

Special Shepherdstown Finance Committee Minutes
Tues March 18, 2025
6:00 P.M.
Town Hall
104 N King Street

1. Call to order: 6:07pm.
 - i. Members attending: Mayor Gatz, Marcy Bartlett, Marty Amerikaner.
 - ii. Staff: Gino Sisco
2. Visitors: Shannon Thomas, Elise Bach, Harriet Pearson, Jim Auxer
3. Ongoing Business:
 - a. Status of FY 2025 Budget: see below
 - b. FY 2026 Budget Development:

This meeting was focused exclusively on review of the draft FY 2026 budget (attached) prepared by Town Administrator Gino Sisco. Gino led us through a line by line review and clarification discussion of the full draft (i.e. all anticipated revenue and expenditure lines). His notes and comments on the draft provided initial clarifications of modifications from the FY 25 budget and indicated when requests for changes in various lines came from Department Heads. After this review, the Committee agreed that our goal for the regular Finance Committee meeting on Thurs March 20 is to clarify a format with which to present the proposed budget to the full Town Council prior to our Special Town Council meeting scheduled for Monday, March 24. The suggestion from the Committee to Gino was to prepare an abbreviated draft that includes budget information for each department level allocation to serve as an overview or “cover sheet.” Each TC member would also receive the full draft budget to facilitate access to any follow up information about budget details that TC members might have.

After the review was completed, visitors Shannon and Harriet presented written materials to the Committee summarizing the Hotel Occupancy Tax and describing the Marketing and Communication Plan developed by and for Experience Shepherdstown.

4. Adjournment: 9:20; Marcy moved, Marty second