

**FINANCE COMMITTEE MINUTES**  
**Friday, January 25, 2019**  
**9:45 a.m.**  
**Town Hall**  
**DRAFT**

1. Call to order at 9:45 a.m.
2. Members present: Mayor Auxer, Mark Everhart
3. Members absent: Cheryl Roberts
4. Staff present: Amy Boyd, Frank Welch, Debbi Nickerson
  
5. Reading/approval of Finance Committee Minutes - Moved by M. Everhart for approval of the minutes. Unanimous.
  
6. **Visitors:** Eric Ostrow, Shepherd University Student, observing
  
7. **Unfinished Business**
  - a. Audit – year 2017 scheduled for January 29, 2019
  
8. **New Business**
  - a. Elmwood Cemetery – donation request- the Elmood Cemetery Board is seeking donations for renovation of the caretaker’s house. A total of \$250,000 is needed. M. Everhart moved to recommend Town Council approve a donation of \$1,000 from Unallocated Video Lottery Fund. Unanimous.
  
9. **Financial Reporting**
  - a. Financial Statements – Mayor Auxer expressed interest in reducing the number of pages received each month. Discussion ensued and it was agreed that D. Nickerson would attempt to reduce the size of the reports and the Finance Committee would receive the detailed financials and Town Council would receive summarized financials.
  
10. **Mayor’s Report**
  - a. CATF – funding commitment from the Town – The Shepherdstown Visitor’s Center expressed concerns that the survey did not provide the deliverables as promised. Mayor Auxer will meet with the managing director to discuss the concerns.

Moved by M. Everhart to adjourn meeting at 10:16 a.m.

Respectfully submitted,

Amy L. Boyd, Town Clerk