Audit Committee Meeting Minutes
August 8, 2016 at 3:00 pm
236 Third Street, Greenport, NY 11944
Village Hall Conference Room

Attendance: Mayor George W. Hubbard Jr., Trustee Mary Bess Phillips, Trustee Douglas Roberts, Clerk Sylvia Pirillo, Treasurer Robert Brandt

Call to Order:
Meeting called to order at 4:03 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting. Motion carried.

Old Business:
- Discussion re: gasoline and diesel consumption readings.
- Sewer and Rate study – goes to Paul for review, and then to Clerk’s Office for “general review”.
  - capital improvements required; and debt service for east and west sewer studies.
  - should be a 10-year plan (instead of 5 years)
  - WWTP peaking also included in RFP
  - approximate study cost = $10,000 - $12,000 (Combo)
  - 2011 is last time rates were increased, and was 2008 prior
  - density which is high, like at Peconic Landing, should be included.
- Entire Board to be copied on proposed RFP.

New Business:
- Spot Audit: Clerk’s Office used as “baseline”, with Marina Office and Campground cash audited.
- Electric audit completed.
- General audit in September, 2016.
- Surety bond – check on amounts for Mayor and Trustees; and discussion regarding Dances in the Park and collection of monies.
- Trustee Roberts suggested a nepotism policy.
- Treasurer Brandt to call NYCOM regarding “template policy”, if it exists.

Recommendations to Village Board:
None

Close Meeting:
Motion made by Mayor Hubbard and seconded by Trustee Phillips at 4:45 p.m. to adjourn. All in favor. The next meeting will be held on October 11, 2016 at 4:00 p.m. at Village Hall.