

# **SHEPHERDSTOWN FINACE COMMITTEE MEETING MINUTES (DRAFT)**

Wednesday May 6, 2026, 6:30pm  
Town Hall – 104 North King Street

- 1. Call to Order** - The meeting was called to order at 6:35pm
- 2. Attendance**
  - a. **Members Present:** James Gatz (JG), Marty Amerikaner (MA), Marcy Bartlett (MB)
  - b. **Staff Present:** Maged Kirolos (MK)
  - c. **Visitors Present:** None
- 3. Approval of Minutes**
  - a. Committee members reviewed the May 6 meeting minutes and discussed concerns regarding formatting, completeness, and process.
  - b. Members noted that attendee names, presenters, and motion makers should be clearly identified throughout the minutes and that the format should more closely follow established Town Council standards. Discussion also included concern that portions of the prior minutes appeared incomplete or improperly placed, including references under grant discussions that members did not recall occurring in that context.
  - c. Committee members discussed the limitations of relying solely on AI-generated summaries and emphasized the importance of maintaining written notes and comparing drafts with recordings to ensure accuracy.
  - d. A motion was made by MB to amend the April 1, 2026, minutes and defer approval until revisions are completed and reviewed at a future meeting. Motion Seconded by MA. Unanimously approved.
- 4. Public Comment**
  - a. None
- 5. New Business - Community Grant Applications**
  - a. **Shepherdstown Public Library**
    - i. Representatives of the Shepherdstown Public Library presented a request for \$20,000 to support installation of solar panels at the library.
    - ii. The presentation outlined the library's sustainability goals, anticipated energy savings, and broader effort to create long-term operational savings that could be redirected toward programming, staffing, and library services. Library representatives noted that current utility expenses for the new facility are substantial and that solar installation could offset between approximately twenty and fifty percent of electricity costs.
    - iii. Discussion included:
      1. the history of Town support for the library and previous financial contributions toward the new facility;
      2. ongoing fundraising efforts and public campaign activities;
      3. contractor bidding and proposal development for installation;

4. grant applications and other funding opportunities, including EBSCO and EPA-related funding;
5. federal tax incentives and Inflation Reduction Act reimbursement opportunities available to nonprofit solar projects;
6. timing considerations and requirements related to federal incentive deadlines;
7. WVU-supported energy audit work and additional efficiency measures under consideration;
8. possible matching or challenge-grant concepts from the Town to assist outside fundraising efforts;
9. and questions regarding financing, projected savings, and project oversight.
10. Committee members generally expressed support for the sustainability goals and discussed how Town participation may assist the library in securing additional outside funding. No formal recommendation or vote was taken during the meeting.

**b. Shepherdstown Street Fest Grant Application**

- i. The committee reviewed the Street Fest grant request and discussed several questions regarding the submitted application and financial information.
- ii. Discussion included:
  1. alcohol-related expenditures listed in the application budget;
  2. whether revenues and expenses had been clearly separated within the submitted materials;
  3. public works and police overtime expenses associated with the event;
  4. how event proceeds are distributed and which local organizations benefit;
  5. whether the event's anticipated profits reduce the need for grant funding;
  6. and whether the submitted figures represented a complete project budget.
- iii. Committee members agreed that additional information and clarification should be obtained before making a recommendation to Town Council. Discussion included the possibility of staff or the Mayor obtaining clarification and reporting back prior to Council consideration.
- iv. The committee further discussed improving the grant review process through consistent use of evaluation criteria sheets and advance review of applications prior to meetings.

**6. Ongoing Business**

**a. Overview of FY27 Water & Sanitary Budget Drafts**

- i. The committee began reviewing the FY27 Water and Sanitary budget drafts.
- ii. Discussion focused on preliminary budget review and identifying major budget considerations for upcoming planning and financial discussions. Members discussed continuing evaluation of utility-related financial needs and future planning requirements.

**b. Planning for Upcoming Expenses**

- i. Committee members discussed anticipated future expenses and financial planning considerations.
    - ii. Discussion included projected grant-related expenditures, planning support services, consultant expenses, and possible future funding requests. Members discussed maintaining awareness of future obligations and ensuring adequate financial planning for upcoming needs.
    - iii. Committee members also reviewed current surplus figures and discussed maintaining financial flexibility while considering future commitments.
  - c. **Planned Town Council Work Session on Bond Financing**
    - i. Committee members discussed planning for a future Town Council work session related to bond financing.
    - ii. Discussion focused on preparing Council members for upcoming financial discussions and ensuring sufficient information is available prior to any financing decisions.
    - iii. No formal action was taken.
  - d. **Edmunds GovTech Software Implementation**
    - i. An update was provided regarding implementation of Edmunds Gov financial software.
    - ii. Committee members discussed implementation progress and continued transition planning related to financial management systems.
  - e. **FY2025 Audit**
    - i. The committee received an update regarding completion of the FY2025 audit process.
    - ii. Discussion included remaining financial completion items and progress toward finalizing audit-related work.
- 7. **Mayor's Chairperson's/President's Report**
  - a. None
- 8. **Adjournment** MB Motioned to adjourn the meeting at 8:30pm. MA Seconded. Meeting was adjourned.