

East Greenbush Citizens Fiscal Advisory Committee (CFAC)
Meeting Minutes
Sept 15, 2014 ~ 7:00 pm
East Greenbush Library

❖ **Meeting Called to Order: 7:19 pm by Maura Ryan**

❖ **Welcome, Introductions and expectations for the Committee:** Maura Ryan asked Committee members to provide introductions and then designated the first order of business: nomination and designation of officers. Using parliamentary procedures, Maura Ryan was elected to be Chairman; Rich Hendrick, Vice Chair; Andrea Smyth, Secretary. The Committee deferred on the need to designate a Treasurer.

❖ **Next order of Business:** Provision of a history of the CFAC. Maura Ryan, along with guest and former CFAC Chairman, Pete Stenson, reviewed the history, role and past recommendations of the CFAC. During this discussion Maura Ryan confirmed with the CFAC members that they agreed that input from guests attending the meeting was important. However the format and timing of guest input will be decided by the Committee at a future CFAC meeting.

❖ **Past CFAC Activities and Recommendations** – After itemizing the past activities/recommendations, the Committee agreed to take Action and follow up on the status of implementation of the items designated with an asterisk below:

- Internal procedure for Department Heads to standardize reporting – Action* Review existing reporting documents/procedures and endorse or make additional recommendations
- Purchasing policy- Action*
Check to see if it has been adopted and what the usage status is
- On-line Banking Policy – was necessary to address Office of the State Comptroller's audit (OSC)
- Asset Inventory – was partially implemented within Police Dept and DPW – defer action
- Organizational Chart – It was confirmed that one does exist; Maura Ryan will obtain a copy for the Committee
- Department Head Budget Request – No discussion (See Note under Possible Future Actions)
- Review and Recommendation of Retirement Incentive – No discussion
- Policy for Retiree health insurance buy-back – No discussion

❖ **Possible Future Actions** – The Committee discussed the possibility of doing a **Comparative Fiscal** analysis between East Greenbush and other similar municipalities. The Committee agreed that a priority should be to identify the **Level of Inter-Fund Borrowing**, an OSC audit recommendation that has not been fulfilled because of the condition of the financial records and inability to complete an independent audit of the Town's finances since 2009. It was agreed that the Committee members should go to the OSC website to open the 2012 Audit Report to learn what OSC states on this topic.

A discussion was held about whether the CFAC should request the **department estimates and requests** that were submitted for the development of the Tentative Budget. It was determined that **NO**, this would be considered internal documentation and the information would not benefit our work.

- ❖ **Next Action** – The Committee agreed that it would be educational and helpful if it could meet with the Town Comptroller to gain an overview understanding of the finance department and to discuss the tentative budget. The Committee set a tentative date of October 9, 2014. Maura Ryan will contact the Comptroller for his availability and will secure a meeting location.
- ❖ **Future Meeting Dates** – The Committee agreed to the following dates for the balance of 2014: October 14; November 17; December 15. The Committee agreed that it liked the East Greenbush library location and would prefer to meet at the Library if this was acceptable to the Comptroller. Maura Ryan will contact the Comptroller for his preference and the Library to secure space.
- ❖ **Adjournment** – The meeting was adjourned at 8:45 pm

Committee Members In Attendance on 9/15: Maura Ryan, Rich Hendrick, Andrea Smyth, Michelle LeClair

Committee Members Absent on 9/15: None

Guests in attendance: Pete Stenson, Eileen Grant, Tom Grant

Submitted by: Andrea Smyth, Sept 26, 2014