

Painted Post /Erwin Shared Services & Consolidation Study

Study Committee Kickoff Meeting

January 26, 2011

Present: Patrick Alderson, Bill Hallinan, Michael McCaig, Joseph Reilly, Philip Roche, Bill Wood, Bill Scheidweiler, Chuck Stebbins, Wes Strzegowski, Charles Zettek (CGR, study consultant), Vicki Brown (CGR)

Resource (non-voting) Present: Roz Crozier, Dave Erwin, Chelsea Robertson

1. Phil Roche, chair, brought the meeting to order at 5:30 p.m. and asked all committee members to introduce themselves.
2. Mr. Roche outlined expectations for the committee
 - a. Attend committee meetings (estimated number 7-9) and public forums (3), and participate on any sub-committee on which you are a member
 - b. Be open – do not have any pre-determined outcomes in mind
 - c. Treat draft documents as committee working documents until the committee approves them for posting on the website (to be launched within a few weeks)
 - d. Expect to receive agendas and minutes in advance of meetings
 - e. Expect minutes of meetings to be posted on the project website after approval by the committee
 - f. Utilize as resources the 3 ex officio members of the committee who do not have voting rights. They are: Roz Crozier, Village Mayor; Dave Erwin, Town Supervisor; and Chelsea Roberson, Southern Tier Central Regional Planning & Development Board planner, who serves the Village Planning Board.
3. Charles Zettek, Center for Governmental Research (CGR) vice president and director of government management services, overviewed the various work components of the study process, and emphasized that study tasks will result in 3 key deliverables:
 - a. What Exists Report – a baseline report outlining how Village and Town services are currently delivered
 - b. Options Report – alternatives for reconfiguring local government to be more efficient and effective
 - c. Final Report -- recommendation for reorienting government in ways that will result in improvements

Mr. Zettek said the What Exists public presentation will likely be in Month 4 (May), and that there will be public presentations after the Options Report and to present the Final Report.

4. Committee members asked Mr. Roche to send a press release to media announcing that the kickoff meeting had been held so that the community will be aware that the study process is underway and that the committee intends to keep the community informed as

the study unfolds. The public is welcome to attend and observe committee sessions.

5. Mr. Zettek outlined some of the key features of the website that CGR will host for the project, including:
 - a. A portion of the site for Committee members' use to give them access to data, documents, etc.
 - b. Ability for members of the community to email the committee via the website.
 - c. Ability for members of the community to sign up for "email alerts" when new information is posted to the website.
 - d. For samples of other shared services / consolidation websites CGR has hosted go to www.cgr.org.
6. Mr. Zettek provided an initial overview of likely major study issues based on data for the Village and Town that is available on the Office of the State Comptroller website, but noted CGR will be gathering information directly from the Village and Town for the study.
7. Mr. Zettek said the committee will likely want to break into functional sub-committees in a few months – after the What Exists report has been developed.
8. The committee agreed to record its meetings. Supervisor Erwin said the Town will develop meeting minutes from the recordings for the committee to approve and post on the project website.
9. The committee agreed to reconvene in about 5 weeks. Actual date TBD based on members' availability. Committee members agreed to hold meetings on Wednesdays or Thursdays, at 5:30 p.m. – 7 p.m. and to adjust the time if needed later. Phil Roche will coordinate next meeting date.
10. Meeting adjourned at 7 p.m.

Minutes submitted by CGR