

Budget Advisory Team Agenda
February 23, 2012 – 5:30pm-7:00pm – Town Hall Room 101

I. Introduction of Co-Chairs and Committee Charge

Budget Advisory Team – A working group to help evaluate major town service areas and specific budget issues such as multiyear financial planning. The group will contain budget and finance experts and others with technical knowledge appropriate to these tasks. It will assist Town staff and the Supervisor directly, as well as report to the Town Board on its studies, including evaluation of the major operating departmental budgets. The initial timeframe is for projects to be completed by June 2012, leading into the 2013 Budget process; however, additional phases are likely.

This Team is envisioned as an extension/consultant to management, rather than a more traditional advisory group. The goal is to work collaboratively with town managers to examine programs, build comparisons with neighboring/peer communities, and develop alternatives to help operate in a difficult fiscal situation. Working in small groups, in consultation with town staff, team members will:

1. Develop data, comparisons and descriptions relevant to helping the Supervisor, Board & Public understand costs & outcomes for town services.
2. Develop approaches, options and in some cases specific budget initiatives for consideration by the Supervisor, Board & Public.
3. Team will help define and describe budget options, but it will neither recommend nor make specific budget decisions.

II. Introduction of Committee Members

Co-Chairs: Michael Cohen & Chris Kidera
Tom Clash
Dan Cunningham
Joan Gavrilick
Tim Maniccia
L. Arturo Palmer
Kim Phelan
Bill Reinhardt
Sandra Shapard
Nick Smirensky

Town Staff & Board Members

III. Description/Discussion of Small Work Group Process

- a. Work groups – group for each subject, teamed w/ Town managers, guidance from co-chairs
- b. Timing: most projects should complete by June for consideration in fall budget process
- c. Liaison for each work group will keep in communication with a designated co-chairs
- d. Team-wide meetings set centrally (probably monthly)
- e. Work groups will set individual meetings, contact Town managers directly (after being introduced by Supervisor or Co-Chairs); meeting space can be arranged in Town Hall by managers; other meetings among Team members can take place elsewhere
- f. Report out to full Advisory Team and/or Town Board

- g. Issues/Questions?**

PART II – Tentative Subject Areas & Work Team Designations

IV. Central Budget Issues:

- a. Multiyear Financial Planning – Cohen, Smirensky, Clash, Shapard, Kidera
- b. Comprehensive Capital Investment & Financing Plan – Cohen, Kidera, Shapard, Clash
- c. Fund Balance & Use of Reserves Policy – Cohen, Clash
- d. Selkirk Cogen – Kidera, Cohen
- e. Overall Spending Comparisons – Cohen, Maniccia, Kidera, Cunningham

V. Other Potential Subject Areas – Discussion & Tentative Team Designations:

- a. Police/Dispatch – Kidera, Shapard, Maniccia
- b. Highway – Clash, Maniccia, Reinhardt
- c. DPW – Gavrilick, Reinhardt, Cunningham
- d. Parks and Recreation – Gavrilick, Phelan
- e. Senior Services – Clash, Gavrilick
- f. Vehicle Policy – Cunningham, Phelan
- g. Lock Box – Cohen, Palmer
- h. Shared Services/OGS concept – Shapard, Reinhardt
- i. Health insurance – Cohen, Maniccia, Smirensky
- j. EMS expenses – Cunningham, Cohen; George Lenhardt*

VI. **Informational & Other Needs – Discussion:** Groups will be provided with budgets, organization charts, manager contacts and staff lists, etc. What other information & support is necessary?

VII. Conclusion/Other Issues