

Agenda for this month's July Budget Advisory Committee meeting on Wednesday July 7<sup>th</sup> at 7 p.m. **in person** at the Village Courtroom at 169 Mt. Pleasant Avenue is as follows:

- 1) Approve minutes from June 2021 Budget Advisory Committee meeting
- 2) Latest Capital Budget status
- 3) Proposal as to how Budget Advisory Committee can assist BOT
- 4) Suggestions to improve the Budget process
- 5) Next steps surrounding Committee's focus for upcoming year as outlined in June mtg as follows:
  - a. Reporting
    - i. Revenue
    - ii. Expenses
  - b. 5 Year Capital Budget:
    - i. Business case/need
    - ii. Risk assessment
    - iii. Bonding/Debt Servicing
    - iv. Funding sources
    - v. Analysis of relation to Operating Budget
  - c. Grants:
    - i. Schedule
    - ii. Process
    - iii. Budget Advisory Committee's role
  - d. Operating Budget
    - i. Framework development (similar to what was produced for Capital Budget)
  - e. Procurement

**Village of Mamaroneck Budget Advisory Committee**  
**Meeting Minutes Wednesday June 2, 2021**

Present: Dan Natchez, Trustee Liaison; Charles Guadagnolo, Chair; Ellen Hauptman, Vice Chair; Leonard Aubrey, Ed Zagajski, John Campbell, Glen Tippett, Bill Spiro

The meeting was opened at 7:00pm and the minutes for the May 11, 2021 meeting were approved

Discussion was focused primarily on the capital budget and included the following subjects and issues:

Foreseeable capital spending requirements are said to range between 100 to 200 million dollars and present an important management challenge.

The priority scheduling set forth by the Village Manager is extremely helpful; it promotes health and safety as most important. The suggestion was made by Dan Natchez that a further sub classification be made as to whether particular items can be deferred for a specified number of years. The Village Manager is working toward greater participation by Department Heads in adhering to the prioritization principles.

The importance of a 5 year plan.

Reporting by Clerk Treasurer would be enhanced if it included "running totals" of capital expenditures and operating results.

Questions were raised about the anticipated costly roof repair of the Village Office and the limit of only one bid. This was dependent on the emergency nature of the repair.

The Budget Committee will address at its next meeting the specific assists it can provide to the BOT and the means to accomplish them, perhaps by sub committee structure. Functions to consider are Procurement, Reporting, Bonding, Expense Review, Scheduling of Budget Development, Development of an Operating Budget Framework and Long-term Capital Budget Planning.

The meeting was adjourned at 8:43pm

Village of Mamaroneck  
Capital Plan 2021/22 -- 2025/26

Fund	Department	Project Item	Staff Rated Priority	Project Score	Date Needed	2021/22	2022/23	2023/24	2024/25	2025/26	Total Dep. Plan	Sources of Financing			Proposed Funding Source	
												State/ Federal Grants, etc.	Local Bond	Fund Balance		
A	21	Municipy V	1	3	21	75,000.00	-	-	-	-	75,000.00	-	75,000.00	-	VOM	
A	CCC	Lower Level Structural Repairs	1	3	21	48,000.00	-	-	-	-	48,000.00	TBD	-	-	NYS Preservation Grant	
A	Clerk Treasurer	Microfilm Conversion	1	3	21	6,180.00	-	-	-	-	6,180.00	TBD	-	-	NYS Archives Grant	
A	Courtroom	Emergency Exit Doors & Site Work	1	3	21	32,400.00	-	-	-	-	32,400.00	-	32,400.00	-	VOM	
A	DPW	1996 Int'l 4x4 Salt Truck (replace #90)	1	3	21	265,000.00	-	-	-	-	265,000.00	-	265,000.00	-	VOM	
A	DPW	Pickup Truck (replace #70)	1	3	21	40,000.00	-	-	-	-	40,000.00	-	40,000.00	-	VOM	
A	DPW	Street Sweeper (replace #106)	1	3	22	-	200,000.00	-	-	-	200,000.00	-	200,000.00	-	VOM	
A	DPW	75 Yard Compactor Trailer (replace #T1)	1	3	23	-	-	65,000.00	-	-	65,000.00	-	65,000.00	-	VOM	
A	DPW	Dump Truck (replace #62)	1	3	23	-	-	95,000.00	-	-	95,000.00	-	95,000.00	-	VOM	
A	DPW	Sanitation Vehicle (replace #110)	1	3	23	-	-	300,000.00	-	-	300,000.00	-	300,000.00	-	VOM	
A	DPW	Sanitation Vehicle (replace #103)	1	3	24	-	-	-	300,000.00	-	300,000.00	-	300,000.00	-	VOM	
A	Engineer	Annual Paving	1	3	21,22,23,24	911,105.00	965,614.00	1,023,385.00	1,084,615.00	-	3,984,719.00	270,000.00	-	-	PAVE NY: \$54k annually	
A	Engineer	S Barry Ave Siphon Pipe Assessment/Replacement	1	3	22	-	200,564.00	-	-	-	200,564.00	-	-	-	WQIP, EFC	
A	Engineer	East Basin Sea Wall Replacement	1	3	24,25	-	-	-	388,200.00	2,199,528.00	2,587,728.00	-	-	-	EPF Program	
A	Engineer	Halstead Avenue Reconstruction	1	3	24	-	-	-	3,000,000.00	-	3,000,000.00	-	3,000,000.00	-	VOM	
G	Engineer	Sewer Flow Monitoring Equipment	1	3	24	-	-	-	40,000.00	-	40,000.00	-	40,000.00	-	VOM	
G	Engineer	Village Wide Curbs & Sidewalks	1	3	24	-	-	-	7,500,000.00	-	7,500,000.00	-	7,500,000.00	-	VOM	
G	Engineer	Carol Avenue & Lorena Street Drainage	1	3	25	-	-	-	-	500,000.00	500,000.00	-	500,000.00	-	VOM	
A	Engineer	Sanitary Sewers CCTV Inspection & Report	1	3	21	1,000,000.00	-	-	-	-	1,000,000.00	-	-	-	WQIP, EFC	
A	Fire Department	Replace Fire Chief's Car #2241	1	3	21	66,726.00	-	-	-	-	66,726.00	-	66,726.00	-	VOM	
A	Harbor Master	Sea Wall Repair - Design	1	3	22	-	603,200.00	-	-	-	603,200.00	-	-	-	EPF Program	
A	Harbor Master	Dock & Gangway Replacement	1	3	21	302,500.00	302,500.00	-	-	-	605,000.00	TBD	-	-	BIG Grant	
A	Harbor Master	Crain Repair/Rehab	1	3	21	400,000.00	-	-	-	-	400,000.00	-	400,000.00	-	VOM	
A	Manager's Office	Prospect Traffic Signal	1	3	22	-	110,000.00	-	-	-	110,000.00	-	110,000.00	-	VOM	
A	Manager's Office	West Basin Bldg. Consolidation	1	3	22,23	-	75,000.00	750,000.00	-	-	825,000.00	-	-	-	VOM, EPF	
A	Manager's Office	Glendale Road Removal	1	3	23	-	-	30,000.00	120,000.00	-	150,000.00	-	150,000.00	-	VOM	
A	Marine Educ Center	Interactive Digital Signage/Displays	1	3	23	-	-	60,000.00	-	-	60,000.00	-	60,000.00	-	VOM	
A	MEMS	Sink and Counter Updated	1	3	21	15,600.00	-	-	-	-	15,600.00	-	15,600.00	-	VOM	
A	Parks Dept	Toro Turf Aerator & Water Tank	1	3	21	29,121.74	-	-	-	-	29,121.74	-	29,121.74	-	VOM	
A	Parks Dept	Holmes Trailer	1	3	21	3,856.00	-	-	-	-	3,856.00	-	3,856.00	-	VOM	
A	Parks Dept	Old Schoolhouse Roof & Interior Ceiling Repairs	1	3	21	18,000.00	-	-	-	-	18,000.00	-	18,000.00	-	VOM	
A	Police Dept	Ballistic Helmets	1	3	24	-	-	-	8,064.00	-	8,064.00	-	8,064.00	-	VOM	
A	Recreation Dept	Lanza Field Lights	1	3	21	150,000.00	-	-	-	-	150,000.00	TBD	-	-	VOM, Soccer Grant	
						3,363,488.74	2,456,878.00	2,323,385.00	12,440,879.00	2,699,528.00	23,284,158.74					
<b>Supplemental Staff Priority</b>																
A	Building Dept	Roof - 169 Mt. Pleasant	2	3	23	-	500,000.00	-	-	-	500,000.00	-	500,000.00	-	VOM	
A	Courtroom	Roof	2	3	23	-	220,000.00	-	-	-	220,000.00	-	220,000.00	-	VOM	
A	Engineer	Pavement Management Survey	4	3	21	30,000.00	-	-	-	-	30,000.00	-	30,000.00	-	VOM	
A	Engineer	Sea Level Rise Study	2	3	22	-	70,000.00	-	-	-	70,000.00	-	-	-	EPF Program	
A	Engineer	West Basin Sea Wall Replacement	3	3	22	-	693,600.00	4,080,744.00	-	-	4,774,344.00	-	-	-	EPF Program	
A	Engineer	Sanitary Sewers Rehabilitation Orienta	2	3	22	-	2,000,000.00	-	-	-	2,000,000.00	-	-	-	WQIP, EFC	
A	Engineer	Sanitary Sewers Rehabilitation Zones 8, 11, 13, 14	3	3	21/22	5,250,000.00	2,500,000.00	-	-	-	7,750,000.00	-	-	-	WQIP, EFC	
A	Harbor Master	Roof	5	3	23	400,000.00	-	-	-	-	400,000.00	-	400,000.00	-	VOM	
A	Manager's Office	Army Corps Project	6	3	21	-	-	37,500.00	-	-	37,500.00	-	37,500.00	-	VOM	
A	Manager's Office	CDBG Prospect	3	3	21	7,875,000.00	-	-	-	-	7,875,000.00	200,000.00	-	-	\$200,000 from CDBG	
A	Manager's Office	CDBG--Library Ln/Mt. Pleasant	5	3	21	400,000.00	-	-	-	-	400,000.00	175,000.00	-	-	\$175,000 from CDBG	
A	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 1	6	3	22	250,000.00	-	-	-	-	250,000.00	209,000.00	-	-	CDBG	
A	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 2	7	3	22	-	418,000.00	-	-	-	418,000.00	208,000.00	-	-	CDBG	
A	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 3	8	3	23	-	416,000.00	-	-	-	416,000.00	242,500.00	-	-	CDBG	
A	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 4	9	3	24	-	-	485,000.00	-	-	485,000.00	225,500.00	-	-	CDBG	
A	Manager's Office	CDBG Mamaroenck Ave School Area Bulbout	4	3	22	-	-	-	457,000.00	-	457,000.00	200,000.00	-	-	CDBG	
A	Manager's Office	Mt. Pleasant Intersection	11	3	22,23,24	-	200,000.00	-	-	-	200,000.00	250,000.00	-	-	\$250,000 from CDBG	
A	Manager's Office	Grand Street Crosswalk	16	3	21	-	112,000.00	212,500.00	520,000.00	-	844,500.00	-	-	-	Neighborhood Stabilization Fi	
A	Parking	Hunter Tier Emergency Structural Repairs-NYS Mandate	3	3	21	30,000.00	-	-	-	-	30,000.00	-	30,000.00	-	VOM	
A	Village Wide	Chimney Lining- Firehouses/169 Mt. Pleasant	5	0	22	269,000.00	-	-	-	-	269,000.00	-	269,000.00	-	VOM	
						-	36,000.00	-	-	-	-					
<b>Grand Total</b>						14,504,000.00	7,165,600.00	4,815,744.00	977,000.00	-	-	27,426,344.00				
						17,867,488.74	9,622,478.00	7,139,129.00	13,417,879.00	2,699,528.00	-	50,710,502.74				

PROJECT NAME			Total Dep. Plan	CRITERION 1		CRITERION 2		CRITERION 3		CRITERION 4		CRITERION 5		CRITERION 6		CRITERION 7		PROJE CT SCOR E	Staff  Rated Priority
Date Needed	Additional projects may be added by using the copy function to add rows. Rows must also be added to the Capital Improvement Plan tab.			Consent Order		Need for Health and Safety		External Funding		Vehicle and Equipment Replacement		Operational Impact		BOT Initiative		Maintains and Improves Quality of Infrastructure			
				Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight		
21	Building Dept	Municipy V	75,000.00	-	15.00	-	15.00	-	9.00	-	7.00	7.00	7.00	5.00	5.00	5.00	3.00	89	1
21	CCC	Lower Level Structural Repairs	48,000.00	-	15.00	10.00	15.00	5.00	9.00	-	7.00	-	7.00	6.00	5.00	-	3.00	225	1
21	Clerk Treasurer	Microfilm Conversion	6,180.00	-	15.00	-	15.00	5.00	9.00	-	7.00	1.00	7.00	2.00	5.00	5.00	3.00	77	1
21	Courtroom	Emergency Exit Doors & Site Work	32,400.00	-	15.00	9.00	15.00	-	9.00	9.00	7.00	-	7.00	9.00	5.00	-	3.00	243	1
21	DPW	1996 Int'l 4x4 Salt Truck (replace #90)	265,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	3.00	7.00	5.00	5.00	5.00	3.00	281	1
21	DPW	Pickup Truck (replace #70)	40,000.00	-	15.00	-	15.00	-	9.00	10.00	7.00	2.00	7.00	-	5.00	-	3.00	84	1
22	DPW	Street Sweeper (replace #106)	200,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	5.00	7.00	-	5.00	5.00	3.00	270	1
23	DPW	75 Year Compactor Trailer (replace #T1)	65,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	3.00	7.00	5.00	5.00	5.00	3.00	281	1
23	DPW	Dump Truck (replace #62)	95,000.00	-	15.00	-	15.00	-	9.00	10.00	7.00	2.00	7.00	-	5.00	5.00	3.00	99	1
23	DPW	Sanitation Vehicle (replace #110)	300,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	3.00	7.00	5.00	5.00	5.00	3.00	281	1
24	DPW	Sanitation Vehicle (replace #103)	300,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	3.00	7.00	5.00	5.00	5.00	3.00	281	1
21,22,23,24	Engineer	Annual Paving	3,984,719.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	10.00	7.00	10.00	5.00	10.00	3.00	370	1
22	Engineer	S Barry Ave Siphon Pipe Assessment/Replacement	200,564.00	-	15.00	15.00	15.00	-	9.00	10.00	7.00	-	7.00	5.00	5.00	-	3.00	320	1
24,25	Engineer	East Basin Sea Wall Replacement	2,587,728.00	-	15.00	15.00	15.00	-	9.00	10.00	7.00	-	7.00	10.00	5.00	10.00	3.00	375	1
24	Engineer	Halstead Avenue Reconstruction	3,000,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	10.00	7.00	10.00	5.00	10.00	3.00	370	1
24	Engineer	Sewer Flow Monitoring Equipment	40,000.00	10.00	15.00	10.00	15.00	-	9.00	-	7.00	10.00	7.00	10.00	5.00	5.00	3.00	435	1
24	Engineer	Village Wide Curbs & Sidewalks	7,500,000.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	-	7.00	10.00	5.00	10.00	3.00	300	1
25	Engineer	Carroll Avenue & Lorena Street Drainage	500,000.00	-	15.00	-	15.00	-	9.00	10.00	7.00	-	7.00	-	5.00	10.00	3.00	100	1
21	Engineer	Sanitary Sewers CCTV Inspection & Report	1,000,000.00	10.00	15.00	10.00	15.00	-	9.00	-	7.00	10.00	7.00	10.00	5.00	5.00	3.00	435	1
21	Fire Department	Replace Fire Chief's Car #2241	66,726.00	-	15.00	10.00	15.00	-	9.00	10.00	7.00	4.00	7.00	-	5.00	-	3.00	248	1
22	Harbor Master	Sea Wall Repair- Design	603,200.00	-	15.00	10.00	15.00	-	9.00	-	7.00	10.00	7.00	10.00	5.00	10.00	3.00	300	1
21	Harbor Master	Dock & Gangway Replacement	605,000.00	-	15.00	5.00	15.00	-	9.00	5.00	7.00	10.00	7.00	5.00	5.00	5.00	3.00	220	1
21	Harbor Master	Crain Repair/Rehab	400,000.00	-	15.00	5.00	15.00	-	9.00	10.00	7.00	5.00	7.00	-	5.00	10.00	3.00	210	1
22	Manager's Office	Prospect Traffic Signal	110,000.00	-	15.00	10.00	15.00	-	9.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	230	1
22,23	Manager's Office	West Basin Bldg. Consolidation	825,000.00	-	15.00	10.00	15.00	-	9.00	-	7.00	-	7.00	5.00	5.00	10.00	3.00	205	1
23	Manager's Office	Glendale Road Removal	150,000.00	-	15.00	-	15.00	-	9.00	-	7.00	-	7.00	-	5.00	-	3.00	0	1
23	Marine Educ Center	Interactive Digital Signage/Displays	60,000.00	-	15.00	-	15.00	-	9.00	-	7.00	-	7.00	-	5.00	-	3.00	0	1
21	MEMS	Sink and Counter Update	15,600.00	-	15.00	10.00	15.00	-	9.00	-	7.00	10.00	7.00	-	5.00	-	3.00	220	1
21	Parks Dept	Toro Sport Field Edger	29,121.74	-	15.00	5.00	15.00	-	9.00	10.00	7.00	10.00	7.00	10.00	5.00	-	3.00	265	1
21	Parks Dept	Holmes Trailer	3,856.00	-	15.00	-	15.00	-	9.00	10.00	7.00	10.00	7.00	-	5.00	-	3.00	140	1
21	Parks Dept	Old Schoolhouse Roof & Interior Ceiling Repairs	18,000.00	-	15.00	-	15.00	-	9.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	80	1
24	Police Dept	Ballistic Helmets	8,064.00	-	15.00	10.00	15.00	5.00	9.00	10.00	7.00	10.00	7.00	10.00	5.00	-	3.00	385	1
21	Recreation Dept	Lanza Field Lights	150,000.00	-	15.00	-	15.00	-	9.00	-	7.00	10.00	7.00	-	5.00	-	3.00	70	1
<b>Supplemental Staff Priority</b>																			
23	Building Dept	Roof	500,000.00	-	15.00	10.00	5.00	-	3.00	-	7.00	10.00	7.00	-	5.00	10.00	3.00	150	4
21	Courtroom	Roof	220,000.00	-	15.00	10.00	5.00	-	3.00	-	7.00	10.00	7.00	-	5.00	10.00	3.00	150	4
23	Engineer	Pavement Management Survey	30,000.00	-	15.00	10.00	5.00	-	3.00	10.00	7.00	10.00	7.00	10.00	5.00	10.00	3.00	270	5
22	Engineer	Sea Level Rise Study	70,000.00	-	15.00	10.00	5.00	-	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	130	6
22	Engineer	West Basin Sea Wall Replacement	4,774,344.00	-	15.00	15.00	5.00	-	3.00	10.00	7.00	-	7.00	10.00	5.00	10.00	3.00	225	7
22	Engineer	Sanitary Sewers Rehabilitation Orienta	2,000,000.00	10.00	15.00	10.00	5.00	-	3.00	-	7.00	10.00	7.00	10.00	5.00	5.00	3.00	335	1
22,23	Engineer	Sanitary Sewers Rehabilitation Zones 8, 11, 13, 14	7,750,000.00	10.00	15.00	10.00	5.00	-	3.00	-	7.00	10.00	7.00	10.00	5.00	5.00	3.00	335	13
22	Harbor Master	Roof	400,000.00	-	15.00	10.00	5.00	-	3.00	-	7.00	10.00	7.00	-	5.00	10.00	3.00	150	3
24	Manager's Office	Army Corps Project	37,500.00	-	15.00	10.00	5.00	3.00	3.00	-	7.00	10.00	7.00	10.00	5.00	10.00	3.00	209	4
21	Manager's Office	CDBG Prospect	7,875,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	2
21	Manager's Office	CDBG--Library Ln/Mt. Pleasant	400,000.00	-	15.00	10.00	5.00	-	3.00	10.00	7.00	10.00	7.00	10.00	5.00	10.00	3.00	270	3
21	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 1	250,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	26
22	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 2	418,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	4
22	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 3	416,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	5
21	Manager's Office	CDBG Mamaroneck Ave.--Ped. Imp. Phase 4	485,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	6
21	Manager's Office	CDBG Mamaroneck Ave School Area Bulbout	457,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	9
21	Manager's Office	Mt. Pleasant Intersection	200,000.00	-	15.00	10.00	5.00	5.00	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	145	3
21	Manager's Office	Grand Street Crosswalk	844,500.00	-	15.00	5.00	5.00	-	3.00	-	7.00	-	7.00	10.00	5.00	10.00	3.00	105	14
25	Parking	Hunter Tier Emergency Structural Repairs-NYS Mandate	30,000.00	10.00	15.00	10.00	5.00	9.00	3.00	-	7.00	10.00	7.00	5.00	5.00	10.00	3.00	352	20
0	Village Wide	Chimney Lining- Firehouses/169 Mt. Pleasant	269,000.00	-	15.00	10.00	5.00	-	3.00	-	7.00	-	7.00	-	5.00	-	3.00	50	0