



## Summary Minutes for Budget & Finance Committee Meeting

Monday, September 9, 2024, at 12 pm at the Town Office

\*\* Rescheduled from 09/02 due to Labor Day \*\*

1. The meeting was called to order on Monday, September 9, 2024, at 12:04 pm.
2. The committee decided to record attendees, rather than having a sign in sheet. In attendance were: Bonnie Schaushek, Cay Bradley, Julie Harris, Phil Robinson, and Charles Dyson.
3. Old Business
  - a. The committee discussed how to ensure we have a solid picture of the Town's financial status each month. Part of our challenge is that the books are being kept on a modified accrual basis, not a cash basis. The process we use, batching invoices to submit to the Treasurer for entry and payment, may compound the confusion resulting from accrual vs cash basis. Budget & Finance will continue to work with the Clerk and Treasurer on this matter, including reviewing how the reports are created to generate reports that are helpful to our goal. Our recommendation is to reassess the staff, software, and process used to record and pay invoices.
  - b. The committee will ensure the budget file shared between Budget & Finance committee members, Clerk, and Treasurer includes the final end of FY 2023 numbers and the capital plan that results in a balanced capital budget. This will be posted on the website. (Also, sharing this with the Treasurer will ensure the monthly reports do not include line items - such as sewer or office plan - that will not be incurred this year.)
  - c. The committee discussed the appropriation process for capital budget and community support and tourism. This includes remembering that none of these line items are "given," in that the funds may not be appropriated as budgeted. The committee discussed the need for all committees to be reminded that the scope of work for a contract cannot be expanded without securing approval and appropriation of funds.
    - In the course of this discussion, we learned that the appropriated

funds for additional playground equipment are not needed this year as the equipment was no longer available for purchase.

- Council members should remember to make a clear motion for the appropriation of funds. If the motion is for the securing of estimates for work, language should be clear, such as “motion that the clerk secure estimates for X.”
- d. The discussion regarding revising the financial policy is postponed until the October 2024 Budget & Finance meeting.
- As a part of this discussion, we were reminded the Clerk can spend up to \$500 without an appropriation - for example for a service charge associated with an estimate. We were also reminded that town maintenance costs are in the operating budget and do not require separate appropriations.
4. New Business
- a. The committee discussed concerns regarding the high bills from Sands Anderson. We were reminded that the Town Attorney has been asked not to use “the client” but to name the office or person for whom work was done.
  - b. Cay Bradley provided an overview of the ordinance idea she added to the September meeting agenda. The 3% threshold was set to be lower than the state requirement and is a point for discussion.
  - c. As requested by the Zoning Administrator, the Budget & Finance committee considered the possible engineering costs related to adding a crosswalk at the Kilmarnock side of town. Based on the observations of most people at the meeting, Budget & Finance is not in support of additional costs for an additional crosswalk as we are not certain the crosswalk will be used. (Many observations of people ignoring the current crosswalk or starting in the crosswalk and moving out of it as they cross.) Expiring CD - Atlantic Union matured 09/04, have 10 days.
  - d. The Mayor reported we have a CD at Atlantic Bank that expired on 09/04/2024. The Town has until 09/14/2024 to take action. Atlantic Bank indicated there were three options: (1) 7 months at 4.75%; (2) 13 months at 4.25%; and (3) 19 months at 4%. Budget and Finance will make a motion at the Town Council meeting to put the funds in the 7-month CD at 4.75%.
5. The meeting adjourned at 1:08 pm. The next meeting is scheduled for Monday, October 7 2024, at 12 noon at the Town Office.