SHEPHERDSTOWN FINANCE COMMITTEE
Wednesday, April 01, 2026
6:30 P.M.
Town Hall
104 N. King Street

1. Call to Order

Meeting called to order at 6:31pm

2. Approval of the minutes March 04th, and March 17th, 2026

Motion to approve both March 4 and March 17, 2026 minutes together by Marty Amerikaner

Second: James Gatz

Motion passed unanimously.

3. Community Grant Applications

The Committee reviewed three community grant applications. It was agreed that the Committee would hear presentations only and not make formal recommendations at this meeting, with further discussion to occur at the Town Council meeting.

The Community Club's Back Alley Garden Tour

A representative presented the application requesting funding for new banners for the annual Back Alley Garden Tour.

Discussion included:

Initial estimate increased from approximately $1,200 to $1,377 due to additional costs.
Additional expedited banner order placed separately due to timing.
Banners are intended for long-term reuse.
Event is a major fundraiser supporting the Community Club, including the War Memorial Building and Morgan’s Grove Park.
Attendance has grown significantly, with recent years nearing 900 tickets sold.
Event contributes to local tourism and economic activity.

Michelle Kwiatkowski / Wild Rose Soap Co. – Handmade Christmas in Shepherdstown

Application requested funding to support a holiday market event.

Discussion included:

Total project cost estimated at approximately $2,250.

Questions raised regarding how requested funding amount was determined.
Clarification needed on vendor contributions and rental costs.
Applicant was not present to provide additional detail.

Action:

Additional information will be requested before further consideration.
Applicant may be asked to attend a future meeting.

The Roving Peregrine Theatre Company – Fall Productions

Application requested approximately $2,500 to support licensing rights for two productions.

Discussion included:

Funding intended for rights to two productions.
One originally proposed show will be replaced due to cost.
Organization operates as a 501(c)(3) nonprofit.
Provides community programming, including youth programming.
Discussion of equitable distribution of funding among organizations.
Consideration of reducing request to support one production.
Applicant indicated willingness to revise request if needed.
Timing of funding needs discussed, with fall production requiring earlier commitment.

4. Update on Edmunds GovTech Transition Progress

Staff provided an update on the transition from the ASI system to Edmunds.

Phase 1 (utility billing) targeted for May–June 2027.

Phase 2 (financial system) targeted for July 1, 2027.

Transition aligned with fiscal year to avoid split reporting.
Data migration will include historical and current records.
Challenges identified with transferring auto-payment data from SmartPay.
Residents may need to re-enter payment information.

Discussion included:

Need for staff training, testing, and validation prior to implementation.
Approximately 90 days of training anticipated.
Need for public communication regarding system changes.
Consideration of instructional materials for residents.

SmartPay will be discontinued to avoid duplicate systems.
Ongoing coordination between staff and Edmunds.
Workload considerations during transition.

5**. Capital Budget – Discussion Cont'd**

No discussion recorded.

6. Adjournment

Motion to adjourn: Marty Amerikaner Second: James Gatz Voting unanimous

Time: 7:35pm