

**MINUTES**  
**East Greenbush Citizens Fiscal Advisory Committee (CFAC) Meeting**  
**December 17, 2012**  
**East Greenbush Town Hall**

**Present:** Pete Stenson, Rich Hendrick, Maura Ryan, Jim Breig (Town Comptroller)

**Absent:** Jim Devine

**Guests:** None

**Members of Public:** None

**Meeting called to order:** 7:10 pm

**Approval of Minutes**

August 13, 2012: Pete Stenson made a motion to approve the August 13, 2012 minutes. Seconded by Rich Hendrick. The motion was unanimously approved.

September 27, 2012: Pete Stenson made a motion to approve the August 13, 2012 minutes. Seconded by Rich Hendrick. The motion was unanimously approved.

**Financial Reports:**

2012 Year to Date (November) Financials: Comptroller Breig reported the following highlights:

- The Town received its last mortgage recording tax payment this month. It was \$20,000 less than budgeted.
- The Sales Tax distribution should arrive this month and should be close to target.
- Over revenue in the General Fund is better than forecasted; more than half of the amount is due to the building upgrades done at Regeneron.
- The experiment to hire part time dispatchers in 2012 did not work out as anticipated. The part time employees did not demonstrate the same level of commitment to work as full time employees and thus the Town incurred more overtime to cover shifts. The 2013 budget includes costs for a full time dispatcher however the total cost should not result in an amount that is more than the cost to the Town then the overtime created by the less reliant part time dispatchers.
- CHIPS and FEMA money was received and reflected in the Highway Fund revenues.
- The salary in the combined Water Funds includes some overtime but the 2012 budget was not properly projected; overtime was under projected.
- The Milfoil Removal Project (half funded through the General Fund and half through the Sewer Fund) was halted. It was determined that there was not as much milfoil in Hampton Lake as anticipated. The other organisms in the Lake require a different type of remediation. The Town will need to rethink its strategy moving forward. \$15,000 - \$16,000 was spent on the project in 2012.
- Combined Sewer Funds have a good year-end projection for 2012. The Sewer levies were reduced in the 2013 budget.

**Status Reports / Updates:**

Asset Inventory Format: No discussion.

Multi-Year Financial Plan: No discussion.

Audit of 2010 and 2011 Financials: No discussion.

2011 Annual Update Document (AUD): Comptroller Breig reported that the 2011 AUD was submitted in October.

OSC Multi-Year Audit: Comptroller Breig reported that the Corrective Action Plan from the OSC's Multi-Year Audit will be worked on in January. There are only three items requiring a response and he does not anticipate this requiring an undue amount of time or resources.

**Town/Town Comparisons Project:**

The Committee refreshed its collective memory on the items to review for this project:

1. Revenues
2. Expenses
3. Staffing Levels
4. Population
5. Services (Dispatch, Police, Youth, Senior, etc.)
6. Mileage of Roads (DOT is a resource to find this information)
7. Assessed Value
8. Debt Service Level

The Capital Region Planning Commission might be a good resource.

Comptroller Breig informed the Committee that the Town is currently only using 7% of the Town's legal debt limit. This does not include the debt from the Water and Sewer Funds (internal debt). Adding the internal debt would increase the Town debt to 20% of its legal limit.

The Committee did not set a new deadline date for this project.

**Misc:**

- Pete Stenson informed the Committee that the Town's organizational meeting will be held on January 2, 2013 at 5:30pm.
- Pete Stenson informed the Committee that the February meeting may need to be moved due to the Town Board's attendance at the Association of Towns Annual Conference in mid February.
- Pete Stenson informed the Committee that the representatives from Bruen Rescue Squad are scheduled to speak at the January meeting.
- Pete Stenson informed the Committee that the representatives from the Department of Public Works will speak to the Committee at the February or March meeting.
- Pete Stenson informed the Committee that the Police Chief will speak to the Committee at the February or March meeting.

**Looking Forward / Parking Lot Items / Future Discussions:**

EMS Services: Rich Hendrick recommended that the Committee discuss contractual services vs privatization of ambulance/emergency services for the Town. He suggested this discussion be taken up in spring 2013. (Added October 2012).

Police Coverage during Dismissal at the Schools: Rich Hendrick asked if there is a need still to provide public safety coverage at the schools during dismissal to the buses. (Added October 2012).

Vehicle Usage Policy: Rich Hendrick asked if there is a Vehicle Usage Policy, specifically in the Building Department. (Added October 2012).

Purchasing Policy: Maura Ryan asked if the Purchasing Policy should be reviewed in light of the new purchasing legislation. (Added October 2012).

2014 Budget Prep / Bargaining Unit Contract Negotiations: Maura Ryan reminded the Committee that it will need to focus on contract negotiations and the impact on the Town's short and long term budgets/finances early in 2013. Jim Breig reminded the Committee that the 2013 approved budget included money for an attorney to assist the Town with the negotiations. (Added November 2012).

**Adjournment:** Maura Ryan made a motion to adjourn the meeting. Rich Hendrick seconded the motion. The motion was unanimously approved. Meeting adjourned at 8:00 p.m.