

NOTICE
Town of Lowell
SELECT BOARD MEETING
THE LOWELL SELECTBOARD WILL MEET ON
Tuesday August 23rd, 2016 AT 5:30 P.M.
AT THE TOWN OFFICE BUILDING.

- Approve minutes of July 26th, 2016 Meeting.
- Review mail and correspondence from the Office as presented.
- Sign orders.
- Other business.

SELECTBOARD:
Richard Pion- Chm.
Alden Warner
Dwight Richardson

MINUTES
SELECT BOARD MEETING
TOWN OF LOWELL

Meeting held on August 23rd, 2016 at 5:30 p.m.

Board members present:

Richard Pion/Chairman; Dwight Richardson
Sandy LaDeau/Town Clerk & Treasurer
Amanda Carlson/Select Board Clerk

Guests:

Priscilla Matten / Auditor
Arlon Warner / Auditor

Discussion:

- Minutes of July 26th, 2016 signed. Approved unanimously.
- Town Lister, Carolyn Arel, has given notice that she will be moving out of State the end of September. The position has been posted in the local newspapers and on the Town web site. The position will be appointed until Town Meeting in March where it will be warned for election. Deadline for resume submittal is September 2, 2016. The Board of Listers will review, conduct interviews and make recommendations to the Select Board. The Board is expected to appoint a person to the position at the September 20th meeting.
- The Board was updated on the software repairs for the security cameras. Security cameras are functioning and software will be updated in the next couple of weeks. A regular routine of checking cameras and footage will be established in the office for better monitoring.
- The light outside the back door of the Town Clerk's Office needs to be replaced. A dusk-to-dawn light will be ordered and the light replaced.
- The Board reviewed the letter written to FairPoint Communications in support of better internet services for the area. The letter was sent to Jeffrey Austin, Director of Government Affairs for FairPoint, who will be advocating on behalf of the Town.
- Review of letter from Ron Shems of Diamond and Robinson regarding the denial of appeal to the VLCT for coverage of legal costs. The Board agreed to proceed with filing suit against the VLCT-PACIF Insurance. Ron will be notified and the Board will be updated with the next steps to take.

- Vermont Department of Transportation notice was sent updating the 2016 Certificate of Highway Mileage. Town Highway 21, Rickby Road, was remeasured and adjusted to remove 0.05 miles from the recorded length. The change was accepted as issued. No action taken.
- Sandy LaDeau informed the board of an email received describing an incident on Tillotson Road over the weekend. A man from Hyde Park was apparently riding his bike when he was confronted with a dog off leash and the owner who verbally assaulted him. Darren Pion, Animal Control Officer, has been notified to follow up on the dog. The State Police have been notified in regards to the verbal assault and will inform the office of any follow up that is necessary.
- Priscilla Matten and Arlon Warner were present to discuss the report returned by Ron Beaulieu & Co. on the audit of the 2014 financials. The report stated that they found no evidence or suspicion of fraudulent bookkeeping; however, there were policies and procedures that were out of compliance with the Generally Accepted Accounting Principles. The Auditors felt that more investigation should be done on making changes to be in compliance and then changes should be implemented by the end of the fiscal year (December 31). Priscilla mentioned that the Jay Town Clerk has a lot of experience with accounting and with the NEMRC system and would be a good resource to review our financials. Sandy will also speak with the support staff at NEMRC to see what changes can be made. The formal audit also stated that there was no policies and procedures manual in place detailing how each aspect is handled should a new Treasurer take over. Amanda will check with other Towns to view their policies manuals as a starting point for developing one for Lowell. Once samples are obtained, and Sandy gathers information regarding changes, then the Town Auditors will meet in the office to review all materials and make any recommendations going forward.

Board Warrants for July 12th, 2016

General Order #	24	\$ 12,169.03
Payroll #	16	\$ 4,164.98
Payroll General #	18	\$ 3,277.00
Fire Department #	-	-
Signed by the Board for the Treasurer to draw checks totaling		\$ 19,611.01

Meeting adjourned at 7:00 p.m.

Next meeting date: September 6th, 2016 at 5:30 p.m.

Richard Pion- Chm.

Amanda Carlson - Asst. Clerk

Alden Warner

Dwight Richardson