

CHAPMAN MUNICIPAL OFFICERS MEETING

Wednesday, May 12, 2021

MINUTES

Call to Order at 4:00 PM by Chair Sutherland

Present – Chair Patricia Sutherland, Charles Beaulieu II, Isaac Braley, Terrance Hanlon, and Milford Maynard

Absent – None

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

Public Present – John Hoffses

Public Comment – None

Approve Minutes of Previous Meeting, April 7, 2021

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

Second by **Braley**

Motion passed **5 - 0**

Review, Approve and Sign Treasurer Warrants 26-33

Warrants 26 – 33 were discussed and signed

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

Second by **Hanlon**

Motion passed **5 - 0**

Old Business

The Chapman Ridge Runners would like to purchase an ATV for club usage under the Town of Chapman's tax ID and exemption. After speaking with the President of the club, it was discussed that presenting a debt to the residents of the town was not an option they wished to pursue and the club has decided to seek alternative financial options. This is for informational purposes only.

New Business

The NMDC Board asks for membership appointments to represent our communities during membership meetings. This item was tabled until next board meeting on June 9, 2021.

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.

Ditching issues at the end of the West Chapman Road were discussed with the Road Commissioner. It was determined that the road crew would do the repairs with the assistance of an outside contractor. Cost should not exceed the Town Manager's \$5,000 authority. In the event that the repairs exceed the \$5,000, the board authorized the Town Manager to use the reserve for payment.

Motion by **Maynard** to use monies from Paving Reserve to make repairs to the West Chapman Road

Second by **Braley**

Motion passed **5 – 0**

Questions about a property on the West Chapman Road that has multiple cars in the yard were discussed. This item was tabled to the next board meeting on June 9, 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 4:45 PM by Chair Sutherland

Respectfully submitted

Lisa Foster

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Treasurer/Tax Collector