

Finance Committee Meeting

Held via GoToMeeting (Due to the COVID-19 Stay At Home Order)

Present: JEREMY GRAHAM–DREW PEARSON – JULIE O’ROURKE

Guests: Sally Bennett, Adam LeFevre

The meeting was called to order at 5:34 p.m.

1. **Approve September 20, 2021 meeting minutes** – A motion was made by MRS. O’ROURKE, seconded by MR. PEARSON to approve the minutes. Roll call – all approved.
2. **Disclosure of any Conflict of Interest** – None.
3. **Public Comment** – There was no public comment.
4. **Azavar Government Solutions Update** – Azavar has asked if we would be willing to pay the remainder of the contract this year. Mrs. Bennett will seek out the final invoice.
5. **Budget 2021** – The budget revenues are higher than expected, about 13% over predictions in the General Fund and about 10% in O&M.
6. **Budget 2022** – Mrs. Bennett mentioned budgeting for new flooring in Village Hall with the unused portion of the money received for hail damage to Village property.
 - **Strategic Planning** – The Board is going to meet to discuss the water rate study, grants and off-road vehicles.
 - **Grants** – There are several grants that we are automatically receiving in 2022, but some that need projects to submit to the State for approval.

The Committee reviewed the draft budget. The Village should get information on health insurance costs by the end of the month.

7. **Aging/Write-Off Review – IDROP** – The monthly aging report was reviewed by the Committee. The Committee discussed the current collection policy. Mrs. Bennett and Mrs. Symonds will go through the current policy and come back with recommended changes at the November meeting.
8. **Bank Reconciliation Review – September**– The reconciliation is not ready.
9. **Credit Card Review – August**– The August credit card bill was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the November 8th Board Meeting.
10. **Permit Software** – Mrs. Bennett anticipates going live around the end of 2021, due to delays with getting new forms and permit fees approved.
 - **Utility Billing Online** – Our merchant accounts have been set up, waiting to hear from Incode regarding the part that integrates with our utility accounts. The Committee would like to consider imposing credit card fees to the users.

11. **Improvement of Finance Meetings** – The Committee discussed ways that the full Board could be more productive. One suggestion was having 2 meetings per month instead of one. Another suggestion was to have quarterly Committee of the Whole meetings.
12. **New Business** –Nothing discussed.
13. **Executive Session** - The committee did not go into Executive Session.
14. **Next Meeting** – November 10th, 2021 @ 5:30 p.m.
15. **Board Agenda Items** – Credit card -Aug & Aug Reconciliation
16. **Adjourn** – A motion was made to adjourn at 7:27 p.m. by MRS. O'ROURKE, seconded by MR. PEARSON, roll call vote – all approved. The meeting was then adjourned.


Sally Bennett, Treasurer