

CASTLE HILL MUNICIPAL OFFICERS MEETING

Wednesday, May 12, 2021

MINUTES

Call to Order at 7:00 PM by Chair Cheney

Present – Chair Shari Cheney, Maylen Kenney, Gerry McGlinn

Absent – Theresa Albert and Allen Michaud

Staff Present – Sandra Fournier, Town Manager; Lisa Foster Treasurer; Christopher Woodworth, Road Commissioner, Adam Rider, Fire Chief; Robbie Gross, Assistant Fire Chief

Public – John Hoffses

Public Comment – None

Approve Minutes of Previous Meeting, April 7, 2021

Motion by **Kenney** to accept the April 7, 2021 minutes as presented.

Second by **McGlinn**

Motion passed **3 - 0**

Review, Approve and Sign Treasurer Warrants 26-33

Warrants 26 – 33 were discussed and signed

Motion by **Kenney** to accept the Treasurer's report on expenditures (warrants), investments, and financial reports as prepared and presented.

Second by **McGlinn**

Motion passed **3 - 0**

New Business

Due to unexpected damage to roads this past winter, there will need to be a change to the paving schedule. A new schedule has been presented to the board.

Motion by **Kenney** to approve the 2021 revised paving schedule to Trombley Industries.

Second by **McGlinn**

Motion passed **3 - 0**

Every newly/re-elected official must complete FOAA. Sheri Cheney, re-elected, board member needs to complete this training. This is an informational item so no motion is necessary.

There have been several areas of concern regarding the Grange Hall's ability to house elections in the future. The cost would be prohibitive to bring these concerns into compliance. The Castle Hill Select Board approved the Clerk's office to submit a change location to the Secretary of State. The Town Clerk received approval to change the voting location from the Grange Hall to the Town of Mapleton, Castle Hill, and Chapman fire station. This is informational and there is no motion at this time.

Bid proposals were received for the 2021 – 2023 fiscal years from RHR Smith & Company and Chester M. Kearny. Chester M. Kearny was the lowest bid. This is informational only and the bid award will be voted on at the Joint Board meeting scheduled for May 18, 2021.

Per the Joint Board meeting it was agreed that the provided specifications proposal out. The proposals were opened on April 30, 2021. The Towns received proposals from Daigle & Houghton, K & T Equipment, Northeast Emergency Apparatus, and Greenwood Emergency Vehicle. The lowest proposal was from K & T Equipment. This is informational at this time. Fire Chief Adam Rider will present the Committee's recommendation at the Joint Board meeting scheduled for May 18, 2021.

Town Manager Report

The Town Manager will be working with Trio to update the financial software. The Mapleton Lions Club will be hosting the Memorial Day Parade on Monday, May 31, 2021. The Treasurer/Tax Collector has sent out notices for unpaid 2020 taxes. Liens will be put in place on May 17, 2021. The Recreation Department is up and running with all activities being offered to the children this year. Annual training will be held for summer staff and employees in June.

Set Next Meeting Date(s):

Individual Board Meeting – June 9, 2021

Joint Board Meeting – May 18, 2021

Adjournment at 8:05 PM by Chair Cheney

Respectfully submitted

Lisa Foster

Lisa Foster

Treasurer/Tax Collector