

At the Village of Malone Government Efficiency Study Committee held on February 1, 2012 at 6:00 PM, at the Malone Village Meeting Room, located at 16 Elm Street, the following were present:

Martha Weaver, Chairperson (Village Resident)	Kent Gardner, CGR
Jill Symonds, CGR	Don Merrick, Member (Tax Payer Coalition)
Joe Riccio, Member (Village Board)	Shawn Fournier, Member (Village Resident)
Hugh Schickel, Member (Town Resident)	Todd LePine, Member (Mayor)
Mary Scharf, Member (Town Board)	Jim McKee, Member (Businesses)

Other: Cheryl Douglas, Clerk; Denise Raymo, Press Republican; Tricia Livernois, Telegram

Welcome – Chairperson Martha Weaver welcomed everyone.

New CGR Project Team Introductions – Martha Weaver explained that we have a new project team and introduced Kent Gardner and Jill Symonds.

Kent Gardner – CGR President & Chief Economist – Kent Gardner is from the North Country and taught Economics at SUNY Potsdam for several years and moved out in 1990. He went to work for CGR and has been there for about 20 years.

Jill Symonds – CGR Research Associate – Jill joined CGR just recently. She is from British Columbia and worked for the Province of BC in local government. She worked on projects such as changing boundaries, changing legislation and creating new municipalities in government; different concepts, but some similar issues.

Approval minutes for meetings held in November and December:

Upon the motion of Don Merrick seconded by Joe Riccio and unanimously carried the minutes for November 2, 2011 was approved as presented.

Upon the motion of Don Merrick seconded by Joe Riccio and unanimously carried the minutes for December 7, 2011 was approved as presented.

CGR Status Report -

Baseline data update (CGR handout and discussion) – Kent Gardner reported that the Town and Village have sent a lot of information to CGR and they are working through the data. This baseline data overview showed budget summaries, total and taxable assessed values, tax rates and spending spotlights.

Review of data received to-date (CGR handout) – This handout showed the services plan project schedule (timeline).

Password-protected data repository – This site is password protected where CGR can post the working groups information that they have collected so far.

Kent Gardner explained that they will be working on a draft report that will come out in bits and pieces. This is one large report with a lot of different sections. They would have a baseline section where they will start with baseline data overview and they will call out what they think are the key elements, describing the functions of the village and town, talk about the places where there is overlap, talk about where possible efficiency can be performed whether through shared services, or through some more effective intergovernmental agreements. They anticipate the next time CGR will be back will be in April. They will have articulated some of the options and will have completed the baseline analysis. CGR hopes the working groups will be done their process and will be able to have a conversation about where we might go with this study group.

Working groups – The working groups were formed at the last meeting, but a contact person will be assigned to each group.

Highway/DPW operations – Todd LePine, Don Merrick, Shawn Fournier – **Todd LePine** will be the contact person.

Utilities/Water/Sewer – Todd LePine, Hugh Schickel, Jim McKee – **Jim McKee** will be the contact person.

Public Safety – Joe Riccio, Jim McKee, Martha Weaver – **Joe Riccio** will be the contact person.

Codes/Zoning/Planning – Mary Scharf, Don Merrick, Hugh Schickel – **Don Merrick** will be the contact person.

Administrative/Facilities/Other – Shawn Fournier, Mary Scharf, Joe Riccio – **Mary Scharf** will be the contact person.

Information-gathering assignments – In the next few weeks CGR will be sending out charts with data specific to each area and they will also articulate a series of questions the groups will need to be asking.

Next scheduled meeting: Monday, March 5 at 6:00 p.m.

Adjournment: The meeting duly adjourned at 6:40 PM.

Respectfully submitted,

Cheryl A. Douglas
Secretary

DRAFT