

**CASTLE HILL SELECT BOARD & BOARD OF ASSESSORS
MEETING**

Wednesday, September 14, 2022

7:00 PM – Town Office

Call to Order at 7:00PM by Chair McGlinn

Present – Chair Gerry McGlinn, Shari Chenney, Maylen Kenney, and Allen Michaud

Absent – Herman Condon

Staff Present – Sandra Fournier, Town Manager; Lisa Foster, Treasurer; Becky Adams, Assessor Agent

Public Comment – None

Approve Minutes of Previous Meeting July 13, 2022

Motion by Kenney to accept the July 13, 2022 minutes as presented

Second by Michaud

Motion passed 4 - 0

Review, Approve, and Sign Treasurer Warrants # 48-63

Warrants 48 – 63 were discussed and signed

Motion by Kenney to accept the Treasurer's report on expenditures (warrants), investments, and financial reports as prepared and presented.

Second by Chenney

Motion passed 4 - 0

Old Business – None

New Business

Discuss Abatement Request (Assessors Only)

The Homestead Exemption was removed from a tax payer's property because their mailing address was changed. The tax payer notified the Assessing Agent that they still wanted to claim their Homestead Exemption on their property in Castle Hill.

Motion by Kenney to approve and sign the Abatement Request for \$408.00 for account 2284 for the value of the Homestead Exemption.

Second by Chenney

Motion passed 3 - 0

Review and Sign Municipal Valuation Report (Assessors Only)

There was discussion about the Municipal Valuation Return. This is done on a yearly basis and is to be returned to the State by November 1. This is part of the Tax Commitment process.

Motion by Chenney to approve and sign the Municipal Valuation Return as presented

Second by Kenney

Motion passed 3 - 0

Review 2023 Budget & Town Meeting Schedule

The schedule for the 2023 Budget and Town Meeting was discussed.

Motion by Kenney to approve the 2023 Budget and Town Meeting Schedule as presented.

Second by Michaud

Motion passed 4 - 0

Other – None

Town Manager Report

The Treasurer/Tax Collector has issued a final demand letter for past due Personal Property Tax. The tax payer has until September 30, 2022 to make payment. The next step is small claims court.

The Clerk is preparing for the November 8, 2022 General Election. Absentee ballots will not be processed early. There are 16 unregistered dog owners that the Clerk and ACO are working with the Sheriff's Department to provide court summons.

The Code Enforcement Officer has issued 4 building permits and 1 plumbing permit. These will require follow-up visits and inspections.

The Towns were awarded a \$7,000 grant through the Emergency Management Performance Program. This grant will be used to purchase a new generator, install a cement pad, and pay for ground work for our emergency communications tower.

The old Ranger Station, located at 813 Haystack Road, has officially been sold. The proceeds of \$32,700 have been placed in a reserve account 2-400-02 labeled Caste Hill Real Estate Sold. The Select Board may utilize these funds as they see fit.

Set Next Meeting Date(s):

Select Board Meetings – October 12, 2022 @ 7:00 PM

Salary Committee Meeting – October 18, 2022 @ 5:30 PM

Joint Select Board Meeting – Tuesday, October 18, 2022 @ 6:30PM

Adjourn at 7:47PM by Chair McGlenn

Respectfully submitted

Lisa Foster

Treasurer/Tax Collector