



July 31, 2025

Finance Discussion Agenda:

1. **Review of invoices and check signing - Finance Liaisons & Town Manager**
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2. **Police Department – Chief Updates**
 - Sheetz Gas Invoices
 - Cards are assigned to cars – each officer has a code to utilize, newer officer had been utilizing Sgt. Code
 - HEAT Grant for ALPR's (VSP)
 - Help Eliminate Auto Theft (HEAT) License Plate Readers, FLOCK
 - 4 units for \$12,000
 - Firehouse Subs Grant for AED's
 - New Hire Equipment Statement in hiring papers?? Discussion RE: Percentage of “non reusable” fees
3. **FY2025 Budget – Update Treasurer and Chief of Police**
 - Awaiting a few final tax payments
4. **FY2026 Budget – Discussion**
 - Funding Line Item for assisting in Bob Weir's Celebration of Life
 - Fire Funds – Amendment for a Public Hearing
5. **Internship for Asset Management Discussion**
 - Need to prepare a write up to send over to Stephanie to start putting out the call for assistance
6. **Compensation Study Update – Posted August 4th**
7. **Website Quote from current website host, Civic Plus**
 - Website Quote for Civic Plus, redesign of the current website. Initial year 1 payment - \$0.00, year 2 payment - \$9,009.50 and year 3 payment - \$9,459.98
 - Current annual payment to Civic Plus - \$3,051.83
 - New 3 year payment plan covers the redesign and new features for the site to include the ADA accessibility required by Federal Law.
 - Staff Recommendation to proceed with the quote and work with the Treasurer to plan for the year 2 and year 3 payment amounts in the upcoming budgets.
 - Provide updates from the website consultant
8. **Washington Street Realty AC Updates and Lease Discussion**
 - Scheduled a meeting with WSR for August 1st, to discuss Councils' terms
9. **Town Owned Structures, Structural Evaluation**
 - Contacted a local architect and structural engineer team for a price quote to evaluate WSR building, Cupcake Building and Museum. Architect most recently did building plans for the Cupcake Heaven building in 2020. **Awaiting pricing**
10. **Town Center Interior Building Plans**, awaiting price quote from John Heltzel
11. **Town Center Site Plan Quotes**
 - Signed Quote with Downey and Scott, working on the next steps and answering questions from the consultant
12. **Upstairs Tenant Space**

- **Tenant space – new lease**
- 13. **Other/New Items as Needed**
- 14. **Previous Items to Keep Updated**
 - Event Accounting – will work with Julia to schedule her to attend 2nd August Finance Meeting, proposed date August 27th
 - Food Pantry Assistance – idea for a future event related food drive
- 15. **Proposed Meeting Dates for August and September**
 - August 13th at 2pm
 - August 27th at 2pm
 - September 10th at 2pm
 - September 24th at 2pm
- 16. **Next Meeting Topics**
 - Audits (Audit FY2024, report due by end of month August?)
 - Amended Procurement Policy – Sole Source
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