

Town of Somerset - Somerset Government Efficiency Committee

Minutes of the April 22, 2010 meeting
Meeting # 16 - Held at the Town Hall

Meeting attended by Committee Members: Councilman: Gary Alt, Councilman: Dan Engert, and Councilman: Randy Wayner.

Town resident attendees: Norm Jansen, Robin Jansen, and Mel Denny

The meeting was called to order at 6:07 pm by Committee Chairman - Randy Wayner.

Agenda Topic:

- Establishment of a Travel and Expense Reimbursement Policy

Councilman Engert had done some extensive pre-meeting homework and presented a draft policy to be reviewed at this evening's meeting. The committee read through the following twelve elements of the draft:

Purpose, Expense Report, Receipts, Organization Credit Cards, General Travel Requirements, Air Travel, Lodging, Out of Town Meals, Ground Transportation, Parking / Tolls, Other Expenses, and Non-Reimbursable Expenditures.

Next Steps:

Councilmen Engert will incorporate the thoughts of the Committee into the draft and will circulate it back out for final comments before it is presented to the Town Board. The information provided to the SGEC by Clerk Connolly at the April 13th. Town Board meeting will also be considered as we finalize our policy recommendation.

Agenda Topic:

- Conduct a review and analysis of reimbursed mileage expenses incurred by Town officials and employees.

Councilman Alt provided a comprehensive and detailed expense log to the Committee members listing mileage expenses incurred in 2009. We decided to designate this information as a current state benchmark to be used for comparison purposes later this year.

Next meeting:

The SGEC will stand adjourned during the months of May, June, and July. We understand that there may be occasions when we will need to re-convene in order to address issues that could affect the 2011 budget process.

Meeting adjourned at 6:47 pm

Respectfully submitted,
Councilman: Randy Wayner