

**Town of Keene – Regular Town Board Meeting UNAPPROVED**

**March 5, 2026**

**5:30 PM – Town Hall**

**Vouchers: 151-230      Resolutions: 83-92**

**Board Members Present:**

Joe Pete Wilson, Supervisor, Robert Biesemeyer, Teresa Cheetham-Palen, Christopher Daly

**Absent:** Ann Hough

**Town Officials Present:**

Robyn Shumer, Town Clerk; Ryan Hall, Highway Superintendent; Savana Li, Water Superintendent

**Town Counsel Present:**

Bryan Liam Kennelly, Esq.

**Members of the Public/Guests:**

Tarisa Holbrook, Keene Library President; Virginia Miller, Keene Library Treasurer; Betsey Scaife, Library Trustee

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**Call to Order**

Supervisor Joe Pete Wilson called the meeting to order at **5:30 PM**.

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**Pledge of Allegiance**

The Pledge of Allegiance was recited.

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**Approval of Minutes**

A motion was made by Mr. **Wilson**, seconded by Mr. **Daly**, to approve the **February 10, 2026 Regular Town Board Meeting minutes** as submitted.

**Motion carried unanimously.**

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## Privilege of the Floor

No members of the public requested privilege of the floor.

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## Library Discussion

Supervisor Wilson introduced a discussion regarding the **library checking account**, which had been operating outside the Town's accounting oversight procedures.

The Board considered a resolution establishing additional oversight of the account.

## Resolution

The Town Board approved the following:

1. The **Supervisor and Deputy Supervisor** will be added as signatories on the library checking account.
2. Expenditures will require **two signatures**: one Library Board member and one from either the Supervisor or Deputy Supervisor.
3. All expenditures must follow the **Town procurement policy** and the **regular voucher audit process**.

After discussion regarding procurement requirements, grant reimbursements, and accounting procedures, a motion was made by Ms. Palen and seconded by Mr. Daly, the resolution was **adopted unanimously**.

A follow-up meeting between the **Town Board and Library Board** will be scheduled to review accounting procedures and grant documentation.

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## Recess

A short recess was called 6:01-6:04 before continuing the meeting.

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## Town Clerk Business

### Cemetery Plot Request

The Town Clerk presented a written request from **Jane Haskins** seeking permission to purchase a **green burial plot in Norton Cemetery**.

The Board requested the letter be circulated and will consider the request at the **next meeting**.

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### **Town Hall Building Access**

The Clerk reported that residents have raised concerns regarding **accessibility when entering Town Hall from the parking area**.

Supervisor Wilson explained that ADA compliance requirements and elevation constraints limit possible ramp placement.

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### **Jay Fire Department Raffle Request**

The **Jay Fire Department** requested permission to sell raffle tickets within the Town of Keene.

The Board requested **additional information regarding the event** before taking action.

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### **Property Tax Payment Methods**

The Clerk raised concerns regarding **online credit card tax payments**, noting that several payments were mistakenly applied to incorrect town accounts.

The Board discussed drafting a **local law requiring credit card and cash tax payments to be made in person**, and limiting mailed payments to **checks or money orders**.

Town Counsel will conduct further research before the Board proceeds.

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### **Highway Department Update**

Highway Superintendent **Ryan Hall** discussed equipment needs, including the potential purchase of a **new tandem truck** to replace an existing vehicle. Cabin chassis will be ordered and produced within 80 days, we start paying now – total cost \$311,155.20. Motion for resolution introduced by Mr. Daly, seconded by Ms. Palen, all approved and motion passed.

Motion to approve “284 Agreement” to pave a significant portion of Schaeffer Rd, \$125k from “Pave NY” funding. Motion made by Mr. Daly, seconded by Ms. Palen, all approved, motion carries.

Ryan informed the board that the sand bid is out for next season.

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### **Water System Updates**

Water Superintendent **Savana Li** requested approval to purchase:

- **Pressure gauge, gaskets, and thrust block** for the Booster Station
- Cost: **\$1,630**

Ms. Palen made a motion and Mr. Daly seconded; the Board approved the purchase.

Li also requested approval to attend the **Rural Water Conference (May 18–20)** with registration cost of **\$395 plus lodging and meal plan**.

Ms. Palen made a motion and Mr. Daly seconded; the Board approved.

Li informed the Board she will be **out of town March 18–23**, with coverage provided by the backup water operator.

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### **Old Business**

**Annual audit of books:** The board noted that financial oversight occurs on an ongoing basis during regular meetings. The Supervisor’s report is reviewed monthly, and vouchers are examined and approved by the board prior to payment, providing continuous review of financial transactions.

**Comp Time Policy:** Ryan rewrote the comp time policy changing the cap from 81 to 120. Motion for resolution to increase the cap on comp time as made by Ms. Palen, seconded by Mr. Daly. All voted in favor and the motion carries.

**Pro-Housing Resolution:** Ms. Palen presented the idea for the resolution asking the board to pass a resolution **formally pledging that it supports housing growth** and will take steps to make it easier to build housing locally. Mr. Daly moved to approve it, Mr. Biesemeyer seconded; all voted in favor.

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## **New Business**

Discussion included:

- Dog control officer report from Ags & Markets confirmed we are compliant and meeting all requirements.
- The hanger will be vacated and there is another tenant in queue, the board passed a resolution to charge \$350 rent. Motion made by Mr. Biesemeyer, seconded by Mr. Daly, all approved.
- Potential **local law regulating tax payment methods**
- Follow-up meetings regarding **library financial reconciliation**

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## **Executive Session**

None.

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## **Budget Resolutions**

\*Resolution to transfer funds made by Mr. Wilson, seconded by Mr. Biesemeyer, all approved.

\*Resolution to amend the 2026 budget made by Mr. Wilson, seconded by Mr. Biesemeyer, all approved.

## **Adjournment**

A motion was made to adjourn by Mr. Wilson and seconded by Mr. Biesemeyer; all approved.

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**Respectfully submitted,**

Robyn Shumer  
Town Clerk  
Town of Keene

