

# Village of Niles

## TASK FORCE FOR LEGISLATIVE INITIATIVES AND FUNDING SOLUTIONS

### MEETING MINUTES

January 8, 2014

Persons in attendance: George Alpogianis – Co-Chair  
Robert Callero  
Cammy Fortuna  
Anthony Hollenback  
Chuck Ostman  
Steve Vinezeano  
Mike Yesner  
Cathy Spadoni – Secretary

#### **I. Call to Order**

Trustee Alpogianis called the meeting to order at 8:10 a.m.

#### **II. Discussion and Approval of RFQ**

S. Vinezeano presented the group with a draft RFQ (Request for Qualifications) for Lobbyist Services. The group discussed the details and recommended changes, including changing the document to an RFP (Request for Proposal) instead of an RFQ. S. Vinezeano will make the changes and email the second draft to the group.

It is anticipated that a lobbyist will charge, on average, \$2,000 to \$3,000 per month. This expenditure will be included in the FY 2014/2015 budget. C. Ostman and T. Hollenback will investigate what other towns pay. It was suggested that we pay a lobbyist per project, not per hour.

Once approved by the Task Force, the RFP will be submitted according to the following timeline:

- January 28 – Request approval for RFP at the Board of Trustees meeting
- January 29 – Approved RFP will be advertised by Susan Bus, Purchasing Agent
- February 21 – Due date of the RFP
- February 24 to early March – Review the resumes; interview candidates; make recommendation to Mayor Przybylo, providing a scorecard/evaluation sheet
- March 25 or April 22 – Request approval of recommended candidate at the Board of Trustees meeting

**III. Adjournment**

The next meeting will be held on Friday, January 17, 2014 at 8:00 a.m. in Room 218.

There being no further business to come before the Task Force, Mr. Callero made a motion, seconded by Mr. Yesner, to adjourn the meeting. The meeting adjourned at 8:54 a.m.

**2013-2014 Task Force for Legislative Initiatives & Funding Solutions**

<b>Ad Hoc Committee Members</b>	
Trustee George D. Alpogianis – Co-Chair	Robert Callero – Finance Committee
General Government/IT Committee Chair	Cammy Fortuna – Gen Gov/IT Committee
	Mike Yesner – Pres of Golf Maine Park District
Trustee Joe LoVerde – Co-Chair	
Finance Committee Chair	Anthony Hollenback – Human Services Dir
	Chuck Ostman – Community Development Dir
Cathy Spadoni – Secretary	Steven C. Vinezeano – Village Manager