

FINANCE & BUDGET COMMITTEE MINUTES
Biron Municipal Center
October 8th, 2025 7:30am

MEMBERS: Patty Gapen, Chairperson; Tammy Steward, Jamie Biegel

1. **Call to Order:** Chairperson Patty Gapen called the meeting to order at 7:34am, Steward was excused. Clerk/Treasurer Samantha Daugherty and DPW Kayla Lumaye were also present.
2. **Review all bills, non-lapsing accounts and journal entries for Utility accounts and General accounts.** reviewed all bills paid by Utility checking and General Checking in September. Utility bills were paid for checks 5373-5390 and General account bills were paid for checks 26765-26817. The committee also reviewed the non-lapsing accounts and savings accounts for both utility and general accounts. Motion Gapen Second Biegel to approve and pay the bills. Motion carried.
3. **Review Time Sheets for full-time staff.** Reviewed the timecards for full time and board members for September
4. **Review revised WWL&C project cost invoice-** DPW Lumaye presented an updated project plan for Bridgewater streets and installation of power. The Committee discussed this as it will be voted on at the board meeting. No action was taken.
5. **Set next meeting date:** Monday November 10th, 2025, at 7:30am

Motion to Adjourn: Gapen **Second:** Biegel **Time:** 8:30am

Minutes by: Samantha Daugherty