



## MINUTES FINANCE COMMITTEE JANUARY 31, 2022

Heather Ward – member 2021  
Curtis Lunt – member 2023  
Dan Leeman - 2022  
Jesse Zack - 2023  
Noly Lopez - 2022  
Kayla Tierney  
Ryan McGee  
Haley McCrater  
Richard Green  
Ray Robishaw  
Tracy Austin

1. **CALL TO ORDER:** The Chair, Curt Lunt called the meeting to order at 5:00 PM.
2. **ROLL CALL:** Regular members present were Dan Leeman, Heather Ward, Jesse Zack and Curt Lunt. Finance Director, Kayla Tierney was also present.

### 3. WRITTEN COMMUNICATIONS

#### a. CHAIR REVIEW OF MEETING MINUTES

Minutes from the November 22, 2021 Committee Meeting were distributed to all of the members. The Chair asked if there were any corrections or additions; hearing none, a vote was made.

**VOTE (2021-15)** Motion to approve the November 22, 2021 Minutes as presented by Curt Lunt; motion to accept by Jesse Zack and seconded by Dan Leeman.

**VOTE: 4-0 Carried.**

### 4. NEW BUSINESS

#### a. REVIEW FY23 BUDGET SEASON SCHEDULE

Kayla Tierney handed out the budget season schedule to all members and asked if there were any questions about the schedule.

#### COMMITTEE COMMENTS:

Noted that in the prior fiscal year, the Finance Committee met in conjunction with the Town Council. Dan Leeman asked if we could color code the schedule for Town Council, Finance Committee or both. Heather Ward verified the March 15<sup>th</sup> date as the date that the budget in its entirety would be presented to the Town Council and the Finance Committee; Kayla confirmed that it is and that the Finance Committee is to provide a recommendation to the Town Council whether or not to adopt the proposed budget and that meeting date would have to be before the public hearing (May 17<sup>th</sup> is set to schedule the public hearing, with an ad date of May 26<sup>th</sup> and the public hearing date of June 21<sup>st</sup>). Kayla Tierney also noted that the School would have a separate public hearing date and the Council is set to adopt the School Budget prior to adopting the Municipal Budget. Curtis Lunt suggested looking at last year's calendar to try to schedule somewhere between end of May and early June.

Heather Ward suggested meeting between the 10<sup>th</sup> and the 17<sup>th</sup> of May for the School budget. She then suggested the two proposed meetings to recommend the School Budget and the Municipal Budget. The May 16<sup>th</sup> date would work for the Municipal Budget review by the Finance Committee.

Kayla Tierney penciled down May 9<sup>th</sup> for the School Budget review and May 16<sup>th</sup> for the Municipal Budget review.

Curt Lunt suggested another meeting around the end of March to group think and discuss what had been presented so far.

Dan Leeman recommended we re-visit a March meeting if we really need it so we aren't scheduling a meeting just to schedule it; the goal is to remain productive. Curtis Lunt had suggested an end of February date and asked if we would have all of the budget numbers by then. Kayla had said that it

would be too early to have the budget numbers by February 28<sup>th</sup>. Curtis had suggested reviewing Revenues and Expenses on February 28<sup>th</sup>; Kayla penciled it on the calendar.

## **B. FY21 AUDIT UPDATE**

Kayla Tierney updated the Finance Committee that she has just received the final audit from the auditors for FY21.

### COMMITTEE COMMENTS:

Heather Ward asked if the Department of Education's part was done and if we had to have an extension. Kayla Tierney explained that the audit was extended because of all of the covid relief funds, it had prompted a Single Audit. Curtis Lunt asked if it would be posted online; Kayla had confirmed that it will be posted online and on our Annual Report from the Clerk's office. Heather Ward asked if there were any reportable items from the auditors. Kayla had said that there were management comments relating to reconciling between the Town and the School as well as living in two separate software systems. Heather followed up with whether there will be a plan to clear up these management comments. Kayla had said that we are still working on fully implementing Munis; sewer is up next and then it will be assessing and motor vehicle. Kayla had highlighted the success of FY21 and the good standing of financial health for the Town.

Curtis Lunt had asked about the TIF line on the FY21 audit and whether it was re-examined because it didn't look right. Kayla had confirmed that an additional journal entry had to be sent to the auditors and flow through into the financial statements and that is now correct, which will be shown on the finalized audit to be distributed to the public, Town Council and the Finance Committee. Curtis Lunt had asked what the balance in the Dingley TIF was and Kayla had said that she did not know off of the top of her head but could certainly provide that information at the next meeting. Kayla had also highlighted that the Town has three TIFs, which stand for Tax Increment Financing and these three TIFs are: the Dingley TIF, the Kelly Park TIF and the Downtown TIF. The Kelly Park TIF was on the agenda for Council the next evening to make a purchase that would bring the balance in the TIF down to zero; the other TIF, the Downtown TIF has an approximate balance of \$126,000.

Curtis Lunt had asked about the TIF ordinance in the Town Charter and if the Interim Town Manager could reach out to our legal counsel.

## **C. FY23 FINANCE COMMITTEE GOALS**

Kayla Tierney asked if we could have an open discussion and to come up with five goals for our Committee for FY23.

### COMMITTEE COMMENTS:

Heather Ward asked if the Committee could be reminded about our FY22 goals, which the Finance Director reviewed. A list was compiled as such:

- Pay Scales
- Senior Citizen Tax Relief Plan
- Capital Improvement Plan – larger CIP
  - Fire Station Study
- Efficiencies

The Finance Committee also indicated that the Council will task the Finance Committee with any other items to be reviewed through the year.

## **D. REVIEW FEE SCHEDULE – CODE ENFORCEMENT**

Mark Stambach, Code Enforcement Officer, spoke to the Finance Committee that he noticed that the fees are much lower than surrounding Towns. Mark had gone through the current fee schedule and his suggestions for fees. He further went into some things that the Town doesn't currently have, such as renovation fees, that he is suggesting to add to our fee schedule. Mark stated that there are suggested changes but they are still on the low end in comparison to other Municipalities. **VOTE** Dan Leeman made a motion to recommend to accept Mark Stambach's presented fee schedule and to be recommended for approval by Council; Jesse Zack second approved. (2021-16)

**Vote 4-0 Carried.**

**5. ADJOURN:**

**VOTE (2021-16)** Dan Leeman seconded by Heather Ward, moved to adjourn at 6:00 PM.

**Vote 4-0 Carried.**

  
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Kayla Tierney, Finance Director

Date Approved: 8/15/22

