

Minutes for Admin and Finance April 7, 2015

The meeting was called to order with Councillor McMillan, Councillor Shay, Councillor Hunt, Councillor Loder and Deputy Mayor Whalen in attendance.

- 1. Monthly Payments:** Payment registers were reviewed and questions answered. Cheque for Village Barber Shop for a 25.00 gift certificate needs name to be amended.
- 2. Invoices:** Councillor Loder asked questions on the invoice from Sussex Excavators, she understood that if we paid this, that Sussex Excavators would only pay the amount minus HST, and she was not in favor of this, it was explained to her that Sussex Excavators would be paying the entire amount and no receipt would be necessary. Councillor Loder now wants any work that needs to be done to be open to all companies not just Sussex Excavators that are willing to donate the work for a receipt. Deputy Whalen raised the suggestion that Councillor Hunt may want to consider whether this is a conflict of interest as he owns Sussex Excavators, Councillor Hunt says he is not as it is a donation. Committee suggests that we have the process of donations written out and how the process actually works, suggest this is a question for the accountant.
- 3. Water Rates:** Councillor McMillan explained that she called the Works Supervisor on the water rate for commercial and he was going to look into the rates. Deputy Whalen said we have experience through Penobsquis water system and that we should direct Rod & Robby to look up the numbers and provide them to us so we can make a policy on this.
- 4. Amphitheater:** Our grand opening is scheduled for June 6, 2015. Our headliner is Ivan Daigle and his band, along with some local talent. We are going to rent the sound equipment for the day. It was suggested we have some entertainment for the children such as a bouncy castle; Councillor McMillan will look into this and the prices. It was also asked how much we have in our budget for these activities to make sure we are within our limits. Deputy Whalen also brought up that Admin and Finance we should be more responsible on keeping up on things in the budget, referring to a question he had on the trail budget. Councillor McMillan replied that we rely on the staff to give us the correct numbers but Deputy Whalen says we should be doing this research ourselves.
- 5. Presentations:** It was suggested we do a site sign with everyone's logos that donated and to make sure that they sent them digitally in high density JPEG. Deputy Whalen said he will send an example.
- 6. Volunteer Night:** To be held on April 22, 2015 at 7:00 pm. Deputy Whalen asked if we were inviting any dignitaries for this event. Deputy Whalen stated that although it is nice, people who receive the award may not like giving up their busy schedule to come for a night just to receive a certificate, we really should be wining and dining them and suggests we look at putting money in the budget for this in the future
- 7. Adjournment:** Meeting adjourned at 6:40 pm. Next meeting is May 5th at 6 pm.