

Town of Clifton & Town of Fine

Efficiency/Consolidation Study Committee Meeting

Meeting #6 – 6/24/2015 @ 6:00 p.m. @ the Town of Fine Municipal Building

Minutes

1. Committee members and guest introductions were completed. C. Tuttle provided an overview of the Consolidation process and where the Towns are at in the process. The webpage was shown to guests and it was explained that all information is publically available at www.danc.org/operations/engineering/clifton-fine-efficiencyconsolidation-study.
2. Fifth Topic: Town Services General Fund - presentation given by Star Carter. The Committee discussed the presentation and the following questions and comments were offered:
 - a. Slide 3 – Clerk Services: clarify that Clifton Clerk is a salary position; add hours for Deputy for Clifton; clarify that Clifton Clerk is not in NYS retirement and that accounts for the difference in benefits.
 - b. Slide 5 – Registrar: In the Town of Fine the registrar is getting paid \$10 per certificate issued. In the Town of Clifton the registrar receives a fixed stipend of \$400 to perform this function. Also, in the Town of Fine there is offsetting revenue which should be added to the slide.
 - c. General Comments: C. Westbrook requested that revenue sources for the General Fund be shown in the presentation. He also asked that in the Existing Conditions report differences between towns be highlighted in some way so that it's clear which services are delivered differently.
 - d. Slide 9 – Town of Fine Bookkeeping position; it should be clarified that the position is 30 hours per week but considered full-time and receives benefits.
 - e. General: It should be clarified exactly what is included in “benefits” for each position. Is NYS retirement included? Health insurance? Dental insurance?
 - f. Slide 10 – add offsetting revenue for building permits.
 - g. Slide 14 - Historian: Add Deputy Historian to the slide: Kathryn Peabody.
 - h. Slide 15 – The Town of Fine bills the Town of Clifton for a portion of Cora's salary to cover the Clifton-Fine community center; and a portion of the contractual expenditures are billed to the Town of Clifton. This should be clarified on the slide.
 - i. Slide 16 – The Towns each contributes \$2,100 toward contractual expenses for Community Action. M. Hall suggested that this be noted as a combined position within the two towns.
 - j. Slide 17 – Annual Dog census is every 2 years for Fine and every 3 years for Clifton.
 - k. Slide 19 – Insect Control: clarify that this is not weather dependent as the technicians break through ice. T. Nargi explained that it would save permitting and costs if the

towns were combined since it's double all the administrative work for permitting with NYS because there are two separate towns.

- l. Slide 20 – Remove “admin” reference.
- m. Slide 23 – Salary includes 2 library assistants: Mairi Meredith and Marilyn Zimmer; assistants work 5 hours per week most of the year, and 15 hours per week from Memorial Day through Labor Day. J. White will provide details on this to include in the report.
- n. Slide 23 – Library: change “total cost of the position” to “total cost of library for Town of Clifton”; add details on the library’s total revenue to clarify other sources of revenue (perhaps add dollar value in addition to the percentage breakdowns).
- o. Slide 32 – add “F” next to Sue Westbrook’s name.
- p. Slide 37 – change to 1 adult and 4 teens for employees; program is offered at the CF Central School. Committee requested the number of attendees and the percentages that participate from each Town. H. Dolan mentioned that the program used to receive NYS Aid but that doesn’t occur any longer. No transportation is provided.
- q. S. Craig suggested that the Towns may consider doing some things in a more similar function which would reduce the complexity and costs (i.e., accounting systems, methods for accounting, etc.) C. Yassine mentioned that both Towns would have to work cooperatively to set budgets and that would increase consistency if the Towns wanted to move in that direction.
- r. Slide 40 – For consistency we should include the Contractual Legal expenses with salary for the Town of Clifton.
- s. J. White mentioned that if the Fine Town Board agreed to fund the library, and it were a budget line, that would not impact the charter for the library but rather would just increase funding.

3. Future meeting schedule for reference

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 & Personnel Functions	August 26, 2015
Budgets	September 23, 2015

Draft "Existing Conditions/What Exist" Report &	Oct. 2015 – Dec. 2015
Informational Meeting #1	January 2016
Evaluation of Alternatives	Feb. 2016 – June 2016
Public Informational Meeting #2	July 2016
Recommendations & Final Report	August 2016
Public Information Meeting/Hearing	September 2016

- C. Westbrook asked whether we could video tape the Existing Conditions presentation in January and post that on our website for seasonal residents. C. Tuttle said she would explore that option.
- S. Craig suggested that we share all reports with the two Town boards before we go to the Public. C. Tuttle agreed that step would be included in the process.
- R. Folsom reminded the Committee that the Highway Superintendent position in the Town of Fine doesn't include NYS retirement and the salary is capped at \$30,000. If those costs were added then the overall Town General Fund expenses would be very close for both Towns.

4. Other Business – no other business was discussed.