

# NOTICE

Town of Lowell

SELECT BOARD MEETING

THE LOWELL SELECTBOARD WILL MEET ON

Tuesday March 20, 2018 AT 5:30 P.M.

AT THE TOWN OFFICE BUILDING.

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**AGENDA:**

- Sign Orders
- Liquor License
- Approve minutes from March 6<sup>th</sup>, 2018 and Town Meeting Minutes
- Truck Weight Permits
- Other Business

**SELECTBOARD:**

Richard Pion- Chm.

Alden Warner

Dwight Richardson

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## MINUTES

SELECT BOARD MEETING

TOWN OF LOWELL

Meeting held on March 20, 2018 at 5:30 p.m.

**Board members present:**

Richard Pion/Chair, Alden Warner

Christy Pion/Select Board Clerk

Calvin Allen/Road Commissioner

Sandy LaDeau/Town Clerk & Treasurer

**Meeting was called to order at 5:37 p.m.**

**DISCUSSION:**

**Guest:**

Jason Powers-Resident

Gordon Spencer- Zoning Administrator

Priscilla Matten-Town Auditor

Gerald Nick- Fire Warden

**Sign Orders:**

- Orders were signed by the Board unanimously for the Treasurer.

**Liquor License:**

- Liquor Licenses were signed by the Board for Lowell General Store, LLC and Missisquoi Lanes.

**Approve minutes for March 6<sup>th</sup>, 2018 and Town Meeting minutes:**

- Minutes for March 6<sup>th</sup>, 2018 reorganizational meeting were approved and signed by the Board unanimously.
- Town and School meeting minutes were signed and approved by Alden Warner-Moderator, Sandy LaDeau- Town Officer/Clerk-Treasurer, and by Steve Mason-School Board Director earlier in the day.

## **Truck Weight Permits:**

- The following Truck Weight Permits were signed and approved by the Board Chair: Bourne's Inc & Bourne's Propane, DBA Bourne's Energy, City Feed & Lumber Co. Inc., DBA Sticks & Stuff, Dale E Percy, Inc., AmeriGas Propane, DBA Blue Flame Gas, Suburban Propane, SD Ireland Concrete Construction Corp. & SD Ireland Brothers Corp., Jack F. Frost, Inc. Structural Wood Corporation, and John G. French & Sons Trucking, Inc.

## **Other Business:**

- Jason Powers came to the meeting to express his concerns about the abundance of unregistered vehicles blocking the road right of way on the Bousquet Road near his driveway. Jason asked the Selectboard what the Statute was on this type of situation. His concern was that because his neighbor's driveway and part of the town right away is being blocked by the neighbor's abundance of unregistered vehicles, that people are blocking and turning around in his driveway and causing his driveway to be very icy during the winter months. Alden suggested that the Board write and sign a warning letter to this neighbor giving him a certain amount of time to get all these vehicles moved out of the right away and make his driveway accessible to people who visit his home, Richard also agreed to this suggestion. Alden also asked the Road Commissioner if this was creating a problem for the plow trucks as well, his answered that it was impossible for the wing plow truck to go up through there. The Road Commissioner stated that he was going to have Chris bring the loader up there to clean up the snow in the turn around past Jason's and push the banks back to allow for more room to turn around on that road to keep people out of Jason's driveway. Jason agreed with having a warning letter drawn up and with the Road Commissioners decision on the snow clean up.
- Gerry Nick, Fire Warden, came to the meeting to ask about getting a new wind measuring sign for the Lowell Common. He expressed that the weather has taken quite a toll on the one that we have now and would like to invest in possibly getting a medal one that will last longer than a couple years. Alden stated that he would discuss it with the other Board members and get back to him on what they decide to due.
- Sandy expressed her concerns to the Board of the ongoing dog call problems we have been having. We will be further discussing this situation at other meetings to get this problem resolved.
- Calvin Allen presented a bill from Nortrax for work done on the loader. He expressed that the amount of the bill should not be paid without the Boards approval, for he had made an agreement with Jason at Nortrax that he wouldn't do anything to the machine without calling him first so there would be no surprises. Calvin expressed that the extra charges were ones made when the tech came out and ran tests on the machine that should have been done while it was at their shop in the first place. The Selectboard agreed with Calvin on this and said to see what he can work out with Nortrax before submitting payment for the bill.
- Priscilla stated that she had spent numerous hours trying to reconcile the Jan, Feb and March, to date, bank statements with the town general ledger bank account balances. She started with those months because the first of January was when the town changed accounting software to QuickBooks. She researched and could not find why the bank balance did not agree with the town records. Finally, she went back to Dec.2017, which was in the NEMRC accounting software era. The NEMRC bank statement report stated the bank and the town records reconciled. Priscilla then presented a copy of the Dec. 2017 bank statement and the reconciliation report from NEMRC for that month. The NEMRC report showed that the bank and General ledger balances reconciled. But, it also showed Aug, Sept, Nov and Dec. 2017 deposits recorded in the general ledger were never recorded as deposits in the bank statements. NEMRC simply labeled them as outstanding. She stated that it is inconceivable that we could have made deposits as far back as Aug 2017 and the bank would still not have them recorded in Dec. 2017. This could only mean that in reality the bank balance and the town general ledger bank account were, in fact, never in agreement during that time. There was also a Jan. 2018 deposit that was recorded in Dec. 2017 in NEMRC. It was even dated 2018, but still got recorded in 2017. NEMRC deposits come from the cash receipts module and anything dated in the calendar year 2018 should never have been recorded in 2017 in the general ledger. All outstanding amounts have been researched and corrected in the general checking account. Now, there is also concern regarding the other bank accounts. She advised the board the research could represent many hours. The board responded by advising her to go back a year and if they are not in balance, to bring them into balance by utilizing the fund balance for the difference.

- Sandy and Priscilla also related the wind tower funds have been transferred into the Gen. Checking account and Sandy will be moving the CD from Peoples United Bank into Community, so it can be borrowed from as the town voted.

Priscilla explained there is a new process to put in place, since recordings in the NEMRC tax module no longer will be transferred automatically into the general ledger. She also noted she is more comfortable with the manual process for accuracy because there will be a monthly reconciliation between the general ledger and the tax module.

- Priscilla asked for direction from the Board regarding the hours she is working. The Board advised they want everything in order, so the multitude of discrepancies would no longer be an issue.

**Board Warrants:**

<b>General Order #5-</b>	<b>\$ 5,416.60</b>
<b>General Order #6-</b>	<b>\$ 5,673.50</b>
<b>Payroll #6-</b>	<b>\$ 8,831.15</b>
<b>Payroll General #6-</b>	<b>\$ 8,691.00</b>
<b>Fire Department #4-</b>	<b>\$ 463.70</b>
<b>Fire Department #5-</b>	<b>\$ 2,250.00</b>

**Signed by the Board for the Treasurer to draw checks totaling - \$ 31,325.95**

**Meeting adjourned at 7:40 p.m.**

**Next meeting date: April 3<sup>rd</sup>, 2018 at 5:30 p.m. at the Town Office Building**

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Richard Pion- Chm.

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Christy Pion – Selectboard Clerk

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Alden Warner

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Dwight Richardson