

Draft Finance Committee Minutes  
Friday, December 1, 2017  
9:45 a.m. Town Hall

Members Present: J. Auxer, J. Ford

Staff Present: D. Nickerson

Visitors: M. Everhart, R. Glenn, L. Robertson, L. Sturm, H. Taylor

1. Call to order – 9:45 a.m.
2. Approval of Minutes of October 27 meeting – **Motion by J. Ford to approve minutes as written. Approved with no objections.**
3. Visitors – see item 4.d below.
4. Unfinished Business
  - a) Annexation – Mayor Auxer stated that Charles Town is proceeding with their annexation request and expect to have that issued decided within 3 to 6 months.
  - b) Comprehensive Plan Goals – see text included below.
  - c) Sidewalk Repair Fund – **Motion by J. Ford to put aside \$7K from the Housing Authority funds for sidewalk repairs and to use it to match, at a rate of 25%, funds expended by Town citizens to repair their sidewalks. Approved with no objections.**
  - d) Shepherdstown Public Library Lease Amendment – H. Taylor, L. Sturm and R. Glenn were in attendance to discuss the lease amendment. Mayor Auxer stated that the discussion was going to be tabled due to the fact that numerous emails had been received during the previous few days and their impact on the lease discussion had not yet been determined.
  - e) Eastern WV Community Foundation Program -
    - **Motion by J. Ford to allocate \$40K from the Housing Authority funds to be managed by the Eastern WV Community Foundation Program for the purpose of providing grants to Town citizens in order to aid in rehabilitation and maintenance of historic homes. No dispersals to be made from the fund until it reaches a value of \$100K. Details of dispersal**

management to be agreed upon by Town Council on or before the time that dispersals commence. Approved with no objections.

– **Motion by J. Ford that the Town contribute \$5K per year from unallocated Video Lottery funds to the housing fund held by the Eastern WV Community Foundation commencing in FY 2018-2019 and continuing until the fund reaches its dispersal threshold. Also, the Town will match, up to a total of \$5K each year, any donations to the fund. Approved with no objections.**

5. New Business

a) Accessibility Grant – M. Everhart explained the details of a proposed grant from the WV Department of Highways that would pay for 80% of upgrades to the sidewalks to provide accessible curb cut-outs at corners. The project would cover 20 such cut-outs at a total cost of approximately \$100K. **Motion by J. Ford to recommend to Town Council that the Town applies for this grant and allocates the 20% match (approximately \$20K) to come from unallocated Video Lottery funds. Approved with no objections.**

6. Financial Statements – No comments.

7. Mayor's Report – None

8. Adjourn – 10:40

Respectfully submitted,  
J. Ford

## **Comprehensive Plan Goals:**

### **2.5 Financial Incentives for Rehabilitating substandard historic homes**

**STRATEGY:** Consider options for implementing a financial incentive program directed toward homeowners to encourage the restoration of substandard historic residences.

**Addressed by participating in the program with the Eastern WV Community Foundation detailed above.**

## **2.2 Capital Equipment Replacement Planning**

**STRATEGY:** Develop and implement a cyclical capital equipment replacement schedule to ensure that all capital equipment is replaced according to equipment lifecycle guidelines and local needs.

**Amortizing cyclical capital equipment replacement costs into our annual budgets is already an observed practice.**

## **4.2 Provide Full Time Police Coverage**

**STRATEGY:** As growth occurs, ensure that sufficient resources are available for the town to provide law enforcement on a full-time basis without any gaps in coverage.

**The Town has already implemented full-time police coverage.**