

FY2020 DANVILLE BUDGET COMMITTEE

Minutes of our June 11, 2019 meeting

Chairman Tom Billbrough called this meeting of the FY2020 Danville Budget Committee to order at 7:33 PM, with the following members present:

Tom Billbrough *	Present	George Manos	resigned
Rob Collins	Present	Jeff Steenson **	Present
Kim Farah	Present	Sue Overstreet	Present
Sheila Johannesen ***	Present	Lauri Poshpeck	Present
Ed Lang	Present		

* Chairperson

** Vice Chairperson

*** BOS Representative

Tom started the meeting by informing the committee that George Manos had resigned for personal reasons.

Next we reviewed the minutes of our April 9, 2019 meeting. Laura made a motion to accept the minutes as written. Sue seconded the motion, and the motion carried unanimously.

We then started discussion regarding the review process we would use during our review. One of the first items was that we need to request that regular updates on the YTD expenditures be provided to all members. There were also questions as to the result of the audit on the 2018 income and expenditures, which has not as yet been completed.

Other areas of discussion included:

- discussions regarding General Reserves which we agreed would be reviewed upon request of the membership.
- discussions on the use of the salary matrix and questions on the need for a salary survey, the use of annual merit based appraisals, the availability of an Employee Handbook (which to the best of my knowledge does exist). We did note that we could do our own salary survey based on the data provided by the DRA on salaries throughout the state. We finally tabled these discussions until our next meeting when the BoS are starting the budgeting process.

We then discussed and agreed upon the budgets that will be reviewed (based upon the use of the 80/20 rule on last year's data). With the understanding that this list is subject to inclusion of any budgets that are + or – 10% from last year, or any budget that a member requests that the committee review, the following is the list of budgets to be scheduled for review:

4312 Highways & Streets

4210 Police

4324 Waste Disposal & Recycling

4220 Fire

4550 Library

4130 Executive

4150 Financial Administration

4140 Election, Registration & Stat

4194 General Government Buildings

4153 Legal

4440 Welfare

Lastly we agreed to have our next meeting on September 17th, 2019 at 7:30 PM in the Town Hall. With that, the meeting adjourned at 8:22 PM.

Respectfully Submitted
Tom Billbrough
Chairperson