

# Budget Committee Minutes

*5:00pm Tuesday November 26th, Vinalhaven Town Office*

**Present-** *Andy Dorr, Tanya Robishaw, Janann Sherman, Lucy Mccarthy, and Bill Alcorn*

*Not in Attendance: Eric Davis, Ann Farley, Holly Sault, and Margaret Qualey*

## Section Review & Discussion

Andy opened discussion with an email from Ann Farley in regards to a policy for donations. Ann suggested a written application be submitted, along with an overview of numbers for people served, and financial documentation. This would allow the committee to assess the level of funding.

Janann suggested a written statement with what the applicants plan is to use the donation for, and possibly what has been done with prior donations.

Discussion continued on whether there was a need for a policy or an ordinance.

Andy noted under the current ordinance selectmen have the final say for the warrant.

Bill stated that he felt there was a tight enough group for the committee that there should not be a need for an ordinance.

Janann inquired about if, or can, Ann's suggestion for donations be approved.

The group agreed that a policy was adequate, and Ann covered the needs and/or wants in regards to donations.

Lucy added the deadline for the submissions of donation requests as December 1<sup>st</sup>, did not seem to be enough time. Further discussion concluded that a January 15<sup>th</sup> deadline seemed more feasible.

There was discussion on expectations for applicants; where money goes, how much benefit to the community, what is done with donations? The group agreed that there is a need, or want, for financial information from applicants to determine where the money goes. How much of the money is going to staff, or administration, opposed to the community need. The group agreed that there is not a need for the whole financial background, but an overview would be useful.

Andy added that audits include a summary page, and that may be an option for requests.

The group moved on to discussion on the requested information from Andy on the capital projects. Andy provided drafts, and explained what he had included. He added he could have more information when the audit is done, and more research was needed. All present agreed that Andy's draft was helpful.

Andy discussed with the group if there was a preference to what information was included; plus or minus \$5,000 as the set amount. There was agreement that \$5,000 was fine.

Janann inquired about schedules going forward.

Andy added the tentative schedule; November/December "capital brain dump", end of December have info back, mid-January ready for Andy to review, and in turn the draft will be ready end of January for committee.

There was discussion on whether the meeting times were long enough. The group agreed longer meetings for an hour and a half every other week, rather than shorter each week, is preferable during budget review season.

The meeting ended with Andy inquiring if anyone had suggestions for committee members. As stands there is seven members, and nine allowed. Something to think about going forward.

## **Agenda for next meeting**

Next meeting will be held Wednesday, January 16<sup>th</sup>, 2019 at 5pm. Topics to be discussed will include status check, updates, work on setting goals, and a schedule. Andy will have a draft available with more information.

## **Adjourn**

*Meeting adjourned at 5:40PM*