

## **Finance Committee Meeting Minutes**

**Date:** December 16, 2024

**Location:** Town Offices and virtually

### **Attendance:**

Meagan Sylvia – Chair

Allan MacIntyre – Member

Garrett Sawyer – Member

Samara Sawyer – Adjunct Member

Sarah Chase

**I. Roll Call/Call to Order:** Meeting Called to Order at pm 7:00pm. Followed by roll call.

### **II. Announcements:**

- Sarah Chase joined the committee meeting and is interested in the vacant position.
- The special Town Meeting is scheduled for Wednesday February 12 at 7 pm.

**III. Approval of Meeting Minutes:** Garrett Sawyer made a motion to approve the Minutes from December 2, 2024. Allan MacIntyre seconded the motion. Unanimously approved.

### **IV. Committee Updates:**

- New Committee for Grant Writer Consideration – Glenn anticipates the effort of evaluating/proposing a grant writing position will take approximately five hours. One hour to meet with grant writer(s). One hour to meet with the team and identify the next steps. And a couple hours to prepare a proposal for the Selectboard and/or Finance Committee.
- Police Advisory Committee – We are awaiting a response from Al's email to set up a meeting to discuss budget reconciliation.

### **V. FY2026 Budget Preparation**

- The committee reviewed the overall budgeting process and timeline with members.
- We have a FY2026 budgeting sheet started.
- We entered the Town Coordinator's request for the annual report and FCSW FY2026 allocation (solid & hazardous waste).
- Meagan Sylvia will distribute the FY2026 budget allocation requests by January 6 to be returned by February 14. The requests will include a note that anyone with questions about their budget or how to prepare a budget can contact the Finance Director(s) for assistance.

### **VI. Items Not Anticipated**

### **VII. Adjournment**

The business meeting was adjourned at 7:38 pm. Next meeting is scheduled for January 6 at 6:30 pm.