

## **Village of Cambridge Board Meeting**

**December 4, 2013  
Agenda**

### **Review of the Statement of Unpaid Vouchers for November – if available**

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

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

### **Community Events:**

- Chamber of Commerce Christmas events – December 6, 2013
- Lions Christmas Tree Memorial

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

### **Report on Past Events and Other Community Activities:**

#### **Appointment of New Trustee**

- Trustee Alan Dupuis resigned effective November 30, 2013. Many thanks to Alan for his years of service to the Board.
- The Mayor recommends James Sweeney to fill the unexpired term, which ends March 31, 2014
- Motion to appoint James Sweeney as Trustee to the Village Board
- Swearing in

#### **Resignation of Village Clerk**

- Bethany Witham, Village Clerk submitted her resignation effective today, December 4<sup>th</sup>. Her resignation was accepted with regrets.
- Many thanks to Bethany for her three years of service to the Village

#### **Village Office Hours**

- The office hours have changed. The office is now open:
  - Monday, Tuesday, Thursday and Friday 8 am to 12 noon and Wednesday 12 noon to 4 pm

#### **New Employees in the Village Office**

- Kailyn Alexander was hired as a part-time temporary Clerk for approximately three months. Kailyn will work Monday to Friday and cover the hours the office is open.
- Joanne McDowell was hired as a part-time temporary Clerk for approximately three months. Joanne will work Thursday and Friday 8 am to 1 pm and will work on various projects.

**Village Clerk position**

- The Village Clerk position will remain vacant until a suitable person is found.
- Motion to leave the Village Clerk position vacant.

**Change in the Zoning Law – re-writing of the Sign portion of the Zoning Law**

- Progress – Five meetings of the workgroup were held on October 22, October 29<sup>th</sup> and November 5, November 19 and December 3. The workgroup is going through the current zoning line by line and eliminating/adding information.
- Members of the community are welcome to attend these workshops

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

- No final decision on the amendment can be made until the Village gets a response from the County or the County's 30 day review period has expired
- Report on County's response
- Board action

**Mayor's Office:**

**Note: Christmas Day and New Year's Day are Village holidays and the office will be closed.**

**Office Schedule for Month**

- December 5<sup>th</sup> – 8:00 am to noon
- December 16<sup>th</sup> – 8:00 am to noon
- December 18<sup>th</sup> – 2:00 pm to 4:00 pm
- December 23<sup>rd</sup> – 8:00 am to noon
- December 30<sup>th</sup> – 8:00 am to noon
- 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.

**January Board Meeting**

- The regularly scheduled Board meeting for January falls on January 1st, the Board needs to set another meeting date. Suggestion January 3<sup>rd</sup> or 7<sup>th</sup>.

**Focus on Finances:**

- Financial Restructuring Board for Local Governments
  - Request for assistance
  - Board resolution needed
- Internal Controls for Village Credit Cards
  - Review proposal
  - Motion to approve
- Treasurer's Report - Les Losaw
  - Les is on vacation so no reports are available
  - Board Reports - routine financial reports that the Board needs to perform their financial responsibilities are needed on a monthly basis. These reports should come from the Village's accounting software, Enhanced Business System.

- Operating Statement which should include year-to-date expenditures compared to the budget;
- Balance Sheet which should indicate the Village's cash level, with due to accounts, due from accounts and fund balance;
- Payroll report which should include a trial balance for each payroll.
- Treasurer's report which should give the Board the fund balance amount
- Operating Statement – review highlights
- AUD – status of 2013 preparation – OSC has contacted the Village to say the report is overdue. Les has asked for an extension and will follow-up when he returns from vacation.

### **Ackley Building**

- Status report
  - HRP has completed the asbestos testing and submitted a report.
  - Review and discussion of the report
  - Next steps
  - Safety steps for the winter

### **Approval of Minutes:**

- November 6, 2013 – Review and approve
- November 26, 2013 – Review and approve

### **2012-2013 Fiscal Year Budget**

- Hold - Status of work on 2012-2013 fiscal records

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

- Status report

### **Department Reports:**

- Police
  - Activities for the past month
- DPW
  - Activities for past the month
  - Snow plowing of the Rescue Squad parking lot in return for provision of an emergency shelter for Village residents
    - Discussion/Action
- Fire Department
  - Report highlights
  - Building repairs needed - roof
- Attorney
  - Report
- Clerk
  - Clerk's report - hold
  - Village Office Answering Machine System
    - Proposal to change system – status
    - Use of a new answering machine

- Youth
  - Report highlights
  - Megan Wilkins has accepted another position but will continue as Director of the Youth Program
- Assessor
  - Report highlights
  - Renewal of Senior Housing PILOT for the first senior housing building built in 1998 - Progress report
- Historian
  - Report highlights
- Zoning Enforcement
  - Report highlights
- Library
  - Report highlights
  - Safety changes at the Library – lighting and pavement changes
- Zoning Board of Appeals
  - Report highlights
  - Review of ZBA minutes and records
  - Historic Building Ordinance - hold
- Planning Board
  - Report highlights
  - Review of ZBA minutes and records

**Main Street Pedestrian Project** - Progress report on submitting the final grant paperwork

**Mid-month Board Meeting** – December 18<sup>th</sup>

- Does that work for everyone?