

FY2019 DANVILLE BUDGET COMMITTEE

Minutes of our August 14, 2018 meeting

FY 2018 BudCom Chairman Tom Billbrough. called this organizational meeting of the FY2019 Danville Budget Committee to order at 7:30 PM, with the following members present:

Kathy Beattie	Present	George Manos	Excused
Tom Billbrough **	Present	John Russo	Excused
Tara Burkhart	Present	Jeff Steenson *	Present
Dave Knight ***	Present	Brenda Whitehouse	Present
Ed Lang	Present	Roger Whitehouse	Present

* Chairperson

** Vice Chairperson

*** BOS Representative

Tom started by reviewing and seeking agreement on several organizational items:

- The FY2019 BudCom will meet on Tuesday evenings at 7:30 PM in the Town Hall. Meeting notification and reminders will be sent to the BudCom and to the Town Hall and Library for posting. Note, in order to allow for a reasonable adjournment, no new items for discussion will be allowed after 9:00 P.M.
- We will “loosely” follow Robert’s Rules as interpreted by the BudCom.
- As there are 10 members on the FY2019 BudCom, *a minimum of 6 members* constitutes a quorum.
- We agreed that *>50% of the members present* at a meeting constitutes a majority.
- Once again we will examine and discuss budgets that make up the top 80% of the budget (AKA, 80/20 rule), any budget presented that is greater than or less than 10% of the approved FY2018 budget, as well as any budgets requested by any member.
- Budgets presented will assume to be zero based, i.e. all budget lines require justification.

We then discussed FY2019 salary planning, specifically merit increases v. cost of living increases. The BudCom felt that it would be a good idea to pull the BoS and Library Trustee’s into the discussion and as such have agreed to invite representatives from both to our next meeting, with the explicit purpose of discussion and agreeing upon the salary plan for FY2019.

Lastly we elected the FY2019 chairperson and vice chairperson. Dave stated that he would like to see succession planning and as such made a motion to elect Jeff as Chairperson. Roger seconded the motion and after ascertaining that Jeff was willing to accept the position, the committee voted unanimously to elect Jeff as Chairperson.

Jeff then made a motion to elect Tom as Vice Chairperson; Roger seconded the motion and the motion carried unanimously.

Our next meeting will be on Tuesday, September 4, 2019 at 7:30 PM in the Town Hall and representatives from the BoS and Library Board of Trustees will be invited for a discussion on salary planning.

With nothing further to discuss, the meeting adjourned at 8:11 PM.

Respectfully Submitted
Tom Billbrough
Vice Chair