sections 3001 and 5603 (2) (A).

Section 3. Procedure for Emergency Disbursements

A. **Emergency-Defined.** Emergency or purpose of this ordinance means those times when a majority of duly elected Selectmen cannot meet or act collectively due to:

1. Vacancies in the office of Selectmen;
2. The death, recall or resignation of three or more Selectmen; or
3. The sickness or incapacity of three or more Selectmen.

B. **Authority.** In the case of an emergency as defined herein, the Town Treasurer may disburse public funds for a particular purpose.

1. Upon receipt of a duly executed warrant seen and signed by a majority of the selectmen acting individually and separately, or
2. Upon receipt of a duly executed warrant seen and signed by a Selectman when only less than a majority is serving.

Section 4. Limitations.

In the event less than a majority is serving, Selectmen may not execute or issue a warrant increasing any Town Employee's wage's or benefits, including but not limited to, the employee's hourly rate, salary, or bonus, and further, Selectmen may not execute or issue disbursement warrant authorizing a disbursement amount exceeding the amount budgeted and approved for that particular purpose at Town meeting except where such a disbursement is otherwise permitted or required by law.

Section 5. Effective Date.

This ordinance becomes effective upon the date of its approval.