

Village of Webster  
Village Board Workshop Meeting  
August 2, 2016

Webster Community Meeting Hall  
29 South Avenue  
Webster, NY 14580

Present: Mayor Cahill, Trustee Balcaen, Trustee Ippolito Jr., Trustee Byerts, and Trustee Lancy

## Village Board Business

The Village Board discussed computer files on the shared drive and reviewed if these files should be on the shared network. It was discussed that certain employees/and or former employees computer files are not accessible because of unknown passwords. It was determined LMT Computer Service should have employee passwords to gain access to files if need be. It was also agreed upon that Attorney Don White would send a letter to a former employee and ask for the password to access certain files which have been to date unattainable. It was also deemed not safe to save files to a flash drive but the file should be saved to a computer drive other than the C drive. The Board decided there should be a process and a written policy in regards to saving and modifying documents. The next step would be to decide what files should be shared and what should be restricted or have locked access. Passwords should not be shared.

Mayor Cahill said the next topic Village Policy 6-28 Personnel Files has been in place for many years and it should be updated. This policy will be discussed at the next workshop on August 30, 2016.

Trustee Byerts listed certain sporting events which would be included in the school playing fields at Sanford Street and Sherwood Avenue which would affect the no parking areas along those streets. Trustee Byerts said he came up with group and individual sports which would be played on the fields and Attorney White reviewed the language for the Local Law. The Village Board requested a review of the language and wanted the Public Hearing on the Local Law to be held later in the month of August.

EXECUTIVE SESSION – Cancelled.

## Adjournment

Motion Trustee Ippolito Jr., and Seconded by Trustee Lancy to adjourn the meeting at 8:13 p.m., all were in favor and carried.

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Josette Amalfi, Village Clerk

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John J. Cahill, Mayor