

CASTLE HILL MUNICIPAL OFFICERS MEETING
Wednesday, April 7, 2021
7:00 PM – Town Office

Minutes

Call to Order at 7:00 PM by Chair Kenney

Present – Chair Maylen Kenney, Shari Cheney (Zoom), Allen Michaud, Gerry McGlenn and Theresa Albert

Absent – None

Staff Present – Sandra Fournier, Town Manager; Lisa Foster, Treasurer, Chris Woodworth, Road Commissioner

2020 Financial Audit Presentation – Tim Poitras, Chester M. Kearney

Tim Poitras with Chester M. Kearney briefed the board on the 2020 audit. There was no motion for the item it is for informational purposes only.

Public Comment – None

Approve Minutes of Previous Meeting, March 22, 2021

Motion by **McGlenn** to accept the March 22, 2021 minutes as presented.

Second by **Albert**

Motion passed **5 - 0**

Review, Approve and Sign Treasurer Warrants

Warrants 18 – 25 were discussed and signed.

Motion by **McGlenn** to accept the Treasurer's report on expenditures (warrants), investments, and financial reports for the 1st Quarter 2021 as prepared and presented.

Second by **Albert**

Motion passed **5 - 0**

Old Business

Motion by **McGlenn** to table the Second Amendment Sanctuary.

Second by **Michaud**

Motion passed **4 - 0**

New Business

The 2021 Paving Bids were discussed. There were some concerns with the maintenance of equipment and the quality of paving with the contractor.

Motion by **McGlenn** to approve the 2021 paving contract to Trombley Industries.

Second by **Albert**

Motion passed **4 - 0**

Election Results and Town Meeting were discussed. Elected to the Select Board are Allen Michaud and Shari Cheney. Elected as Assessor is Shari Cheney. The Town Warrant passed without opposition. There were some concerns brought up by the citizens about the change of location for elections. Once this change is approved by the Secretary of State there will need to be a public hearing. There will need to be some accessibility and safety issues addressed in order for the Town Meetings to continue at the Grange Hall.

Motion by **McGlinn** to appoint Shari Cheney as the Board Chair
Second by **Albert**
Motion passed **5 - 0**

All new and re-elected officers and assessors must complete the Freedom of Access Training (FOAA). Shari Cheney and Allen Michaud will complete this training.

Oaths and appointments for the Planning Board and Zoning Board of Appeals are signed by each Town Board. Joel Pickens has agreed to serve on the Planning Board for the 2021 – 2024 term. There is still a vacancy for the Planning Board for the 2019 – 2022 term. Preston Kenney has agreed to serve on the Zoning Board of Appeals for the 2021 – 2024 term. There is still a vacancy for the Zoning Board of Appeals for the 2020 – 2023. The board will need to appoint one (1) member to the Zoning Board of Appeals and one (1) member to the Planning Board.

Motion by **Albert** to sign the Planning Board and Zoning Board of Appeals oaths and appointments as presented.
Second by **McGlinn**
Motion passed **4 - 0**

The Select Board needs to authorized two (2) board members to review, approve, and sign the municipal treasurer's disbursements. The Select Board needs to approve the application of tax payments to the oldest unpaid tax bill.

Motion by **Albert** to approve Select Board Member **Kenney** and Select Board Member **McGlinn** to sign weekly Warrants and approve the Tax Collector Payments Received Policy and Treasurer's Warrant Disbursement Policy as presented.
Second by **McGlinn**
Motion passed **4 - 0**

Town Manager Appointments

Motion by **McGlinn** to confirm the Town Manager's Appointments.
Second by **Albert**
Motion passed **4 - 0**

Town Manager Report

Town Manger will be reviewing Town policies to update for language changes and compliancy. Any changes will be presented to the Board at the May meeting. There will be some research done to see how the town can handle dilapidated and uninhabitable structures. The ordinance will need to be revised to allow the CEO to enforce the action without it becoming a cost burden.

Adjourn at **7:55 PM** for Executive Session.

Adjourn Executive Session at **8:15 PM**

Set Next Meeting Date(s):

Individual Board Meeting – May 12, 2021

Joint Board Meeting – May 18, 2021

Adjournment at 8:20 PM by Chair Kenney
Respectfully submitted

Lisa Foster

Lisa Foster
Treasurer/Tax Collector