

**TOWN OF SOUTH BETHANY
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
April 8, 2016**

ATTENDANCE

Tim Saxton (Chairperson), Christine Keefe (Committee Member), Don Boteler (Committee Member), Renee McDorman (Finance Director), and Steve Farrow (Committee Member) and Ken Baker (Committee Member) were present. Melvin Cusick (Town Manager) was excused.

PUBLIC COMMENTS

None

Review and Approval of March 11 2016 Minutes

Minutes for the March 11th meetings were approved with a 5-0 vote.

Review of Actual versus Budget for May through March of FY 2016

The committee reviewed the budget versus actual revenues and expenditures for May through March 2016. The committee found revenues to be meeting or exceeding budget in general. The expenditures are tracking as per the budget. The RTT and Building Permit revenue streams continue to exceed expectations in the first 11 months of FY 2016. Tax revenue was improved but continues to be slightly lower than historical trends.

**Review of Outcome from Town Council Presentation on Schedule of Fees
Recommendations**

C. Keefe presented the comments provided by the Town Council on the Schedule of Fees presentation at the March Town Council Workshop. The committee reviewed these comments and supported the recommended changes by the Town Council. The Committee voted to amend the original proposal (5-0 vote) to change our recommendations and re-submit to the Town Council. Post Meeting Note: Revised changes to the Schedule of Fees was posted to the Town website on the bulletin board.

**Discussion on Potential Ways to Finance the Expansions of Town Hall and Police
Department Buildings**

The committee reviewed the potential ways to finance the expansion of Town Hall and Police Department Buildings as summarized by D. Boteler. The committee continued looked at a mix of reserves, unassigned funds and future budget surplus as the most likely path forward to finance building expansion. The committee discussed the

possibility of doing the expansions in steps with the building of the greatest need being done first followed by the second when additional funds are available. The timing discussed was to find ways to have funds available to begin expansion in FY 2018 or FY 2019. The committee asked Don Boteler to make revisions to the proposal and bring back a final proposal for committee review at the May meeting.

Public Comment Period

None.

Adjournment

The meeting was adjourned at 4:45 pm.