

January 23, 2018

Minutes of the Bi-Monthly Town Board Meeting and Annual Accounting of Officers and Employees held Tuesday, January 23, 2018, at 5:30 PM, at the Keene Town Hall. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen, Members of Council. Also present were: Scott Smith, Highway Superintendent, Ryan Hall, Water Superintendent and Ellen Estes, Town Clerk.

The Chairman, Mr. Wilson, called the meeting to order at 5:32 PM.

The Board began with the Annual Accounting of Officers and Employees.

Resolution No. 61 – 18

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the Town Clerk's 2017 Report of Receipts and Disbursements as presented by Ellen Estes and have it filed in the Town Clerk's Office. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Resolution No. 62 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board accept Constance Hickey's 2017 Report of Receipts and Disbursements for her Town Court, as submitted and have it filed in the Town Clerk's Office. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Resolution No. 63 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the Tax Collector's 2017 Report of Receipts and Disbursements as submitted by Donna Reed Austin and have it filed in the Town Clerk's Office. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Resolution No. 64 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board accept Kent Wells' 2017 Report of Receipts and Disbursements for his Town Court, as submitted and have it filed in the Town Clerk's Office. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Mr. Wilson said the Report for the Supervisor's Office will be the Supervisor's Monthly Financial Statement through November 2017 which will be accepted later in tonight's meeting. He said that the December report cannot be completed until the final round of 2017 bills have been paid, which will also be approved later in tonight's meeting. He said the December report should be ready for the next meeting.

Mr. Wilson said that there was no Code Officer report for tonight.

Mr. Wilson offered Privilege of the Floor, there were no questions or comments.

Mr. Wilson gave an update on the Employee Handbook revision. He said that he had signed the contract and made the first payment. He said the first thing Public Sector wants done is to have a committee formed to work on the revision and answer questions.

Mr. Biesemeyer suggested the Town Board and Scott Smith be on the committee.

Mr. Wilson suggested that Susan Whitney be on the committee saying she knows how it operates.

Mr. Biesemeyer questioned whether this meeting would need to be public because of the Open Meeting Law.

Scott Smith suggested having one employee from the highway department included.

Mr. Biesemeyer suggested Ms. Estes be included, for references in past minutes.

The Board discussed times and agreed to schedule the meeting for Thursday, February 22nd at 4:30 PM.

Mr. Wilson suggested that the Board Members all take part of the handbook to work on; he gave Mr. Biesemeyer pages 21 to 28, Mr. Smith pages 7 to 20, Ms. Cheetham-Palen pages 1 to 6 and 34 to 46 and Mr. Buysse pages 29 to 33.

He said he would check with Ms. Whitney to see which areas are unclear and need clarifying.

Next was a discussion regarding the Town's Shuttle Bus and proposed repairs.

Mr. Wilson shared the total cost of the bus's repairs and maintenance for 2016 & 2017 saying that figure was \$7,890.16.

Mr. Smith said he would like to see this bus kept on the road for the Senior Citizens to use.

Mr. Smith said the figure he had been given at Devins' for the work that needs to be done to keep that bus on the road would be about \$4,000, he said this is ball joints, tires, brakes and to remove the wetness from the gas tank. He said John Ruggerio may do the work for less if the School will let him use the bus garage.

There was a brief discussion regarding the handicapped lift.

Mr. Wilson said he was on the fence about trying to keep this bus on the road.

Mr. Smith said he was 100 percent in favor of keeping it. He said the Town could get in trouble with the State for not having a handicapped accessible vehicle. He said he thought it could last a few more years if it's not traveling the Johns Brook Road.

Mr. Biesemeyer said he would like to take it for a ride.

Mr. Smith again said the Town needs it for the handicapped lift and said he suggests allowing \$6,000 for repairs.

Mr. Biesemeyer said absolutely not and suggested \$3,000 to see how far that goes.

Mr. Smith suggested having Devins' do some of the work and then having John at a lower rate of pay do some. He suggested starting with \$4,000 and having Devins' do what John can't do and then having John do a little more.

Mr. Wilson said he would like to see the Town get out of the transportation business saying this was his long term plan.

Everyone agreed to Mr. Smith's plan of \$4,000 and starting with work at Devins' Garage.

Mr. Wilson turned the floor over to Scott Smith to let him explain his truck request.

Mr. Smith said he would like to replace the 2003 International, he said that truck has a new box on it which he would put on a new truck. (Mr. Smith had previously given the Board some written information, including the State Contract price for this request.)

He said he has \$95,000 in his equipment budget saying he would need to keep that amount the same for 2019 to cover the lease payment on this truck and the last two lease payments on the last truck.

(continued)

Jerry Smith asked Scott Smith about the back-hoe he understood he was interested in, it sounded like this may not have been the case. Discussion returned to the truck request.

Scott said that he would like to auction off the 2003 and possibly the 2000. He said what he is interested in is a 5-year lease at State Contract.

Resolution No.65 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board adopt the motion to enter into a lease for a new 2019 Western Star 4700 SB Tandem Truck. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The next request was made by Ryan Hall for the purchase of a sidewalk tractor / mower.

Mr. Hall said that \$13,000 was budgeted to purchase a tractor through a 4-year finance lease. He went on to say that he has found out that you cannot finance on state contract. He said by purchasing this tractor outright it would save \$7 to \$10,000. He said this tractor cost \$45,099.15 and the trade in on the current tractor would be \$9500.

Mr. Wilson said he had the money to purchase this tractor outright saying that the Holt House project and the Rivermede Park project accounts need to be closed and the money from those accounts along with the trade in, the \$13,000 budgeted and the FEMA money due from the March 2017 storm would cover the cost.

Resolution No. 66 – 18

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the purchase of a new sidewalk & mowing tractor using above mentioned funds. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The next discussion was in regards to a request by the Masons to use Marcy Field in July for their annual craft fair. Mr. Wilson said this event would be charged as a market or craft fair for non-residents (\$150).

Resolution No. 67 – 18

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, that at their request, the Past and Present Masons and Wardens Association be allowed to use Marcy Field for their 24th Annual Craft Fair on Saturday and Sunday, July 21st and 22nd. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Resolution No. 68 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the Supervisor’s Monthly Financial Statements for October and November as submitted and have them filed with the Town Clerk. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Mr. Wilson said his office in on track for the submittal of the AUD.

The next discussion was in regards to the Beatlemania Concert.

Mr. Biesemeyer said he had run into John Schuler; he asked if anything had been budgeted for the proposed concert. Mr. Biesemeyer said he thought the Board had talked about \$1500.

Mr. Smith said he felt there was a lot of work involved in these concerts.

Mr. Buysse talked about the Fire Departments handling traffic control.

Mr. Smith said he doesn’t think having it again is a good idea.

Mr. Biesemeyer asked the Board if they thought it was a good idea to ask the Fire Departments how they felt about another one before going any further.

Mr. Buysse said he would talk to the Fire Chiefs of both departments and get their thoughts on it.

Resolution No. 69 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the following bills for payment, including those that were prepaid. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

2017 Multi-Fund Vouchers Numbered 45 to 58, totaling \$14,347.44, as follows;

General Fund	- \$14,172.06
Library Fund	- 95.13
Water District #1	- 29.13
Water District #2	- 51.12

2018 Multi-Fund Vouchers Numbered 59 – 81, totaling \$42,033.31

General Fund	- \$23,687.10
Highway Fund	- 16,095.83
Library Fund	- 1,177.70
Water District #1	- 404.80
Water District #2	- 667.88

Mr. Biesemeyer asked what the bill from Daniel Vinceletti is for; Mr. Wilson explained that it is for professional services regarding the fair market value of a low sale in Keene.

Mr. Wilson said that at a recent training Ms. Cheetham-Palen learned about the Form 284 Agreement to Spend Highway Funds. He said this was not being done in Keene and would be started.

Ms. Estes, who could see the form Mr. Wilson had, said this is a very similar form to the form used for CHiPs funding saying the CHiPs form is done annually.

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Mr. Wilson went on to say the 284 form should be filed for any permanent improvements.

Scott Smith seemed to agree that this form is filed as a CHIPs agreement indicating that is the only time that permanent improvements are done.

To move along, Mr. Biesemeyer said this form will be filled out in the future.

Mr. Biesemeyer said he would like to see work done on large projects that could result in the Town losing funding. He named the Gulf Brook Project, Water District #2 and the replacement of the Johns Brook Bridge.

Mr. Wilson said the permit process is happening on the Gulf Brook Project; he said that HUD won't release any funding until the permitting is done. He said Erik Sandblom is working on information required by the APA pertaining to wetlands.

Mr. Wilson said that the Johns Brook Bridge is only numbered as the 11th or 13th worst bridge in the County and it's hard to jump ahead of the others.

Mr. Biesemeyer said the bridge is a "critical" bridge saying he is concerned that if Water District #2 needed to get a pump truck across that bridge they couldn't. He also said it's the only bridge servicing all the residents on the other side.

Mr. Biesemeyer said he has seen the plans for replacement saying he didn't feel they are the greatest of plans. He said one option may be to blast the stone and use the existing abutments to tie in. He said to shorten construction time, the concrete work could be done while the old bridge is still being used. He suggested that a pre-fab bridge could be made and installed.

There was discussion about using Mulligan Pass if feasible.

Mr. Biesemeyer said he didn't mind talking to Jim Duggan at the County.

There was discussion about Carl Schroder being retained on contract by the County.

Mr. Biesemeyer also said he would get a hold of Peter Reale for his suggestions and said maybe Carl Schroder would listen to a different plan if the Board of Supervisors would get behind it.

Mr. Biesemeyer and Mr. Buysse discussed use of the "little wood road".

Resolution No. 70 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that with all business having been transacted, this meeting be adjourned. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Ellen S. Estes, Town Clerk
January 26, 2018

Joseph P. Wilson, Jr., Supervisor
Robert M. Biesemeyer, Councilperson
Michael J. Buysse, Councilperson
Jerry D. Smith, Councilperson
Teresa Cheetham-Palen, Councilperson