

EAST GREENBUSH TOWN FINANCE COMMITTEE
MINUTES OF MEETING NO. 3-2010
MARCH 17, 2010 AT 6:00 P.M., TOWN HALL

MEMBERS IN ATTENDANCE:

Heather Mowat, Acting Chairperson; Jim Brieg, Comptroller; Sean Mulvey; Pete Stenson; and Ann Taylor

Ann stated minutes from meetings reflect what was actually said, not what a committee person wishes they had said. Ann advised everyone to please keep that in mind when reviewing minutes for changes.

Pete stated that he and Don met with Jim Brieg on Friday, March 12th. They would like information, but they do not want it to be overwhelming for Jim.

Budget 2010 was distributed.

Jim stated the Board will receive a Budget Analysis, plus a list of entities receiving money from the town such as vendors.

Heather stated that \$30,000 less in revenue and \$212,000 more in expenses are expected, thereby creating a deficit of over \$240,000 in the General Fund.

Sean asked how accurate is the State Aid. Jim stated State Aid includes mortgage tax. They budget \$400 and it was \$550.

Pete asked Ann what mortgage rates are doing—up or down. Ann stated they are holding fairly steady. It is looking as if they are going to creep upwards.

Pete asked if a bottom line could be added. Jim stated a bottom line was there, but was cut off in the printing.

Pete asked Jim how personal service is proportioned. Jim stated he has seen spreadsheets for this.

Pete stated one critical thing is to check payroll to budget. Personal Service is the largest component of the budget. Jim stated he has not had the opportunity to go through that. General Services does NOT include DPW or Police.

Sean asked why is there overtime in the transfer station. Jim stated exactly; the transfer station should be closed on Mondays and Tuesdays and open Wednesday through Saturday. Heather stated we would like to look further into the Transfer Station's hours of operation. Jim stated police overtime is different. It is in the contract. Heather stated each group or subcommittee should take a look at a different department and the contract. Pete stated the overtime at the

Transfer Station, for example, go to the department head to review overtime and why. Sean asked if overtime is part of the contract or is it just a past practice. Jim stated overtime is part of the contract. If they are over 8 hours per day or 40 hours per week, it is time and a half. Plus, there are rules of coverage such as 3 officers on all shifts.

Heather stated Public Safety is almost \$100,000 over. Jim stated police got 2% increase, and were under budget even prior to increase. Ann stated there was a reason they budgeted that so much lower but could not recall why. Ann suggested committee ask Rick Matters.

Heather asked if there were worksheets used when the budget was put together. Jim stated yes and that there were layoffs.

Jim stated he spoke with Rick Matters and Rick McCabe. Department heads should be put on a spending freeze, and he would like to give them new figures they should work with.

Sean asked who has the final approval for expenditures. Heather asked if a purchase order has to be filed. Jim stated DPW is \$1,000 and other departments are \$300. Pete asked if the purchasing agent's role is to make a determination as to what should be purchased or is it done properly as a best practice. Sean stated the Board needs to step in and use their authority regarding purchases. Heather asked who signs off a purchase order if it is over the amount. Jim stated Rick McCabe. For instance, painting was done. It cost \$3,500 but it was done in piecemeal. The whole job should be budgeted out.

Ann asked why departments are not managing overtime. Other than "acts of God," why is there overtime. Rather than paying overtime, the department heads should consider staggering hours. Pete stated we need to go back to department heads regarding overtime. Sean asked why department heads are not being held accountable. Heather stated Public Safety and Highway Departments need to review their budgeted numbers. Why was it reduced then why did we go over. Sean stated department heads should explain why overtime was not managed. Jim stated the police is a tough number for no overtime. Heather stated it shouldn't be. Jim stated we should take bank robberies for example. Ann stated local police is contacted for a bank robbery, but then local police calls the state police and the feds. It is not solely the work of the local police, nor does the local police deal with the brunt of the robbery investigation.

Ann stated department heads should be asked to attend some of the finance committee meetings to see what we are reviewing. Sean stated we can't mandate that. Ann stated department heads are salaried so we can mandate that and not pay overtime for it. Sean asked if they are under contract. Jim stated no they are not. Sean stated that we should pick a segment. Heather stated how about dispatching since someone in the audience was present from their department. Heather stated the big variances are in dispatching and police.

Sean stated department heads should be able to explain their budgeted numbers. Heather stated she will follow-up with Rick Matters regarding meeting with the Chief of Police to discuss how his budget came about because there is a large variance. The purchase orders Jim will discuss with Rick McCabe in the morning. Pete stated he has the procurement policy available. The

actual policy states \$10,000. Heather asked Jim to mention to Rick McCabe that the committee has concerns. Pete stated the Supervisor is going to meet with department heads this week. Jim stated he (Jim) has asked for a freeze on spending.

Heather asked Pete if his subcommittee still has work to be completed. Pete asked if some of the revenues can be condensed. Heather stated we do not want major receipts broken down. Pete stated if we do collapse some of the revenues, is there somewhere with the totals of personal service, equipment, contractors.

Heather stated Jim Moore is putting together a Capital Plan for GEIS. That needs to be folded into Sean's Capital Plan.

Pete suggested to Jim to try to get financial data included in most reports. Jim stated he would like a standard template.

Heather stated she will get to Rick Matters for the next meeting date.

Pete asked how the AUD is. Jim stated it is a work in progress. Heather stated we will get an extension.

Ann stated the audit is still not determined and it may not happen. Pete stated it has not been approved. Sean stated we can't hold off on an audit. Heather stated we need the audit for the bond status. Jim stated we have 3 people who want an audit. Sean stated we are playing a game of semantics regarding the type of audit.

Heather motioned to adjourn meeting; Sean seconded motion.

Next meeting date to be determined.

RESPECTFULLY SUBMITTED,
ANN TAYLOR