

Town of Clifton & Town of Fine

Efficiency/Consolidation Study Committee Meeting

Meeting #17 – 6/22/2016 @ 6:00 p.m. @ the Town of Fine Municipal Building

Minutes

1. Attendees:

Committee Members: Jared Cooper (C), Joe DeMart (C), Brian Donovan (F), Roger Folsom (F), Chuck Hooven (C), Kelly Smith (C); AD Burr “Butch” Brown (F), Sherm Craig (F), Chris Westbrook (F), Sue Westbrook (F),

Consultants: Star Carter (DANC), Tom Sauter (DANC), Carrie Tuttle (DANC),

2. Objectives

- Finalize Draft Alternatives Report for distribution at Public Informational Meeting on July 20, 2016 – The Committee reviewed the draft Alternatives Report and appendices and provided feedback to finalize the report.
  - i. 200 copies of the report will be prepared to handout at the Public Informational Meeting on July 20<sup>th</sup>.
  - ii. Committee discussed live streaming and agreed this was not necessary for this meeting since feedback from 1<sup>st</sup> presentation indicated it was difficult to hear. Presentation materials will be posted online and questions and answers from meeting will be documented and made available online after the meeting.
- Review PowerPoint Presentation for Public Informational Meeting – The Committee reviewed the PowerPoint Presentation and provided feedback.
  - i. 200 copies of the PowerPoint Handout will be made for the Public Informational Meeting
- Draft introductory script for Committee Member to read at Public Meeting #2
  - i. The Committee discussed “opening remarks” for the July 20<sup>th</sup> meeting. C. Tuttle will circulate the opening remarks for the 1<sup>st</sup> Public Informational Meeting so they can be edited by the Committee. At the last meeting these were delivered by S. Westbrook as the elected official for one of the Towns. Opening remarks will be given by C. Hooven (Is this what was agreed to?)
- Draft Press Release to publish in Bargain Hunter and issue to other media outlets
  - i. The Committee discussed running the advertisement for the meeting in the July 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> Bargain Hunter.

- ii. C. Tuttle will update the prior Press Release and circulate to the Committee for comment so this can be finalized and submitted to Bargain Hunter and other Media Outlets.
- Review outline for Implementation Plan and finalize schedule for remaining steps in process – C. Tuttle provided the Committee for an outline of the Implementation Plan and explained that the outline follows the NYSDOS’s requirements and includes information that was already discussed in prior reports. A draft Implementation Plan will be prepared in advance of the July 20<sup>th</sup> meeting and circulated to the Committee for review.
  - The Committee agreed upon the following schedule to proceed with the final steps in the process and to ensure that the referendum can be held in conjunction with the General Election on November 8, 2016. C. Tuttle has circulated this schedule to R. Roeckle to confirm the timeline is in accordance with NYS requirements.

Timeline	Action	No Later Than Dates
	Proposed Consolidation Plan Formally Presented at Joint Town Board Meeting	1-Aug
Day 1 of Process	Proposed Consolidation Plan Adopted	<b>No Later than</b> 5-Aug
Within 35 to 90 Days of Start off Process	Public Hearing Held/Final Plan Approved	<b>No Sooner than</b> 9-Sep
Within 60 to 90 Days of Pubic Hearing	Referendum Held	<b>General Election</b> 8-Nov

### 3. Future Meeting Schedule

Kick Off Meeting	January 28, 2015
Demographics & Taxes	February 25, 2015
Services Provided: Highway Department Part I	March 25, 2015
Services Provided: Highway Department Part II	April 22, 2015
Services Provided: Fire Department	May 27, 2015
Services Provided: General Fund Town Services – Library, Arena, Golf Course, Dog Control, Court, etc.	June 24, 2015
Services Provided: Water/Sewer	July 22, 2015
Personnel	August 26, 2015
Finances and Budgets	September 23, 2015
Review Draft "Existing Conditions/What Exist" Report & Plan for Public Informational Meeting #1	November 23, 2015
Review PowerPoint and Draft "Existing Conditions/What Exist" Report	January 4, 2016

for Public Informational Meeting #1	
Informational Meeting #1	January 6, 2016
Evaluation of Alternatives	January 27, 2016
Evaluation of Alternatives - Wages & Benefits	February 24, 2016
Evaluation of Alternatives - Contractual Expenses, Other Efficiency Improvements & Tax Credits	March 23, 2016
Evaluation of Alternatives – Quantify Other Efficiency Improvements, Evaluate Alternatives outside of town consolidation	April 27, 2016
Evaluation of Alternatives – Draft Report	May 25, 2016
Evaluation of Alternatives – Finalize Draft Report and Prep for 2 <sup>nd</sup> Public Meeting	June 22, 2016
<b>Public Informational Meeting #2 (at Clifton-Fine Central School)</b>	<b>July 20, 2016</b>
Committee Meeting - Implementation Plan: Recommendations & Final Report	July 27, 2016
Joint Board Meeting Presentation of Implementation Plan & Final Report	August 1, 2016
Committee Meeting – Prep for Public Hearing	August 24, 2016
Public Information Meeting #3/Public Hearing	September 9, 2016
Referendum	November 8, 2016