

VILLAGE OF SCHUYLERVILLE

Village Dissolution Study Committee

November 23, 2009 Meeting Minutes

The third meeting of the committee appointed to study village dissolution was held on Monday, November 23, 2009 at 7:00 PM at the Village Municipal Center. Present Joan Alheim, Margaret Chiperno, Margaret Ditch, Jean Driscoll, Michael Fay, Michael Hughes, Wendy Lukas and Charles Sherman. Absent James Miers, Roger Sherman and Robert Stokes. Attending in the audience were two village residents. In the absence of Anna Welfrey, Village Clerk, Committee Member Jean Driscoll scribed the minutes.

Charles Sherman was asked to facilitate the meeting. The meeting was called to order at 7:00 PM with a pledge of allegiance followed by roll call. The agenda and the minutes of October 26, 2009 were reviewed. Wendy Lukas requested the following changes to the minutes and all corrections were unanimously approved by the Committee: 1. The minutes will reflect that Charles Sherman facilitated the meeting and was not presiding as the Acting Chair. 2. The last sentence on page 1 and first sentence on page 2 are not correct. On October 26, 2009 the Committee did choose two Members to be able to interview and to ask questions regarding the Consultants presentations - Joan Alheim and Jean Driscoll – the minutes will reflect this fact. We also had a discussion about the Consultant presentations being open to the public and for copies of what the Consultants submitted be provided to all Committee Members so we may provide questions to Joan and Jean. Also - on page two, at the top, next to page 2 of 2 - there appears to be wording left over from your previous minutes that needs to be removed. 3. Anna Welfrey's name shall be placed in the first paragraph as the Secretary recording the minutes. 4. The two extra periods at the end of the third paragraph will need to be deleted.

The Board reviewed and discussed job descriptions for possible member duties including the addition of two Co-Chairman instead of one and the need for a secretary to take minutes, which are required. The general consensus was that we were too small a group to have so many different facilitators but everyone was in agreement that it was important to fill the positions of the Co-Chair's before the next meeting. Each Committee member declared either their interest or non-interest in accepting one of the Co-Chair positions. Only Wendy Lukas and Michael Fay indicated they were willing to take on the responsibilities of the Co-Chair positions. The filling of both positions was put to a full unanimous Committee vote for Wendy Lukas and Michael Fay. Wendy Lukas and Michael Fay both accepted the positions of Co-Chairman 1 and Co-Chairman 2. With regard to other positions, everyone agreed they could be tabled until a consultant firm was hired.

Three firms responded to the Village. They are Fairweather Consulting, CGR and Pace University. Interviews have been set with the Village Board for Monday, December 7th for two firms starting at 6:30 PM. The third firm will be interviewed on Monday, December 14th at 6:30 PM. Only four copies each of the three proposals were provided and Margaret Ditch offered to have additional copies made at Staples. It was suggested that she contact the Village Office and that the three firms be asked to submit additional copies. Joan Alheim and Jean Driscoll will

represent the Study Committee at the interviews. Wendy Lukas suggested that every member read the proposals and submit questions to be asked of the respective firms during those interviews.

Michael Fey presented an outline as a guideline to the construction of a dissolution plan, something that he is familiar with through his job. The outline was reviewed with regard to issues that future sub-committees might need to look into including review of fiscal documents. After much discussion about the structure of the meetings, etc., it was decided that these issues would most likely be spearheaded by the consultant company hired to do the study. Therefore they were set aside for further review.

There were discussions on:

1. What the minimum requirements are for recording of minutes. Wendy to research.
2. The Village Website should be utilized for public notification of meetings, agenda and minutes. Margaret to contact Rose. Otherwise we may need to request the Town of Saratoga publicize on their website and the Village of Schuylerville could link to the Towns website.
3. The recording of minutes for these meetings is going to be a challenge. Charlie and Wendy to research speech to text programs to be utilized with a computer. We discussed the possibility of requesting a lap top from the Village. We will request at the next Village Board meeting.

Action Items

Wendy to research NYS requirements for recording of minutes.

Wendy to contact Sean Maguire, NYS DOS regarding what the grant money can and cannot be used for.

Margaret to reach out to Rose regarding posting the Meetings dates, Agenda's and Minutes on the Village of Schuylerville website.

Wendy and Charlie to research speech to text software to be utilized for recording minutes.

Joan Alheim made the motion to close the meeting at 9:05 PM, Charles Sherman seconded the motion and unanimously agreed to by the full Committee.

Next meeting : December 28, 2009 at 7:00 pm.