

# Memorandum

To: Forestville Dissolution Committee

From: Paul Bishop  
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Date: August 17, 2015

Re: Dissolution Study Plan

The vote on the dissolution of the Village is scheduled for November 3<sup>rd</sup>. Under state law, there is no mandate for a study committee, public hearings, or the development of a formal dissolution plan. However, the community has chosen to conduct an abbreviated review of the operations and finances of Forestville and how those services would be impacted by dissolution. In order to conduct the review, CGR will conduct the following activities along the following proposed timeline.

- Project Initiation Meeting (August 18, 2015)
  - Meeting with dissolution committee to confirm scope of project
  - Discuss timeline of project
  - Establish communication protocol
- Survey of Services and Finances ( complete by September 25, 2015)
  - Request data from Village and Town
    - Review of Village and Town Budget documents
    - Review of outstanding Village debts and list of physical assets
  - Interviews with local officials including Mayor, Supervisor, Treasurer, Accountant, DPW Chief, Fire Chief and others as needed
- Development of Options (complete by October 2, 2015)
  - Establishment of a potential service provision scenario post dissolution
  - Review options with dissolution committee and select individuals for consensus
- Impact Report (complete by October 16, 2015)
  - Development of model to project impact on the Town's budget and the Village resident's property tax bill and other fiscal obligations of residents

- Preparation of a “Fiscal and Service Impact of Dissolution Overview” document with information from the above activities
- Dissolution committee to review draft document
- Public Meetings (Target before October 23, 2015)
  - CGR will present the “Fiscal and Service Impact of Dissolution Overview” document to the public at an appropriate forum
- Other Project Activities
  - Creation of study website to share information about dissolution including all written materials from CGR
  - Regular updates of study progress to dissolution committee and Village officials
  - Assist Village officials in the preparation of materials related to grant funding
  - Close out project with Village