

**TOWN OF BETHLEHEM
BETHLEHEM 20/20 ADVISORY COMMITTEE**

February 14, 2008 Meeting Record
Elsmere Fire Station, Poplar Drive
7:45 – 9:30 a.m.

Members Present:

Theresa Egan, Co-Chair, Kenneth Ringler, Co-Chair, Steve Baboulis, Keith Bennett, Mort Borzykowski, John Clarkson, Steve Coffey, Peter Conway, Joanne Cunningham, Lisa Evans, Cathy Griffin, Susan Hager, Terry Hannigan, Dick Kotlow, John Piechnik, Ted Putney, Pam Robbins, Patty Salkin, Brian Stenson, Suzanne Traylor, Bob Verstandig, Jr., Bob Ward, Ann Wendth,

Members Absent:

James Blendell, Jim Lytle, Bert Trombly, Christo Zemerling

Town Staff Members Present:

Jack Cunningham, Judi Kehoe, George Leveille, Kim Ryan

Welcome:

Supervisor Cunningham welcomed the committee members and thanked them for volunteering to assist the Town with this very important initiative.

Co-Chair Report:

The Co-Chairs began the meeting by discussing various housekeeping items and asked each of the members to briefly introduce themselves, which all did. The co-chairs indicated their desire to distribute all information in electronic format. They also expressed their intention to keep all meetings to the prescribed time period, and asked the members to provide feedback on the proposed meeting schedule that has been distributed. The co-chairs indicated the potential for smaller committees to be organized around specific topics of interest to the Committee. Finally, the co-chairs provided a brief review of the draft mission statement for the committee and indicated their interest in refining and adopting the mission statement in the months ahead.

Bethlehem Industrial Development Agency (BIDA) 2007 Strategic Planning Overview:

George Leveille provided a brief overview of the BIDA 2007 strategic plan and acknowledged that the origins of 20/20 were in this strategic plan. He elaborated that Supervisor Cunningham identified the benefit of transferring and expanding this strategy to a broader Town governmental context. Mr. Leveille indicated that some of the BIDA strategy elements (business visitation and marketing and communications programs) were being implemented by the BIDA. Leveille also discussed some of the financial modeling that will be undertaken as part of this effort.

Financial Overview:

Judi Kehoe presented a detailed overview of the Town that included the following topical areas:

- Existing service and infrastructure responsibilities;
- Recent Town capital expenditures;
- Comparative demographics with other Towns in the region;
- Town Funds overview;
- Revenue sources;
- Impact of the recent revaluation;
- Summary of personnel and budgeted expenditures;
- Trend analysis of the General Fund's Fund Balance; and,
- Discussion of the difficult choices that lie ahead.

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Following her formal presentation, Mrs. Kehoe fielded questions from the committee. Among other things, members inquired about state and federal aid, the use of capital reserves, Town funds investment policies, and the potential effect of the continued use of the General Fund balance to balance the Town's budget.

Action Items:

1. The committee members were asked to review their calendars and to provide feedback regarding the proposed meeting schedule;
2. The committee members were asked to review the draft mission statement and to be prepared to discuss it further at subsequent meetings;
3. The committee members were encouraged to follow-up with staff in the event they had any questions regarding the materials that were distributed for the meeting; and,
4. The co-chairs also indicated that they would pose a question for committee members to address at each meeting and submitted the following question for the committee's consideration:

"If you could improve some feature or characteristic of the Town, what would it be?"

Next Meeting:

Friday, March 14, 2008, Elsmere Fire Station, 7:45 – 9:30 a.m.

Discussion Topics: Comprehensive Plan Overview, Financial Modeling

To submit comments and questions, contact:

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