

## Village of Cambridge Board Meeting

March 5, 2014  
Agenda

### Review of the Statement of Unpaid Vouchers for February

- Motion to approve March abstract of unpaid vouchers, contingent on Board Auditors approval

**Board Packet:** Would anyone like a copy of the Board packet?

**Public Comment** – the public is welcome to comment on any issue they may have and/or any agenda item.

### Department Reports:

- Fire Department
  - Report highlights
  - Roof repairs needed – status – DPW review and bid specifications
- DPW
  - Report/Activities for past the month
  - Report on snow plowing and snow removal
  - Status of lighting changes at Library entrance
  - Eagle Scout Project – Painting of the Gazebo
    - Motion to approve
- Police
  - Report/Activities for the past month
- Youth
  - Report highlights
- Assessor
  - Report highlights
- Zoning Enforcement
  - Report highlights
  - Brian McKay will be away from March 26th to May1st, will ask Terry Dansin if she will cover
- Zoning Board of Appeals
  - Report highlights
  - Review of ZBA minutes and records - hold
  - Historic Building Ordinance - hold
- Planning Board
  - Report highlights
  - Review of Planning Board minutes and records - hold
- Attorney
  - Erica Sellar-Ryan will be attending Board meetings
  - Report

- Historian
  - Report highlights
- Clerk
  - Clerk's report – job description
  - Clerks position – appointment of a new Village Clerk – Welcome to Lance Wang

**Change in Zoning Law** – Nursing home added to Village Residential and Residential Transition

- Board approved Local Law #1 of 2014 on February 19, 2014
- Follow –up actions needed?

**Change in Zoning Law** – Sign zoning re-write

- Proposed changes need to be sent to the ZBA, Planning Board, and several community members for review - status

**Village Elections**

- Legal notice was sent to the Eagle on March 4<sup>th</sup>, stating the election is March 18<sup>th</sup>, the polling place is the Village office, hours of the polls are noon to 9pm, that there are two trustee positions up for election and that the candidates are Dean Mullen and James Sweeney. That notice will appear in the March 5<sup>th</sup> and March 12<sup>th</sup> Eagle.
- A press release about the election was also submitted to the Eagle.
- Absentee Ballots are now available. The last day to request an absentee ballot be mailed is March 11, 2014. The last day for the Clerk to mail absentee ballots is March 12<sup>th</sup>.
- March 17, 2014 is the last day for the Clerk to receive personal applications for an absentee ballot from an applicant or applicant's agent.
- Absentee ballots MUST BE RECEIVED in the Clerk's Office by March 18<sup>th</sup> in order to be counted.
- Election inspectors are Gail Vogel, Carol Bracken, and Geraldine Burch.
- The County Board of Elections is willing to help us with the election by providing signs indicating the polling place and a poll book.
- NOTE: The Village Offices will closed at their regular time, which is noon, on Tuesday, March 18<sup>th</sup> and no staff will be in the office for the rest of the day.

**Mayor's Office:**

**Office Schedule for Month**

- The Mayor will be in the Village office each Monday from 8:30 until noon and each Wednesday from noon until 4 pm.
- The public is welcome to stop in during those office hours or feel free to call the Mayor at the office 677-2622 or cell 369-9347 to set up an appointment or discuss an issue.

**Priorities Workshop for Board**

- Joanne McDowell and Trustee Sweeney are working on setting up the workshop in March as part of the budget development. Board members should begin to think about what their priorities are or what they think the Village's priorities should be.

**Focus on Finances:**

- Treasurer's Report - Les Losaw

- Review of the Operating Statement - year-to-date expenditures compared to the budget;
- Review of the Balance Sheet - cash level
- Review of the Payroll report which should include a trial balance for each payroll.
- AUD (Annual Update Document) – status of 2011-2012 and 2012- 2013

**Ackley Building**

- Review of project management costs from Cottrell Associates and HRP
- Discussion
- Motion to assign a firm for project management and prepare to go to bid for demolition.

**Approval of Minutes:**

- December 4, 2013 – review and approve
- January 8, 2014 – review and approve
- February 5, 2014 – review and approve
- February 19, 2014 – review and approve

**2014-2015 - Budget preparation calendar**

- Budget preparation is underway and the goal is to have a tentative budget to the Village Clerk by March 19<sup>th</sup>. The Clerk will then present the tentative budget to the Board shortly thereafter.
- Philosophy, approach
  - Meetings with Department Heads
  - Priorities workshop, discuss on debt and long term Village needs

**Amendment Request to the Municipal Agreement – Police Agreement with Greenwich**

- Status report

**Main Street Pedestrian Project** – Final grant paperwork submitted

**Washington County DSS** - Worksite sponsor contract