

NOTICE
Town of Lowell
SELECT BOARD MEETING
THE LOWELL SELECTBOARD WILL MEET ON
Tuesday August 29, 2023 AT 5:30 P.M.
AT THE TOWN OFFICE BUILDING.

AGENDA:

- **ADDITIONS & DELETIONS**
- **VASA**
- **AUDIT REVIEWS**
- **COMPUTER DISCUSSION**
- **2ND PRINTER FOR OFFICE**
- **SIGN ORDERS**
- **REVIEW MINUTES FROM AUGUST 15, 2023.**
- **OTHER BUSINESS**

SELECTBOARD:
Darren Pion-Chm.
Wayne Richardson
Jennifer Blay

MINUTES
SELECTBOARD MEETING
TOWN OF LOWELL
Meeting held on August 29, 2023.

Board members present:

Darren Pion-Chm., Wayne Richardson, Jennifer Blay
Christy Pion- Clerk/Asst. Treasurer/Selectboard Clerk
Rebecca DiZazzo-Treasurer/Delinq. Tax Collector
Calvin Allen-Road Commissioner

The meeting was called to order at 5:45 p.m.

Guest:

- Ethan Hill-VASA
- Sam Thurston-Zoning
- Jeff Parsons-Zoning
- Gordon Spencer-Zoning Administrator/Auditor

Additions and Deletions:

- 2nd printer for office was tabled for discussion in a future meeting.

VASA:

- Ethan Hill, VASA trails coordinator, joined the meeting to discuss the RTP project on Bailey Hazen Rd. They have been approved for the RTP grant for maintenance on this road. Ethan went over 2 separate permission forms for the Town to sign. The Permission forms are good for the same length of time the grant is good for, which is 5 years. The Board reviewed the forms and signed them unanimously.

Audit Reviews:

- Gordon Spencer, Town Auditor, joined the meeting to discuss with the Board and Road Commissioner about some concerns he had on some napa invoices. He was concerned because the invoices were not town purchases, but employee purchases. Calvin explained that it was a mistake on NAPA's end for they had put the items on the Town account instead of the employees personal account. When he got

notification of this the employee reimbursed the town for the mistake. Calvin stated that they will make sure that this doesn't happen again and that it was not intentional. Gordon stated other than that he felt that Becky was doing a great job and to keep up the good work.

- Gordon expressed his concerns with the office not finding a new employee to help in the office yet. He stated that he had noticed how overwhelmed Becky has been, and wanted to know what the Board was doing to help with this. He also suggested that we hire someone to do the grant so that Becky won't have to do them on top of the job she is already doing. The Board stated that we have sent out ads to several places looking for someone to fill the position, but no one has applied. Becky and Christy had stated that they have revamped the Job Ad and will be posting it on the website as well as all the other sites we can post on. We will be sending it to the Chronicle for posting as well for the next 4 weeks. Wayne suggested posting it on INDEED also.

Computer Discussion:

- Becky informed the Board that she had received word from our computer technician that we will have to replace our computers soon due to the fact that we will no longer be able to update them as of May of 2024. The Board asked Becky to get a quote before proceeding with the computer replacements.

Other Business:

- The Zoning Board joined the meeting to discuss the finalization of the Town Plan. Jenn stated that she had reviewed the plan and made the necessary changes that were discussed in a previous meeting and changed the language that was not accurate anymore and updated religious and educational listings. Sam stated that if the Board agrees the plan can be accepted at this meeting and Christy will be able to send it to Alison Lowe. The Board unanimously agreed to accept and adopt the new revised Town Plan.
- Jenn brought up to the Zoning Administrator that there were complaints that he was not being compliant with the WWPE being included on approved building permits that require water and septic. He stated that he has put this By-Law into effect.
- Christy review with the Board a letter from and out of towners requesting the town to pay her tire bill due to a flat tire that was caused by hitting a pothole on the Mines road. The Board unanimously decided not to pay the bill for potholes happen, and the pothole was fixed the next day after the person had notified the town of the issue.
- Jenn shared an email she had received with the other Board members about an easement of support letter.(Shannon Pytlik, River Scientist) The Board asked Christy to give her a call and invite her to a meeting to get more info on why the need a letter of support.
- Darren gave Wayne permission to sign documents on his behalf while he is on vacation.
- The Board reviewed the language for the easement request from NEKCUD to change the language that does not fit, or they don't agree with.
- Christy presented a resident complaint about the Tenakee road pigs. The Board will be taking action by sending a certified letter to make the owner of the pigs aware of the complaints. The Board will also be contacting the sheriff's office due to exhausting all other options.

Minutes from August 15, 2023:

- Minutes from August 15, 2023 were approved by the Board unanimously.

Sign Orders:

- Financials were approved and signed by the Board for the Treasurer.

Board Warrants:

➤ General Order # 26	\$	19,265.41
➤ General Order # 27	\$	3,120.00
➤ Payroll Order # 18	\$	6,315.92

\$ 28,701.33

**Signed by the Board for the Treasurer to draw checks totaling -
Meeting adjourned at 7:30 P.M.**

Respectfully submitted by Christy M. Pion

Next meeting date: September 12, 2023 at the Town Office Building.

Darren Pion-Chair

Christy M. Pion-Selectboard Clerk

Wayne Richardson-Select Person

Jennifer Blay-Select Person