

Finance Committee Agenda
Thursday, September 19, 2024
Town Hall
104 North King Street
6:00 p.m.

- 1) Call to order
- 2) Approval of minutes of August 20 and 29, 2024
- 3) Visitors
- 4) Old Business
 - a. Purpose Statement
 - b. Meeting schedule through end of 2024
 - c. Committee's strategic goals for FY25
 - d. Virtual Financial Officer
 - e. Mini Grant Process
- 5) New Business
 - a. Discussion on Town Reports for Finance Committee
 - b. Initial Planning FY26 Budget
 - c. Agenda items for next monthly meeting of the Finance Committee
 - d. Budget adjustments for staff salary increases and other items.

DRAFT

Finance Committee Minutes
Tuesday, August 20, 2024
6:00 p.m.
Town Hall
104 North King Street

- 1) Call to order: 6:00pm
 - a. Committee members attending: James Gatz, Marcy Bartlett, Marty Amerikaner
- 2) Approval of minutes of May 20, 2024: Marcy moved that we “accept the minutes as submitted” since none of us were on the committee at that time. James seconded, no opposed
- 3) Visitors: Jim Auxer
- 4) Old Business: none
- 5) New Business:
 - a. Purpose Statement and meeting schedule through end of 2024: Mayor Gatz has requested that all committees develop a purpose statement. We agreed on the following:
The Budget Committee’s purpose is to:
 - i. Review budgeting processes and polices, as well as to propose revisions to these as warranted.
 - ii. Steer ongoing budgeting processes for the Town.
 - b. Committee’s strategic goals for FY25:
 - i. Transparency: increase communication with the public about the budgeting process
 - ii. Institutionalize the budgeting process
 - iii. Build confidence within the Shepherdstown community about the budgeting process
 - iv. Crystalize a budget that clarifies what allocations are needed for capital improvements, “rainy day” funds, “opportunity” funds and other important budget categories that may emerge as this work proceeds.
 - c. FY25 budget adjustments and FY26 budget planning:
 - i. Budget adjustments are possible throughout the fiscal year; appropriate communication with the state is required each time a revision is made.

- ii. FY 26 budget is due to the state in May; planning needs to begin in the December/January time frame.

- d. Proposed contract for Virtual Financial Officer: this person will serve as a “bridge” to the new Town Administrator. James recently talked with the City Administrator of Charles Town about their experience with this issues; he recommended consideration of the Star Chapman Group and specifically Chris Longerbeam. He reported that Charles Town hired them in a similar situation and they did a good job for them.
James reported having talked with Mr Longerbeam and receiving a proposal from him. The Committee discussed the proposal, and suggested several possible revisions and needed clarifications. James and Town staff will continue to work on this issue.
- e. Proposed contract for Comprehensive Plan Support: Marty moved and Marcy seconded the motion to approve a funding request from the Planning Commission for up to \$24500 to hire a consultant to assist with drafting of the 2024 Comprehensive Plan.
- f. Mini Grant Guidelines: Marcy has written a draft document which is being reviewed by committee members.

6) Adjournment: 7:45

DRAFT MINUTES

Special Finance Committee

6:00 p.m.

Thursday, August 29, 2024

Town Hall 104 North King Street

1. Call To Order: 6:04
Members Attending: James Gatz (Chair), Marcy Bartlett, Marty Amerikaner
Visitors: Tim Starinieri and Chris Longerbeam from Star Chapman Group
2. Interview of Financial Management Consultant applicants (Star Chapman Group)
Motion to move into Executive Session: Marcy moved, James Seconded

Motion to come out of Executive Session: 7:09 pm; Marty moved, Marcy Seconded
3. Next Steps: Mayor to prepare revised proposal for Town Attorney to review; make recommendation to full Town Council
4. Adjourn: 7:30. Moved by Marcy, second by Marty