

Bi-Monthly Town Board Meeting
February 27, 2024 5:30 pm
Town Hall
Joseph P. Wilson Jr, Supervisor

Call to order

Approve Minutes: February 13, 2024 Regular Board meeting

Privilege of the Floor:

Town Discussion of Old Business:

- Water District updates
- Annual Audit of the Books
- Policy Update on training costs 3 year prorated payback if employee leaves
- Adopt Revised Policy Manual
- Establish CEF Committee and set application date
- Community Days tent rental
- Community Center playground update

New Business:

- Highway garage oil furnace repair/replacement
- Cell phone for highway deputy/on call person

Town Clerk Report

Ongoing Local Law Process:

- Schedule Public Hearing for STR Local Law

Executive Session: Personnel

Budget Resolutions

Resolution to transfer funds:

Resolution to amend the 2024 budget:

Supervisor's Report: October, November, December 2023

Audit Bills:

Resolution to pay online bills

Resolution to audit Vouchers #2024- through #2024-

Employment Policy Revision: Paying for Licensing & Training

The town may pay for training and/or licensing for town employees. Eligibility is based on the needs of the town and duties of the specific job. Each case must be approved by the department head and the town board in advance of enrolling in any program. The town will then pay for the training program and/or licensing process. The employee must agree to a three year, prorated payback of these costs. The employee must pay back the remaining portion of the costs the town incurred if the employee leaves employment at the town during these three years.

Community Enhancement Fund

Adopted February 13, 2024

Background

The Town of Keene receives revenue from the County Occupancy Tax collected in the town. This revenue is to be used for community projects that benefit residents and enhance the tourism economy of our town. The town receives a guaranteed \$25,000/year and then a proportional share based on the occupancy tax collected in Keene. The following plan brings together the planning the town board has done, the priorities set out in the Town of Keene Strategic Plan, and the efforts the town has previously developed to manage high levels of visitor traffic, recreation opportunities, and the availability of affordable housing.

Proposed Plan

The following is a plan to distribute the funds to projects that support the recreation economy and benefit both residents and visitors. Each year, the revenue will be allocated based on the following schedule. This plan will be reviewed and revised annually and updated to accommodate the changing needs of our community.

Managing use and the Recreation Economy: 20% of annual revenue. To be used for operations such as the hiker shuttle, implementing recommendations from the Town of Keene Strategic Plan, the Community Forest Plan, the Marcy Field Recreation plan, and services to support the recreation economy.

Capital Projects: 30% of annual revenue to implement recommendations outlined in the Town of Keene Strategic Plan. Projects should be identified and prioritized annually so implementation can continue as long as funds are available. Currently, we need improved parking at Marcy Field; the construction of public bathrooms was one of the original needs identified; and the Community Center needs to be evaluated and rebuilt. There is currently a Capital Reserve account with a balance of about \$200,000.

Community Project Grants: 50% of annual revenue. Residents and local non-profits may apply for funds to undertake projects in the Town of Keene. To qualify, projects should benefit residents, visitors, and/or support the recreation economy. Projects should support such things as recreation facilities, public events, community recreation programs, and arts & community organizations.

There will be two application and award sessions every year.

Winter Session:

Applications due February 1

Committee meets mid-February

Awards made March 1

Summer Session:

Applications due July 30

Committee meets mid-August

Awards made September 1

A committee of 2 town board members and 2-3 community members will be appointed to review applications. Applications will need to include a detailed description of the project; a detailed budget; and a final report with receipts, photos, and a brief write-up of the completed project.

References

Town of Keene Strategic Plan

Community Forest Plan

Marcy Field Recreation Plan

North Elba Community Enhancement Fund:

<https://www.roostadk.com/leaf#1607711294096-0407af06-0ccb>