

**Bi-Monthly Town Board Meeting**  
**March 29, 2022**  
**5:30 p.m. via Zoom**

**MTG #7**  
**Res, #103-119**

**BOARD MEMBERS PRESENT**

Joseph P. Wilson, Jr., Town Supervisor  
Robert Biesemeyer, Deputy Supervisor  
Teresa Cheetham-Palen, Council Member  
David Deyo, Council Member  
Jennifer Whitney, Council Member

**TOWN OFFICIALS**

Scott Smith, Highway Superintendent  
Kimberly Smith, Town Clerk

**MEMBERS OF THE PUBLIC PRESENT**

12 participants logged onto the Zoom platform

SUPERVISOR WILSON called the meeting to order at 5:31 p.m.

**APPROVE MINUTES:**

**RESOLUTION APPROVING TOWN BOARD MINUTES**

**RESOLUTION NO.: 103,2022**

**INTRODUCED BY: ROBERT BIESEMEYER**  
**WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: TERESA CHEETHAM-PALEN**

RESOLVED, that the Town Board minutes from March 8th, 2022  
are accepted and approved.

Duly adopted this 29th day of March, 2022 by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms.  
Whitney

NAYS: none

**PRIVILEGE OF THE FLOOR: (none)**

**OLD BUSINESS DISCUSSIONS**

**COVID UPDATES:**

Supervisor Wilson stated that Essex County Public Health is offering weekly clinics for a second booster for those individuals over the age of 50 or that have special conditions. Residents can log onto the Essex County website to find out availability.

Supervisor Wilson also stated that the Town Attorney, Liam Kennelly, advised that the Executive Order to continue with Zoom meetings has been extended until April 15th. The Board discussed options and decided to hold the April 12th Town Board meeting via Zoom and will then decide how to resume future meetings at that time.

**LITTLE PEAKS:**

Supervisor Wilson introduced members from Little Peaks and asked them to present their request to the Town Board for use of ARPA funds for their water line installation.

Katherine Brown spoke about the proposal that was submitted to the Town Board. She stated that Little Peaks will be closing on the purchase of the property on April 11th and plan to break ground in May. There will be architectural drawings available for them to share soon. Little Peaks is requesting the use of ARPA funds for installation of water lines for the project.

Supervisor Wilson asked if there has been a Planning Board application submitted yet. Ms. Brown stated that they are on for the next Planning Board meeting. They will be providing details of the exterior of the building, signage that will be used, as well as the lighting plans.

Ms. Brown explained that this project will bring revenue to the town by adding a Daycare usage as well as 3 to 4 new houses to the Keene water district. Supervisor Wilson agreed that having this additional usage in the water district is a positive for the district.

Mr. Biesemeyer clarified that the work for the water line would not begin until after the foundation, septic, major excavation, roads, and parking lot were created. The estimated timeframe would be June, 2022 for bringing in the water line.

**RESOLUTION TO APPROVE THE USE OF ARPA (AMERICAN RESCUE PLAN ACT)  
FUNDS FOR LITTLE PEAKS WATER INFRASTRUCTURE**

**RESOLUTION NO.: 104, 2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: JENNIFER WHITNEY**

WHEREAS, the Town of Keene received funds from the American Rescue Plan Act,

BE IT RESOLVED, that the Town Board approves to grant Little Peaks  
\$35,000.00, from these funds, for installation of a water line.

Duly adopted this 29th day of March, 2022 by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

Discussion prior to the vote:

The Town Board acknowledged that \$35,000.00 is a big chunk of the grant money that they received from ARPA. It was discussed whether there were other areas that the Town Board had planned to spend the funds. It was agreed that the rest of the funds should be used for both of the water districts.

Katherine Brown spoke about the huge need for both the Child Care Center as well as the HAPEC (Housing Assistance Program of Essex County) houses. Both things are top needs for the town of Keene and the community.

Annie Scavo stated that they were giving jobs to many contractors in the community as well as to teachers. Additionally there will be 3 to 4 houses for families. There are currently 14 babies on the waiting list. This is a community effort. Families want to stay in Keene. This piece (the \$35,000.00) will be benefitting all of the community. She asked for the Town Board's support both financially and emotionally.

There was a discussion in regards to the size of the project's budget in comparison to the \$35,000.00. Mr. Biesemeyer asked if the Town's decision would be a deciding factor for the project. Ms. Scavo stated that being awarded these funds would be a tremendous help to the project and that it is a crucial amount of money which will enable them to move forward.

Ms. Cheetham-Palen stated that this project assists with two major needs of the town; both housing and childcare.

Supervisor Wilson suggested to approve the \$35,000.00 grant for Little Peaks and to then consider using the rest of the funds as follows: \$20,000.00 for Water District #1, \$20,000.00 for Water District #2, and to keep \$15,000.00 in reserve until the Town Board decides how it should be used. He explained that this project addresses two issues from the Strategic Plan and that the money did not come from the taxpayers.

**ARPA FUNDS FROM ESSEX COUNTY:**

Supervisor Wilson stated that the town received a grant in the amount of \$25,741.66 from Essex County. The intent of these funds was originally to pay employees premium pay for working during the Covid pandemic. It has now been determined that these funds can be used for something other than premium pay. He asked the Town Board for their recommendations.

The Board discussed how to find out the alternate options for spending. Supervisor Wilson offered for Board Members to borrow the guideline book that was provided to him. The Board will look into the options for spending and discuss this further once they have a clearer understanding. Supervisor Wilson stated that he and his clerk will be attending training in regards to expenditures and reporting in the next few weeks.

**NEW BUSINESS DISCUSSIONS**

**BANNERS:**

It was noted that there are banners that have been taken down, or have fallen down, due to the poor condition of them. These banners were previously purchased by individual businesses to be displayed via brackets on telephone poles.

There was a discussion in regards to who should be able to replace the banners that were removed. Ms. Whitney read the original agreement, "These banners will replace all of the banners in Keene and Keene Valley that are currently attached to power poles and will stay up year-round until they are no longer in good working condition."

The cost is \$65.00 to renew a banner for the same business, or they have approximately 5 businesses on a waitlist to purchase one.

Supervisor Wilson stated that there are a few brackets that will also need to be repaired. The original cost of the brackets was between \$275.00 to \$300.00 each.

Ms. Whitney is not sure if there needs to be a minimum number of banners to place a new order.

The Town Board decided to look into the details of reordering and whether to ask former business owners if they want to renew the banners that were removed or if they were going to offer the openings to new businesses.

**MARCY FIELD REQUESTS:**

**RESOLUTION TO APPROVE USAGE OF MARCY FIELD AND THE  
HOLT HOUSE FOR KITE FEST**

**RESOLUTION NO.: 105,2022**

**INTRODUCED BY: DAVID DEYO  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: TERESA CHEETHAM-PALEN**

RESOLVED, that the Town Board approves the use of Marcy Field and the Holt House by East Branch Friends of the Arts on October 2nd, 2022 from the hours of 8:30 a.m. until 4:00 p.m. for Kite Fest.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO APPROVE USAGE OF THE HOLT HOUSE  
FOR CLEAN KEENE DAY**

**RESOLUTION NO.: 106,2022**

**INTRODUCED BY: DAVID DEYO  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: JENNIFER WHITNEY**

RESOLVED, that the Town Board approves the use of the Holt House from the hours of 8:00 a.m. until 2:00 p.m. on May 21st, 2022 for Clean Keene Day.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO WAIVE THE 30-DAY ADVANCE LIQUOR LICENSE NOTICE  
FOR BAXTER MOUNTAIN LLC**

**RESOLUTION NO.: 107,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: JENNIFER WHITNEY**

RESOLVED, that the Town Board approves the waiver of the 30-day Advance Notice for a liquor license by Baxter Mountain, LLC.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

Supervisor Wilson asked Highway Superintendent, Scott Smith, if he would like to address the Board. Mr. Smith stated that he is going to wait. He was planning to go out to bid for a new truck for the use of the Highway Superintendent. He has decided to wait until later in the year, June or July, to find out about the 2023 models and then go out to bid. The truck would then be ready at the end of the year. There were also computer problems with the budget, so he is waiting until they get the budget numbers finalized. He did not ask for any approvals of the Town Board at this time.

**RESOLUTION APPOINTING BRYCE DOUGLASS AS YOUTH COMMISSION  
CAMP DIRECTOR**

**RESOLUTION NO.: 108,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: JENNIFER WHITNEY**

RESOLVED, that the Town Board appoints Bryce Douglass to the position of Youth Commission Camp Director for the 2022 summer program.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO APPROVE THE SUBSCRIPTION FOR SURVEY MONKEY**

**RESOLUTION NO.: 109,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: JENNIFER WHITNEY**

WHEREAS, the Age Friendly Community task force has already performed a survey, and the Housing Task Force is planning to perform two more surveys,

BE IT RESOLVED, that the Town Board approves the subscription of Survey Monkey for one calendar year.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**EXECUTIVE SESSION:**

**RESOLUTION FOR THE TOWN BOARD TO ENTER INTO  
EXECUTIVE SESSION**

**RESOLUTION NO.: 110,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: DAVID DEYO**

RESOLVED, that the Town Board went into Executive Session at 6:14 p.m. to discuss personnel issues.

Duly adopted this 29th day of March, 2022, by the following vote:

Bi-Monthly Town Board Meeting, 03/29/2022, MTG #7

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO RETURN FROM EXECUTIVE SESSION**

**RESOLUTION NO.: 111,2022**

**INTRODUCED BY: JENNIFER WHITNEY  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: TERESA CHEETHAM-PALEN**

RESOLVED, that the Town Board is returning from Executive Session at 6:24 p.m.  
and reconvening into Regular Session.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO APPROVE FMLA (FAMILY MEDICAL LEAVE ACT)  
FOR ROGER PRESTON**

**RESOLUTION NO.: 112,2022**

**INTRODUCED BY: DAVID DEYO  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

RESOLVED, that the Town Board approves a 12-week FMLA (Family Medical Leave Act) for Roger Preston, to begin on or about April 21st, 2022.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND**

**RESOLUTION NO.: 113,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

RESOLVED, that \$2,320.58 is approved to be transferred out of #A019904.01.004.00 Contingency Line with \$892.58 moved into #A016604.01.004.00 Central Supply and \$1,428.00 moved into #A074104.01.004.00 Library CE for Keene Public Library to use the space at Keene Valley Library from November, 2021 through May, 2022.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO TRANSFER FUNDS WITHIN SPECIAL DISTRICTS  
WATER DISTRICT #1**

**RESOLUTION NO.: 114,2022**

**INTRODUCED BY: ROBERT BIESEMEYER  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: JENNIFER WHITNEY**

RESOLVED, that \$1,155.00 is approved to be transferred out of SW 083204.07.004 Source Power Pump CE and \$1,155.00 moved into SW 083201.07.001 into Source Power Pump PS for water billing and collecting.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**RESOLUTION TO TRANSFER FUNDS WITHIN SPECIAL DISTRICTS  
WATER DISTRICT #2**

**RESOLUTION NO.: 115,2022**

**INTRODUCED BY: ROBERT BIESEMEYER  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: TERESA CHEETHAM-PALEN**



RESOLVED, that \$2,345.00 is approved to be transferred out of SW 083204.08.004 Source Power Pump CE and \$2,345.00 moved into SW 083201.08.001 into Source Power Pump PS for water billing and collecting.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**SUPERVISOR'S REPORTS:**

**RESOLUTION TO ADOPT THE SUPERVISOR'S MONTHLY REPORTS  
FOR JANUARY, 2021 THROUGH NOVEMBER, 2021**

**RESOLUTION NO.: 116,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

WHEREAS, the Town Board previously adopted the January, 2021 through June, 2021 Supervisor's reports,

AND, WHEREAS, this resolution supersedes those previous resolutions,

BE IT RESOLVED, that the Supervisor's Monthly Financial Statements for January, 2021 through November, 2021 are accepted by the Town Board, as presented, and placed on file with the Town Clerk.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**AUDIT BILLS:**

**RESOLUTION TO AUDIT THE BILLS - ABSTRACT #4**

**RESOLUTION NO.: 117,2022**

**INTRODUCED BY: ROBERT BIESEMEYER  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: DAVID DEYO**

RESOLVED, that the Town Board approves the following bills for payment, including those that were prepaid.

Multi-Fund Vouchers numbered 22-189 to 22-225, totaling \$ 67,689.31, as follows:

General Fund Bills	\$ 9,362.28
Highway Fund Bills	51,373.63
Library Fund Bills	0.00
Water District #1 Bills	4,262.78
Water District #2 Bills	2,690.62

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Mr. Deyo

NAYS: none

ABSTAINED: Ms. Cheetham-Palen, Ms. Whitney

**RESOLUTION TO AUDIT THE BILLS - ABSTRACT #5**

**RESOLUTION NO.: 118,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: DAVID DEYO**

RESOLVED, that the Town Board approves the following bills for payment, including those that were prepaid.

Multi-Fund Vouchers numbered 22-228 through 22-331, totaling \$212,783.30, as follows:

General Fund Bills	\$ 65,039.69
Highway Fund Bills	142,700.60
Library Fund Bills	0.63
Water District #1 Bills	3,350.65
Water District #2 Bills	1,078.38
ROOST Enhancement Tax	613.35

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

**ADJOURNMENT:**

**RESOLUTION TO ADJOURN**

**RESOLUTION NO.:** 119,2022

**INTRODUCED BY:** ROBERT BIESEMEYER  
**WHO MOVED FOR ITS ADOPTION**

**SECONDED BY:** DAVID DEYO

RESOLVED, that the Town Board of the Town of Keene has completed all business and hereby adjourns the Bi-Monthly Meeting at 6:30 p.m.

Duly adopted this 29th day of March, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo, Ms. Whitney

NAYS: none

Respectfully submitted,

Kimberly E. Smith  
Town Clerk  
Town of Keene

April 6, 2022