

**Village of Mamaroneck Budget Advisory Committee
Meeting Agenda for Wednesday, December 13, 2023**

1. Approve prior meeting minutes.
2. Preparation for Public Meeting on January 2nd, 2024 with the Board of Trustees and Staff to discuss the Operating and Capital Budget status and process along with the Budget Committee's areas of focus.

Village of Mamaroneck Budget Advisory Committee
Meeting Minutes for Tuesday, September 5, 2023

Members present: Charles Guadagnolo, Chair, Ellen Hauptman, Vice Chair, Len Aubrey, Glenn Tippett, and Nora Lucas, Board Liaison

Members absent: Ed Zagajeski, Catherine Chaput, Bill Spiro

The meeting was called to order at 7:13pm.

Minutes from August 8th meeting were approved.

Charles spoke to Bill Spiro about his interest in continuing as a member of the Committee. Bill said he will resign. His daughter may be interested in volunteering to serve on the Committee.

The Committee reviewed an updated draft letter to the Mayor and Trustees proposing a meeting to discuss takeaways from the budget process for the current year, suggesting modifications to that budget process that allows more time for Board members, the Budget Committee and public to ask questions about department budgets, and that identifies areas of focus for the Committee for next year's budget.

Charles led the Committee in the discussion of suggested changes to the budget process. Among the Committee proposals discussed were providing staff or Committee public education sessions on the budget (revenue, expense, capital) at Board meetings, Ellen's suggestion that department presentations include what the department is responsible for, Glenn's point on escalating employee benefit and pension costs, and posting changes from the tentative to the proposed adopted budget.

Charles agreed to update the draft letter by Friday the 8th and Committee members would suggest changes no later than Sunday the 10th. He will send the final letter to the Mayor and Board shortly thereafter.

The Committee next discussed areas of focus for the Committee. To start this process members agreed to take responsibility for analyzing certain parts of the budget by the October/November meetings.

- Ellen will calculate debt service as a percentage of the operating budget for the Village and other Towns and Villages.
- Len will do a comparative analysis of reserves for the Village and other Towns and Villages.
- Charles and Glenn will analyze the impact on debt service of the portions of the five-year capital plan expected to be funded by Village debt.

The meeting was adjourned at 8:29pm.

Village of Mamaroneck Budget Advisory Committee
Meeting Minutes for Monday, October 16, 2023

Members present: Charles Guadagnolo, Chair, Ellen Hauptman, Vice Chair, Len Aubrey, Cathy Chaput, Ed Zagajeski, Nora Lucas, Board Liaison

Members absent: Glenn Tippett

The meeting was called to order at 7:05 pm

Minutes from the September meeting were approved without amendments.

The committee agreed to reschedule the remaining fall meetings from the second Tuesday of the month to the second Wednesday of the month to accommodate a work conflict of one of the members (Cathy Chaput teaches a night class on Tuesdays). The next meeting will be Wednesday, November 8th at 7pm.

The Committee discussed what type of documents to post online. We determined that documents that were researched and written fully by the Committee should be available on our landing site, but collaborative documents need not be posted. Charles agreed to gather the appropriate materials and post them online.

The rest of the meeting was dedicated to reviewing the committee's letter to the Mayor and Board of Trustees and Jerry Barberio's response to the letter. The letter discussed the budget process, included a list of recommendations for both the process and the role of the Budget Advisory Committee, and requested a meeting to discuss these issues in further detail. Jerry responded to the itemized list but did not address the potential meeting. The committee reviewed our recommendations and his responses. Because there were some misalignments between the Committee's recommendations and Jerry's responses, we wanted to clarify both our perspective and his in preparation for the future meeting.

The meeting was adjourned at 8:20pm

Village of Mamaroneck Budget Advisory Committee
Meeting Minutes for Thursday, November 9, 2023

Members present: Charles Guadagnolo, Chair, Ellen Hauptman, Vice Chair, Len Aubrey, Glenn Tippett, Catherine Chaput, Ed Zagajski (by telephone), and Nora Lucas, Board Liaison

Members absent: None

The meeting was called to order at 7:05pm.

Minutes from October 16th meeting were approved.

The Committee discussed the impact of the results of the recent election on the work of the Budget Committee. The Committee, with input from Trustee Lucas, concluded a public meeting on the Operating and Capital budgets in January with the new Mayor and the Trustees is appropriate. The Committee agreed January 2, 2024 is a good date. Trustee Lucas will suggest that date to Mayor-elect Torres and the other Trustees. Also invited to attend would be the Village Manager, Deputy Village Manager, Clerk-Treasurer, and Deputy Treasurer.

Charles began a conversation on recent capital budget requests and the capital budget resolution passed in February by the Mayor and Trustees. He said the resolution for the fiscal year 2023-24 does not have any numbers, the projects do match the fiscal year 2023-24 approved capital plan, the timing and scope of some of the projects in the recent request for \$5.3 million are not clear, and the Board has not established priorities. Ellen added the capital budget does not follow the approved capital budget planning and financing policy. The Committee discussed all these issues.

The Committee's next meeting will be Wednesday, December 13th, and that meeting will be used to prepare of a plan for the January meeting with the Mayor, Board and Staff. Charles will also select and send Budget Committee documents to the new Mayor.

The meeting was adjourned at 8:10pm.