



Summary Minutes for Budget & Finance Committee Meeting

Monday, August 4, 2025, at 2:30 pm at the Town Office

The meeting was called to order at 2:31 pm. Present at the meeting were: Mary Cary Bradley, Phil Robinson, Sam Van Saun, Julie Harris, and Charles Dyson.

Old Business

1. Modernizing Treasurer Activities. The group discussed the response from Robinson, Cox & Farmer regarding their agreement with the Town which includes not accessing bank accounts electronically. This means they are unable to use the bill pay or ACH payment options the Town wishes to start using. Based on this information, Budget & Finance will request that HR start the process of looking for a new Town Treasurer, preferably local who will work with us to modernize our bookkeeping activities. Charles will reach out to Chesapeake Bank and White Stone seeking recommendations. We suggest the accounting firms who are members of the Chamber be approached as well.

New Business

1. The next B&F meeting is scheduled for Labor Day. After consulting calendars, the meeting will be moved to Wednesday, September 3 at 2:30 pm.
2. We are aware of the following motions that need to be made at the Town Council meeting:
 - a. Appropriation of funds from Christmas Line Item to cover the cleaning and repair of holiday lantern lights.
 - b. Appropriation of funds to supplement the July 4th Parade Coordinator hours from the July 4th parade line item.
3. We discussed the need to revise the budget to accommodate charitable donations, potential additional costs related to the move, changes to the attorney attendance. Budget plans. We are planning to present a revised budget at the November Town Council meeting, which will require Town Council members to submit requests for revisions before the October Budget & Finance Meeting. We are recommending no changes to revenue.

The meeting adjourned at 2:51 pm.

The next meeting will be Wednesday, September 3, 2025, at 2:30 pm.