

Town of Clifton & Town of Fine

Efficiency/Consolidation Study Committee Meeting

Meeting #8 – 8/26/2015 @ ~6:30 p.m. @ the Town of Fine Municipal Building

(Immediately Following Joint Town Board Meeting which starts at 5:30 p.m.)

Minutes

1. Attendees:

Committee Members: Chris Westbrook (F), Sue Westbrook (F), Brian Donovan (F), Roger Folsom (F), Chuck Hooven (C), Cory Perrault (C), Joe DeMart (C), Max Watson (C), Kelly Smith (C), Jerry Cooper (C)

Guests: Alberta Hartman, Christine Cook, AD Burr (Butch) Brown, Herb Snider

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

2. Seventh Topic: Personnel - presentation given by Star Carter. Comments/corrections to the presentation follow:

- Slide 3: Town of Fine Justice has a PT Court Clerk; changed to 2 PT employees instead of 1 PT.
- Slide 3: Town of Clifton should have 1 FT and 1PT to account for part-time bookkeeper
- Slide 5: Town of Fine bookkeeper enrolled in the NYS Retirement system July 2015. Table updated to show position receives this benefit.
- Slide 5: Confirmed that one Town Board Member in the Town of Fine is participating in the NYS retirement system.
- Slide 5: Confirmed that the Town of Clifton does not offer Disability Insurance to Town employees because it is legally exempt from the requirement to offer it. Clifton Bookkeeper provided the certification documenting this exemption. A note was made on the slide.

3. Future meeting schedule

- One more topic will be covered for Existing Conditions Phase of the Study which will cover Budgets/Finances. This topic will essentially summarize the financial information at a high level including total revenues and cost of services.
- Draft Existing Conditions Report in development. The Committee will not meet in October and will meet November 18, 2015 to review/discuss comments on the Existing Conditions Report and plan for the 1st Public Informational Meeting in January.

- 1st Public Informational Meeting date set for January 6, 2016 at 6:00 pm. Venue will be Clifton-Fine Central School. Committee would like to tape the presentation or webcast for seasonal residents.

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
Budgets	September 23, 2015
Draft "Existing Conditions/What Exist" Report &	November 18, 2015
Public Informational Meeting #1	January 6, 2016
Evaluation of Alternatives	Feb. 2016 – June 2016
Public Informational Meeting #2	July 2016
Recommendations & Final Report	August 2016
Public Informational Meeting/Hearing #3	September 2016

4. Budget Update

- Project Budget = \$50,000
 - o Spent to Date = \$25,713.61; 2nd DOS Reimbursement submitted 7/28/15. DOS is paying for 50% of the total project costs. Towns are splitting remaining costs 50/50.
 - o Spending on track w/ budget.

5. Other Business –

- Committee assignments: At the last meeting, Carrie mentioned that there appeared to be some drop off in attendance from the Clifton members and different assignments in Fine. Joseph DeMart has been added to the Committee, representing Clifton. The Town of Fine also appointed Sue Westbrook to join the Committee as the new Supervisor.