

**VILLAGE OF CAMBRIDGE
56 NORTH PARK STREET
CAMBRIDGE, NEW YORK 12816**

BOARD MEETING

MARCH 5, 2014

In attendance:

Chief George Bell

Mike Telford, DPW

Cindy McGuire, Librarian

Nancy Mitchell, Library Board

William McCarty, Assessor

Fire Dept. Rep.

Ashleigh Morris, The Eagle

Erica Seller-Ryan

Trustee James Sweeney

Mayor Valerie Reagan

Trustee Sara Kelly

Trustee Richard Lederer-Barnes

1. 7:03 meeting called to order
2. No one wanted copy of board packet.
3. No public comments.
4. Fire Dept. (all in report):
 - a. Asbestos in the floor tile, has authorized to spend 300 HRP, will test it for that amount. Will move forward.
 - b. Roof project - waiting for weather to break.
 - c. Fire dept. looking to use meeting room into a room for their gear, because it's tight for space with the apparatus. They will use the room at Village hall more frequently.
 - d. Currently doing OSHA training.
 - e. Conducted annual turnout gear and equipment inspections in Jan.
 - f. Did all interior firefighter fitness tests on masks.
 - g. Doing firefighter physicals.
 - h. Annual service and inspection on apparatus.

5. DPW:

- a. Plowing and sanding keeping streets open.
- b. Snow removal twice in February. Quite a lot of man hours.
- c. Getting geared up for spring cleanup.
- d. Mayor has received phone calls on snow, DPW has been responsive to needs.
- e. People should call DPW direct re: sinkholes.
- f. Library entrance – Bobby Endee has us on list for electrical work.
- g. Eagle Scout project – painting gazebo. There is work to be done prior to painting. Wants to get deck on it, ceiling and eaves work. Projected available for painting in June. Paint has all been donated. They want to start, Mike says that there are some areas they can start painting.

Motion: Permit moving forward on Eagle Scout project to paint gazebo, working with Mike at DPW.

Trustee Kelly moved

Trustee Lederer-Barnes second.

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

6. Police:

- a. Lost Mike Gordon last week to go full time in Troy.
- b. Chris Davidson resigned.
- c. Wants to replace both officers.
- d. Wants to hire Corey Wagner. Valley Falls. Hoosick and Ballston Spa – PT in both depts..
- e. Nathan Meeker. Lives on 113 in Easton. FT for Cohoes PD. Extensive LE background. Would be asset.
- f. Wants permission to hire.

Motion: Appt Corey Wagner as PT officer eff. immediately.

Trustee Kelly moved

Trustee Lederer-Barnes second.

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

Motion: Appt. Nathan Meeker as PT officer eff. Immediately.

Trustee Lederer-Barnes moved

Trustee Kelly second.

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

- g. 16 officers took part in active shooter drill. Intense training to observe!
- h. 12 officers took part in clandestine lab drill at Hoosick Falls School.
- i. 4/4-4/6. Bike race. Half of streets will be shut.
- j. Equipment from grant all installed.

- k. We do not have a mountain lion running around the village of Cambridge. Professional trackers from Common Sense thought a dead deer was killed by a mountain lion. According to State officials it was actually a 40-50 lb bobcat.
7. Youth: Summer planning is going well, staff are hired and working on schedule. Staff from last year will be returning.
8. Assessor:
- a. Art 7's petitions were pending. Sent Village Attorney list of what was coming. List that Bill has is accurate. Art 7's – village does not have to respond. We file notice of appearances. Petitioners must be the ones who move it along. Past policy – we are directed to let the petitioner do their part.
 - b. Letter from senior housing project requesting we review their assessment 581a – can't do anything because we've already filed the role, and they didn't respond prior. They will need to do it next year – before grievance day.

TASK: ASSESSOR – DRAFT LETTER BACK TO BELMONT TO EXPLAIN SITUATION.

9. ZEO: No report.
10. Zoning Board: No report
11. Planning Board: No report.
12. Attorney: No report except Article 7 (see Assessor notes)
13. Historian:
- a. Display case is in! Slight issues with hinges, but will be fixed. Rotating displays hopefully up by next month.

(SUGGESTED) TASK: LANCE – DO PRESS RELEASE for FIRST DISPLAY.

- b. Filed general ledgers and collections of postcards and photos. A lot of emails on houses/genealogy/families in the Civil War.
14. Clerk
- a. Introduced Lance Allen Wang, new Village Clerk.
 - b. Mayor and Board working on job description.

15. Library:

TASK: LANCE – ADD LIBRARY TO AGENDA

- a. A lot of programming at the Library.
- b. Hubbard Hall jam band at the Library last night.
- c. Been hosting a science series that has been presented by Howard Romack. Coming to Library once a month with kids 10-14 doing science related programs. Jan. program on microscopes (borrowed from HS) kids made slides. Feb. brought in cows' heart lungs and eye. Rain forest slideshow for March. Usually 8-10 kids in his programs, but he wants to advertise it and bring more kids. March program will be on 3/22.
- d. In past Liz McIntosh did basketry program two sessions.
- e. Planetarium adventures – 3 shows.
- f. Alzheimers/Dementia support group meeting, especially helpful for caregivers. Well attended.
- g. Oct – teen financial literacy program – six kids attended. Willing to come back again.
- h. Mike Russert coming to discuss tour of Gettysburg battlefield on Tuesday night.
- i. Ken Gottry on history of Eagle Bridge and bringing members of the Moses family.
- j. July – doing program on the Yellow Brick Road. Will coincide with CCS reunion.
- k. 4/1 and 4/3 – literacy tutor training. Part of S. Washington County initiative. Will do 2 sessions – Greenwich, Cambridge, Salem, then Greenwich again.
- l. World book night 4/23. Universal celebration of books. Battenkill Bookstore participates – pre-selected books. If you are selected as a giver, you read book, and then get opportunity to hand out 20 copies of book to “technically” non-readers.
- m. Thanked Mike and DPW for hard work keeping snow away from doorway and walkways at Library. And for lugging out extra books! And fixing lock on front door, ant problem, new light over book drop....
- n. Library Board President announced that Cambridge Public Library was honored with 5-star award from Library Journal. For our size, that is outstanding and we're one of few in upstate NY.
- o. Facebook page maintained by Jen. Email programs to Sara to put on our Facebook and website. So we can get these programs out there.
- p. Friends of the Library has been helpful – their booksales help our programming.
- q. Heather Sweet story hour coordinator. Previously was all parent volunteers. This year 13-15 kids show up plus parents.

16. Mayor Reagan:

- a. Nursing Home Law #1 passed at last meeting . Needs to go to Secretary of State – look for form to file municipal law.

TASK: LANCE FILE FORM. INCLUDE AS READS AND MODIFIED. GET LAW FROM Trustee Kelly.

- b. Sign Zoning: Trustee Kelly sent out an email to zoning, town, planning board, etc. to share, look at, and modify law. If we don't hear back in two weeks, assume no comments. Return date on community by 3/19. Set up meeting with Board/committee to review comments.
- c. Election:
 - i. Legal notice sent yesterday published today.
 - ii. Ballots ready Absentee ballots – last day to request by mail is 3/11, last day to send is 3/12. Last day to get in person 3/17. Must be back by 3/18.
 - iii. Mayor asked Trustee Kelly to make signs. Trustee Kelly can get wire framed real estate style signs. Get a few to put around town to remind folks about the village election. Something that says TODAY!!! Have ready for 3/18.
- d. Mayors schedule Mon, Tue, Thu, Fri, 8:30 – Noon and each Wed 12-4. Public can stop by or call. Cell phone is out there, people use it.
- e. Priorities workshop for Board. Workshop – setup date. To discuss priorities both in projects and financial focus'. 3/20.

17. Treasurer

- a. Operating Statement (LES): We should be at 25% at this point in the year. Will be talking with Departments regarding who is getting low.
- b. LL: We're overspent obviously on snow removal. A lot of that is salt. Mike does not put it in snow removal budget, Les does based on previous experience. We will adjust next year to put it where it belongs.
- c. Mayor Reagan: Establish a capital fund for Ackley Building because it has less budget impact. Provides for simplicity and accuracy in accounting. Show it as loan from general fund to capital fund.

MOTION: Establish a Capital Fund for Ackley Building Demolition

Trustee Lederer-Barnes – Moved

Trustee Kelly – Second

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

- d. Mayor Reagan - 9040 workmans comp. \$22,000 on workers comp is correct. We will carry that forward.
- e. Last month we paid for something we'd already paid for on it – money has been refunded. We will have to pay this summer.
- f. 3/13 Medical insurance review – we will look at med insurance and then have a meeting to determine go forward.
- g. We have yet to receive payment from the county on the Property Taxes. We sent a listing of properties that had outstanding balance, and we're waiting for that to come in.
- h. Snow removal in Mike's budget is 18,000 but we are at 10,000.
- i. We still have to follow up on CHIPS money – we missed deadline this year but it will roll over to next year.

TASK: TREASURER - REPORT BACK ON STATUS ON CHIPS MONEY. WILL IT REDUCE NEXT YEARS ALLOCATION?

- j. Previous year Annual Update documents, Les?
 - i. Has not had a chance to work on last year's. Did have a chance to work on questions from the year before (11-12). There was a payment made for fire truck which did not carry over to the annual report.
 - ii. Nothing was reported in last year's software for any of the loans last year. They were paid, just not recorded (12-13)

18. Trustee Lederer-Barnes: Ackley Building.

- a. Talked last time about who is actually going to do the oversight when this thing actually starts to come down. Talked to HRP (Asbestos testing) – had experience in Greenwich. Got quote from them. Gave us a quote to have their Engineer evaluate – their main concern was the tie-in to the Ackley bldg. and the Imhof building next to it. They want their engineer to look at it and see what needs to be done. Their quote is \$3600. For the actual monitoring of demo (\$120/hr monitor) and \$175/hr for principal engineer). \$500 lump sum to review the bids we get and get their feedback on what's good/bad/missing. Bill Cottrell – asked same of him. He'd like to review the bids and do the oversight. His hourly rate is \$100/hour for reviewing bids and oversight. He can NOT do compliance monitoring for the asbestos portion of the project – just the demolition. Should be able to finish bid spec soon; balked on providing editable bid spec to HRP, but he is happy to make changes to his based on our feedback.

- b. HRP had a comment about having the bid spec be more specific about safety measures – Bill’s response – neither of these companies are demolition contractors. The onus should be on the bidders to let us know their safety precautions. Tweak the bid spec that THEY provide this information. He will add a mandatory site meeting for bidders.
- c. In Greenwich there was only one bidder.
- d. Mayor Reagan states the goal to demolish building “as soon as possible”
- e. Trustee Lederer-Barnes – Wants more information from HRP to before he makes a decision regarding which bidder he would want for oversight. Will be labor intensive – big issues will be stabilization of neighboring building and the asbestos oversight . We will need at least two people on site at all time.

TASK: TRUSTEE LEDERER-BARNES – GET CLARIFICATION ON CONTRACT AND WE WILL HAVE A BOARD MEETING ON SAME DAY AS BUDGET WORKSHOP

- f. Police: Are we doing enough to protect public – pedestrians?
 - i. Lawyer: You did what I would recommend, I’m not an engineer. You asked the expert.
 - ii. Trustee Kelly: But we got no response.

TASK: TRUSTEE LEDERER-BARNES – ASK HRP FOR AN OPINION RE: CURRENT SAFETY MEASURES

- g. Lawyer: You already do have permission to take it down. Court would show that you did your due diligence. What would be helpful is that when you have the dates that you know its going to go out to bid, give her a heads up and a date when it would have be returned by. At that point she will reach out to the judge. Can get return date within 3 weeks. Give it longer than 30 days, not confident you will get a bid on first go-round. Recommend you reach out to the company that did the Greenwich demolition.
- h. Mayor Reagan states that we shall table this issue until the Budget Workshop.

19. MINUTES: Trustee Kelly did minutes for 2/19, and Mayor Reagan made some minor changes.

MOTION: TO APPROVE 2/19 SPECIAL MEETING MINUTES AS PRESENTED

Trustee Lederer-Barnes – Moved

Trustee Kelly – Second

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

20. Budget Preparation Calendar:

- a. Mayor Reagan has gotten in most proposed budgets. Trying to get tentative budget to clerk by 3/19. She has been meeting with department heads and reviewing proposals. She will be meeting with remaining departments on 3/13 and 3/17. Would like to get board members present.

3/13: Health insurance meeting at 1:00p, and then a budget review at approximately 2:00p. Trustee Kelly and Trustee Sweeney will join for Police, DPW, and Library budget proposal review.

3/17: 10-11a, will meet with Fire and Youth. Trustee Lederer-Barnes and Sweeney will join the Mayor.

TASK: CLERK – PUBLISH SCHEDULE FOR THESE MEETINGS

- b. Priorities workshop around the 20th of March. Full Board. 12-2p.
- c. We have until 4/8 – the public hearing on the 4/15 – we have to leave budget static from 4/9 until 4/15.
- d. Mayor wants to do one budget “tweaking” workshop after public comment. We must adopt budget by 5/1.
- e. 4/30 – Budget approval meeting.
- f. Meetings for public will be evening meetings.
- g. 25th and 27th of March – evening. These will be budget workshops. Board meeting 4/2 will be shortened, followed by another budget workshop. One more on 4/8. 7:00p.
- h. Budget working sessions – open to the public.

MOTION: Public hearing to present tentative budget on 4/15 at 7:00p.

Trustee Kelly – moved

Trustee Lederer-Barnes – 2nd

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

MOTION: Have special Board meeting – budget approval on 4/30 to approve budget for 14-15 fiscal year. 7:00p. No other business.

Trustee Kelly: Moved

Trustee Lederer-Barnes: 2nd

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

TASK: CLERK - PUBLISH SCHEDULE AND GET POSTED.

21. Amendment request – Police w/Greenwich. Status. Reviewed paragraph based upon insurance company advice. We are waiting on Greenwich to complete insurance review. Our company wants us to get this done ASAP.

22. Main Street Ped Project: Rick – has nothing to do for follow up. Can get update from state regarding status of the money.

TASK: TRUSTEE LEDERER-BARNERS - GET UPDATE FROM STATE (DOT?)

23. Washington County DSS – Contract to become a worksite sponsor for the Department of Social Services. This program is for individuals who are receiving tentative assistance – foodstamps, etc. Want agreement with village and other Not for Profits. People can be assigned to work. Their pay is their assistance. They need supervision and cannot displace current employees. Can be used for DPW, grounds, office, etc. Placement is intermittent.

MOTION: TO ENTER INTO AGREEMENT AS A WORKSITE SPONSOR AGENCY WITH WASH DEPT OF SOCIAL SERVICES EFFECTIVE TODAY (3/5).

Trustee Kelly: Motion

Trustee Sweeney: 2nd

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

24. Treasurer states that there are two additions and one deletion to Village of Cambridge Abstract of Vouchers.

TASK: TREASURER - follow up with Main Care because we were not getting their bills for a couple of months. We are trying to move towards online billing

MOTION: ACCEPT ABSTRACT REPORT WITH MODIFICATIONS (\$ 44,964.67)

Trustee Lederer-Barnes: Moved

Trustee Kelly: 2nd

Reagan: Aye, Kelly: Aye, Lederer-Barnes: Aye, Sweeney: Aye, Lucey: Not Present

25. Meeting adjourned at 8:57p

MOTION TO ADJOURN:

Trustee Lederer-Barnes: Moved

Trustee Sweeney: 2nd