

TOWN OF CHATHAM
COMMITTEE MEETING MINUTES

- **COMMITTEE:** Citizen's Finance and Planning Committee
 - **MEETING CHAIR:** David Levow
 - **DATE:** 2-14-2020
 - **TIME:** 1:00 PM
 - **LOCATION:** Town Hall
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- **COMMITTEE MEMBERS PRESENT:** David Levow, Deborah Pierce, Donal Collins (Supervisor), Gabriella Sperry, Marley Mills, Maurice Bowerman, Tammy Shaw, Tim Briney
 - **COMMITTEE MEMBERS ABSENT:** Christie Ellis, Cody Anderson, John Breault
 - **OTHERS PRESENT:** One audience member (Ted Miner)
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- **CALL TO ORDER:** Meeting called to order at 1:03 PM by Chairman David Levow

- **APPROVAL OF PAST MINUTES:** Approved unanimously

- **AGENDA/DISCUSSIONS:**

1. Public comments during committee meetings

Agreed to the following language: "public welcome to attend meetings as well as provide written comments to the committee via email or letter," same as Comprehensive Plan Update Review Committee. Chairman Levow will be cited on website as contact person.

2. Change of name to Finance and Planning Committee

Committee members consented, Supervisor Collins consented, Tammy Shaw stated no resolution required to change name.

3. Questions regarding the 2020 budget or the 2018 AUD

Gabrielle Sperry asked how often AUD is reviewed – answer given as once per year. Tammy Shaw related that AUD is due May 1st, completion process is currently underway. Supervisor's report is reviewed every month, is located on both the Supervisor's page and the finance page of the town website. **ACTION:** Committee members directed to read current Supervisor's report prior to March meeting.

4. Status Reports

(A) Marley Mills updated the committee re: available grants for improving ADA compliance regarding accessibility. Current grant year applications mostly due by end of March, which is too soon to have completed for this year. Marley has signed up for notifications regarding the announcement of relevant rolling grants. **ACTION:** Marley Mills will research grants for 2021 grant year and work on applications early; will advise Committee when rolling grants become available; will speak to Joan Goold at courthouse and JCAP (New York State).

(B) Chairman Levow and Supervisor Collins updated the Committee re: Justice Court issues. County Economic Development Corp director believes there may be a little money available for studying the relocation of the Town Court. The Town is currently paying \$1650/month to rent court space at the Village's Tracy Hall. Gabriella Sperry pointed out we need more information from court personnel and engineers before we can decide if refurbishing Town Hall basement into a court space is feasible. **ACTION:** Supervisor Collins will reach out to town engineer.

(C) Maurice Bowerman spoke about financing alternatives. No bonds currently callable. Municipal bonds are very popular right now due to interest rates. Bank of Greene County currently issues and buys Town bonds, hasn't sold them to other parties to date. Question raised does Town have a credit rating – Chairman Levow couldn't find information, Tammy Shaw didn't know. Question raised should the Town get competitive quotes for each bond rather than default to Town's current bank; Chairman Levow supported, Tammy Shaw said we currently do not shop. **ACTIONS:** Tammy Shaw will look into issues of Town credit rating and competitive bond quotes, Maurice Bowerman will look more closely at our bond structure.

5. Review of fund balance and reserve policy and levels

Chairman Levow distributed 2 page handout and reviewed terminology regarding fund balances and reserves. Discussed implications of having too much unassigned monies in fund balance. Target percentages for fund balances came from New York State and the Town accountants. Gabriella Sperry pointed out that if unassigned fund balances are too high, the money *will* end up being spent.

6. Role of the Committee

Chairman Levow read committee description for Town website. Committee agreed to add the following to existing description: "to accept assignments from the Town Board regarding financial matters as needed." Chairman Levow also suggested a 2-hour education seminar for Town residents interested in the budgeting process. **ACTION:** Chairman Levow will email committee description change to Tammy Shaw, will also develop outline for potential budget education seminar for residents.

7. Assistant Chair for the Committee

Agreed formal assistant chair is unnecessary, as Supervisor Collins and Tammy Shaw regularly attend meetings and can run meetings in Chairman Levow's absence.

8. Items for Future Meetings

(A) Supervisor Collins raised issue of car charging station in the village. Part of the initial grant covered cost to the Town of electricity for the station for the first 2 years of operation; that expires in April of this year. Station will need to be converted to a customer-payment system. Climate Smart Committee will explore whether the original grant will pay for the transition of the station from free to users to pay-for-use.

(B) Gabriella Sperry raised issue of Crellin Park, and whether the ongoing work there is on-target re: costs and progress. Per Supervisor Collins, water treatment is not in budget, site work has been delayed, spending is over budget, and there may be bond issues because of delays. **ACTION:** Supervisor Collins and Tammy Shaw will discuss these issues with Town Attorney and report back to Committee.

Additional future issues: Review of Supervisor's report; North Chatham Library request for more funding; budget forecast for the Highway Department.

NEXT MEETING: 1PM March 13, 2020 at the Town Hall

ADJOURNMENT: 2:35 PM.

Respectfully Submitted By,

Marley Mills, March 1, 2020