



# TOWN COUNCIL FINANCE LIAISON MEETING

Wednesday, October 1 2025 at 2:00 PM

Conference Room - 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

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## MINUTES

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**Present: Councilmember Joe Pasanello, Mayor TracyLynn Pater, Councilmember Justin Baker, Town Manager Emily Kyriazi, Town Treasurer Roberto Gonzalez, Chief of Police Al Sibert**

Town Manager Emily Kyriazi called the meeting to order and provided a brief recap of the last meeting.

### 1. Review of Invoices and check signing:

Emily shared that per Procurement Policy, staff must report to Finance any purchases over \$3000. She shared that staff has purchased 5 reMarkable Tablets in the amount of \$3782.90. These tablets are for the Town Manager, Town Treasurer, Chief of Police, Event Coordinator and Town/Deputy Town Clerk.

### 2. Spending/Procurement Policy Amendment:

Staff is working on updating different tiers of the Procurement Policy. Discussion was held on how it plays into the State Policy. Staff will work on bringing a draft to next finance meeting.

### 3. Police Department - Chief Updates

Chief Sibert discussed his budgeted line items and future purchases. He is looking at GSA Outlet using line item for uniforms and supplies. The last cruiser sold for \$6250. There was a suggestion from the previous Council meeting about installing enhanced speed zone signs for an increased \$200 fine. There was a discussion to follow up. A suggestion was made that Council form a traffic subcommittee to help with items to move forward with VDOT and PWC. Councilmember Pasanello stated he could be part of the subcommittee.

### 4. FY2026 Budget Discussion

Staff is working on an investment policy. He said this would protect the Town and is good for transparency. Discussion will continue at 10/15 finance meeting. Roberto will bring to Council once draft is complete. Roberto also shared that the Real Estate bills will go out later in the week.

### 5. Internship for Asset Management Discussion

Emily shared information on the FMX and GovPilot systems for the Assess Management. She has set up times for demonstrations and will take the next steps in procurement to start the inventory.

**6. Compensation Study Update**

Staff is waiting for next steps from Council and Compensation Study Committee

**7. Town Owned Structures:**

Emily has reached out to Steve Wagner to schedule the structural evaluations of the Town owned buildings.

**8. Town Center Interior Building Plan:**

Staff discussed with finance on shifting priorities for interior of the building. There was a discussion to just proceed with securing the building.

**9. Town Center Site Plan Quotes:**

There was a discussion on the importance of proceeding with the site plan and to discuss at the November 1 strategic planning meeting.

**10. Upstairs Tenant Space:**

Emily is working on contacting flooring companies for quotes on replacement of the flooring upstairs hallways and two tenant spaces. Looking at replacing with commercial grade carpet. Tenants given the option of LVP but will need to pay the cost difference. Other improvements include replacement of light fixtures, cleaning up cables in spaces, drywall and painting. Removed reception counter in Suite 200. The kitchen access from Suite 201 was closed. The new tenant should take occupancy on November 1

**11. Other/New Items:**

Not to report.

**16. Previous Items to Keep Updated:**

Event Accounting - Emily provided sponsorship and vendor revenue updates.

**17. Next Meeting Date/Time:**

October 15th at 2 pm