

**Minutes of
Dec. 6, 2008
Meeting**

Pg. 1 of 4

**Somerset Government Efficiency
Committee Meeting**

Meeting #1

12/6/2008

9:00 to 11:30 AM

Somerset Town Hall

Meeting called by: Chairman: Richard Meyers

Type of meeting: Organizational

Minutes by: Secretary: Randy Wayner

Attendees: This committee is comprised of Supervisor: Richard Meyers, Councilman: Daniel Engert, and Councilman: Randall Wayner. All three members were in attendance.

Time Allocated:

Agenda topics

30 min. Develop Mission Statement The Committee

60 min. Identification of opportunities The Committee

15 min. Assign W-3 (What , Who, When) Activities Chairman Meyers

Observers: None

Resource persons: None

Special notes: Initial Meeting

Somerset Government Efficiency Committee Meeting

12/6/2008
9:00 to 11:30 AM
Somerset Town Hall

**Discussion of
agenda topics**

30 min.

Develop Mission Statement

Who: The Committee

Discussion: The members shared their individual goals and objectives for this committee. We then worked together to craft the wording of our Mission Statement.

Conclusions: Our Mission Statement is as follows: The purpose and intent of the Somerset Government Efficiency Committee is to explore some specific shared service and consolidation opportunities that provide for a more efficient local government. The process will be transparent and comprehensive. Recommendations will be based on quantified data that will demonstrate a clear and direct benefit to the residents of the Town of Somerset.

Action items:

None, action completed.

Persons responsible:

The Committee

60 min.	Identification of opportunities	Who: The Committee
<p>Discussion: The committee decided to develop an initial list of opportunities for analysis. These opportunities will be addressed one at a time. The following cost drivers were identified; process costs, product costs, technology (or lack thereof) costs, personnel costs.</p>		
<p>Conclusions: Six opportunities were identified; they are listed below as Action Items.</p>		
<p>Action items: Listed 1 – 6 below</p>	<p>Persons responsible:</p>	
<p>1. Purchasing Agreements (office products, IT services, fuels, street / road treatment, maintenance and repair products). 2. Tax assessment services 3. Energy / Utilities expense 4. Public works (streets, highway maintenance and treatment, parks, facilities maintenance, mowing). 5. Personnel costs 6. Sanitation</p>	<p>The Committee</p>	

15 min.	Assign W-3 (What , Who, When) Activities	Chairman Meyers
Discussion:		
Each member volunteered to complete a specific task:		
Conclusions: Tasks were assigned.		
Action items: Listed below.	Person responsible:	Deadline:
Supervisor Meyers will check with the other Towns in Niagara County to determine their costs and a norm for tax assessment services.	Richard Meyers	12-20-08
Councilman Engert will research what various options are available to Towns within NYS.	Dan Engert	12-20-08
Councilman Wayner will produce and distribute minutes of this meeting. He will also secure and share information regarding available grant dollars aimed at consolidation expenses.	Randy Wayner	12-08-08
Observers:	None	
Special notes:	Our next meeting is Saturday, December 20 th . 8:00 to 10:00 AM	