



Summary Minutes for Budget & Finance Committee Meeting

Monday, October 6, 2025, at 2:30 pm at the Town Office

1. The meeting was called to order at 2:30 pm.
2. Present were: Mary Cary Bradley, Phil Robinson, Samantha Van Saun, Julie Harris, Fran Westbrook and Charles Dyson.
3. Old Business
 - a. **Town Treasurer/Bookkeeper Position.** Cay reported on her conversations with Scott Heleniak and Christine Lopilato of [VML/VACo Finance](#) (VA Local Finance). Christine oversees the accounting services, which are offered on a temporary basis not to last more than a year or two. Christine shared that it is not surprising a contractor would not want to use the electronic services available to the Town through Chesapeake Bank. Personally, she continues to use the desktop version of QuickBooks.

Christine directed Cay to [§ 15.2-2507.Amendment of budget in the Virginia State Code](#). The “1% of total expenditures shown in the currently adopted budget” language refers to the activities that must be taken to amend the budget, not a threshold at which the budget must be amended. Christine shared that any line item that is going over budget should be examined, particularly if the excess is 10% or more.

Cay recommended Budget & Finance and HR work together to plan to hire a local person to serve as Town Treasurer as a staff person not a contractor. Work on a job description and requirements will be taken up no later than January 2026 with a hope of hiring so the person starts on July 1, 2026. Fran shared her rate is \$50/hour.

Charles shared a North Carolina based company came calling regarding a finance program for small localities. The committee will look at the information provided, but there is an interest in ensuring it is a program that can either connect to other systems we are currently using or do more than just finances.

Charles was asked to find our IRS EIN information so we can confirm how we reported to the IRS our books would be kept (cash- or accrual-basis).

4. New Business

- a. **Public Safety and Deputy Program Costs.** There have been a number of questions regarding the cost of the Deputy Program, which is part of our Public Safety budget item.

Cay will update the FY 2025 – 2026 budget file to include (a) final FY 2024 – 2025 costs and (b) costs as of end of Q1 (Sept 30, 2025). The file will be provided to Charles for posting on the Town website. A summary table will be generated to document costs to date and budgeted expenses, including operating and capital expenses.

- b. **Additional Signatory for Checks.** Phil suggested a fourth signatory – the chair of Budget & Finance – to ensure that the Town Clerk can be paid without needing to sign their own check. Charles will confirm with Chesapeake Bank what is needed and Phil will make the appropriate motion in Town Council.
- c. **Motions for Town Council Meeting.** In addition to the motion to be made by Phil regarding the additional signatory, Cay will make a motion to roll over the Atlantic Union 3-month CD into another 3-month CD for the time being.

5. The meeting adjourned at 3:00 pm.

6. Next meeting, Monday, November 3, 2025, 2:30 pm at the Town Office