



Village of Mamaroneck Budget Committee

Meeting Date: August 16, 2016

Time: 7.30pm

Location: Regatta Conference Room

Attendees:

Budget Committee Members:

Diane Hirschberg, Secretary

John Campbell

Keith Waitt, Chair

Stephanie Lividini

Committee Members not in Attendance:

Adam Honig

Carlo Reca

John Fall

Village Staff in Attendance:

Daniel Sarnoff

The meeting convened at 7:30pm

The minutes for the July 21, 2016 meeting were unanimously approved.

The following topics were discussed:

1) Procurement Policy

The Committee reviewed the PP that was approved by the BoT with minor changes the night before.

The Committee were happy with the changes made, notably the reduction of limit to \$1,500 and the requirement of the Village Manager to sign off on any purchases over \$1,500.

2) Credit and Charge Card Usage Policy

While the new PP has guidelines for use of cards by VOM staff, it was felt that a clearer and more substantive Policy for the use of cards needs to be written. The BC will work on this during the Fall and present it to the BoT by year end for their review and approval.

3) Best Value Purchasing

The BC was introduced by Dan Sarnoff to the BoT request for a Best Value Procurement Law as it relates to the purchase of assets. A draft of a local law for the VOM will be written and reviewed by the BC at our next meeting on September 20, with the goal of having a final draft available to the Board by late September/early October. The committee discussed local laws enacted by the Village of Croton, Town of Westfield and Town of Ulster to research best practices associated with adopting a best value purchasing policy.

4) Audit of the Procurement Process against new Policy

BC felt it would be a sound move to request an independent audit of the Procurement process against the new Policy, to see how it holds up. However, Dan felt that this was already being conducted as part of the current annual audit. Request was made to Dan to determine different options for such an audit.

5) Fees

BC will be looking at fees in the Fall, including possible field fees, to provide recommendations for the next fiscal year.

The meeting adjourned at 8:30pm