



Village of Macedon Dissolution Plan

KICK-OFF MEETING

**** 5 P.M. – 6:30 P.M. ****

JULY 14, 2015

DISCUSSION AGENDA

I. Introductions (5 minutes)

- Members of the Steering Committee
- Consultant Team

II. Project Background (20 minutes)

- Discussion on project history

III. Dissolution Plan Outline & Proposed Scope of Work (45 minutes)

- Review outline of items that must be included in a Dissolution Plan (see law)
- Proposed Scope of Work
- Dissolution Plan process

IV. Preliminary List of Information needed (15 minutes)

- List of all Village services, departments, appointed boards, role etc.
- List of all existing Village local laws, rules, regulations, and plans
- Detailed Paid Personnel Roster – name, title, ft/pt status, job description, certification or licensing requirements, salary/stipend, breakdown of employee benefit cost per individual and which budget line item they are paid out of.
- List of Village-owned property including Tax ID #, address, property insurance value, assessed value and full market value.
- Detailed Equipment Inventory – All vehicles and village-owned equipment (Make, Model, Year, Body Type, Mileage, Condition (excellent, good, fair, poor), approx value).
- Insurance records indicating building, facilities and vehicle/equipment values.
- Description of any debt service and other financial assets and liabilities.
- Three years of Detailed Budgets (FY 2013/2014, FY 2014/2015, FY 2015/2016).
- Detailed Departmental Budgets – if available.

V. Next Steps (5 minutes)

- Set date for Town and Village interviews and Committee Meeting #2