

Minutes of a Work Session of the
Board of Trustees of the Village of
Larchmont, held **MONDAY, MARCH 4, 2013**

PRESENT: Mayor Anne H. McAndrews
Trustees John Komar
Marlene Kolbert
Lorraine Walsh
Peter Fanelli

ABSENT: None

Mayor McAndrews called the work session to order at 7:00 PM.

On motion of Trustee Komar, seconded by Trustee Fanelli, and unanimously carried, it was:

RESOLVED, to permit non-profit organizations to use the Larchmont Village Center, 119 Larchmont Avenue, in accordance with the rules and regulations shown below, provided that an insurance certificate is received from the organization, that all associated fees are received, and provided that proof of non-profit status (501-C-3 certificate) is submitted with the requisite application.

RESOLUTION

Village Center – Use by non-profit organizations

Rules and Regulations for Use of Village Center by Third Party Organizations:

I. QUALIFICATION

Applicant must be a responsible local, Not-for-Profit organization which performs its mission on behalf of the residents of the incorporated Village of Larchmont.

II. RULES and REQUIREMENTS

A. The Village requires a Certificate of Insurance in the amount of one million dollars naming the Village of Larchmont as an additional insured and additionally, the Village will be held harmless for claims arising from the use of the building by the applicant. It is the responsibility of any person or organization using the Village Center to maintain the original order and cleanliness of such facilities. Such person or organization will be responsible for damages relating to its use of the facility.

B. The Village reserves the right to cancel any scheduled use of the building if a conflict occurs with necessary Village Activities. Such cancellations shall be rescheduled at the earliest possible convenience. The Village Board authorizes the Village Clerk to approve and arrange for scheduling the use of the Village Center by applicants satisfying the limitations listed above.

C. A person who is affiliated with the Not-for-Profit, over 21 years old, must be present at all times during the use of the space. This person, whose name and telephone number will have been provided to the Village with the application for use of the space, will be responsible for assuring that the Village's rules for use of the space are followed. Applicant should bring permit with them on day of the event in case it needs to be shown to authorities.

D. The maximum number of people permitted to use the space will be the maximum number which was set forth on the application.

E. The space will otherwise be used in conformance with the information provided in the application.

F. The Village and its representatives will have access to the space at all times.

G. The key will be picked up from the Village Clerk at Larchmont Village Hall on the day of the event or the last business day before the event, before 4:00 PM. The key will be returned to the Village Clerk at Larchmont Village Hall either immediately after the event or the next day if the event ends after Village Hall is closed. A key deposit of \$50 must be left with the Village Clerk. This deposit will be forfeited if the key is lost or returned late. Prior to vacating the space all windows will be closed and doors will be locked.

H. There will no sale of goods conducted.

I. The parties using the space will conduct themselves in an orderly and civil manner.

J. The space will not be used for sports or physical games.

K. There will be no cooking in the space.

L. Nothing involving an open flame or a heating element may be used.

M. No paint or dye may be used.

N. There will be no smoking.

O. Sound must not be audible from outside the room when the doors and windows are closed.

P. No animals will be permitted in the space.

Q. A Security Deposit of \$250, in the form of a check, will be required at time of application. The security deposit may be forfeited for clean-up of the room; repair of damage to the space; and other Village expenses resulting from violation of any rules. Some portion of the Security Deposit may be forfeited if event exceeds reserved time.

R. It is the responsibility of any organization or persons using the Village Center to maintain the original order and cleanliness of the Property. All chairs and tables must be put back in their original places and the floor and all Village belongings must remain clean. **You are to supply your own plastic garbage bags.** After your event has ended, and before leaving the Village Center, garbage bags must be tied and left in the trash cans at the exit.

S. The Village reserves the right to refuse permission to any applicant who has previously violated any of the rules and regulations for use of the Village Center, or who has previously caused damage to the space.

III. FEES

The following fees will be charged for use of the Village Center. Fees may only be paid by cash, check or money order, made payable to the Village of Larchmont. Deposits must be by check made payable to the Village of Larchmont.

Use of Village Center:	\$125, up to 4 hours
Custodial Fee:	\$25 per use
Key Deposit:	\$50
Security Deposit:	\$250

On motion of Trustee Fanelli, seconded by Trustee Komar, and unanimously carried, it was:

RESOLVED, to accept the price quote of \$720 from A.R.T. Printing, Elmsford, New York, to have 3,000 copies of a Storm brochure printed that will be sent to all residents in the Village of Larchmont.

On motion of Trustee Walsh, seconded by Trustee Komar, and unanimously carried, it was:

RESOLVED, to approve a taxi rate increase within the Village of Larchmont as indicated below:

All points within Village Limits.....	\$5.25
Between 11:00 PM and 6:00 AM.....	\$7.00

On motion of Trustee Kolbert, seconded by Trustee Walsh, and unanimously carried, it was:

RESOLVED, to authorize Treasurer Brucciani to establish a deposit fund for donations that will be received for the future Willow Park Playground improvement project.

On motion of Trustee Walsh, seconded by Trustee Komar, and unanimously carried, it was:

RESOLVED, to accept a proposal by Larry Wilcox, CNY Web Designs, to provide the Village with maintenance and upgrades, as needed, for the Village of Larchmont’s website, at a cost of \$360 annually.

On motion of Trustee Walsh, seconded by Trustee Kolbert, and unanimously carried, it was:

RESOLVED, to authorize the conversion of DSL internet service for Village Hall and the Public Works Department to high-speed Cablevision Lightpath internet service, in association with an agreement executed in 2008 between Westchester County and the Larchmont Police Department for the RICl system.

On motion of Trustee Walsh, seconded by Trustee Kolbert, and unanimously carried, the Board adjourned at 10:30 PM.

RESOLUTION
Accept price quote from A.R.T. Printing for printing of Storm brochure to be mailed to Village residents

RESOLUTION
Approve Taxi Rate Increase

RESOLUTION
Willow Park Playground improvements – Auth. Treasurer to establish deposit fund for donations

RESOLUTION
Wilcox, L. CNY Web Designs Accept proposal for web site maintenance and upgrade work

RESOLUTION
Cablevision Lightpath Authorize conversion of internet service for Village Hall and Public Works Department