



**TOWN OF KILMARNOCK**  
**Council Committee Notes –Admin\Finance**

**Date:** March 2, 2012 **Time:** 8:30 AM **Location:** Town Hall

**Town Council Member Attendees:**

X = present

**Chair:** Vice Mayor William Smith    \_X\_  
Council Member Denis Bouslough    \_\_  
Mayor Raymond Booth (ex-officio)   \_X\_  
Council Member Shawn Donahue      \_\_  
Council Member Paul Jones            \_\_

**Town Staff Attendees:**

Town Manager Tom Saunders        \_X\_  
Asst. TM Susan Cockrell            \_X\_  
Treasurer Judy Stevens              \_\_

**Visitors:** Council member Rebecca Tebbs Nunn

**Notes on Discussions:**

1. The committee continued discussions regarding ways to increase communications, both within Council and into the community.
2. The FY 2013 Budget preparation is underway. Early draft for the committee is targeted by end of March. The lack of a State budget creates uncertainty as to the impact on sales tax distribution and VRS changes, as examples.
3. The committee entered into closed session to discuss a personnel matter.

**FYI Only:**

1. The committee was updated on the open FY 2012 capital projects: Radio well fencing, Wiggins Ave. force main replacement, Wiggins Avenue lift station generator replacement, radio meter purchases
2. The committee was updated on the status of administrative staffing. The Office Services Specialist candidate has been selected with an offer pending.

**Recommendations to Council:**

**Action item(s):**

1. **The committee recommends the approval of disbursements from 2/28/12 through 3/19/12.**
2. **The committee recommends that all Town Council subcommittee meetings be held at the Town office.**
3. **The committee recommends that all Town Council subcommittee meetings be audio recorded and said recordings are to be stored.**

**Recommended for further study: none**