

NOTICE

Town of Lowell

SELECT BOARD MEETING

THE LOWELL SELECTBOARD WILL MEET ON

Tuesday February 18, 2020 AT 5:30 P.M.

AT THE TOWN OFFICE BUILDING.

AGENDA:

- Sign Orders
- Approve minutes from February 4, 2020
- Approve minutes from Culvert project meeting
- Other business

SELECTBOARD:

Richard Pion- Chm.

Alden Warner

Dwight Richardson

MINUTES

SELECT BOARD MEETING

TOWN OF LOWELL

Meeting held on February 18, 2020 at 5:30 p.m.

Board members present:

Richard Pion-Chair, Alden Warner, Dwight Richardson

Christy Pion-Town Clerk/Ass't Treasurer

Priscilla Matten-Treasurer/Ass't. Clerk

Calvin Allen-Road Commissioner

Meeting was called to order at 5:35 p.m.

Guest:

- ❖ Jennifer Harlow- Orleans County Sheriff

Sign Orders:

- ❖ Orders were approved and signed by the Board unanimously for the Treasurer

Approve minutes for February 4, 2020:

- ❖ Minutes from February 4, 2020 meeting were approved and signed by the Board unanimously.

Approve minutes from Culvert project meeting:

- ❖ Minutes from February 11, 2020 Culvert project meeting were approved and signed by the Board unanimously.

Other Business:

- ❖ Truck weight Permits were approved and signed by the Board Chair for the following: **Kilburn Transport, LLC, and Barrett Trucking Co., Inc.**
- ❖ Priscilla gave the Board the renewal contract from Beloin's Computing to review and sign. It was approved and signed by the Board Chair for a one-year term at the price of \$1700.00.
- ❖ Priscilla presented the Board with paperwork from Tyler Billingsley for them to review, it contained various contracts for the Culvert projects on Irish Hill Road.

- ❖ Priscilla presented more FEMA paperwork for the Board to review.
- ❖ Priscilla reminded the Board that she will be absent from the Treasurer. position for about a month, starting the last part of March. She will have her computer with her so she can connect to her work computer when necessary, but there still needs to be someone filling the position while she is gone. Last year Christy tried to cover for both jobs, and that may work for a day, but the combination of phone calls, email answering, personal arrivals to attend to and both the clerk and treasurer duties were too much to ask one person to do for an extended period. Priscilla also noted her concern that only the Clerk knows the Clerk responsibilities, and only the Treasurer knows the financial responsibilities. There has not been adequate time for each to really learn the other job. She suggested that now would be a good time to begin a remedy for this. She would like to start a temporary part time employee to learn the duties of the Treasurer, and if that works, then to go onto a non-temporary position to learn the Clerk duties. Priscilla also expressed that there are still subject matters to research for the town and she would like the time to do this. When everything is fully compliant with GASB rules and regulations for municipalities, then she would like the Board to entertain the concept of advertising for a different full time Treasurer. She assured the Board that she will be available until someone else becomes fully qualified to take over. The Board agreed.
- ❖ Jennifer Harlow joined the meeting a little after 6 p.m. just to say hello and to reintroduce herself to the Town. She would like to, in the near future, discuss getting the sheriff's Department involved in our Town again. She will be coming to a future meeting to discuss this further with the Board to see what has to be done and to see if the Town will vote on this at 2021 Town meeting, for it is to late this year. Jennifer left her contact information with us and said to contact her anytime with any concerns that we may have.

Board Warrants:

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|-------------------------------|-----------|----------------------|
| ➤ General Order #9 | \$ | 1,034.46 |
| ➤ General Order # 10 | \$ | 14,750.28 |
| ➤ General Order # 11 | \$ | 4,704.19 |
| ➤ Payroll Order # 4 | \$ | 7,356.34 |
| ➤ Fire Dept. Order # 4 | \$ | <u>253.42</u> |

Signed by the Board for the Treasurer to draw checks totaling - \$ 28,098.69

Meeting adjourned at 6:25 p.m.

Next meeting date: March 3, 2020 at the Lowell Graded School for a Reorganizational meeting after Town meeting.

Richard Pion- Chm.

Christy M. Pion – Selectboard Clerk

Alden Warner

Dwight Richardson