



**Village of Macedon Dissolution Plan
STEERING COMMITTEE PROJECT KICK-OFF MEETING**

MEETING MINUTES

Meeting Date: July 14, 2015

Time: 5:00 P.M. – 6:30 P.M.

Location: Macedon Village Hall

Attendees: Nicole Allen, *Laberge Group Planning Services Manager*
Stephanie Siciliano, *Senior Planner*
Dave Lemoyne, *Committee Member*
Harrison Miller, *Committee Member*
Wayne Irwin, *Committee Member*
Merton Bartels, *Committee Member*
Carol Elaine Deys, *Committee Member*
Janet Hollingsworth, *Committee Member*
Mike Logan, *Committee Member*
Linda Braun, *Committee Member*
Tony Rosati, *Committee Member*

I. Introductions:

The Village of Macedon Mayor, Marie Cramer opened the meeting at 5:00 P.M. Representatives from Laberge Group and the members of the Dissolution Plan Steering Committee introduced themselves and gave a background on their life experience and interest in the dissolution plan process.

II. Project Scope of Work:

The Laberge Team explained the purpose and intent of the Dissolution Plan and reviewed the proposed scope of work. The Committee shared their local knowledge of the “sticking points” that may come up during the process, i.e., the transfer of ownership/operation of the Village sewer treatment plant and collection system to the Town or County, and the effects of dissolution on Village-owned properties, as well as reserve funds for water system repairs. The challenge of the plan is to ensure that Village residents continue to receive the needed and desired services that they currently receive post dissolution, and that the plan clearly outlines how such municipal services will be provided, who will be responsible, and at what cost, in order to maintain the community character and quality of life that is valued by Village and Town residents alike.

III. Data Needs:

The Laberge Team discussed the preliminary data gathering process and reviewed a number of hand-outs for collection of data to assist with the development of a detailed summary of all services and

functions currently provided to Village residents, their related cost, and staffing. The Committee was directed to assist with this important data gathering process. Items needed include the following:

- 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.

Once all of the above materials are gathered, the Laberge Group will follow-up with roundtable discussions/interviews of key Town and Village staff.

IV. Next Steps

- Roundtable discussions/interviews of key Town and Village will be held scheduled for Tuesday August 18, 2015 during daytime hours.
- Committee Meeting #2 will be held on Tuesday August 18, 2015 at 6:00 PM