

**EAST GREENBUSH TOWN FINANCE COMMITTEE
MINUTES OF MEETING NO. 5-2010
APRIL 28, 2010 AT 6:00 P.M., TOWN HALL**

MEMBERS IN ATTENDANCE:

Rick Matters, Chairman; Heather Mowat, Vice Chairwoman; Jim Breig, Comptroller; Laura Ingoldsby, Finance Director; Don Johnson; Terry Monteau; Sean Mulvey; Pete Stenson; and Ann Taylor

Heather opened the meeting by stating she was resigning from the committee due to a new position she accepted with a new employer. Heather requested that her e-mail address be removed from the distribution list, wished the committee well, and excused herself from the meeting. The committee expressed its collective appreciation to Heather for her valuable contributions to the committee, and wished her the best in her new position.

Rick opened the meeting with discussions regarding a financial recovery plan (FRP) and concerns some committee members have discussed with him. A discussion ensued regarding a FRP and whose responsibility it is. Some members felt that the committee should make recommendations based on the FRP that the Supervisor puts forth, while some members felt the committee should be willing to prepare a FRP. The discussion concluded with a consensus that the committee will review, comment on, and/or prepare a(n) FRP, if formally requested to do so by the Board.

Regarding the cash-receipts policy, Jim met with every department and is developing a policy. There is also an update to the petty-cash policy. Jim will contact Ann and Terry when he is ready to sit down and review it with them.

Pete submitted draft monthly departmental-report updates.

Discussion opened regarding a town organizational chart. Rick stated that Kate Bennett may be the person to develop this, as she is the Special Projects Coordinator. Terry stated that if an organizational chart is developed, it may reveal a duplication of services, including within the police force. This would aid in efforts toward workforce reduction, including a hiring freeze.

A YTD budget analysis was distributed. Pete clarified it was presented for format, not content. The figures are based on March revenues and April expenses. Discussion regarding collapsing some of the revenue categories ensued. Jim stated the revenue categories listed are consistent with the A.U.D.

Sean will work with Jim next week regarding expense reductions. Ann joined Sean for the expense-reduction/overtime subcommittee.

The transfer station was discussed. Rick suggested reviewing user fees. Ann suggested reviewing scrap revenue. Ann asked Jim what the revenue on scrap is; Jim replied less than \$3,500/year. Ann suggested that figure was much too low, and we should review the policy for scrap. Further discussion regarding the OSC report and the transfer station arose. The report states that a transfer station needs to be self-sustaining, and the town's transfer station is not. Rick stated the standard permit fee is \$50/year and the seniors permit fee is \$25/year; a 40% bump-up (i.e., not including expense reduction) would make the operation self-sustaining and would reduce the burden on tax-levy revenue. Ann stated that the scrap

would be a revenue producer if a policy existed and was enforced, including internal controls. The committee concurred with Rick's proposal to form a separate subcommittee to address the transfer station. Sean and Ann volunteered to review the policy for scrap, and will meet with the DPW commissioner.

Terry reported there are 19 eligible to retire. Terry reviewed some of the information in the Police contract, and shared it with the committee.

Pete then distributed the OSC-recommended schedule for a budget. The package included a schedule for the town of East Greenbush: a 2011 budget-request form which would be used by each department, 2011 budget-request directions, a 2011 BR contract summary, a 2011 BR for non-capital equipment, a 2011 BR for capital equipment, a 2011 BR capital-project summary, and a 2011 BR five-year capital plan.

Rick motioned to adjourn the meeting; it was seconded by Ann, and the meeting was adjourned.

RESPECTFULLY SUBMITTED,
ANN TAYLOR

APPROVED:

A handwritten signature in black ink that reads "Rick Matters". The signature is written in a cursive, flowing style.

RICK MATTERS
CHAIRMAN