FY2022 DANVILLE BUDGET COMMITTEE

Minutes of our September 14, 2021 meeting

Chairman Tom Billbrough called this kickoff meeting of the FY2022 Danville Budget Committee to order at 7:30 PM, with the following members present:

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| Tom Billbrough \* | Present | Ed Lang | Present |
| Rob Collins \*\* | Excused | Sue Overstreet | Present |
| Sheila Johannesen \*\*\* | Present | Jeff Steenson | Excused |

\* Chairperson

\*\* Vice Chairperson

\*\*\* BOS Representative

As in past years, this “kick-off” meeting began with a discussion and agreement on the rules and structure of the meetings going forward in determination of the FY2022 budgets and warrants.

**Operating guidelines**: As in the past, BudCom meetings will adhere (loosely) to Robert’s Rules where attendance by the majority of the committee members, defined as >50% (i.e. 4 members) would constitute a quorum for a meeting, and a vote of >50% of the members present would be considered a majority rule.

**BudCom meetings** will be held on Tuesday evenings at 7:30 PM in the Town Hall. The meeting schedule will align with the budget schedule of the BoS, with the BudCom meeting on a budget being at the earliest the 2nd Tuesday following a final budget vote by the BoS. This will allow the BudCom members sufficient time to review the budget prior to our discussion. As in the past, there will be no new business after 9:00 PM to enable the members to complete the budget under review and get home at a reasonable time as we all have business obligations the following morning.

**Budget concentration**: Like previous years the BudCom agreed to concentrate on the budgets that make up 80% of the budget dollars, as well as any budgets that have an increase or decrease of 10% or greater from the budget approved for FY2021. Additionally, we will review any budgets requested by a BudCom member.

**Personnel (account 4155)**: The BudCom agreed to continue our efforts to show the total budget for each of the major areas by adding “Personnel” budget lines (e.g., insurance, social security, workman’s comp, etc.) to each departments budget. In the past this was done only for the library, while the remainder of the Town had those accounts combined into one ledger entry. The affected departments include the Highway, Fire, and Police Departments as well as continuation in the Library budget.

Tom then mentioned that we have a potential “secretarial support” volunteer and the BudCom agreed we should reach out and see if Missy Skinner is still willing. Additionally we agreed that we need a FY2022 “BudCom” budget with a “secretarial support” budget line so that we can have minutes taken and prepared by someone other than the chairperson.

Tom mentioned that Dottie Billbrough (who was in the audience) had volunteered to help with getting information for a wage/salary review; the BudCom agreed to accept her help and to prepare a review to present to the BoS.

We then proceeded to elect the FY2022 BudCom Chairperson and Vice Chairperson: Prior to the nominations Tom stated that he would be unable to continue as Chair due for business reasons, explaining that he has a mandatory work-related meeting every Tuesday evening and will need to excuse himself from most of our future meetings no later than 8:45 PM. Tom then nominated Rob for Chair and Jeff for Vice Chair. Sue seconded the motion and the motion passed unanimously.

Lastly, we agreed that our next meeting would be September 28th, 2021. With nothing further to discuss the meeting adjourned at 7:46 PM.

Respectfully Submitted

Tom Billbrough

Chairperson