

**FINANCE COMMITTEE MINUTES**  
**Friday, September 29, 2017**  
**9:45 a.m.**  
**Town Hall**

1. Call to order
2. Members present: Mayor Auxer, Jim Ford, Cheryl Roberts
3. Staff present: Amy Boyd, Debbi Nickerson,
4. Council Members present: Lori Robertson, Mark Everhart
5. Reading/approval of Finance Committee Minutes - moved by J. Ford to approve the minutes. Unanimous
6. **Visitors:**
  - a. Shepherdstown Volunteer Fire Department funding request – Marshall DeMeritt- postponed until next month.
  - b. Eastern WV Community Foundation – David Rosen proposed a program that allows granting of funds (from the former Housing Authority Fund) to assist homeowners with repairs. The Eastern WV Community Foundation administers the grants. Shepherdstown would have input on the grant guidelines. There EWVCF charges a 1% fee for this program. **Moved by C. Roberts to move forward with this program.** Unanimous Note: Michael Whalton, CEO, will be invited to the next Finance Committee meeting for further discussion.
  - c. CATF – Economic Impact Study – Chris Shaffer –Mr. Shaffer reported that the CATF previously received \$150K from the State and this amount is down \$50-\$60K. The purpose of the study is to gather input on attendees drive time, hotel accommodations, restaurants, and other activity ideas. The following organizations have been approached for assistance, Jefferson County Chamber of Commerce, Jefferson County Visitor’s Center, Jefferson County Economic Development Authority. **Moved by J. Ford to recommend to Town Council investment of \$5,000 for FY 17-18 and \$5,000 for FY 18-19 with the caveat that the Town Council gets a seat on the committee reviewing the firm proposals to ensure the Town has input.** Unanimous
7. **Unfinished Business**
  - a. Annexation – no action
  - b. Comprehensive Plan Goals – no action
8. **New Business**
  - a. IPMC (International Property Maintenance Code) Budget – no action
  - b. Garbage Truck – no action

- c. Christmas In Shepherdstown – **Moved by C. Roberts to allocate \$2,000 to Christmas In Shepherdstown with invoices being submitted to Town Hall for payment. Unanimous**
- d. Sidewalk repair fund- no action at this time. This could be a project for the Eastern WV Community Foundation.

#### **9. Financial Reporting**

- a. Financial Statements – J. Ford inquired about getting more up to date statements. He will meet with the Accounting Clerk, Debbi Nickerson, to further discuss.

#### **10. Mayor's Report**

Meeting adjourned at 11:20 a.m.

Respectfully submitted,

Amy L. Boyd, Town Clerk