



## Summary Minutes for Budget & Finance Committee Meeting Monday, October 7, 2024, at 12 pm at the Town Office

1. The meeting was called to order on Monday, October 7, 2024, at 11:58 am.
2. In attendance were Bonnie Schaschek, Cay Bradley, Julie Harris, Phil Robinson, Judy Penniman, and Charles Dyson.
3. Old Business
  - a. The committee decided that it will update budget files on a semi-annual or quarterly basis.
  - b. The committee is reviewing the current financial policy, and proposed changes that previous Councils did not implement.
  - c. The committee drafted a job description for a new treasurer that the Town Clerk will submit to the Rappahannock Record. The Town Clerk reached out to Kilmarnock for their job description, which we have not yet received. The committee followed up with the first CPA we identified through the paper, who is not looking for this type of job. There are two others who the committee identified and with whom the committee is following up.
4. New Business
  - a. The committee discussed a potential reimbursement to a local relator for services to the Town. [Post meeting update: the relator refused any reimbursement or compensation.]
  - b. The committee discussed the proposed work by EPR-PC to finish updating the Comprehensive Plan. A committee member will make the necessary motions to accept and sign the contract and to appropriate funds (from the proposed reserves).
5. The meeting adjourned at 12:22 pm.
6. Next meeting, Monday, November 4, 2024, at 12 noon at the Town Office