



236 THIRD STREET  
GREENPORT NY 11944

Tel: (631) 477-0248  
Fax: (631) 477-1877

**MAYOR**  
GEORGE W. HUBBARD, JR.  
Ext. 215

**TRUSTEES**  
JACK MARTILOTTA  
DEPUTY MAYOR  
MARY BESS PHILLIPS  
DOUGLAS W. ROBERTS  
JULIA ROBINS

**VILLAGE ADMINISTRATOR**  
PAUL J. PALLAS, P.E.  
Ext. 219

**CLERK**  
SYLVIA PIRILLO, RMC  
Ext. 206

**TREASURER**  
ROBERT BRANDT  
Ext. 217

**Audit Committee Meeting Minutes  
December 12, 2016 at 4:00 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 4:04 pm.

Motion made by Mayor Hubbard and seconded by Trustee Phillips to accept the minutes of the last meeting, with the correction of "4:00 p.m." as the meeting start time in the header. Motion carried.

**Old Business:**

- Sewer and Water Rate Study: First draft to be available at the end of the week.
- Dances in the Park cash handling: proposed policy draft created by Treasurer Brandt. Safe and lock box issues still need to be rectified. The idea of a drop box was explored. (Are part-time employees bonded thru the insurance policy?)

**New Business:**

- Mitchell Park reservation software – DOCKWA proposal. 3½ % fee applies to credit card purchases, for front-of-house solutions. The "premium package" costs an additional \$ 3,000.
- Abstract – timing of preliminary abstract – will be Tuesday before Work Session. (Staff has until Monday night to add on to the preliminary abstract.)

**Recommendations to Village Board:**

None

**Close Meeting:**

Motion made by Mayor Hubbard and seconded by Trustee Roberts at 5:09 p.m. to adjourn. All in favor. The next meeting will be held on February 13, 2017 at 4:00 p.m. at Village Hall.